

Note: all references to "Superintendent of Human Resources" in either the status quo language shall be amended to "Human Resources Administrator"

ARTICLE 10 - TEMPORARY AND CASUAL EMPLOYEES

10.06 Call-in Pay

If a Casual employee has been either called out in error, or the assignment has been cancelled without the Casual employee having received a minimum of ~~three (3)~~ **one (1)** hours' notice prior to the scheduled commencement of the assignment, the Casual employee, upon reporting for duties, shall be assigned duties for a minimum of ~~two (2) hours~~ **fifty percent (50%) of the scheduled call-in shift** at the appropriate hourly rate of pay. It is understood that this does not apply in the case of inclement weather.

ARTICLE 11 - PART-TIME EMPLOYEES

11.01 A part-time employee is defined as an employee regularly employed for less than seventeen and one-half (17.5) hours per week with the exception of Educational Assistants who are regularly employed for less than fifteen decimal six-two-five (15.625) hours per week. A part-time employee may be engaged on an interim basis for seventeen and one-half (17.5) or more hours per week to replace an employee who is absent from regular duties. During such period, the part-time employee will continue to be covered by the provisions of this Agreement as a part-time employee.

Effective January 1, 2009, a part-time employee is defined as an employee regularly employed for less than seventeen and one-half (17.5) hours per week with the exception of Educational Assistants who are regularly employed for less than ~~fifteen decimal six-two-five (15.625)~~ **fifteen decimal eight-three-three (15.833)** hours per week. A part-time employee may be engaged on an interim basis for seventeen and one-half (17.5) or more hours per week to replace an employee who is absent from regular duties. During such period, the part-time employee will continue to be covered by the provisions of this Agreement as a part-time employee.

Effective September 1, 2011 a part-time employee is defined as an employee regularly employed for less than seventeen and one-half (17.5) hours per week. A part-time employee may be engaged on an interim basis for seventeen and one-half (17.5) or more hours per week to replace an employee who is absent from regular duties. During such period, the part-time employee will continue to be covered by the provisions of this Agreement as a part-time employee.

11.02 Where operationally possible, part-time employees shall be offered any available hours in their assigned school(s) prior to a casual employee being assigned.

ARTICLE 12 - SENIORITY

12.06 Employees accepting and transferring to jobs outside the Bargaining Unit, or to jobs in other Bargaining Units, will maintain their Bargaining Unit seniority **for up to twenty-four (24) months**, but shall not accumulate seniority for their time spent outside the Bargaining Unit.

ARTICLE 13 - JOB POSTINGS

13.01 When a vacancy occurs or a new position is created, the Employer shall ensure that the notice of the position is posted at each work location and on a Conference on the Employer's internal email system for a minimum of five (5) working days in order that all employees will know about the position and be able to make written application. Simultaneously, the Employer agrees to forward a copy of the posting to the President of CUPE Local 997.

Note #1: An increase in the number of working hours of a position is not considered to be a new job or a vacancy.

Note #2: Postings which arise over the summer period will be posted only on a Conference on the Employer's internal email system and through the voice-mail system at the Corporate Office, which system shall be accessible by way of a toll-free number from Ontario. It is understood that any vacancies which must be filled in the interim may be filled by casual employees.

Note #3: With respect to Educational Assistant postings, openings which arise during the school year shall be handled in accordance with Appendix "D".

ARTICLE 14 - LAY-OFF AND RECALL

14.06 An employee in receipt of notice of lay-off may choose, within two (2) working days of receipt of the notice,

- (a) to accept the lay-off; or
- (b) to opt to retire; or
- (c) displace the most junior employee in a position in the same occupational group at the same hours and in the same salary classification in the following sequence (see Appendix "C"):
 - (i) within their family of schools
 - (ii) within the next family of schools
 - (iii) within the next family of schools.

Selection of (i), (ii) or (iii) is at the choice of the employee.

- (d) failing sufficient seniority to bump under (c) above, displace the most junior employee in a position in the same occupational group at higher hours and in the same salary classification, in the following sequence (see Appendix "C"):
 - (i) within their family of schools
 - (ii) within the next family of schools
 - (iii) within the next family of schools.

Selection of (i), (ii) or (iii) is at the choice of the employee.

- (e) failing sufficient seniority to bump under (d) above, displace the most junior employee in a position in the same occupational group at lower hours and in the same salary classification, in the following sequence (see Appendix "C"):
 - (i) within their family of schools
 - (ii) within the next family of schools
 - (iii) within the next family of schools.

