



## AGREEMENT

Between

THE HALTON CATHOLIC DISTRICT SCHOOL BOARD

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES,

LOCAL 5200.00

EDUCATIONAL ASSISTANTS

This Collective Agreement shall consist of two parts.

Part "A" consists of provisions respecting Central Issues.

Part "B" consists of provisions with respect to Local Issues, and certain Central Issues.

SEPTEMBER 1, 2022 to AUGUST 31, 2026



## PART A: CENTRAL TERMS



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## **APPENDIX I**

### **CUPE – PART A: CENTRAL TERMS**

#### **C1.00 STRUCTURE AND ORGANIZATION OF COLLECTIVE AGREEMENT**

##### **C1.1 Separate Central and Local Terms**

The collective agreement shall consist of two parts. Part “A” shall comprise those terms which are central terms. Part “B” shall comprise those terms which are local terms.

##### **C1.2 Implementation**

Part “A” may include provisions respecting the implementation of central terms by the school board and the union. Any such provision shall be binding on the school board and the union. Should a provision in Part A conflict with a provision in Part B, the provision in Part A, Central Term will apply.

##### **C1.3 Parties**

- a) The parties to the collective agreement are the school board or school Authority and the union.
- b) Central collective bargaining shall be conducted by the central employer and employee bargaining agencies representing the local parties.

##### **C1.4 Single Collective Agreement**

Central terms and local terms shall together constitute a single collective agreement for all purposes.

#### **C2.00 DEFINITIONS**

**C2.1** Unless otherwise specified, the following definitions shall apply only with respect to their usage in standard central terms. Where the same word is used in Part B of this collective agreement, the definition in that part, or any existing local interpretation, shall prevail.

**C2.2** The “Central Parties” shall be defined as the employer bargaining agency, the Council of Trustees’ Associations/Conseil d’Associations des Employeurs (CTA/CAE) and the employee bargaining agency, the Canadian Union of Public Employees/Syndicat Canadien de la Fonction Publique (CUPE/SCFP).

CUPE/SCFP refers to the designated employee bargaining agency pursuant to subsection 20 (1) of the *School Boards Collective Bargaining Act, 2014* for central bargaining with respect to employees in the bargaining units for which CUPE/SCFP is the designated employee bargaining agency.

CTA/CAE refers to the designated employer bargaining agency pursuant to subsection 21 (6) of the *School Boards Collective Bargaining Act, 2014* for central bargaining with respect to employees in the bargaining units for which CUPE/SCFP is the designated employee bargaining agency. The CTA/CAE is composed of:

1. ACEPO refers to l'Association des conseils scolaires des écoles publiques de l'Ontario as the designated bargaining agency for every French-language public district school board.
2. AFOCSC refers to l'Association franco-ontarienne des conseils scolaires catholiques as the designated bargaining agency for every French-language Catholic district school board.
3. OCSTA refers to the Ontario Catholic School Trustees' Association as the designated bargaining agency for every English-language Catholic district school board.
4. OPSBA refers to the Ontario Public School Boards' Association as the designated bargaining agency for every English-language public district school board, including isolate boards.

### **C3.00 LENGTH OF TERM/NOTICE TO BARGAIN**

#### **C3.1 Term of Agreement**

The term of this collective agreement, including central terms and local terms, shall be from September 1, 2022 to August 31, 2026 inclusive.

#### **C3.2 Term of Letters of Agreement/Understanding**

All central letters of agreement/understanding appended to this agreement, or entered into after the execution of this agreement shall, unless otherwise stated therein, form part of the collective agreement, run concurrently with it, and have the same termination date as the agreement.

#### **C3.3 Amendment of Terms**

In accordance with Section 42 of the *School Boards Collective Bargaining Act, 2014*, the central terms of this agreement, excepting term, may be amended at any time during the life of the agreement upon mutual consent of the central parties and agreement of the Crown. It is understood the union will follow its internal approval process.

#### **C3.4 Notice to Bargain**

- a) Where central bargaining is required under the *School Boards Collective Bargaining Act, 2014*, notice to bargain centrally shall be in accordance with Sections 31 and 28 of that Act, and with Section 59 of the *Labour Relations Act, 1995*.

Notice to commence bargaining shall be given by a central party:

- i. within 90 (ninety) days of the expiry date of the collective agreement; or
  - ii. within such greater period agreed upon by the parties; or
  - iii. within any greater period set by regulation by the Minister of Education.
- b) Notice to bargain centrally constitutes notice to bargain locally.
  - c) Where no central table is designated, notice to bargain shall be consistent with section 59 of the *Labour Relations Act, 1995*.

### **C4.00 CENTRAL DISPUTE RESOLUTION PROCESS**



The following process pertains exclusively to disputes and grievances on central matters that have been referred to the central process. In accordance with the *School Board Collective Bargaining Act, 2014* central matters may also be grieved locally, in which case local grievance processes will apply. In the event that central language is being grieved locally, the local parties shall provide the grievance to their respective central agents. Where a local grievance has been filed, the central parties will jointly recommend in writing to the Local Parties that the local grievance be held in abeyance until the Central Dispute Resolution Committee, the Central Parties, or the Crown takes action under Article 4.

#### **C4.1 Statement of Purpose**

- a. The purposes of the Central Dispute Resolution Process (CDRP) shall include the expeditious processing and resolution of disputes through consultation, discussion, mediation or arbitration, and the avoidance thereby of multiplicity of proceedings.

#### **C4.2 Parties to the Process**

- a. There shall be established a Central Dispute Resolution Committee (“The Committee”), which shall be composed of equal representation of up to four (4) representatives each of the employer bargaining agency and employee bargaining agency (“the central parties”), and up to three representatives of the Crown. The Committee will be co-chaired by a representative from each bargaining agency. All correspondence to the committee will be sent to both co-chairs.
- b. The Central Parties and the Crown will provide a written list of representatives appointed to the Committee with contact information every September. Any changes in representation will be confirmed in writing.
- c. A local party shall not be party to the CDRP, or to the Committee, except to the extent its interests are represented by its respective central party on the Committee.
- d. For the purposes of this section, “central party” means an employer bargaining agency or employee bargaining agency, and “local party” means an employer or trade union party to a local collective agreement.

#### **C4.3 Meetings of the Committee**

The Committee shall meet eight times during the school year. The parties may schedule additional meetings by mutual agreement.

#### **C4.4 Selection of Representatives**

- a. Each central party and the Crown shall select its own representatives to the Committee.

#### **C4.5 Mandate of the Committee**

The mandate of the Committee shall be as follows:

a. Dispute Resolution

A review of any dispute referred to the Committee respecting the interpretation, application, administration, alleged violation, or arbitrability of central terms in the agreement, for the purposes of determining whether the dispute might be settled, withdrawn, referred to mediation/arbitration as a formal grievance, or referred to the local grievance procedure in accordance with this section.

b. Not Adjudicative

It is clearly understood that the Committee is not adjudicative in nature. Unless otherwise agreed to by the parties, decisions of the committee are without prejudice or precedent.

**C4.6 Role of the Central Parties and Crown**

a. The central parties shall each have the following rights:

- i. To file a dispute with the Committee.
- ii. To file a dispute as a grievance with the Committee.
- iii. To engage in settlement discussions, and to mutually settle a dispute or grievance.
- iv. To withdraw a dispute or grievance it filed.
- v. To mutually agree to refer a dispute or grievance to the local grievance procedure.
- vi. To refer a grievance it filed to final and binding arbitration.
- vii. To mutually agree to voluntary mediation.

b. The Crown shall have the following rights:

- i. To give or withhold approval to the employer bargaining agency, to any proposed settlement.
- ii. To participate in any matter referred to arbitration.
- iii. To participate in voluntary mediation.

**C4.7 Referral of Disputes**

- a. Either central party must refer a dispute to the Committee for discussion and review

#### **C4.8 Carriage Rights**

- a. The parties to settlement discussions shall be the central parties. The Crown may participate in settlement discussions.

#### **C4.9 Responsibility to Communicate**

- a. It shall be the responsibility of a central party to refer a dispute to the Committee, or to arbitration, in a timely manner.
- b. It shall be the responsibility of each central party to inform their respective local parties of the Committee's disposition of the dispute at each step in the CDRP, including mediation and arbitration, and to direct them accordingly.

#### **C4.10 Language of Proceedings**

- a. Where a dispute arises uniquely under a collective agreement in the French language, the documentation shall be provided, and the proceedings conducted in French. Interpretative and translation services shall be provided accordingly to ensure that non-francophone participants are able to participate effectively.
- b. Where such a dispute is filed:
  - i. The decision of the committee shall be available in both French and English.
  - ii. Mediation and arbitration shall be conducted in the French language with interpretative and translation services provided accordingly.
- c. Arbitration decisions and settlements that may have an impact on French language school boards shall be translated accordingly.

#### **C4.11 Definition of Dispute**

- a. A dispute can include:
  - i. A matter in dispute between the central parties respecting the interpretation, application, administration, alleged violation, or arbitrability of central terms in the agreement.

#### **C4.12 Notice of Disputes**

Notice of the dispute will be submitted on the form provided in Appendix A and sent to the responding party, in order to provide an opportunity to respond. The Crown shall be provided with a copy.

- a. Notice of the dispute shall include the following:

- i. Any central provision of the collective agreement alleged to have been violated.
- ii. The provision of any statute, regulation, policy, guideline, or directive at issue.
- iii. A comprehensive statement of any relevant facts.
- iv. The remedy requested.

#### **C4.13 Referral to the Committee**

- a. A central party that has a dispute regarding the interpretation, application, administration, alleged violation, or arbitrability of a central term, shall refer it forthwith to the Committee by notice of dispute to the co-chair of the other central party, with a copy to the Crown, but in no case later than thirty (30) working days after becoming aware of the dispute. Where the responding party wishes to provide a written response prior to the committee meeting, that response shall be forwarded to the other Central party and the Crown.
- b. The Committee shall conduct a review of the dispute. The Committee will meet to review the dispute within twenty (20) working days or at the next scheduled meeting of the Committee.
- c. If the dispute is not settled or withdrawn, within twenty (20) working days of the Committee meeting, the central party submitting the dispute may:
  - i. Continue informal discussions; or
  - ii. Refer the dispute back to the local grievance procedure
- d. If the dispute remains unresolved for longer than sixty (60) working days the dispute may be referred as a grievance. Once referred as a grievance the parties may:
  - i. Refer the grievance to Voluntary Mediation or Expedited Mediation
  - ii. Refer the grievance to Arbitration.

#### **C4.14 Timelines**

- a. Timelines may be extended by mutual consent of the parties.
- b. Working days shall be defined as Monday through Friday excluding statutory holidays.
- c. Disputes that arise during non-instructional days (Summer Months, Christmas Break, and March Break) will have timelines automatically extended.
- d. Local grievance timelines will be held in abeyance while the dispute is in the CDRP, in the event that the matter is referred back locally.

#### **C4.15 Voluntary Mediation /Expedited Meditation**

- a. The central parties may, on mutual agreement, request the assistance of a mediator.
- b. Where the central parties have agreed to mediation, the cost shall be shared equally between the central parties.
- c. Timelines shall be held in abeyance from the time of referral to mediation until the completion of the mediation process. The referral of a grievance to mediation is without prejudice to either parties' position on jurisdictional matters, including timeliness.
- d. The Parties agree to refer any mediation to agreed-upon mediator(s). In selecting a mediator, the parties shall have regard to reasonable availability, sector knowledge, and linguistic competence.
- e. Following ratification, the parties shall contact mediator(s) to establish three dates for mediation. Dates shall be scheduled in consultation with the parties. One of the expedited mediation sessions shall be conducted in French and two of the expedited mediation sessions shall be conducted in English every school year of the agreement unless agreed otherwise by the parties.
- f. It is understood that the resolution of any grievance under the mediation process shall be without prejudice and shall not be raised or relied upon by either party or the Crown in any future proceeding, except for enforcement purposes.
- g. The parties may jointly set down up to 5 (five) grievances for each review.
- h. The mediator shall have the authority to assist the parties in a mediated resolution to the grievance.
- i. Each party shall prepare a mediation brief to assist the mediator, which shall include the following:
  - A short description of the grievance.
  - A statement of relevant facts.
  - A list of any relevant provisions of the collective agreement.
  - Any relevant documentation.
- j. The description of the grievance and the relevant facts shall not be typically longer than two pages.
- k. The party raising the grievance shall provide the opposing party (and the Crown, where applicable) with a complete brief no later than thirty (30) days prior to the scheduled review.
- l. The responding party shall provide their brief no later than five (5) days prior to the scheduled review.

- m. The Crown may provide a brief no later than two (2) days prior to the review.
- n. Where the matter is not resolved, the mediator is not seized to arbitrate the grievance.

#### **C4.16 Arbitration**

- a. Arbitration shall be by a single arbitrator.
- b. In order to have an expeditious process, the parties shall consider sharing prior to the hearing the following, "Written Briefs", "Will Say Statements" "Agreed Statement of Facts" and the case law the parties intend to rely on. The parties will make best efforts to respond to disclosure requests in a timely fashion prior to the hearing.
- c. The central parties shall use the mutually agreed-to list of arbitrators set out in Letter of Understanding #8. Arbitrators on the list will be used in rotation, based on availability. On mutual agreement, the parties may add to or delete from the list during the term of the agreement, as required.
- d. The Parties shall select an arbitrator from the list to subject to their availability to hear the matter within eighteen (18) months, on a date convenient to the parties. If none of the arbitrators on the list are able to convene a hearing within eighteen (18) the parties shall appoint a mutually agreed to arbitrator who is available within eighteen (18) months.
- e. The central parties may refer multiple grievances to a single arbitrator.
- f. The cost of proceedings, including arbitrator fees and rental of space, shall be shared equally between the central parties.
- g. This does not preclude either Party from proceeding to expedited arbitration under the Labour Relations Act.

#### **C5.00 BENEFITS**

The parties have agreed to participate in the Provincial Benefit Trust set out in the CUPE Education Workers Benefit Trust Agreement and Declaration of Trust "CUPE EWBT" established February 28, 2018. The date on which the board and the bargaining unit commenced participation in the Trust shall be referred to herein as the "Participation Date".

The parties agree that, once all employees to whom this memorandum of settlement applies transition to the CUPE EWBT, all references to existing life, health and dental benefits plans in the applicable local collective agreement shall be removed from that local agreement.

Consistent with section 144.1 of the Income Tax Act (Canada) ("ITA") Boards' benefit plans can only be moved into the Trust, such that the Trust will be in compliance with the ITA and Canada Revenue Agency administrative requirements for an ELHT.

Post Participation Date, the following shall apply:

#### **C5.1 Eligibility and Coverage**

- a) The Trust will maintain eligibility for CUPE represented employees who currently have benefits and any newly hired eligible employee covered by the local terms of applicable collective agreement ("CUPE represented employees").
- b) The Trust is also permitted to provide coverage to other active employee groups in the education sector with the consent of their bargaining agents and employer or, for non-union groups, in accordance with an agreement between the Trustees and the applicable Board.
- c) Retirees who were previously represented by CUPE, who were, and still are members of a Board benefit plan as at the participation date are eligible to receive benefits through the CUPE EWBT based on prior arrangements with the Board.
- d) No individuals who retire after the Participation Date are eligible.

#### **C5.2 Funding**

Funding related to the CUPE EWBT will be based on the following:

- a) Funding amounts:
  - September 1, 2022: increase of 1% (\$5,712.00 per FTE)
  - September 1, 2023: increase of 1% (\$5,769.12 per FTE)
  - September 1, 2024: increase of 1% (\$5,826.82 per FTE)
  - September 1, 2025: increase of 1% (\$5,885.08 per FTE)
  - August 31, 2026: increase of 4% (\$6,120.48 per FTE)

#### **C5.3 Cost Sharing**

The terms and conditions of any existing Employee Assistance Program/Employee Family Assistance Program shall remain the responsibility of the respective Board and not the Trust maintaining current employer and employee co-share where they exist. The Board shall maintain its contribution to all statutory benefits as required by legislation (including but not limited to Canada Pension Plan, Employment Insurance, Employer Health Tax, etc.).

Any cost sharing or funding arrangements regarding the EI rebate will remain status quo.

#### **C5.4 Full-Time Equivalent (FTE) and Employer Contributions**

- a) The FTE used to determine the Board's benefits contributions will be based on the average of the Board's FTE as of October 31st and March 31st of each year.

- b) For the purposes of (a) above, the FTE positions will be those consistent with Appendix H of the Education Finance Information System (EFIS) for job classifications that are eligible for benefits.
- c) Amounts previously paid under (a) above will be reconciled to the agreed October 31st and March 31st FTE and any identified difference will be remitted to the Trust in a lump sum on or before the last day of the month following reconciliation.
- d) In the case of a dispute regarding the FTE number of members for whom the provincial benefits package is being provided, the dispute will be resolved between the Board and CUPE. If no resolution to the issue can be achieved, it shall be subject to the Central Dispute Resolution Process.

#### **C5.5 Payment in Lieu of Benefits**

- a) All employees not transferred to the Trust who received pay in lieu of benefits under a collective agreement in effect as of August 31, 2014, shall continue to receive the same benefit.
- b) New hires after the Participation Date who are eligible for benefits from the CUPE EWBT are not eligible for pay in lieu of benefits.

#### **C5.6 Benefits Committee**

- a) A benefits committee comprised of the employee representatives, the employer representatives, including the Crown, and Trust Representatives will meet to address all matters that may arise in the operation of the Trust. This committee is currently known as "TRAC 3".

#### **C5.7 Privacy**

- a) The Parties agree to inform the Trust Plan Administrator, that in accordance with applicable privacy legislation, the Trust Plan Administrator shall limit the collection, use and disclosure of personal information to information that is necessary for the purpose of providing benefits administration services. The Trust Plan Administrator's policy shall also be based on the Personal Information Protection and Electronic Documents Act (PIPEDA).

### **C6.00 SICK LEAVE**

#### **C6.1 Sick Leave/Short Term Leave and Disability Plan**

##### **Definitions:**

The definitions below shall be exclusively used for this article.

**"Full year"** refers to the ordinary period of employment for the position.



**“Permanent Employees”** – means all employees who are not casual employees, or employees working in a long-term supply assignment, as defined below.

**“Long Term Supply Assignment”** means, in relation to an employee,

- i. a long-term supply assignment within the meaning of the local collective agreement, or
- ii. where no such definition exists, a long-term supply assignment will be defined as twelve (12) days of continuous employment in one assignment.

**“Casual Employees”** means,

- i. A casual employee within the meaning of the local collective agreement,
- ii. If clause (i) does not apply, an employee who is a casual employee as agreed upon by the board and the bargaining agent, or
- iii. If clauses (i) and (ii) do not apply, an employee who is not regularly scheduled to work.

Notwithstanding the above, an employee working in a Long-Term Supply Assignment shall not be considered a casual employee for purposes of sick leave entitlement under this article while working in the assignment.

**“Fiscal Year”** means September 1 to August 31.

**“Wages”** is defined as the amount of money the employee would have otherwise received over a period of absence, excluding overtime.

**a) Sick Leave Benefit Plan**

The Board will provide a Sick Leave Benefit Plan which will provide sick leave days and short-term disability coverage to provide protection against loss of income when ill or injured as defined below. An employee, other than a casual employee as defined above, is eligible for benefits under this article.

Sick leave days may be used for reasons of personal illness, personal injury, personal medical appointments, or personal dental emergencies only. Appointments shall be scheduled outside of working hours, where possible.

Employees receiving benefits under the *Workplace Safety and Insurance Act*, or under an LTD plan, are not entitled to benefits under a school board’s sick leave and short-term disability plan for the same condition.

**b) Sick Leave Days Payable at 100% Wages**

**Permanent Employees**

Subject to paragraphs d), e) and f) below, Employees will be allocated eleven (11) sick days payable at one hundred percent (100%) of wages on the first day of each fiscal year, or the first day of employment.

**Employees on Long-Term Supply Assignments**

Subject to paragraph d) below, Employees completing a full-year long-term supply assignment shall be allocated eleven (11) sick days payable at one hundred percent (100%) of wages at the start of the assignment. An employee completing a long-term supply assignment that is less than a full year will be allocated eleven (11) sick days payable at one hundred percent (100%)

reduced to reflect the proportion the long-term supply assignment bears to the length of the regular work year for the position.

**c) Short Term Disability Coverage – Days Payable at 90% Wages**

**Permanent Employees**

Subject to paragraphs d), e) and f) below, permanent Employees will be allocated one hundred and twenty (120) short-term disability days at the start of each fiscal year or the first day of employment. Permanent Employees eligible to access short-term disability coverage shall receive payment equivalent to ninety percent (90%) of regular wages.

**Employees on Long-Term Supply Assignments**

Subject to paragraph d) below, Employees completing a full year long-term supply assignment shall be allocated one hundred and twenty (120) short-term disability days payable at ninety percent (90%) of wages at the start of the assignment.

An employee completing a long-term supply assignment that is less than a full year will be allocated one hundred and twenty (120) short-term disability days payable at ninety percent (90%) of wages reduced to reflect the proportion the long term supply assignment bears to the length of the regular work year for the position.

**d) Eligibility and Allocation**

A sick leave day/short term disability leave day will be allocated and paid in accordance with current local practice.

Any changes to hours of work during a fiscal year shall result in an adjustment to the allocation.

**Permanent Employees**

The allocations outlined in paragraphs b) and c) above will be provided on the first day of each fiscal year, or the first day of employment, subject to the exceptions below:

Where a permanent Employee is accessing sick leave and/or the short-term disability plan in a fiscal year and the absence continues into the following fiscal year for the same medical condition, the permanent Employee will continue to access any unused sick leave days or short-term disability days from the previous fiscal year's allocation.

A new allocation will not be provided to the permanent Employee until s/he has returned to work and completed eleven (11) consecutive working days at their regular working hours. The permanent Employee's new sick leave allocation will be eleven (11) sick leave days payable at 100% wages. The permanent Employee will also be allocated one hundred and twenty (120) short-term disability leave days based on the provisions outlined in c) above reduced by any paid sick days already taken in the current fiscal year.

If a permanent Employee is absent on his/her last regularly scheduled work day and the first regularly scheduled work day of the following year for unrelated reasons, the allocation outlined above will be provided on the first day of the fiscal year, provided the employee submits medical documentation to support the absence, in accordance with paragraph (h).

### **Employees on Long-Term Supply Assignments**

Employees completing long term supply assignments may only access sick leave and short-term disability leave in the fiscal year in which the allocation was provided. Any remaining allocation may be used in subsequent long-term supply assignments, provided these occur within the same fiscal year.

Employees employed in a long-term supply assignment which is less than the ordinary period of employment for the position shall have their sick leave and short-term disability allocations pro-rated accordingly.

Where the length of the long-term supply assignment is not known in advance, a projected length must be determined at the start of the assignment in order for the appropriate allocation of sick leave/short-term disability leave to occur. If a change is made to the length of the assignment, an adjustment will be made to the allocation and applied retroactively.

#### **e) Refresh Provision for Permanent Employees**

Permanent Employees returning from LTD or workplace insurance leave to resume their regular working hours must complete eleven (11) consecutive working days at their regular working hours to receive a new allocation of sick/short-term disability leave. If the Employee has a recurrence of the same illness or injury, s/he is required to apply to reopen the previous LTD or WSIB claim, as applicable.

The Local union and Local school board agree to continue to cooperate in the implementation and administration of early intervention and safe return to work processes as a component of the Short-Term Leave and Long Term Disability Plans.

In the event the Employee exhausts his/her sick/short-term disability leave allocation from the previous year and continues to work part-time, their salary will be reduced accordingly and a pro-rated sick/short-term allocation for the employee's working portion of the current year will be provided. The new pro-rated sick/short-term leave allocation may not be used to top-up from part-time to full-time hours. Any changes to hours of work during a fiscal year shall result in an adjustment to the allocation.

For the purposes of d) and e) of this article, eleven (11) consecutive working days of employment shall not include a period of leave for a medical appointment, which is related to the illness/injury that had been the reason for the employee's previous absence, but days worked before and after such leave shall be considered consecutive. It shall be the employee's obligation to provide medical confirmation that the appointment was related to the illness/injury.

#### **f) WSIB & LTD**

An Employee who is receiving benefits under the Workplace Safety and Insurance Act, or under an LTD plan, is not entitled to benefits under a school board's sick leave and short-term disability plan for the same condition unless the employee is on a graduated return to work program then WSIB/LTD remains the first payor.

For clarity, where an employee is receiving partial benefits under WSIB/LTD, they may be entitled to receive benefits under the sick leave plan, subject to the circumstances of the

specific situation. During the interim period from the date of the injury/incident or illness to the date of the approval by the WSIB/LTD of the claim, the employee may access sick leave and short-term leave and disability coverage. A reconciliation of sick leave deductions made and payments provided, will be undertaken by the school board once the WSIB/LTD has adjudicated and approved the claim. In the event that the WSIB/LTD does not approve the claim, the school board shall deal with the absence consistent with the terms of the sick leave and short-term leave and disability plans.

#### **g) Graduated Return to Work**

Where an Employee is not receiving benefits from another source and is working less than his/her regular working hours in the course of a graduated return-to-work as the Employee recovers from an illness or injury, the Employee may use any unused sick/short term disability allocation remaining, if any, for the portion of the day where the Employee is unable to work due to illness or injury. A partial sick/short term leave day will be deducted for an absence of a partial day in the same proportion as the duration of the absence is to an employee's regular hours.

Where an employee returns on a graduated return to work from a WSIB/LTD claim, and is working less than his/her regular hours, WSIB and LTD will be used to top up the employee's wages, as approved and if applicable.

Where an employee returns on a graduated return to work from an illness which commenced in the previous fiscal year,

- and is not receiving benefits from another source;
- and is working less than his/her regular hours of work;
- and has sick leave days and/or short-term disability days remaining from the previous year

The employee can access those remaining days to top up their wages proportional to the hours not worked.

Where an employee returns on a graduated return to work from an illness which commenced in the previous fiscal year,

- and is not receiving benefits from another source,
- and is working less than his/her regular hours of work,
- and has no sick leave days and/ or short-term disability days remaining from the previous year,

the employee will receive 11 days of sick leave paid at 100% of the new reduced working hours. When the employee's hours of work increase during the graduated return to work, the employee's sick leave will be adjusted in accordance with the new schedule. In accordance with paragraph c), the Employee will also be allocated one hundred and twenty (120) short-term disability days payable at ninety percent (90%) of regular salary proportional to the hours scheduled to work under the graduated return to work. The new pro-rated sick/short-term leave allocation may not be used to top-up from part-time to full-time hours.

#### **h) Proof of Illness**

### **Sick Leave Days Payable at 100%**

A Board may request medical confirmation of illness or injury and any restrictions or limitations any Employee may have, confirming the dates of absence and the reason thereof (omitting a diagnosis). Medical confirmation is to be provided by the Employee for absences of five (5) consecutive working days or longer. The medical confirmation may be required to be provided on the form contained in Appendix C.

### **Short-Term Disability Leave**

In order to access short-term disability leave, medical confirmation may be requested and shall be provided on the form attached as Appendix "C" to this Agreement.

In either instance where an Employee does not provide medical confirmation as requested, or otherwise declines to participate and/or cooperate in the administration of the Sick Leave Plan, access to compensation may be suspended or denied. Before access to compensation is denied, discussion will occur between the union and the school board. Compensation will not be denied for the sole reason that the medical practitioner refuses to provide the required medical information. A school board may require an independent medical examination to be completed by a medical practitioner qualified in respect of the illness or injury of the Board's choice at the Board's expense.

In cases where the Employee's failure to cooperate is the result of a medical condition, the Board shall consider those extenuating circumstances in arriving at a decision.

#### **i) Notification of Sick Leave Days**

The Board shall notify employees and the Bargaining Unit, when they have exhausted their 11 days allocation of sick leave at 100% of salary.

#### **j) Pension Contributions While on Short Term Disability**

##### **Contributions for OMERS Plan Members:**

When an employee/plan member is on short-term sick leave and receiving less than 100% of regular salary, the Board will continue to deduct and remit OMERS contributions based on 100% of the employee/plan member's regular pay.

##### **Contributions for OTPP Plan Members:**

- i. When an employee/plan member is on short-term sick leave and receiving less than 100% of regular salary, the Board will continue to deduct and remit OTPP contributions based on 100% of the employee/plan member's regular pay.
- ii. If the plan employee/plan member exceeds the maximum allowable paid sick leave before qualifying for Long-Term Disability (LTD)/Long Term Income Protection (LTIP), pension contributions will cease. The employee/plan member is entitled to complete a purchase of credited service, subject to existing plan provisions for periods of absence due to illness between contributions ceasing under a paid short-term sick leave provision and qualification for Long-Term Disability (LTD)/Long-Term Income Protection (LTIP) when employee contributions are waived. If an employee/plan member is not approved for LTD/LTIP, such absence shall be subject to existing plan provisions.

#### **k) Top-up Provisions**

Employees accessing short-term disability leave as set out in paragraph c) will have access to any unused sick leave days from their last fiscal year worked for the purpose of topping up wages to one hundred percent (100%) under the short-term disability leave.

This top-up is calculated as follows:

Eleven (11) days less the number of sick leave days used in the most recent fiscal year worked.

Each top-up to 100% from 90 to 100% requires the corresponding fraction of a day available for top-up.

In addition to the top-up bank, top-up for compassionate reasons may be considered at the discretion of the board on a case by case basis. The top-up will not exceed two (2) days and is dependent on having two (2) unused Short-Term Paid Leave Days/Miscellaneous Personal Leave Days in the current year. These days can be used to top-up salary under the short-term disability leave.

When employees use any part of a short-term disability leave day they may access their top up bank to top up their salary to 100%.

#### **l) Sick Leave to Establish EI Maternity Benefits**

If the Employee will be able to establish a new EI Maternity Benefit claim in the six weeks immediately following the birth of her child through access to sick leave at 100% of her regular salary, she shall be eligible for up to six weeks leave at 100% of her regular salary without deduction from the sick days or short-term disability leave days (remainder of six weeks topped-up as SEB).

### **C7.00 CENTRAL LABOUR RELATIONS COMMITTEE**

#### **C7.1 Preamble**

The Council of Trustees' Associations (CTA) and the Canadian Union of Public Employees (CUPE) agree to establish a joint Central Labour Relations Committee (Committee) to promote and facilitate communication between rounds of bargaining on issues of joint interest.

#### **C7.2 Membership**

The Committee shall include four (4) representatives from CUPE/SCFP and four (4) representatives from the CTA. The parties may mutually agree to invite the Crown and/or other persons to attend meetings in order to provide support and resources as required.

#### **C7.3 Co-Chair Selection**

CUPE/SCFP and CTA representatives will each select one co-chair. The two Co-Chairs will govern the group's agendas, work and meetings.

#### **C7.4 Meetings**

The Committee will meet within sixty (60) calendar days of the ratification of the central terms of the collective agreement. The Committee shall meet on agreed upon dates three (3) times in each school year, or more often as mutually agreed.