Selection of (i), (ii) or (iii) is at the choice of the employee.

- (f) failing sufficient seniority to bump under (e) above, displace the most junior employee in a position in the same occupational group on a Board-wide basis, in the following sequence:
 - (i) at the same hours in the same salary classification; or
 - (ii) higher hours in the same salary classification; or
 - (iii) lower hours in the same salary classification; or
 - (iv) at the same hours in a lower salary classification; or
 - (v) higher hours in a lower salary classification; or
 - (vi) lower hours in a lower salary classification.

- (g) an employee who exercises their rights under 14.06 (c) to (f) must remain in the position for a minimum period of either:

- (i) six (6) months from the date of appointment, or
 - (ii) the balance of the school year for ten (10) month employees and August 31st for twelve (12) month employees,
- whichever is greater.

This provision shall not apply in the case of a promotion (including an increase in hours), or a permanent employee who was or is presently in a temporary assignment, or if there is mutual agreement between the employee, the Local Union President or designate, and the Senior Manager of Human Resources.

ARTICLE 15 – TRANSFERS

15.01 Transfers to and from Supervisory Positions

- (a) **A bargaining unit employee accepting an excluded position shall be entitled to a leave of up to twenty-four (24) months in order to accept the position. Seniority shall be maintained but shall not accrue during the term of such leave. If a temporary position, such appointment shall be for a defined period of no less than sixty (60) working days and no more than twenty-four (24) months. During such leave, the employee shall maintain their group benefits.**
- (b) **Employees who have always been excluded from the Bargaining Unit and at some time are transferred to a position within the Bargaining Unit shall be given seniority dating only from the date of transfer to the Bargaining Unit.**

15.04 Temporary Transfers to Out-of-Scope Positions – Responsibility Pay

In the event that a permanent employee is formally asked to fully replace an employee in the Middle Management Group, and this temporary transfer continues for a period of two (2) days or more to a maximum of sixty (60) working days, the employee shall be paid an hourly premium of \$3.00, in addition to their regular hourly rate. **If the total number of hours regularly worked in the temporary position is less than those regularly worked by the employee in their permanent position, the employee's regular number of hours worked shall not be reduced, although their hours of work or shift may change.**

ARTICLE 16 - HOURS OF WORK

- 16.03** The normal hours of work on a regularly scheduled work week for full-time Educational Assistants shall be thirty-one and one-quarter (31.25) hours per week, working five (5) days of six and one-quarter (6.25) hours each, Monday to Friday inclusive.

Effective January 1, 2009, the normal hours of work on a regularly scheduled work week for full-time Educational Assistants shall be ~~thirty-one and one-quarter (31.25)~~ **thirty-one and two-thirds (31.666)** hours per week, working five (5) days of six and one-quarter (6.25) hours each, Monday to Friday inclusive **plus twenty-five (25) additional minutes per week. Principals shall have the flexibility to assign these additional minutes of work in a predictable and scheduled manner in order to best meet the needs of students, the operational needs of the school and the transparency for Educational Assistants' working conditions.**

Effective September 1, 2011, the normal hours of work on a regularly scheduled work week for full-time Educational Assistants shall be ~~thirty-one and one-quarter (31.25)~~ **thirty-five (35)** hours per week, working five (5) days of ~~six and one-quarter (6.25)~~ **seven (7)** hours each, Monday to Friday inclusive.

16.16 Attendance and Travel

When an employee participates in authorized professional development, either on or off of Board property, pre-approved travel time to a maximum of four (4) hours each way to and from such sessions, which result in an extended work day, shall be compensated at the employee's regular rate of pay, based on straight time.