### **C7.5 Agenda and Minutes**

- a) Agendas of reasonable length detailing issues in a clear and concise fashion will be developed jointly between the co-chairs, translated into the French language and provided to committee members at least ten (10) working days prior to the scheduled date of the meeting. Agenda items should be of general concern to the parties as opposed to personal concerns of individual employees. It is not the mandate of the Committee to deal with matters that have been filed as central disputes. With mutual consent, additional items may be added prior to, or at the meeting.
- b) The minutes will be produced by the CTA and agreed upon by the parties on an item-by-item basis. The minutes will reflect the items discussed and any agreement or disagreement on solutions. Where the matter is deferred, the minutes will reflect which party is responsible for follow-up. The minutes will be translated into the French language and authorized for distribution to the parties and the Crown once signed by a representative from both parties.

### **C7.6 Without Prejudice or Precedent**

The parties to the Committee agree that any discussion at the Committee will be on a without-prejudice and without-precedent basis, unless agreed otherwise.

### **C7.7 Cost of Labour Relations Meetings**

The parties agree that efforts will be made to minimize costs related to the committee.

## **C8.00 CUPE/SCFP MEMBERS ON PROVINCIAL COMMITTEES**

CUPE/SCFP appointees to Provincial Committees will not have their participation charged against local collective agreement union release time or days.

## **C9.00 ATTENDANCE AT MANDATORY MEETINGS/SCHOOL EVENTS**

Where an employee is required through clear direction by the board to attend work outside of regular working hours, the provisions of the local collective agreement regarding hours of work and compensation, including any relevant overtime/lieu time provisions, shall apply.

Required attendance outside of regular working hours may include, but is not limited to school staff meetings, parent/teacher interviews, curriculum nights, Individual Education Plan and Identification Placement Review Committee meetings, and consultations with board professional staff.

## **C10.00 CASUAL SENIORITY EMPLOYEE LIST**

On or before September 1, 2016, school boards shall establish a seniority list for casual/temporary employees, where a list does not currently exist. This will be a separate list from permanent employees and shall have as its sole purpose to track length of service with the Board. Further, the list shall have no other force or effect on local collective agreements other than those that may already exist for casual/temporary employees in the 2008-12 local collective agreement.

## **C11.00 UNION REPRESENTATION AS IT RELATES TO CENTRAL BARGAINING**

### **Negotiations Committee**



At all central bargaining meetings with the Employer representatives the union will be represented by the OSBCU negotiations committee.

The union will be consulted prior to the tendering process for the broader central bargaining location. The tendering process shall be conducted in accordance with the OPS Procurement Directive.

## **C12.00 STATUTORY LEAVES OF ABSENCE/SUPPLEMENTAL EMPLOYMENT BENEFITS (SEB)**

### **C12.1 Family Medical Leave or Critical Illness Leave**

- a) Family Medical Leave or Critical Illness leaves granted to an employee under this Article shall be in accordance with the provisions of the *Employment Standards Act*, as amended.
- b) The employee will provide to the employer such evidence as necessary to prove entitlement under the ESA.
- c) An employee contemplating taking such leave(s) shall notify the employer of the intended date the leave is to begin and the anticipated date of return to active employment.
- d) Seniority and experience continue to accrue during such leave(s).
- e) Where an employee is on such leave(s), the Employer shall continue to pay its share of the benefit premiums, where applicable. To maintain participation and coverage under the Collective Agreement, the employee must agree to provide for payment for the employee's share of the benefit premiums, where applicable.
- f) In order to receive pay for such leaves, an employee must access Employment Insurance and the Supplemental Employment Benefit (SEB) in accordance with g) to j), if allowable by legislation. An employee who is eligible for E.I. is not entitled to benefits under a school board's sick leave and short-term disability plan.

### **Supplemental Employment Benefits (SEB)**

- g) The Employer shall provide for permanent employees who access such Leaves, a SEB plan to top up their E.I. Benefits. The permanent employee who is eligible for such leave shall receive 100% salary for a period not to exceed eight (8) weeks provided the period falls within the work year and during a period for which the permanent employee would normally be paid. The SEB Plan pay will be the difference between the gross amount the employee receives from E.I. and their regular gross pay.
- h) Employees completing a term assignment shall also be eligible for the SEB plan with the length of the benefit limited by the length of the assignment.
- i) SEB payments are available only to supplement E.I. benefits during the absence period as specified in this plan.
- j) The employee must provide the Board with proof that he/she has applied for and is in receipt of employment insurance benefits in accordance with the *Employment Insurance Act*, as amended, before SEB is payable.



### **C13.00 MERGER, AMALGAMATION OR INTEGRATION**

The parties (OSBCU and the CTA) agree to meet within 30 days (or another mutually agreed time) of receiving written notice of a decision to fully or partially merge, amalgamate or integrate a school board or authority. The Crown shall receive an invitation to participate in the meeting. The parties agree to discuss the impact to the affected school board or authority of the merger, amalgamation or integration, including possible redeployment strategies.

### **C14.00 SPECIALIZED JOB CLASSES**

The following language applies to a particular position that requires post-secondary training, licensing, and is not funded on a provincial grid. It also includes a position in the information technology sector requiring specialized skills.

Where a school board determines that an evaluation is necessary, and where the compensation package for the position is determined to be below the local market value outside of the education sector, as evidenced by a local market value assessment, the applicable school board may adjust the base wage or salary rate for the position following a discussion between the local Parties.

### **C15.00 PROFESSIONAL ACTIVITY DAYS**

The parties agree that if the Ministry of Education declares a change in the number of PA Days the following shall apply:

The parties agree that there will be no loss of pay for CUPE members (excluding casual employees) as a result of the change in the number of PA Days determined by the Ministry of Education. The scheduling of PA days shall not change the number of paid days for the work year as per the Collective Agreement.

## APPENDIX A

<b>Name of Board where Dispute Originated:</b>			
<b>CUPE Local &amp; Bargaining Unit Description:</b>			
<b>Policy</b>	<b>Group</b>	<b>Individual</b>	<b>Grievor's Name (if applicable):</b>
<b>Date Notice Provided to Local School Board/CUPE Local:</b>			
<b>Central Provision(s) Violated:</b>			
<b>Statute/Regulation/Policy/Guideline/Directive at issue (if any):</b>			
<b>Comprehensive Statement of Facts (attach additional pages if necessary):</b>			
<b>Remedy Requested:</b>			
<b>Date:</b>		<b>Signature:</b>	
<b>Committee Discussion Date:</b>		<b>Central File #:</b>	
<b>Withdrawn</b>	<b>Resolved</b>	<b>Referred to Arbitration</b>	
<b>Date:</b>		<b>Co-Chair Signatures:</b>	
<b>This form must be forwarded to the Central Dispute Resolution Committee Co-Chairs no later than 30 working days after becoming aware of the dispute.</b>			

## **APPENDIX B**

### **Sick Leave Credit-Based Retirement Gratuities (where applicable)**

- 1) An Employee is not eligible to receive a sick leave credit gratuity after August 31, 2012, except a sick leave credit gratuity that the Employee had accumulated and was eligible to receive as of that day.
- 2) If the Employee is eligible to receive a sick leave credit gratuity, upon the Employee's retirement, the gratuity shall be paid out at the lesser of,
  - a) the rate of pay specified by the board's system of sick leave credit gratuities that applied to the Employee on August 31, 2012; and
  - b) the Employee's salary as of August 31, 2012.
- 3) If a sick leave credit gratuity is payable upon the death of an Employee, the gratuity shall be paid out upon death consistent with the rate in accordance with subsection (2).
- 4) For greater clarity, all eligibility requirements must have been met as of August 31, 2012 to be eligible for the aforementioned payment upon retirement, and except where there are grievances pending, the Employer and union agree that any and all wind-up payments to which Employees without the necessary years of service were entitled to under Ontario Regulation 01/13: Sick Leave Credits and Sick Leave Credit Gratuities, have been paid.
- 5) For the purposes of the following board, despite anything in the board's system of sick leave credit gratuities, it is a condition of eligibility to receive a sick leave credit gratuity that the Employee have 10 years of service with the board:
  - i. Near North District School Board
  - ii. Hamilton-Wentworth District School Board
  - iii. Huron Perth Catholic District School Board
  - iv. Peterborough Victoria Northumberland and Clarington Catholic District School Board
  - v. Hamilton-Wentworth Catholic District School Board
  - vi. Waterloo Catholic District School Board
  - vii. Limestone District School Board
  - viii. Conseil scolaire catholique MonAvenir
  - ix. Conseil scolaire Viamonde

### **Other Retirement Gratuities**

An employee is not eligible to receive any non-sick leave credit retirement gratuity (such as, but not limited to, service gratuities or RRSP contributions) after August 31, 2012.

## APPENDIX C - Medical Certificate

### PART 1

The Board may request this medical confirmation in accordance with Article C6.1 h)

Part 2 of this form is to provide the Employer with information to assess whether the employee is able to perform the essential duties of their position and to understand restrictions and/or limitations to assess workplace accommodation if necessary.

Part 2 need only be completed for a return to work that requires an accommodation

<p>I, _____</p> <p>hereby authorize my Health Care Professional(s)</p> <p>_____</p> <p>to disclose medical information to my employer,</p> <p>_____.</p> <p>In order to determine my ability to fulfill my duties as a</p> <p>_____</p> <p>from a medical standpoint, and whether my medical situation is such that it can support my sustained return to work in the foreseeable future. To this end, I specifically authorize my Health Care Professional(s) to respond to those questions from my employer set out in the medical certificate dated</p> <p>_____ dd _____ mm _____ yyyy</p> <p>for my absence starting on the</p> <p>_____ dd _____ mm _____ yyyy</p> <p>Signature _____ Date _____</p>	<p><b>Dear Health Care Professional,</b> please be advised that the Employer has an accommodation and return to work program. The parties acknowledge that the employer has an obligation to provide reasonable accommodation to the point of undue hardship, and that the employee has an obligation to cooperate with reasonable accommodation measures. Consistent with this understanding, and with the objective of returning employees to active employment as soon as possible, we would ask the medical professional to provide as full and detailed information as possible.</p> <p><u>Please return the completed form to the attention of:</u></p>
--	---

Employee ID:	Telephone No:
Employee  Address:	Work Location:
<b>Health Care Professional: The following information should be completed by the Health Care Professional</b>	
First Day of Absence:	
General Nature of Illness* ( <i>please do not include diagnosis</i> ):	
Date of Assessment: <b>dd      mm      yyyy</b>	No limitations and/or restrictions <input type="checkbox"/>  Return to work date: <b>dd                      mm                      yyyy</b>  <b>For limitations and restrictions, please complete Part 2.</b>
<b>Health Care Professional, please complete the confirmation and attestation in Part 3</b>	
<b>PART 2 – Physical and/or Cognitive Abilities</b>  <b>Health Care Professional to complete. Please outline your patient's abilities and/or restrictions based on your objective medical findings. (<i>please complete all that is applicable</i>)</b>	

PHYSICAL (if applicable)				
<b>Walking:</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 100 metres <input type="checkbox"/> 100 - 200 metres <input type="checkbox"/> Other (specify):	<b>Standing:</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 15 minutes <input type="checkbox"/> 15 - 30 minutes <input type="checkbox"/> Other (specify):	<b>Sitting:</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes - 1 hour <input type="checkbox"/> Other (specify):	<b>Lifting from floor to waist:</b> <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (specify):	
<b>Lifting from Waist to Shoulder:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (specify):	<b>Stair Climbing:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 steps <input type="checkbox"/> 6 - 12 steps <input type="checkbox"/> Other (specify):	<input type="checkbox"/> <b>Use of hand(s):</b> <b>Left Hand</b> <input type="checkbox"/> Gripping <input type="checkbox"/> Pinching <input type="checkbox"/> Other (specify): <b>Right Hand</b> <input type="checkbox"/> Gripping <input type="checkbox"/> Pinching <input type="checkbox"/> Other (specify):		
<input type="checkbox"/> <b>Bending/twisting</b> repetitive movement of (please specify):	<input type="checkbox"/> <b>Work at or above shoulder activity:</b>	<input type="checkbox"/> <b>Chemical exposure to:</b>	<b>Travel to Work:</b> Ability to use public transit _____ Ability to drive car _____	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
COGNITIVE (if applicable)				

<b>Attention and Concentration:</b>  <input type="checkbox"/> Full Abilities  <input type="checkbox"/> Limited Abilities  <input type="checkbox"/> Comments:	<b>Following Directions:</b>  <input type="checkbox"/> Full Abilities  <input type="checkbox"/> Limited Abilities  <input type="checkbox"/> Comments:	<b>Decision-Making/Supervision:</b>  <input type="checkbox"/> Full Abilities  <input type="checkbox"/> Limited Abilities  <input type="checkbox"/> Comments:	<b>Multi-Tasking:</b>  <input type="checkbox"/> Full Abilities  <input type="checkbox"/> Limited Abilities  <input type="checkbox"/> Comments:
<b>Ability to Organize:</b>  <input type="checkbox"/> Full Abilities  <input type="checkbox"/> Limited Abilities  <input type="checkbox"/> Comments:	<b>Memory:</b>  <input type="checkbox"/> Full Abilities  <input type="checkbox"/> Limited Abilities  <input type="checkbox"/> Comments:	<b>Social Interaction:</b>  <input type="checkbox"/> Full Abilities  <input type="checkbox"/> Limited Abilities  <input type="checkbox"/> Comments:	<b>Communication:</b>  <input type="checkbox"/> Full Abilities  <input type="checkbox"/> Limited Abilities  <input type="checkbox"/> Comments:

Please identify the assessment tool(s) used to determine the above abilities (*Examples: Lifting tests, grip strength tests, Anxiety Inventories, Self-Reporting, etc.*).

Additional comments on **Limitations (not able to do) and/or Restrictions (should/must not do) for all medical conditions:**

**Health Care Professional: The following information should be completed by the Health Care Professional**

From the date of this assessment, the above will apply for approximately:

☐ 1-2 days   ☐ 3-7 days   ☐ 8-14 days  
☐ 15 + days   ☐ Permanent

Have you discussed return to work with your patient?

☐ Yes                      ☐ No

Recommendations for work hours and start date (if applicable):

☐ Regular full time hours   ☐ Modified hours  
☐ Graduated hours

Start Date:                      **dd      mm      yyyy**



Is the patient on an active treatment plan?: ☐ Yes ☐ No

Has a referral to another Health Care Professional been made?

☐ Yes (optional - please specify): \_\_\_\_\_ ☐ No

If a referral has been made, will you continue to be the patient's primary Health Care Provider?

☐ Yes ☐ No

Please check one:

- ☐ Patient is capable of returning to work with no restrictions.
- ☐ Patient is capable of returning to work with restrictions. **(Complete Part 2)**
- ☐ I have reviewed Part 2 above and have determined that the Patient is totally disabled and is unable to return to work at this time.

Recommended date of next appointment to review Abilities and/or Restrictions:                      dd      mm  
YYYY

### PART 3 – Confirmation and Attestation

**Health Care Professional: The following information should be completed by the Health Care Professional**

I confirm all of the information provided in this attestation is accurate and complete: ☐

**Completing Health Care Professional Name:**  
(Please Print)

**Date:**

**Telephone Number:**

**Signature:**

\* “General Nature of Illness” (or injury) suggests a general statement of a person’s illness or injury in plain language without any technical medical details, including diagnosis. Although revealing the nature of an illness may suggest the diagnosis, it will not necessarily do so. “Nature of illness” and “diagnosis” are not congruent terms. For example, a statement that a person has a cardiac or abdominal condition or that s/he has undergone surgery in that respect reveals the essence of the situation without revealing a diagnosis.

Additional or follow up information may be requested as appropriate.

## **LETTER OF UNDERSTANDING #1**

### **BETWEEN**

**The Canadian Union of Public Employees  
(Hereinafter 'CUPE')**

### **AND**

**The Council of Trustees' Associations  
(Hereinafter the 'CTA/CAE')**

### **Re: Status Quo Central Items**

The parties agree that the following central issues have been addressed at the central table and that the language relating to these provisions shall remain status quo. For further clarity, if language exists in part B, the following items are to be retained as written in the 2019-2022 collective agreements. The issues listed below shall not be subject to local bargaining or to amendment by the local parties.

#### **Issues: To be Updated as Necessary**

- Paid Vacations
- Work week (excluding scheduling)
- Work year (excluding scheduling)
- Hours of Work (excluding scheduling)
- Preparation Time
- Staffing levels (including staffing levels related to permits and leases and replacement staffing)
- Allowances/Premiums
- OMERS
- LTD

## **LETTER OF UNDERSTANDING #2**

### **BETWEEN**

**The Canadian Union of Public Employees  
(Hereinafter 'CUPE')**

### **AND**

**The Council of Trustees' Associations  
(Hereinafter the 'CTA/CAE')**

#### **Re: Status Quo Central Items and Items Requiring Amendment and Incorporation**

The parties agree that the following central issues have been addressed at the central table and that the provisions shall remain status quo or are altered as outlined below. The following language must, however, be aligned with current local provisions. The following issues are not subject to local bargaining or amendment by the local parties. Any disputes arising from these provisions may form the subject of a central dispute.

#### **PREGNANCY/PARENTAL LEAVES OF ABSENCE/SEB – EI WAITING PERIOD**

The parties agree that the issue of the statutory amendment to the *Employment Insurance Act* resulting in a reduction of the employment insurance waiting period has been addressed at the central table and the intent of any existing local collective agreement provisions shall remain status quo. Therefore, where a school board's local collective agreement language references a two-week waiting period and required payment for the two-week waiting period, the board shall ensure that the funds payable from the board to a permanent employee taking an approved leave of 12 months or greater, shall reflect the full sum that would have been payable prior to the reduction of the waiting period.

Provisions with regard to waiting periods and/or payments during such waiting periods shall not be subject to local bargaining or amendment by local parties. However, existing local collective agreement language may need to be revised in order to align with the terms herein and to accord with the relevant statutory change that reduced the waiting period to one week.

#### **STATUTORY/PUBLIC HOLIDAYS**

School boards shall ensure that within their local collective agreement terms, Family Day is included as a statutory/public holiday.

#### **WSIB TOP-UP**

If a class of employee was entitled to receive WSIB top-up on August 31, 2012 deducted from sick leave, the parties who have not yet do so must incorporate those same provisions without

deduction from sick leave. The top-up amount to a maximum of four (4) years and six (6) month shall be included in the 2019-2022 collective agreement.

**For parties who have yet to incorporate or aligned local language into the 2014-2017 collective agreement, the following shall apply:**

### **Common Central Provisions**

#### **Maternity Benefits/SEB Plan**

- a) A full-time and part-time permanent Employee who is eligible for pregnancy leave pursuant to the Employment Standards Act, shall receive \*100% salary through a Supplemental Employment Benefit (SEB) plan for a total of \*eight (8) weeks (\*or insert local superior provision reflecting status quo) immediately following the birth of her child with no deduction from sick leave or the Short Term Leave Disability Program (STLDP).
- b) Full-time and part-time permanent Employees not eligible for a SEB plan as a result of failing to qualify for Employment Insurance will be eligible to receive 100% of salary from the employer for a total of eight (8) weeks with no deduction from sick leave or STLDP.
- c) Where any part of the eight (8) weeks falls during the period of time that is not eligible for pay (i.e. summer, March Break, etc.), the full eight (8) weeks of top up shall continue to be paid.
- d) Full-time and part-time permanent Employees who require longer than the eight (8) week recuperation period shall have access to sick leave and the STLDP subject to meeting the requirements to provide acceptable medical verification.
- e) Employees completing a long-term supply assignment of 6 months or more shall be eligible for the SEB as described herein for a maximum of eight (8) weeks or the remaining number of weeks in their current assignment after the birth of her child, whichever is less.
- f) Employees not defined above have no entitlement to the benefits outlined in this article.

#### **SHORT-TERM PAID LEAVES**

The parties agree that the issue of short-term paid leaves has been addressed at the central table and the provisions shall remain status quo to the provisions in current local collective agreements. For clarity, any leave of absence in the 2008-2012 local collective agreement that utilized deduction from sick leave, for reasons other than personal illness shall be granted without loss of salary or deduction from sick leave, to a maximum of 5 days per school year. For further clarity, those boards that had 5 or less shall remain at that level. Boards that had 5 or more days shall be capped at 5

days. These days shall not be used for the purpose of sick leave, nor shall they accumulate from year to year.

Short-term paid leave provisions in the 2008-12 collective agreement that did not utilize deduction from sick leave remain status quo and must be incorporated into the 2014-17 collective agreement.

Provisions with regard to short-term paid leaves shall not subject to local bargaining or amendment by local parties. However, existing local collective agreement language may need to be revised in order to align with the terms herein.

## **RETIREMENT GRATUITIES**

The issue of Retirement Gratuities has been addressed at the Central Table and the parties agree that formulae contained in current local collective agreements for calculating Retirement Gratuities shall govern payment of retirement gratuities and be limited in their application to terms outlined in Appendix B - Retirement Gratuities.

The following language shall be inserted unaltered as a preamble to Retirement Gratuity language into every collective agreement:

“Retirement Gratuities were frozen as of August 31, 2012. Employees are not eligible to receive a sick leave credit gratuity or any non-sick leave credit retirement gratuity (such as, but not limited to, service gratuities or RRSP contributions) after August 31, 2012, except a sick leave credit gratuity that the Employee had accumulated and was eligible to receive as of that day. The following language applies only to those employees eligible for the gratuity above.”

## **SICK LEAVE TO BRIDGE LONG-TERM DISABILITY WAITING PERIOD**

Boards which have Long-Term Disability waiting periods greater than 131 days shall ensure there is language that accords with the following entitlement:

An Employee who has applied for long-term disability is eligible for additional short-term disability leave days up to the maximum difference between the long-term disability waiting period and 131 days. The additional days shall be payable at 90% and shall be used only to bridge the employee to the long-term disability waiting period if, under a collective agreement in effect on August 31, 2012, the employee was required to wait more than 131 days before being eligible for benefits under a long-term disability plan and the collective agreement did not allow the employee the option of reducing that waiting period.

## **LETTER OF UNDERSTANDING #3**

### **BETWEEN**

**The Canadian Union of Public Employees  
(Hereinafter 'CUPE')**

### **AND**

**The Council of Trustees' Associations  
(Hereinafter the 'CTA/CAE')**

### **Re: Job Security: Protected Complement**

The parties acknowledge that education workers contribute in a significant way to student achievement and well-being.

1. Effective as of the date of central ratification, the Board undertakes to maintain its Protected Complement, except in cases of:
  - a. A catastrophic or unforeseeable event or circumstance;
  - b. Declining enrolment;
  - c. Funding reductions directly related to services provided by bargaining unit members; or
  - d. School closure and/or school consolidation.
2. Where complement reductions are required pursuant to 1. above, they shall be achieved as follows:
  - a. In the case of declining enrolment, complement reductions shall occur at a rate not greater than the rate of student loss, and
  - b. In the case of funding reductions, complement reductions shall not exceed the amount of such funding reductions, and
  - c. In the case of school closure and/or school consolidation, complement reductions shall not exceed the number of staff prior to school closure/consolidation at the affected location(s).

Local collective agreement language will be respected, regarding notification to the union of complement reduction. In the case where there is no local language the board will notify the union within twenty (20) working days of determining there is to be a complement reduction.

3. For the purpose of this Letter of Understanding, at any relevant time, the overall protected complement is equal to:
  - a. The FTE number (excluding temporary, casual and/or occasional positions) as at date of central ratification. The FTE number is to be agreed to by the parties through consultation at the local level. Appropriate disclosure will be provided during this

consultation. Disputes with regard to the FTE number may be referred to the Central Dispute Resolution Process.

- b. Minus any attrition, defined as positions that become vacant and are not replaced, of bargaining unit members which occurs after the date of central ratification.
4. Once the FTE number has been established in accordance with paragraph 3, above, the local parties shall jointly report the number to the Central Labour Relations Committee.
5. Notwithstanding the provisions of the School Boards Collective Bargaining Act (SBCBA) requiring the ratification of both local and central terms for a collective agreement to be effective, the parties agree that CUPE locals and School Boards will meet within 30 days of ratification of the central agreement to establish and maintain the protected complement.
6. Reductions as may be required in 1. above shall only be achieved through lay-off after consultation with the union on alternative measures, which may include:
  - a. priority for available temporary, casual and/or occasional assignments;
  - b. the establishment of a permanent supply pool where feasible;
  - c. the development of a voluntary workforce reduction program (contingent on full provincial government funding).
7. The above language does not allow trade-offs between the classifications outlined below:
  - a. Educational Assistants
  - b. DECEs
  - c. Secretaries
  - d. Custodians
  - e. Cleaners
  - f. Information Technology Staff
  - g. Library Technicians
  - h. Instructors
  - i. Supervisors
  - j. Central Administration
  - k. Professionals
  - l. Maintenance/Trades
8. The parties agree that where local collective agreement language currently exists that provides a superior benefit specifically with regard to protected complement FTE number, that language will prevail.
9. This Letter of Understanding expires on August 30, 2026.



## **LETTER OF UNDERSTANDING #4**

### **BETWEEN**

**The Canadian Union of Public Employees  
(Hereinafter 'CUPE')**

### **AND**

**The Council of Trustees' Associations  
(Hereinafter the 'CTA/CAE')**

### **AND**

**The Crown**

## **Re: Education Worker Diverse and Inclusive Workforce Committee – Terms of Reference**

### **PREAMBLE:**

The parties recognize the importance of embracing diversity and moving beyond tolerance and celebration to inclusivity and respect in our workplaces. Organizations are strengthened when employers can draw upon a broad range of talents, skills, and perspectives. The parties further recognize that a diverse and inclusive workforce may contribute to student success.

### **I. MANDATE OF THE COMMITTEE**

The mandate of the Education Worker Diverse and Inclusive Workforce Committee is to jointly explore and identify best practices that support diversity, equity, inclusion and to foster diverse and inclusive workforces reflective of Ontario's diverse communities.

### **II. DELIVERABLES**

The committee will identify existing recruitment, retention and promotion strategies that aim to eliminate barriers for individuals who identify as members of historically underrepresented groups. In addition, the committee will review training and education programs that support the creation of positive, equitable and inclusive workplaces, and foster diverse and inclusive workforces.

Once jointly identified, materials and resources may be shared with school boards and CUPE locals.

### **III. MEMBERSHIP**

The Committee shall include nine (9) members - five (5) representatives from CUPE/SCFP and four (4) representatives from the CTA. Up to two (2) advisors from the Ministry of Education shall act in a

resource capacity to the committee. Other persons may attend meetings in order to provide support and resources as mutually agreed. Up to one (1) representative from each of the four (4) employee bargaining agencies at the other education workers tables will be invited to participate on the Committee.

Should there be interest from other Education Worker tables in creating a comparable committee, the parties shall discuss the creation of a Provincial Education Worker Diverse and Inclusive Workforce Committee. If other comparable Education Worker committees are created, and in the absence of a Provincial Education Worker Diverse Workforce Committee, the parties shall discuss holding joint meetings.

#### **IV. CO-CHAIR SELECTION**

CUPE/SCFP and CTA representatives will each select one co-chair. The two Co-Chairs will govern the group's work and meetings.

**LETTER OF UNDERSTANDING #5**

**BETWEEN**

**The Canadian Union of Public Employees  
(Hereinafter 'CUPE')**

**AND**

**The Council of Trustees' Associations  
(Hereinafter the 'CTA/CAE')**

**Re: Sick Leave**

The parties agree that any existing collective agreement provisions with respect to the items listed below, that do not conflict with the clauses in the Sick Leave article in the Central Agreement, shall remain status quo for the term of this collective agreement:

1. Responsibility for payment for medical documents.
2. Sick leave deduction for absences of partial days.

**LETTER OF UNDERSTANDING #6**

**BETWEEN**

**The Canadian Union of Public Employees  
(Hereinafter 'CUPE')**

**AND**

**The Council of Trustees' Associations  
(Hereinafter the 'CTA/CAE')**

**Re: Central Labour Relations Committee**

The parties agree that the Central Labour Relations Committee will discuss the following topics:

- Discussion of pilot project on arbitration
- Sick Leave and Short Term Disability Leave
- Any other issues raised by the parties

The parties agree to schedule no fewer than four (4) meetings per year and that agenda items shall be exchanged one week prior to the meeting.

**LETTER OF UNDERSTANDING #7**

**BETWEEN**

**The Canadian Union of Public Employees  
(Hereinafter 'CUPE')**

**AND**

**The Council of Trustees' Associations  
(hereinafter the 'CTA/CAE')**

**RE: List of Arbitrators**

The following is the list of Agreed-To Arbitrators for the Collective Agreement in effect from September 1, 2022 to August 31, 2026 as referenced in Article C4 of the Central Terms of the Collective Agreement.

English Language:

Christopher Albertyn  
Paula Knopf  
Brian Sheehan  
Jesse Nyman  
Matthew Wilson  
Bernard Fishbein

French Language:

Michelle Flaherty  
Kathleen O'Neil  
Bram Herlich  
Graham Clarke  
Geneviève Debané

The parties agree that bilingual Arbitrators may also be used on English cases.

**LETTER OF UNDERSTANDING #8**

**BETWEEN**

**The Canadian Union of Public Employees  
(Hereinafter 'CUPE')**

**AND**

**The Council of Trustees' Associations  
(Hereinafter the 'CTA/CAE')**

**AND**

**The Crown**

**Re: Children's Mental Health, Special Needs, and Other Initiatives**

The parties acknowledge the ongoing implementation of the children's Mental Health Strategy, the Special Needs Strategy, and other initiatives within the province of Ontario.

The parties further acknowledge the importance of initiatives being implemented within the provincial school system including but not limited to the addition of Mental Health Leads, and the protocol for partnerships with external agencies/service providers.

It is agreed and affirmed that the purpose of the initiatives is to enhance existing mental health and at risk supports to school boards in partnership with existing professional student services support staff and other school personnel. It is not the intention that these enhanced initiatives displace CUPE workers, nor diminish their hours of work.

**LETTER OF UNDERSTANDING #9**

**BETWEEN**

**The Canadian Union of Public Employees  
(Hereinafter 'CUPE')**

**AND**

**The Council of Trustees' Associations  
(Hereinafter the 'CTA/CAE')**

**AND**

**The Crown**

**Re: Provincial Working Group – Health and Safety**

The parties confirm their intent to continue to participate in the Provincial Working Group – Health and Safety in accordance with the Terms of Reference dated November 7, 2018, including any updates to such Terms of Reference. The purpose of the working group is to consider areas related to health and safety in order to continue to build and strengthen a culture of health and safety mindedness in the education sector.

Where best practices are identified by the working group, those practices will be shared with school boards.

**LETTER OF UNDERSTANDING # 10**

**BETWEEN**

**The Canadian Union of Public Employees  
(Hereinafter 'CUPE')**

**AND**

**The Council of Trustees' Associations  
(Hereinafter the 'CTA/CAE')**

**AND**

**The Crown**

**RE: Ministry Initiatives Committee**

The Provincial Committee on Ministry Initiatives provides advice to the Ministry of Education, on new or existing ministry initiatives/strategies to support improvement to achievement and well-being of all learners. The Crown may convene a meeting of this committee to discuss such initiatives.

CUPE-OSBCU will be an active participant in the consultation process at the Ministry Initiatives Committee.



**LETTER OF UNDERSTANDING #11**

**BETWEEN**

**The Canadian Union of Public Employees  
(Hereinafter 'CUPE')**

**AND**

**The Council of Trustees' Associations  
(Hereinafter the 'CTA/CAE')**

**AND**

**The Crown**

**RE: Bereavement Leave**

1. The parties agree that the issue of bereavement leave has been addressed at the central table.
2. Where local (Part B) collective agreement terms provide for a total paid bereavement leave entitlement for Permanent Employees of less than three (3) days, local parties shall insert the following into the local (Part B) collective agreement, with such language replacing existing language in its entirety:

Permanent Employees shall be provided with three (3) consecutive regularly scheduled work days' bereavement leave without loss of salary or wages immediately upon the death of or to attend a funeral for an employee's spouse, parent, step-parent, child, step-child, grandparent, grandchild, sibling, spouse's parent, or child's spouse.

3. Where local (Part B) collective agreement terms provide for a total paid bereavement leave entitlement for Permanent Employees of three (3) days or more, there shall be no change to such language and this Letter of Understanding shall not apply.
4. Permanent Employees shall be as defined in local collective agreement terms, or if no such definition exists in a particular collective agreement, as defined in C6.

5. For clarity, while the specific provisions above (including the number of bereavement leave days and eligibility criteria) are not subject to local bargaining or amendment by the local parties, the local parties shall be permitted to negotiate, as a local matter, the administration terms associated with bereavement leave.

**LETTER OF UNDERSTANDING #12**

**BETWEEN**

**The Canadian Union of Public Employees  
(Hereinafter 'CUPE')**

**AND**

**The Council of Trustees' Associations  
(Hereinafter the 'CTA/CAE')**

**AND**

**The Crown**

**RE: Short Term Paid Leave**

1. The parties agree that the issue of short term paid leave has been addressed at the central table and will remain status quo with the exception of the following.
2. Local parties shall ensure that within their local (Part B) collective agreement terms, existing language with respect to short term paid leave shall be amended to allow Indigenous employees to use existing short term paid leave for purposes of:
  - a. Voting in elections as indicated by a self-governing Indigenous authority where the employee's working hours do not otherwise provide three consecutive hours free from work; and
  - b. Attendance at Indigenous cultural/ceremonial events.
3. For clarity, provisions with regard to the number of days of short term paid leave shall not be subject to local bargaining or amendment by local parties and remain status quo at a maximum of five (5) days per school year.

**LETTER OF AGREEMENT # 13**

**BETWEEN**

**The Council of Trustees' Associations  
(hereinafter called 'CTA')**

**and**

**The Canadian Union of Public Employees  
(hereinafter 'CUPE')**

**and**

**The Crown**

**RE: Learning and Services Continuity and Absenteeism Task Force**

The parties and the Crown agree to establish a provincial task force to review data and explore leading practices related to learning and service continuity and absenteeism.

The Crown will facilitate the meetings of the task force. The task force will be composed of members of CUPE and the CTA, with members of the Ministry of Education serving in a resource and support capacity. Members from other employee bargaining agencies will be invited to participate, with the intention of creating a sector-wide task force. There shall be an equal number of representatives of all participating groups.

The task force shall meet 4 times per school year, in the 2023-2024 and 2024-2025 school years.

The task force will:

1. explore data and best practices relating to absenteeism initiatives including return to/remain at work practices;
2. gather and review information including but not restricted to the following:
  - a. utilization of the sick leave and short-term disability plans;
  - b. a jurisdictional scan on sick leave and short-term disability plans from the education sector in Canada and other broader public sector employers;
3. report its findings to school boards and local unions.

The task force shall complete its work by August 31, 2025.

## **Part B: Local Terms**



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## PREAMBLE

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WHEREAS, it is the goal of the Halton Catholic District School Board to facilitate the optimum development of each child in accordance with each individual's potential and the requirements of society, both religious and secular, and

WHEREAS, the Halton Catholic District School Board, as representative of the parents, is entrusted with developing a school system of spiritual and academic growth and is committed to imitating the values of Jesus as exemplified in loving the Lord our God with all our heart, soul, mind and strength and loving our neighbour as ourselves, and

WHEREAS, the CUPE 5200.00, who are employed to assist in the Halton Catholic District School system, by virtue of their contractual commitment, will acknowledge and foster this commitment to Christ-like values by word and action, and

WHEREAS, it is essential that the Halton Catholic District School Board and its Educational Assistants maintain the harmonious relationship that exists between them; and

WHEREAS, it is the desire of the Halton Catholic District School Board, its Educational Assistants and their agencies, associate bodies or representatives to agree upon any interpretation of this Collective Agreement,

IT IS the intent of the Halton Catholic District School Board and its Educational Assistants to set forth those Articles of Agreement which specify this contractual relationship.

The Halton Catholic District School Board and CUPE Local 5200.00 are committed to improve student achievement, reduce gaps in student outcomes and increase confidence in publicly funded education.

## **ARTICLE 1 - PURPOSE**

---

- 1.01 This Agreement is entered into by the parties hereto in order to provide for orderly collective bargaining relations between the Board and its employees represented by the Union. It is the desire of both parties to co-operate in maintaining a harmonious relationship between the Board and its employees, to make provisions herein for wages, hours of work and working conditions, and to provide an orderly method of settling grievances under this Agreement which may arise from time to time.

## **ARTICLE 2 - RECOGNITION**

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- 2.01 The Board recognizes the Canadian Union of Public Employees, CUPE Local 5200.00 Educational Assistant as the sole and exclusive bargaining agent for all Educational Assistants employed by the Halton Catholic District School Board in the Regional Municipality of Halton, save and except Supervisors, persons above the rank of supervisor, Educational Assistants employed in night and Summer School Continuing Education Program and students employed during the school vacation period.
- 2.02 In the event that the Board creates a new position that appropriately falls within this bargaining unit, the Board agrees to meet with the Union President and C.U.P.E. National Representative at least one (1) month in advance to discuss the details and processes.

## **ARTICLE 3 - MANAGEMENT RIGHTS**

---

- 3.01 Save and except to the extent specifically modified or curtailed by any provision of this Collective Agreement, it is the exclusive function of the Board to manage its business and Schools and such functions shall include, but not be limited to, the following functions:
1. to maintain order, discipline and efficiency and set qualifications;
  2. to hire, retire, transfer, classify, assign, appoint, promote, layoff, recall and suspend, discharge or otherwise discipline employees subject to the right of permanent employees to grieve their discipline in accordance with the grievance procedure set out in this agreement;
  3. to issue and enforce from time to time such rules and regulations as the Board deems necessary to ensure successful operation of its business;
  4. to manage the Board, and without restricting the generality of the foregoing, the right to plan, direct and control operations, facilities, programmes, courses, systems and procedures, direct its personnel, determine complement, organization, methods and the number, location and classification of personnel required from time to time, the number and location of schools and facilities, services to be performed, the scheduling of assignments and work, the extension, limitation,

curtailment or cessation of operations, and all other rights and responsibilities not specifically modified elsewhere in this agreement.

#### **ARTICLE 4 - NO DISCRIMINATION**

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- 4.01 (i) The Board and the Union agree that there shall be no discrimination by either party with respect to any employee in accordance with the Human Rights Code, as amended from time to time.
- (ii) The Board and the Union agree that there shall be no discrimination, restriction or coercion by either party with respect to any employee by reason of their activity or lack of activity in the Union.

#### **ARTICLE 5 - DEFINITIONS**

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- 5.01 TRANSFER shall mean an employer or employee initiated reassignment granted by the Employer, from the employees current work location carrying the same rate of pay.
- 5.02 TEMPORARY EMPLOYEES are defined as employees hired for a specific term as defined in Article 6.
- 5.03 SUPPLY EMPLOYEES are defined as employees hired to replace full-time or part-time employees who are absent on a day to day basis.
- 5.04 PERMANENT EMPLOYEES are defined as full-time or part-time employees who have completed the probationary period.
- 5.05 PART-TIME EMPLOYEES are defined as employees working less than full-time hours as outlined in Article 29.05.
- 5.06 FULL-TIME EMPLOYEES are defined as employees working full-time hours as outlined in Article 29.05.

#### **ARTICLE 6 - TEMPORARY EMPLOYEES**

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- 6.01 Employees may be hired for a specific term not to exceed ten (10) months to replace an employee who will be on an approved leave of absence, W.S.I.B., sick leave or to work on special projects for which the Board receives Government grants.

The employer will outline to the employees selected to fill such temporary vacancies and the Union, the circumstances giving rise to the vacancy and the special conditions relating to such employment.

#### **ARTICLE 7 - UNION SECURITY**

---

- 7.01 No employee shall be required or permitted to make any written or verbal agreement which conflicts with the terms of this Collective Agreement.

- 7.02 In respect of employees covered by this Agreement, the Board will not recognize during the term of this Agreement any other bargaining agent.
- 7.03 (a) If an employee consents to be transferred to a position outside of the bargaining unit, the employee will have the right to return to a comparable position in the bargaining unit during the trial period, which will be a maximum of three (3) months.
- (b) If an employee applies to be transferred to a position outside of the bargaining unit, the employee will have the right to return to a comparable position in the bargaining unit during the trial period, which will be maximum of three (3) months.
- 7.04 If an employee returns to the bargaining unit, that employee shall be placed in a comparable position as deemed appropriate by the Board. Such return shall not result in the layoff or bumping of an employee holding greater seniority. This Article relates to employees transferred to positions outside of the bargaining unit.
- 7.05 The Board shall have the right to have the assistance of Counsel and/or an advisor, and the Union shall the right to have the assistance of a CUPE National Representative and/or CUPE Counsel when dealing with the Board at any step of the grievance procedure or when negotiating with the Board, or any other meeting consented to by the Board.
- 7.06 The Board will furnish the Union with a list of employees identifying site location, telephone number and addresses of all employees in the bargaining unit by September 30<sup>th</sup> of each year. The Board agrees to copy the President of CUPE Local 5200.00 of all letters of hire, transfers, change in Full-Time Equivalency (F.T.E.) status and terminations.

When changes occur to the above, such changes shall be sent to CUPE Local 5200.00.

#### **ARTICLE 8 - UNION ACTIVITY**

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- 8.01 The Union will not engage in Union activity during working hours or hold meetings at any time:
1. on the premises of the Board Administration Centre without the permission of the Superintendent, Human Resources Services or designate, or School Principal or designate.
  2. on the premises of any of the Board's schools without the permission of the Director of Education or designate or School Principal or designate.

## **ARTICLE 9 - NO STRIKES OR LOCKOUTS**

---

- 9.01 The Union undertakes and agrees that while this Agreement is in operation neither the Union nor any employee shall call or encourage a strike and the Board agrees that it will not engage in any lockout during the term of this Agreement.

## **ARTICLE 10 - UNION DUES**

---

- 10.01 The Board agrees as required by S.47 of the Ontario Labour Relations Act, 1995 as amended, to deduct from the wages of each employee in the bargaining unit the amount equal to the regular Union dues from their date of hire.

The amount of dues shall be those required to be paid by a member and authorized by the Union in accordance with the provisions of its By-Laws and Constitution, the Union shall notify the Board of any changes therein and such notice shall be the Board's conclusive authority to make the deductions specified. The Board will enact any changes within thirty (30) days of receipt of written notification from the Local President.

- 10.02 Dues deduction shall be forwarded to the Secretary-Treasurer of the National Office, together with a list of employees from whom the deductions have been made, not later than the end of the month during which such deduction was made.
- 10.03 In order that the Board may have definite instructions as to what amount is to be deducted for the above purpose, it is agreed that the Union shall promptly notify the employer, in writing over the signature of the Secretary-Treasurer or President of the Local Union of the amount of deductions to be made by the Board equivalent to the Union's regular monthly dues, and the Board shall have the right to continue to rely upon such written notification until it receives other written notification signed with the same formality.
- 10.04 The Union agrees to defend and hold the Board completely harmless against all claims, demands and expenses should any person at any time contend or claim that the Board has acted wrongfully or illegally in making such checkoff deduction.

## **ARTICLE 11 - UNION REPRESENTATION/COMMITTEE'S**

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- 11.01 The Union recognizes the Negotiating Committee of the Board as the official body to represent the Board and to negotiate on its behalf.
- 11.02 A Steward or a member of the Union Committee referred to in this Collective Agreement shall have the privilege of attending labour management meetings, designated grievance procedure meetings and meetings held to negotiate the renewal of this Agreement held within regular working hours and will be compensated for time spent during such hours at regular straight time rate of pay, exclusive of all premiums, subject to the following:

1. It shall only apply to time spent processing grievances in accordance with this Collective Agreement and shall not apply to time spent attending an Arbitration.
  2. All time shall be devoted to the prompt handling of grievances.
  3. All time away from work shall be properly reported.
  4. The steward and griever concerned shall obtain the permission of the supervisor concerned before leaving their work. Such permission shall not be unreasonably withheld.
  5. The Board reserves the right to limit such time, on reasonable notice being given, if it deems the time so taken to be excessive.
  6. In negotiations for the renewal of this Collective Agreement it shall apply to meetings held up to the time Conciliation Services are applied for. Thereafter payment of the Union committee shall not be the Board's responsibility.
- 11.03 The Board will recognize as stewards not more than six (6) members of CUPE Local 5200.00. The Board shall not be obliged to recognize any steward until it has been notified in writing by the Union.
- 11.04 It is understood that the stewards and committee persons have their regular work to perform on behalf of the Board. If it is necessary for a steward or committee persons to investigate a grievance during working hours, the steward or committee person shall not leave work without first obtaining the verbal permission of the immediate supervisor. Subject to operational requirements, such permission will not be unreasonably withheld. If requested they shall give an estimate of the time they will be away from their regular work. When resuming regular work, the steward/committee person shall again report to the immediate supervisor.
- 11.05 The Board agrees to recognize a Union Grievance Committee composed of not more than six (6) seniority employees and the National Representative.
- 11.06 The Board undertakes to secure from all members of its supervisory personnel their co-operation with the committee persons in the carrying out of the terms and requirements of this Agreement.
- 11.07 The Union undertakes to secure from its officers, committee persons and members their co-operation with the Board and with all persons representing the Board in any supervisory capacity in the carrying out of the terms and requirements of this Agreement.
- 11.08 The Union Negotiations Committee shall be comprised of three (3) members of CUPE Local 5200.00, (Educational Assistants) and the President of CUPE Local 5200.00, as well as a CUPE National Representative.

- 11.09 The Union shall provide the Board with the names of all committee members annually by September 30 in writing and thereafter if changes occur.

## **ARTICLE 12 - GRIEVANCE PROCEDURE**

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- 12.01 In determining time limits, Saturday, Sunday and recognized statutory holidays and school year breaks shall be excluded.
- 12.02 It is the mutual desire of the Union and the Board that all grievances shall be adjusted as quickly as possible. It is further agreed that the designated grievance procedure, as hereinafter set forth, shall serve as the means to be utilized by the grievor for the prompt disposition and final settlement of the grievance.
- 12.03 Any difference concerning the interpretation, application, administration or alleged violation of the provisions of this Agreement shall be considered a grievance.
- 12.04 At all formal steps a grievance, to be acceptable under this agreement shall:
- a) be in writing,
  - b) specify the article(s) allegedly violated by number,
  - c) contain a statement of the facts relied upon,
  - d) indicate the redress sought,
  - e) be sent by e-mail or delivered in person,
  - f) not be subject to change after submission,
  - (g) be signed by the grievor, and the Union steward or president.
- 12.05 At all stages or steps a grievor will be accompanied by a representative of the Union.
- 12.06 No grievance shall be considered which was not presented within ten (10) working days after the circumstances which gave rise to it came to the attention of or should have come to the attention of the employee concerned.
- 12.07 Time limits may be extended on the mutual agreement of the parties.
- 12.08 A decision reached at any stage of the grievance procedure above outlined shall be final and binding upon all parties hereto, including the grievor, and shall not be subject to re-opening by any party except by mutual agreement.
- 12.09 If the grievance is settled at Steps 1 or 2 of the grievance procedure, both the Board's and Union's representatives as provided herein, shall sign the settlement as endorsed

on the written grievance, so that no question or argument may arise as to what the settlement was.

- 12.10 To be considered in the grievance procedure the grievance form, completed in accordance with Article 12.04, will be submitted to Human Resources where each grievance shall, upon being received, be processed in accordance with the steps outlined in this Article. Grievances shall be adjusted and settled as follows:

The parties acknowledge that time limits set out in both the grievance and arbitration procedures must be strictly complied with except by agreement to extend them and failure to so comply shall result in the grievance being deemed to have been abandoned notwithstanding the provisions of Section 48 (16) of the Labour Relations Act.

#### INFORMAL STAGE

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- 12.11 The parties of this Agreement are agreed that it is of the utmost importance to adjust complaints and grievances as quickly as possible. It is understood that an employee has no grievance until the employee has first given the immediate supervisor an opportunity to adjust the employees complaint. The employee's immediate supervisor shall give the employee a reply within two (2) working days. An employee may elect to have a steward present.

#### REPLIES TO GRIEVANCES

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- 12.12 If the respondent to the grievance does not comply with the time limits set out for meetings and/or replies to a grievance, the party having carriage of the grievance shall process the grievance to the next step within the time required after expiration of the time for the respondent to hold a meeting or give a reply, as the case may be.
- 12.13 Failure to put a grievance in writing in Step 1 in accordance with the requirements of Article 12.04 hereof, shall be deemed a complete waiver and abandonment of the grievance by the grievor.

#### FORMAL STAGE - STEP 1

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- 12.14 If an employee has a grievance, the employee shall first and immediately within the ten (10) working days referred to in Article 12.06 submit the grievance in writing in accordance with Article 12.04. If the employee wishes, assistance of a steward may be requested.
- 12.15 The Senior Manager, Human Resource Services shall give an immediate answer on the grievance to the employee, but in no event shall the answer be delayed beyond seven (7) working days.
- 12.16 The next step of the grievance procedure may be taken within seven (7) working days of the Senior Manager, Human Resource Services or designate giving a written decision, but not thereafter.
- 12.17 Grievances concerning layoffs due to a reduction in the work force shall be initiated at Step 2 of the grievance procedure.



## STEP 2

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12.18 The written grievance shall, within seven (7) working days of the decision of the Senior Manager, Human Resource Services or designate giving a written decision, be submitted to the Superintendent, Human Resource Services, or designate for the purpose for endeavouring to settle the grievance.

12.19 The Superintendent, Human Resources Services or designate shall then meet with the steward and grievor within seven (7) working days after the written grievance is so submitted to the Superintendent, Human Resources Services, or designate, for the purpose of endeavouring to settle the grievance.

At such meeting, the Board or the Union may request an additional representative present.

12.20 The Superintendent, Human Resources Services, or designate, shall then give an answer in writing within seven (7) working days following the meeting.

12.21 If final settlement of the grievance is not completed at Step 2 above, it may be referred by either party to a Board of Arbitration as hereinafter provided, within ten (10) days from the Superintendent, Human Resources Services or designate's decision at Step 2 above. The party referring the grievance to arbitration shall be restricted to the issues contained in the written grievance.

12.22 Any grievance not appealed from one step of the grievance procedure to the next within the specified time limits as prescribed above shall be considered settled on the basis of the Board's last reply.

12.23 Prior to arbitration, by mutual consent, the parties may refer the matter to mediation for an attempt at resolution. Any agreed resolution through mediation would be binding on the parties.

Each of the parties shall jointly share the fees and expenses of the Mediator.

If the grievance(s) are not resolved, the time limits to proceed to arbitration will commence the next business day after the meeting with the mediator.

## ARTICLE 13 - POLICY GRIEVANCE

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13.01 In the case of a Union Policy grievance or Board grievance, such grievance may be submitted to the Superintendent, Human Resources Services, or the Union, as the case may be, in writing within seven (7) working days of the circumstances giving rise to the grievance and shall commence with Step 2 under the grievance procedure; however, it is expressly understood that the provisions of this paragraph may not be used by the Union to institute a complaint or grievance directly affecting an employee or employees which such employee or employees could themselves institute, and the regular grievance procedure shall not thereby be bypassed.

## ARTICLE 14 - GROUP GRIEVANCE

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- 14.01 In the event that more than one employee is directly affected by one specific incident and such employees would be entitled to grieve, the grievance shall be processed as one grievance commencing at Step 2 of the grievance procedure.

Two grievors of the group shall be entitled to be present at meetings unless otherwise mutually agreed.

## ARTICLE 15 - ARBITRATION

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- 15.01 When a difference arises between the parties relating to the interpretation, application or administration of this Agreement, or where an allegation is made that this Agreement has been contravened, either of the parties may, after exhausting any grievance procedure established by this agreement, notify the other party in writing of its desire to submit the difference or allegation to arbitration and the notice shall contain the name of the first party's appointee to an Arbitration Board.
- 15.02 The recipient of the notice shall within ten (10) working days, of receipt, inform the other party either that it accepts the other party's appointee as a single arbitrator or inform the other party of the name of its appointee to the Arbitration Board.
- 15.03 A single arbitrator will only be appointed by the mutual agreement of both parties.
- 15.04 Where two appointees are so selected they shall, within ten (10) working days of the appointment of the second of them, appoint a third person who shall be the chairperson.
- 15.05 If the recipient of the notice fails to appoint an arbitrator or if the two appointees fail to agree upon a chairperson within the time limits, the appointment shall be made by the Labour Relations Board upon the request of either party.
- 15.06 A single arbitrator or the Arbitration Board, as the case may be, shall hear and determine the difference or allegation and shall issue a decision and the decision is final and binding upon the parties and upon any employee or employer affected by it.
- 15.07 The decision of the majority is the decision of the Arbitration Board but, if there is no majority, the decision of the chairperson governs.
- 15.08 The arbitrator or Arbitration Board, as the case may be, shall not by decision add to, delete from, modify or otherwise amend the provisions of this Agreement.
- 15.09 The initial notice requesting submission of the grievance to an arbitrator or Board of Arbitration shall be delivered not later than ten (10) working days after the time limit for exhaustion of the applicable procedure contained in this Agreement.

- 15.10 Any notice required under this Article shall be sent in writing by e-mail or personal delivery to the parties at their respective mailing addresses.
- 15.11 Each party may be represented at the arbitration by representatives of its choice.
- 15.12 Each of the parties shall bear the fees and expenses of its nominee to the Arbitration Board and shall jointly share the fees and expenses of the Chairperson.
- 15.13 Time limits may be extended by mutual agreement of the parties.
- 15.14 The term “working days” when used in this Article shall mean Monday to Friday inclusive, throughout the year, but excluding statutory holidays as defined in this Agreement.

#### **ARTICLE 16 - DISCIPLINE/DISCHARGE**

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- 16.01 A claim by an employee that the employee has been unjustly discharged shall be treated as a grievance if a written statement of such grievance is lodged with the Superintendent, Human Resources Services within three (3) working days after the discharge or receipt of the written discharge notification. Such special grievance shall be dealt with at Step 2 and the balance of the grievance procedure. Such three (3) working days time limit shall be extended only where it is physically impossible for the employee to comply, for example, where the employee is confined to jail or a hospital. In no event shall such extension exceed seven (7) working days, i.e. a total of ten (10) working days from the date of discharge.
- 16.02 An employee who is to receive a discipline shall be notified prior to the discipline to allow the employee sufficient time to obtain Union representation for such discipline.
- 16.03 No employee will be disciplined outside of their scheduled hours of work.
- 16.04 Notices of discipline shall be given to the employee within ten (10) working days of the discovery of the occurrence giving rise to the action. Such written discipline shall not remain in the employee's file after two (2) years provided, however, there is no re-occurrence of a similar incident during this period.

#### **ARTICLE 17 - SENIORITY**

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- 17.01 (a) Seniority is defined as the total accumulated regular paid hours in the bargaining unit and shall include service with the Board and the Halton Catholic District School Board prior to the certification or recognition of the Union.

Effective September 1, 2009 seniority shall be calculated based on service as follows:

Full-time employees working 10 months shall be credited with 1 year seniority for each school year worked.

Part-time employees working half time shall be credited with 0.5 years seniority for each school year worked.

One month worked is equivalent to 0.1 years seniority.

Seniority shall be pro-rated as per Article 17.

For clarification purposes 10 months of service is equivalent to 1 year seniority. The end date for seniority calculations is August 31st annually.

- (b) In the case of bumping and/or layoff, should seniority be equal between two or more employees, such ties will be determined by lot by the employer.

17.02 Seniority will continue to accrue if an employee:

- (a) is on any period of paid leave of absence;
- (b) is on any period of paid sick leave;
- (c) is on any period of unpaid leave of absence up to four (4) consecutive weeks; Effective September 1, 2019 onwards, is on any period of unpaid leave of absence up to six (6) consecutive months;
- (d) is on any period of W.S.I.B. benefit (up to a limit of twenty-four [24] months) as applicable;
- (e) is on any period of approved unpaid leave of absence for Union purposes of up to one (1) year;
- (f) is on any period of approved pregnancy, adoption, paternity or parental leave, as per the Employment Standards Act as amended.

17.03 Seniority will be maintained but not accrued if any employee:

- (a) is on an approved unpaid leave of absence in excess of four (4) consecutive weeks;
- (b) is laid off for less than twelve (12) months;
- (c) is on a maximum three (3) month trial period of an out of the bargaining unit position;
- (d) is on W.S.I.B. benefits in excess of twenty-four (24) months;
- (e) is promoted to a temporary out of the bargaining unit position of twelve (12) months or less.

Effective September 1, 2019 onwards;

- (a) is on an approved unpaid leave of absence in excess of six (6) consecutive months;
  - (b) is laid off for less than twelve (12) months;
  - (c) is on a maximum six (6) months trial period of an out of the bargaining unit position;
  - (d) is on W.S.I.B. benefits in excess of twenty-four (24) months;
  - (e) is promoted to a temporary out of the bargaining unit position of twelve (12) months or less.
- 17.04 (a) LIST
- The employer will maintain a seniority list showing each employee's name, work location, date of hire and total full-time equivalent years of service. By November 1st, the Board will revise the seniority list and send a copy to the Union and post the list on Staffnet.
- The Board will inform employees by electronic mail that the new seniority list has been posted.
- (b) Seniority lists will be deemed accurate thirty (30) days following posting.
- For clarity, employees will have thirty (30) days to review the accuracy of the list and notify Human Resources Services of any concerns. Should a concern(s) arise within the thirty (30) day period above, and a correction be required, a revised list will be sent to the Union and posted on StaffNET by December 14<sup>th</sup>
- 17.05 Probationary Employees
- a) Newly hired employees shall serve a probationary period of three hundred and ninety (390) hours worked and shall have no seniority rights during this period.
  - b) Upon completion of the probationary period a new permanent employee shall have seniority calculated from the date of hire.
  - c) The Board may extend the probationary period of an employee for an additional three (3) months or equivalent hours for part-time work with the agreement of the Local President.

## **ARTICLE 18 - LOSS OF SENIORITY**

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- 18.01 An employee loses all seniority and their employment with the Board shall terminate under the following conditions:
- a) The employee resigns;
  - b) is discharged and not subsequently reinstated;

- c) is absent from work for more than three (3) consecutive working days without notifying the Board within the period and without an explanation satisfactory to the Board upon return to work;
- d) is recalled from layoff and fails to return to work within seven (7) days (except if the employee has an explanation satisfactory to the Board ) after the Board's notice of recall is sent to the employee's Board-issued e-mail address and by registered mail to the last address shown on the Board's records;
- e) is absent from work without an explanation, satisfactory to the Board, beyond the period of any leave of absence granted by the Board;
- f) is laid off for a period of twelve (12) months or more;
- g) if the employee is absent from work due to illness for more than two (2) years. Before the Board removes an employee from the seniority list under the provisions of this clause (g), the Board will review the individual case.

#### **ARTICLE 19 - LAYOFF**

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- 19.01 A layoff is defined as a reduction in the hours of work or a reduction in the work force.
- 19.02 A permanent employee will not be laid off as a direct result of the use of volunteers, co-op students and/or parents.
- 19.03 A permanent employee who is to be laid off will receive written notice of at least thirty (30) days prior to layoff.
- 19.04 Both parties recognize that job security should increase with length of service. Therefore, in the event of a layoff, permanent employees shall be laid off in the reverse order of seniority subject to ability and qualifications to perform the job.
- 19.05 A permanent employee shall be recalled in order of their seniority subject to ability and qualifications to perform the job.
- 19.06 In the event of layoffs of Educational Assistants, occurring during the school year due to the discontinuance of any job, an employee may displace a less senior employee provided that the employee has the ability and qualifications to perform the job or the employee may accept a layoff.  
  
The then displaced Educational Assistant may displace the most junior Educational Assistant regardless of hours or accept a layoff provided that the employee has the ability and qualifications to perform the job.
- 19.07 No new permanent employee will be hired until those laid off have been recalled to full employment (equal to the number of hours they previously worked), subject to ability and qualifications to perform the job.

- 19.08 Temporary/Supply assignments will be offered to laid off employees prior to being offered to any other person. If a laid off employee refuses a temporary/supply assignment, such refusal shall not affect the employee's recall rights.
- 19.09 Grievances concerning layoffs due to a reduction in the work force shall be initiated at Step 2 of the Grievance Procedure.

#### RECALL

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- 19.10 Permanent employees who are laid off will be placed on a recall list and will be retained, subject to the provisions of this Collective Agreement but not accrue seniority. No permanent employees shall be hired until those laid off have been given an opportunity of recall.
- 19.11 Notice of recall to work shall be directed to the employee's Board-issued e-mail address and by registered mail to the employee's last address on file with the employer. It shall be the responsibility of the employee to keep the employer informed of the employee's current addresses.
- 19.12 In accordance with 18.01(d), the recalled employee must notify the employer in writing of the employee's intention within five (5) working days of receiving the recall notice to return to work.

#### ARTICLE 20 - JOB POSTING AND TRANSFERS

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- 20.01 The job posting will state duration of assignment, which will include whether the position is permanent or temporary, the school location, special circumstances, and full-time equivalent (FTE).
- 20.02
1. Positions which become available following June 15th, shall be posted on the Intranet. Educational Assistants who wish to apply may do online.
  2. During the period April 15th to June 15th Educational Assistant positions which are identified as being available for the commencement of the following school year shall be posted on the Intranet for a period of five (5) consecutive working days.
  3. Any positions which become vacant between September 20th and June 14th of any school year shall be filled on a temporary basis only and shall be posted between April 15th and June 15th of that year in accordance with the posting procedure specified herein.
  4. When temporary positions that were filled between Sept 20th and June 14th are posted the employee who filled the position on a temporary basis prior to the completion of the job posting procedure must reapply for the position.
- 20.03 The successful applicant will be notified within fifteen (15) working days following the closing date of the posting.

- 20.04 No applicant from outside the bargaining unit shall be considered for posted vacancies until all internal applicants have been examined and notified of the outcome.
- 20.05 The number of educational assistant positions in the system will be determined by the Board. A meeting between the Board and the Union will be held no later than June 15th of each year to discuss staffing for the next school year. Where possible, employees will be notified in writing, no later than June 15th of each year of a change in their current assignment.
- 20.06 (a) An employee who desires a transfer to a different school, shall complete the Board's Request for Transfer Form and file it with the Superintendent, Human Resources Services or designate. Such requests for transfer will be given consideration when permanent vacancies occur in accordance with Article 20. All Requests for Transfer Forms filed with the Superintendent, Human Resources Services or designate shall expire upon June 30th of each year and any employee still desiring a transfer shall complete and file a new Request for Transfer. Requests for transfer will be awarded on the basis of the needs of the student or students; employees of equity-deserving groups; reasonable travel considerations for the educational assistant; and, seniority. Where all things are considered equal, seniority will be the determining factor. The employer shall post the Transfer Request Form on the Board's intranet. All completed Transfer Request Forms shall be returned to the Board on or before April 15th.
- In extenuating circumstances, the Superintendent, Human Resources Services, may consider exceptions to the transfer process, as presented by the President of Local 5200.00.
- (b) Employer initiated transfers may be required in order to best meet the needs of the student to be served. In the event that such transfer is required, the Superintendent, Human Resources Services or designate shall meet with the employee to outline the reasons for the transfer prior to any transfer. The affected Educational Assistant has the right to have Union representation at any such meeting
- 20.07 If during the first thirty (30) working days the successful applicant is not satisfactory to the Board, the employee shall be returned to their former position without loss of seniority and any other employee transferred because of such return shall also be returned to their former position without loss of seniority.
- 20.08 During the first thirty (30) working days should the employee wish to return to their former position, they may do so without loss of seniority. Any other employee transferred because of an employee exercising this right shall also be returned to their former position.
- 20.09 A part-time employee transferring to full-time employment in the bargaining unit shall have the option to return to part-time employment without the loss of seniority obtained as a part-time employee during the thirty (30) working days trial period



required for transfer to full-time employment provided, however, the provisions of Article 20 shall apply from the commencement of work in the full-time position.

#### TEMPORARY/SUPPLY

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- 20.10
1. The hiring of a supply/temporary employee shall not be used to circumvent job postings or the recall of a regular employee from layoff.
  2. Supply/temporary employees shall not accrue seniority except as defined below.
  3. Applications from supply/temporary employees will not be eligible for consideration. They will be treated as outside applicants for positions not filled by regular employees.
  4. When a person who has been a temporary employee as per Article 5 becomes a permanent employee, after completion of the probationary period as defined in the Collective Agreement for new employees, seniority shall be so dated as to give credit for the total number of days, pro-rated to the nearest month, that the person has worked as a temporary within the twenty-four (24) month period immediately preceding appointment to the regular position.  
  
Effective September 1, 2019 when an new person who has been a temporary employee as per Article 5 becomes a permanent employee, after completion of the probationary period as defined in the Collective Agreement for new employees, seniority shall be so dated as to give credit for the total number of days, pro rated to the nearest month, that the person has worked as a temporary within the thirty-six (36) month period immediately preceding appointment to the regular position.
  5. The probationary period for such a new regular employee shall be as stated in the collective agreement.
  6. The Union shall be notified in writing of the names and terms of employment of all supply/temporary employees.
  7. If a vacancy for a regular position is not filled by a regular employee, supply/temporary employees who applied for the vacancy, shall receive consideration prior to hiring a new employee.
  8. Supply/Temporary employees will be responsible for filing with the Board their preference of work locations and hours of work.
  9. Where temporary vacancies occur, those supply/temporary employees who have complied with #7 above, will be given consideration in accordance with Article 6.

20.11 Mid-Year Transfer – Reduction of Student(s)

Where the employer initiates a transfer during the school year because of a reduction of a student(s) in a school location, the Superintendent or designate shall first ask for volunteers who may be willing to be relocated. The employee with the most seniority

will be awarded the relocation. If there are no volunteers, then the decision of who is selected to be relocated will then be made based on 1) the needs of the student(s) which will be disclosed to the Union; 2) all things being equal, seniority. The Board reserves the right to prioritize equity-deserving groups in their transfer decision

## ARTICLE 21 - LEAVE OF ABSENCE

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### 21.01 Leaves for Union Business

The Board agreed to grant a leave of up to five (5) days a week for the purposes of completing CUPE 5200 Union Business for the school year. CUPE 5200 will advise the Board in writing by August 15<sup>th</sup> of each year, the name of the person requiring the leave and the days that the leave is required.

For scheduling purposes, the release days of the leave will be consistent each week.

The Union agrees to reimburse the Board for the full cost of wages and benefits paid to the employee.

### 21.02 OSBCU

The Board agrees to provide a leave of absence each year without loss of seniority, benefits or pay for three (3) employees, not more than one (1) employee from the same school, to attend the annual Ontario School Board Council of Unions (OSBCU). The Union agrees to reimburse the Board for the total monies paid to the employees. Leaves under this article must be requested in writing to the Senior Manager, Human Resources Services at least two (2) weeks prior to the commencement of the leave.

### 21.03 UNION RELEASE

Leave of absence without loss of seniority will be granted to not more than three (3) seniority employees at any one time (not more than one (1) of whom shall be from the same school) and all such leaves shall not total more than eighty (80) working days per school year (September 1 to June 30) or more than twelve (12) working days per school year for any individual, so as to limit any undue impact on the learning environment. For clarity, the limit of one employee per school and the maximum of no more than twelve (12) working days per school year for any individual does not apply to the Secretary/Treasurer or designate performing this same role.

Leaves under this article must be requested in writing to the Senior Manager, Human Resources Services at least two (2) weeks prior to the commencement of the leave. The Board will endeavour to respond to such requests as quickly as possible.

Subject to their operational needs, the Board may authorize either a second employee from the same school to take leave simultaneously or an individual to take more than twelve (12) working days per school year. For clarity, if sanctioned by the Board, this will only be authorized once per school year.

21.04 UNION PRESIDENT

The Board will grant the President of CUPE Local 5200.00 a full-time leave to perform the duties of the Union without loss of seniority. In order to arrange appropriate coverage, the Union President will provide at least two (2) weeks written notice, to the Senior Manager, Human Resources Services, before such leave will commence.

Should the President require a leave of absence for two (2) months or more, the Board will allow the Acting President to access the President's release, if requested.

The Union will reimburse the Board the full cost of wages and benefits for such release time.

21.05 UNION OFFICE

Any permanent employee who is elected or selected for a position with CUPE, shall be granted a leave of absence without pay and without loss of seniority for a period of up to one (1) year. The Board may renew such a leave on a yearly basis thereafter.

21.06 WAGES/BENEFITS WHILE ON UNION LEAVE

The Board agrees to pay, on behalf of the Union, to employees on approved leave of absence pursuant to Article 21, full wages and compensation for which they would otherwise be entitled under this Agreement and the Union agrees to reimburse the Board for the total monies paid on behalf of such employees.

21.07 LEAVES WITHOUT PAY FOR OTHER THAN UNION BUSINESS

Leaves of absence without pay are provided with the following conditions:

1. vacation pay will be pro-rated.

21.08 PREGNANCY/PARENTAL/ADOPTION

In accordance with the Memorandum of Settlement between the CTA and CUPE, and agreed to by the Crown, dated November 20, 2022.

For clarity, in accordance with Part A, Central Terms, Letter of Understanding #2 re: Status Quo Central Items and Items Requiring Amendment and Incorporation, the following issues are not subject to local bargaining or amendment by the local parties. Any disputes arising from these provisions may form the subject of a central dispute.

MATERNITY BENEFITS/SEB PLAN

- a) A full-time and part-time permanent Employee who is eligible for pregnancy leave pursuant to the Employment Standards Act, shall receive 100% salary through a Supplemental Employment Benefit (SEB) plan for a total of eight (8) weeks immediately following the birth of her child with no deduction from sick leave or the Short Term Leave Disability Program (STLDP).
- b) Full-time and part-time permanent Employees not eligible for a SEB plan as a result of failing to qualify for Employment Insurance will be eligible to receive 100% of salary from the employer for a total of eight (8) weeks with no

deduction from sick leave or STLDP.

- c) Where any part of the eight (8) weeks falls during the period of time that is not eligible for pay (i.e. summer, March Break, etc.), the full eight (8) weeks of top up shall continue to be paid.
  - d) Full-time and part-time permanent Employees who require longer than the eight (8) week recuperation period shall have access to sick leave and the STLDP subject to meeting the requirements to provide acceptable medical verification.
  - e) Employees completing a long-term supply assignment of 6 months or more shall be eligible for the SEB as described herein for a maximum of eight (8) weeks or the remaining number of weeks in their current assignment after the birth of her child, whichever is less.
  - f) Employees not defined above have no entitlement to the benefits outlined in this Article.
- 1. An employee on a pregnancy/parental leave of absence will accumulate seniority for the statutory period of leave.
  - 2. Leave of absence for such reasons shall be granted as per the *Employment Standards Act* as amended from time to time without loss of seniority or benefits.

At termination of such leave periods, the onus shall be on the employee to report, in writing, as per the Employment Standards Act, to the Superintendent, Human Resources Services, readiness to resume duties. Upon the employees return from such leave, they will be returned to their original position or if the position has been eliminated then to a comparable job at the same wages and benefits as at the date of commencing this leave.

#### 21.09 JURY DUTY/SUBPOENA/QUARANTINE

- (a) When an employee is required to be absent because of jury duty, or as a witness in any court to which the employee has been summoned in any proceedings to which the employee is not a party or one of the persons charged, the employee shall be subject to neither loss of salary nor deduction from sick leave credit, provided that the employee pays to the Board any fees, exclusive of travelling allowances and living expenses, that the employee receives as a juror or as a witness.
- (b) When an employee is quarantined as determined by the Medical Officer of Health, the employee will be subject neither to loss of pay, seniority, nor deduction from sick leave credits.

#### 21.10 COMPASSIONATE LEAVE

- 1. An employee may be granted up to two (2) days per year (a year being from January 1<sup>st</sup> until December 31<sup>st</sup>) compassionate leave (consecutively or separately as required by the Employee) with pay and without loss in seniority if

the request shows good and sufficient reason. Such request must be in writing, show the reason, commencement date and length of the proposed absence.

- 2 A leave of this nature will usually cover extraordinary circumstances which, therefore, merit individual attention and is subject to the approval of the Senior Manager, Human Resources Services or designate.

Compassionate Leave will also include Part A, Central Terms, LOU #12, (voting in elections as indicated by a self-governing Indigenous authority where the employee's working hours do not otherwise provide three consecutive hours free from work; and ~~or~~ attendance at Indigenous cultural/ceremonial events).

#### 21.11 PUBLIC OFFICE

An employee holding public office may be granted, as determined in consultation with the Superintendent, Human Resources Services or designate, relief from duty without pay and without loss of seniority during the employee's term of office.

#### 21.12 SCHOOL BOARD BUSINESS

Any absence relating to School Board business and approved by the manager and the Superintendent, Human Resources Services shall not be charged against the employee's sick leave credit.

#### 21.13 BEREAVEMENT LEAVE

An employee who is required to be absent because of the death of a member of the employee's family, will be granted 5, 3, or 1 consecutive working days as listed below, without loss of pay or deduction from sick leave credit. For extenuating circumstances, application for extension of leave with pay is to be made to the Superintendent, Human Resources Services.

5 Days - Immediate family - Parent, legal guardian, brother, sister, spouse, child, grandparent, grandchild.

3 Days - In-laws, step parent, step child, step brother, step sister, legal ward.

1 Day - Aunt, uncle, niece, nephew.

#### 21.14 SCHOOL CLOSURE

When a school or building is closed because of severe weather or health or safety reasons, all affected employees will be allowed necessary leave of absence without loss of pay until the school or building is reopened.

The Board reserves the right to re-assign the affected employee(s) according to its needs.

#### 21.15 EMERGENCY LEAVE

Any member of CUPE Local 5200.00 (Educational Assistants) may apply for an emergency leave, without pay, in accordance with the Employment Standards Act.

Written application to the Superintendent, Human Resources Services shall be made in advance whenever possible.

21.16 REPORTING AND CERTIFICATION OF ABSENCES

- (a) All absences must be reported through the Board's automated absence reporting system.
- (b) Report absences a minimum of 1 hour prior to start time of shift when possible.

**ARTICLE 22 - HEALTH AND WELFARE**

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In accordance with the Memorandum of Settlement between the CTA and CUPE, and agreed to by the Crown, dated November 20, 2022 please see Section C5.00 Benefits in the Central Terms.

**ARTICLE 23 - ILLNESS/INJURY**

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In accordance with the Memorandum of Settlement between the CTA and CUPE, and agreed to by the Crown, dated November 20, 2022 please see Section C6.00 Sick Leave in the Central Terms.

23.01 Administration of the Plan

The Superintendent, Human Resources Services shall keep a record of the credits and deductions for each employee which will be made available on the employee portal each year outlining the status of their credits under the plan.

23.02 Reporting and Certification of Absences

- a) All absences for sick leave must be reported to the employee's immediate Supervisor or designate, and the automated reporting system,
- b) Under extenuating circumstances, the Superintendent, Human Resources Services or designate may request an employee to submit a certificate from a qualified medical or dental practitioner for an absence or sick leave. The cost of the certificate will be paid in full by the Board.

23.03 Computation of Daily Rate

Sick leave claims shall be computed for payment on the basis of the daily salary rate of the employee at the time of the absence.

23.04 In the case of the death of an employee, in the employ of the Board, one hundred percent (100%) of the employee's accumulated sick leave credits as of August 31, 2012, shall be paid to the employee's beneficiary or the employee's estate if no beneficiary. The amount paid shall be the value of the sick leave credits on August 31, 2012.

#### **ARTICLE 24 - WORKPLACE SAFETY INSURANCE BOARD**

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In accordance with the Memorandum of Settlement between the CTA and CUPE, and agreed to by the Crown, dated November 20, 2022, in accordance with Part A, Central Terms, Letter of Understanding #2 re: Status Quo Central Items and Items Requiring Amendment and Incorporation, the following issues are not subject to local bargaining or amendment by the local parties. Any disputes arising from these provisions may form the subject of a central dispute.

##### **WSIB TOP-UP**

Subject to and in accordance with the terms set out by the Workplace Safety and Insurance Board with respect to eligibility and when an employee is awarded Workplace Safety and Insurance Board benefits, the Board shall continue to pay the employee full salary up to a maximum period of four years and six months

#### **ARTICLE 25 - CHANGE OF CARRIER/BENEFITS**

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In accordance with the Memorandum of Settlement between the CTA and CUPE, and agreed to by the Crown, dated November 20, 2022 please see Section C5.00 – Benefits in the Central Terms.

#### **ARTICLE 26 - HEALTH AND SAFETY**

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26.01 The Board shall recognize and deal with Health and Safety matters through the site based Health and Safety Committee, in accordance with the Occupational Health and Safety Act.

The parties agree to have Workplace Violence as a standing item on Labour-Management Committee Meetings

#### **ARTICLE 27 - VACATION PAYS**

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27.01 Employees will be paid vacation pay based on the following years of service calculated from the employees start date with the Board.

1 - 2 years	=	4% of annual salary
3 - 5 years	=	6% of annual salary
6 - 9 years	=	8% of annual salary
10 - 24 years	=	10% of annual salary
25 years	=	12% of annual salary effective first of the month following date of ratification of this agreement.

Any employee not having a year of service prior to the commencement of the vacation period shall be paid their vacation entitlement as per the Employment Standards Act for the Province of Ontario.

27.02 Vacation pay shall be paid with each pay.

#### **ARTICLE 28 - PAID HOLIDAYS**

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28.01 The following holidays shall be recognized and paid for by the Board at the regular rate of pay:

New Years Day	Good Friday
Family Day	Victoria Day
Easter Monday	Canada Day
Civic Holiday	Christmas Day
Thanksgiving day	Labour Day
Boxing Day	

or days celebrated in lieu of such holidays and any other day proclaimed by Provincial, Federal or Municipal Government

28.02 An employee will be entitled to holiday pay if the employee works the last scheduled working day before and the first scheduled working day after the holiday or works on such a holiday if the employee is scheduled to work. Provided, however, that an employee will not lose holiday pay if the employee is absent from work on such day due to illness, injury, W.S.I.B., approved leaves of absence or layoff.

28.03 Employees shall receive one additional days pay in lieu of Remembrance Day to be included in the last pay cheque prior to Christmas break.

#### **ARTICLE 29 - HOURS OF WORK**

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29.01 All full-time employees shall be entitled to a paid fifteen (15) minutes uninterrupted break period at approximately the midpoint of each half shift.

29.02 All part-time employees working a regular shift of three (3) hours or more are permitted a fifteen (15) minute uninterrupted break at approximately the mid point of the shift.

29.03 All full-time employees shall be entitled to a forty (40) minute, unpaid, uninterrupted, lunch break at approximately the mid point of the work day or as close to the mid point of the working day as possible as determined by the Principal based on the needs of the school. The lunch break shall be exclusive of any travel.

29.04 It is expressly understood and agreed that the provision of this Article shall not be construed to be a guarantee or a limitation of the hours of work per day or per week or otherwise, nor a guarantee of working schedule.



- 29.05 All Educational Assistants will be regularly scheduled for six hours and fifty five minutes (6 hours, 55 minutes) per day.
- 29.06 FIELD TRIPS  
It is understood that every effort will be made to schedule lunches and breaks for Educational Assistants participating on class field trips. Should circumstances occur where uninterrupted lunch or breaks are missed on a field trip, the Principal shall provide the Educational Assistants with time off in lieu at straight time rates within two weeks of the field trip.

#### PROFESSIONAL ACTIVITY (PA) DAYS

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- 29.07 An employee will be paid at the regular salary rate for a Professional Activity Day designated by the Board for teachers at their particular school, conferences or seminars designated by the Superintendent of Special Education Services.
- Employees will be paid according to the number of hours they actually participate in the Professional Activity Day.
- 29.08 The Board will endeavour to provide employees with seven (7) days' notice, if work hours are to change for a PA day agenda, save and except in extenuating circumstances.

#### ARTICLE 30 - OVERTIME

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- 30.01 Overtime, at the rate of time and one half of the employee's regular straight time rate of pay will be paid for work performed in excess of their normal hours per day or normal hours per week or for work performed on Saturdays.
- 30.02 Overtime, at the rate of two times (2x) the employee's regular rate of pay, will be paid for work performed on Sundays and on the holidays referred to in this Collective Agreement. On such holidays, the aforesaid payment shall be in addition to the holiday pay for those employees who qualify pursuant to this collective agreement.
- 30.03 The employees shall have the right to request payment in money or lieu time as set out in this Collective Agreement.
- 30.04 Notwithstanding Article 30.01 and 30.02, an employee who volunteers for an overnight assignment shall be paid sixteen (16) hours of pay at their regular straight time hourly rate of pay for each twenty-four (24) hour period. Instead of payment, an employee shall have the right to request lieu time.

#### ARTICLE 31 - EDUCATIONAL REIMBURSEMENT

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- 31.01 Employees who have obtained as of the commencement of the school year, an Educational Assistant Certificate from a recognized Community College or equivalent and relevant education as determined by the Superintendent, Human Resources

Services or designate will be paid in addition to the regular hourly rate, an annual allowance of the following:

September 1, 2021                      \$604.47

#### **ARTICLE 32 - TRAVEL ALLOWANCE**

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- 32.01      Mileage will be paid for employees who travel from school to school according to the terms of the Board Policy Number 1-34 (A). The amount paid shall be per kilometer as per the Board rate.

#### **ARTICLE 33 - BULLETIN BOARDS**

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- 33.01      The Board shall provide bulletin boards accessible to the employees and upon which the Union shall have the right to post notices of meetings.

#### **ARTICLE 34 - CORRESPONDENCE**

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- 34.01      All correspondence between the Board and the Local Union arising out of this agreement, or incidental thereto, shall pass to and from the Superintendent, Human Resources Services, to the President of the Local with copies to the Director of Education of the Board and upon request to the CUPE National Representative whose requests shall not be unreasonably denied.
- 34.02      The Board agrees to post the "Excerpts from the Regular Meetings of the Board" on the Board website.
- 34.03      It shall be the duty of the employee to notify the Board promptly, in writing, of any change of address. If an employee should fail to do this, the Board will not be responsible for failure of a notice to reach such employee, and any notice sent by the Board by registered mail to the address of the employee which appears on the Board's payroll records shall be conclusively deemed to have been received by the employee.

#### **ARTICLE 35 - CONTRACTING OUT**

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- 35.01      No seniority employee in the Bargaining unit will be laid off or demoted as a result of the Board contracting out work or services being performed by employees in the Bargaining unit.

#### **ARTICLE 36 - COPIES OF AGREEMENT**

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- 36.01      Upon hire, a new Educational Assistant will be provided with a copy of the Collective Agreement. The Board shall also supply fifty (50) copies of this agreement to the Union.
- 36.02      A copy shall be posted on the Boards intranet site within 30 days of the signing of the agreement.

- 36.03 The Board agrees to provide newly hired CUPE Local 5200.00 employees with a Union prepared introductory brochure regarding CUPE Local 5200.00.

#### **ARTICLE 37 - PAYMENT OF WAGES**

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- 37.01 The Board shall pay wages bi-weekly on Friday in accordance with Schedule "A" attached hereto and forming part of this Agreement. On the Friday, each employee shall be provided with an itemized statement of their wages and deductions.

#### **ARTICLE 38 - PERSONNEL FILES**

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- 38.01 (a) An employee shall, upon written request to the Superintendent, Human Resources Services, be granted the opportunity to view their personnel file in the presence of the Superintendent, Human Resources Services or designate.
- (b) The employer shall recognize a signed consent from any member of the bargaining unit which allows the Local President or the National Representative to have access to their personnel file in the presence of a designated Human Resources person.
- 38.02 An employee may request photocopies of any documents in their personnel file and that request shall not be denied. Copies will be provided within 48 hours.

#### **ARTICLE 39 - TERM OF AGREEMENT**

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In accordance with the Memorandum of Settlement between the CTA and CUPE, and agreed to by the Crown, dated November 20, 2022, please see the Length of Term/Notice to Bargain/Renewal in the central terms.

- 39.01 This agreement shall become effective upon September 1, 2022 and to expire August 31, 2026. The agreement shall continue from year to year thereafter unless either party gives to the other party notice in writing of not more than ninety (90) days and not less than thirty (30) days from the termination date of their desire to amend or terminate it. Changes may be made in this agreement by mutual agreement at any time during the existence of this agreement.

## WAGE RATES

			Current - Sep 1/21	Sep 1/22	Sep 1/23	Sep 1/24	Sep 1/25
<b>EA Rate of Pay for other than JK/SK</b>							
0 years			\$24.84	\$25.84	\$26.84	\$ 27.84	\$28.84
1 year			\$25.34	\$26.34	\$27.34	\$ 28.34	\$29.34
2 years			\$ 25.78	\$26.78	\$27.78	\$ 28.78	\$29.78
3 years			\$26.14	\$27.14	\$28.14	\$ 29.14	\$30.14
4 years			\$26.53	\$27.53	\$28.53	\$ 29.53	\$30.53
<b>JK/SK Educational Assistants</b>							
0 years			\$23.25	\$24.25	\$ 25.25	\$ 26.25	\$ 27.25
1 year			\$24.84	\$25.84	\$ 26.84	\$ 27.84	\$28.84
2 years			\$25.34	\$26.34	\$27.34	\$ 28.34	\$29.34
3 years			\$25.78	\$26.78	\$ 27.78	\$ 28.78	\$29.78
<b>Casual Rate</b>			\$24.84	\$25.84	\$ 26.84	\$ 27.84	\$28.84

#### **LETTER OF UNDERSTANDING: Sign Language Interpreter/Braille**

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An annual allowance will be paid to qualified employees currently working as an Educational Assistant with American Sign Language Interpreter or Braille responsibilities. These allowances will only be paid when an Educational Assistant is assigned interpreter duties or Braille duties based on an entire school year, or pro-rated accordingly. Relative qualifications and eligibility will be determined solely by the Board.

These allowances represent an economic adjustment, due to current market conditions and shall be in place for the life of the current Collective Agreement. The parties agree to review the necessity of these allowances upon the expiration of this Collective Agreement.

The allowances shall be paid out in the following amounts:

September 1, 2021 \$5,107.75

#### **LETTER OF UNDERSTANDING: Temporary/Supply Staff**

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The following articles are applicable to temporary /supply staff:

2, 3, 4, 5, 6, 7.01, 8, 9, 10, 12, 13, 14, 15, 16.01, 16.02, 20.01, 20.02, 20.10, 21.02, 21.03, 24, 26, 29 (on a volunteer basis only), 33, 34, 36.01, 36.02, 37, 38.01, 39, Letters of Agreement/Intent – Joint Job Evaluation / Pay Equity Compliance, Professional Development, Administration of Medication, Violence and New Assignment.

#### **LETTER OF INTENT: Violence**

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The parties recognize that a safe workplace is a priority. The parties further agree that no employee should be subject to violence in the workplace.

The Union and the Board agree that issues involving workplace aggression and violence shall be brought to and discussed in the Labour Management Committee and may be referred to the Local Health and Safety Committee.

#### **LETTER OF UNDERSTANDING: Professional Development**

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The Board appreciates the importance of professional development and endeavours to encourage the same for all of its employees. To this end, the Board agrees to discuss the Union's suggestions for areas of professional development through Labour/Management Committee Meetings.

## **LETTER OF INTENT: Administration of Medication and Performance of Medical Physical Procedures**

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The Board advises the Union of its policy on the following matters not intended to be covered by the Collective Agreement:

There may be the need for Educational Assistants to administer medication to pupils and/or perform medical physical procedures to them during the school day in order to enable the education of such pupils to continue. If the Board decides that there is such a need, the Board shall provide the Educational Assistant with the necessary training and the Educational Assistant shall follow the Board's direction with respect to the administration of such medication or procedure as required by the Board.

Notwithstanding the foregoing, an Educational Assistant shall not be required to administer medication by injection (with the exception of an Epi-Pen) to a pupil. However, an Educational Assistant may be required to Clean Intermittent catheterize a pupil. The Board will provide the necessary training for an Educational Assistant required for the catheterization of a pupil. Should an Educational Assistant be unable or unsuitable to perform the catheterization function, the Board reserves its right to transfer the employee(s).

The Board agrees that where deemed appropriate by the employer, an employee may be accompanied by another employee when toileting a student.

A copy of the Ontario School Boards Insurance Exchange Letter addressed to the Board and attached to this Collective Agreement is for information purposes only.

If an Employee is displaced, a reason shall be given to the Union for the transfer.

## **LETTER OF AGREEMENT: Layoff/Downsizing**

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The parties agree to meet as far in advance as possible of any layoff, restructures, or downsizing to explore all options/alternatives to layoffs and to downsizing including but not limited to a voluntary early retirement incentive plan; voluntary unpaid leaves; severance; and attrition.

## **LETTER OF AGREEMENT: Layoff**

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It is agreed that a permanent employee will not be laid off as a direct result of the use of volunteers, co-op students and/or parents.

#### **LETTER OF AGREEMENT: New Assignments**

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When an employee has a new assignment, the Principal, subject to any limitations imposed by legislation will advise an employee about the student or students for whom they shall have responsibility.

#### **LETTER OF UNDERSTANDING: Supervision**

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CUPE Local 5200.00 may designate a member assigned to each location to volunteer to participate in the local In School Scheduling Advisory Committee at their respective location.

#### **LETTER OF UNDERSTANDING: Casual Seniority Employee List**

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The Board agrees to establish a Seniority List for casual/temporary employees annually by November 1<sup>st</sup>.

#### **LETTER OF INFORMATION: OMERS**

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The following information regarding the OMERS pension plan is provided for information purposes only and is non grievable. The parties will continue to abide by any and all amendments to the OMERS pension plan.

CUPE Local 5200.00 employees are automatically enrolled in the OMERS pension plan. The Board shall automatically deduct and remit the premium payments directly to OMERS as required. Up to date and accurate information regarding the definition of contributory earnings, which includes all regularly recurring earnings, can be found at [www.omers.com](http://www.omers.com).

For all pension and other compensation purposes the parties agree that contributory earnings must include all regular recurring earnings, as legislated by OMERS, such as:

- Base wages or salary;
- Regular vacation pay if there is corresponding service;
- Normal vacation pay for other-than-continuous-full-time members. Include vacation hours in credited service;
- Retroactive pay (including any pay equity adjustment) that fits with OMERS definition of earning for all members, including active, terminated, retired, and disabled members;
- Lump sum wage or salary benefits which may vary from year to year but which form a regular part of the compensation package and are expected normally to occur each year;
- Market value adjustments
- Pay for time in lieu of overtime
- Acting pay (pay at a higher salary rate for acting in place of an absent person);
- Sick pay deemed to be regular wages or salary;
- Salary or wage extension for any reason (e.g. illness), provided service is extended;
- Taxable premiums for life insurance;

- Ongoing special allowances.

#### **LETTER OF UNDERSTANDING: Workplace Accommodation**

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The Employer and the Union are committed to a constant, fair approach to meeting the needs of employees requiring workplace accommodations, to restoring them to work, which is meaningful for them and valuable to the work location, and to meeting the parties' responsibilities in accordance with applicable legislation.

To that end, the employer and the Union agree that ongoing and timely communication by all participants in this process is essential to the success of the process.

Recognizing the Board has a workplace accommodation process, should the parties have any general concerns with the workplace accommodation process, these can be discussed at Labour Management Meetings.

#### **LETTER OF UNDERSTANDING: Joint Job Evaluation /Pay Equity Compliance**

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The Board and the Union are committed to the process of Joint Job Evaluation and ensuring compliance with the Pay Equity Act and the Terms of Reference established by the parties.

#### **LETTER OF INTENT: Workload**

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Discussion of workload issues will be a standing agenda item at each Labour Management Meeting.

#### **LETTER OF UNDERSTANDING: Itinerant Educational Assistants**

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An annual allowance will be paid to a qualified employee working as an Itinerant Educational Assistant, assigned to the Board Central Office, who has completed the Safe Management Train-the-Trainer Certification and who provides ongoing internal training. This allowance will be paid to an Itinerant Educational Assistant based on an entire school year or prorated accordingly. This allowance reflects a singular need for Itinerant Educational Assistants within this bargaining unit.

The annual allowance shall be paid out in the following amount:

September 1, 2023	\$4,899.33
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Eligibility and the duration of the assignment will be determined solely by the Board.



In witness whereof the Board and the Union have caused this agreement to be signed by their respective representatives duly authorized on their behalf.

This 25<sup>th</sup> day of October, 2023

**The Halton Catholic District School Board**

A handwritten signature in blue ink, appearing to read "M. D. D.", written over a horizontal line.A stylized handwritten signature in blue ink, written over a horizontal line.

**The Canadian Union of Public Employees, Local 5200.00  
Educational Assistants**

A handwritten signature in blue ink, appearing to read "Dana Guralo", written over a horizontal line.A handwritten signature in blue ink, appearing to read "Kathleen Heston", written over a horizontal line.