ARTICLE 19 - LEAVES OF ABSENCE

19.02 Short Term Leave of Absence

- (a) ~~Effective September 1, 2006~~, Employees whose regular work year is eleven (11) months or less are eligible for a short term leave of absence, not to exceed five (5) days, without pay, without interruption to sick leave entitlement, benefit coverage or seniority under the following conditions:
- (i) Employee eligibility is limited to once every two (2) school years.
 - ~~(ii) The start or end date of the leave shall not extend any Paid Holiday, with the exception of the Float Day, as defined in Article 17.01.~~
 - (ii) The start or end date of the leave shall not extend the **Christmas Break, the March Break, or the Summer Break** as defined in the school year calendar.
 - (iii) **The start or end date of the leave shall not abut any personal leaves as defined under 19.08.**
 - (iv) **If the period of leave includes a paid statutory holiday, the total period of unpaid leave shall not exceed four (4) days.**
 - (v) **The Float Day, as defined in Article 17.01, may be added to the period of leave, provided such addition will not extend a Break as defined in 19.02 (ii) above.**
 - (vi) The timing of the leave shall be mutually agreed between the Principal/Supervisor and the employee. Such agreement shall not be unreasonably denied.
 - (vii) A qualified supply replacement is available.
- (b) The employee shall make written application to the ~~Superintendent of Human Resources Administrator~~ at least ~~three (3) two (2)~~ months in advance of the leave, indicating that the conditions for the leave as set out in 19.02 (a) have been met. **The notice requirement may be waived for extenuating circumstances upon written request to the Human Resources Administrator.** The ~~Superintendent of Human Resources Administrator~~ shall normally respond within ten (10) days of receipt of the application. Where an application is denied, reason(s) for denial shall be provided.

ARTICLE 20 - SICK LEAVE

- 20.01 For the purposes of this Article, "full-time" is as specified in paragraph 16.02 for the OCT Occupational Group, and as specified in paragraph ~~16.03~~ **16.03** for the EA Occupational Group.
- 20.04 A record shall be maintained of each employee's credited and accumulated sick leave, and each employee will be advised annually, ~~in writing~~, of their total sick leave accumulation. For employees whose regular work year is eleven (11) months or less, the annual sick leave statement shall be forwarded **electronically via the Board's email system**, by November 1st of each year. For twelve (12) month employees, the statement shall be forwarded by March 15th.

ARTICLE 21 - WAGE RATES & METHOD OF PAY

- 21.03 ~~Employees will be paid bi-weekly on Thursday, except where a statutory holiday falls from Monday to Thursday of that week, in which case the pay date shall be the Friday of that week. Effective September 1, 2006~~, Employees will be paid bi-weekly on Friday.

- 21.04 Each employee shall be provided with an itemized **electronic** statement of the wages and deductions associated with each pay **via the Board's email system**. Timesheet amendments shall be communicated to the affected employees.

ARTICLE 22 - GROUP BENEFITS

- 22.03 The Employer shall pay 75%, and eligible employees shall pay 25%, of the premium costs associated with the Dental Plan. **Effective January 1, 2012 the Employer shall pay 80%, and eligible employees shall pay 20%, of the premium costs associated with the Dental Plan.**

ARTICLE 23 – GENERAL

- 23.03 The employer shall forward a copy of each WSIB Form 7 to the Union President immediately following its completion and submission to the WSIB.

ARTICLE 27 - DURATION AND RENEWAL

- 27.01 This Agreement ~~shall be in effect until December 31, 2008~~ comes into force on the day it is ratified by both parties, and expires on August 31, 2012. and It shall continue automatically thereafter for annual periods of one year unless either Party notifies the other, in writing, within ninety (90) days prior to the expiration date that it desires to negotiate with a view to renewal, with or without modifications of this Agreement, in accordance with the provisions of the *Ontario Labour Relations Act*.

For clarification, the parties agree to the continuation of the following Letters of Understanding:

1. Re: Dispatcher Positions – page 27 of the current collective agreement

For clarification, the parties agree to the deletion of the following Letters of Understandings from the collective agreement:

1. Re: Staff Development Fund – page 29 of the current collective agreement
2. Re: Article 16 – Hours of Work: Items for Referral to Joint Labour Management Committee – page 30 of the current collective agreement
3. Re: Ministry Announcement regarding the possibility of Two Additional Professional Activity Days Within the School Year – page 31 of the current collective agreement
4. Re: Salary Re-opener – page 33 of the current collective agreement

MEMORANDUM OF UNDERSTANDING

- between -

CUPE LOCAL 997
(hereinafter referred to as The "Union")

- representing -

**THE OFFICE, CLERICAL, TECHNICAL/EDUCATIONAL ASSISTANT
BARGAINING UNIT**
(hereinafter referred to as the "Bargaining Unit")

- and -

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
(hereinafter referred to as the "Board" or the "Employer")

Re: Criminal Reference Checks

WHEREAS Regulation 521/01 of the *Education Act* requires the Employer to conduct criminal reference checks for existing employees, as well as to collect annual offence declarations from employees;

IT IS THEREFORE UNDERSTOOD and agreed that:

1. All reference checks, offence declarations and related documentation which are obtained pursuant to Regulation 521/01 shall be stored in a separate and secure location and maintained in a confidential manner. Access to such records and information shall be strictly limited to the Superintendent of Human Resources **Administrator** and the H.R. Department staff, although this does not preclude consultations with appropriate officials under paragraph 2 below.
2. The Trillium Lakelands District School Board shall not release any information about an employee obtained pursuant to Regulation 521/01 of the *Education Act* (or any subsequent regulation or law) without the permission of the employee, except for the purpose of considering a recommendation for disciplinary action against the employee or as otherwise required by law. Such consideration may involve only Senior Administration, the Board, legal counsel and/or adjudication advisors of the OESC, as appropriate.
3. The Bargaining Unit may grieve any disciplinary action taken against an employee based on or related to the information that the employee is required to provide to the Trillium Lakelands District School Board pursuant to the requirements of Regulation 521/01 of the *Education Act*, or any subsequent regulation or law.
4. The Board shall consult with the Local regarding any changes to the Board's policy or operating procedure with respect to criminal record checks, as well as any changes the Board makes to the **electronic** offence declaration form.
5. This Memorandum of Understanding attached to this Collective Agreement, is part of the Collective Agreement and is subject to the Grievance Procedure in Article 9.

LETTER OF UNDERSTANDING

- between -

CUPE LOCAL 997
(hereinafter referred to as The "Union")

- representing -

**THE OFFICE, CLERICAL, TECHNICAL/EDUCATIONAL ASSISTANT
BARGAINING UNIT**
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- and -

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
(hereinafter referred to as the "Board" or the "Employer")

Re: Implementation of Electronic Communication

Under the auspices of the Labour/Management Committee, and during the term of this collective agreement, the Employer and the Union shall determine the appropriate implementation dates with respect to the conversion from paper to electronic formats, as set out in the following sections of the collective agreement:

- **Clause 13.01 – regarding the posting process**
- **Clause 20.04 – regarding sick leave statements**
- **Clause 21.04 – regarding pay statements**
- **Point 4 of the Letter of Understanding re: Criminal Reference Checks – regarding annual offence declarations**

[note: clause numbers are subject to re-numbering during the editing process]

LETTER OF UNDERSTANDING

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TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
(hereinafter referred to as the "Board" or the "Employer")

Re: Allocation of Grant to Address Student Supervision

The parties agree that the new allocation in the GSN Pupil Foundation Grant starting in 2008-09, to enhance funding for student supervision in elementary schools will be fully used to increase Educational Assistant weekly hours by twenty-five (25) minutes effective January 1, 2009 and to help offset the cost of increasing Educational Assistant hours of work to seven (7) hours per day effective September 1, 2011.

MEMORANDUM OF UNDERSTANDING

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TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
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Re: Student Achievement

The Board and the Union are committed to improve student achievement, reduce gaps in student outcomes, and increase confidence in publicly-funded education.

This Letter of Understanding shall not be considered as part of the collective agreement between the parties and shall not be raised or referred to in any grievances and/or arbitration proceedings between the parties.

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TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
(hereinafter referred to as the "Board" or the "Employer")

Re: Professional Development Allocation

The Board will receive, in 2008-09, a one-time allocation for professional development and training for support workers. The proportionate share of money for the bargaining unit as provided by the Ministry of Education will be used to support the professional development of bargaining unit members in 2008-09 and/or 2009-10. It is understood that the total amount used for professional development activities for members of the bargaining unit shall not exceed the bargaining unit's proportionate share of the fund provided by the Ministry of Education.

It is agreed that the Labour-Management Committee will meet within thirty (30) days of ratification to review professional development issues and make recommendations for upcoming professional development opportunities for union members.

MEMORANDUM OF UNDERSTANDING

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- representing -

**THE OFFICE, CLERICAL, TECHNICAL/EDUCATIONAL ASSISTANT
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(hereinafter referred to as the "Bargaining Unit")

- and -

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
(hereinafter referred to as the "Board" or the "Employer")

Re: Staffing Funding Enhancement for 2011-12 for Educational Assistants

WHEREAS the Government has indicated its intention, conditional upon the approval by the Lieutenant-Governor-in-Council, to increase in 2011-12 the benchmark salary for Education Assistants in the Elementary Pupil Foundation Grant in the GSN by 16.67% and the Special Education Per Pupil Amount (SEPPA) in the GSN as follows:

- JK to Grade 3 benchmark: \$86.55;
- Grade 4 to Grade 8 benchmark: \$66.62;
- Secondary benchmark: \$41.09;

AND WHEREAS the Government will require that this funding enhancement be used, in 2011-12, in the manner described below;

Subject to the above, in 2011-12, the Board will apply this enhanced funding, up to the value of the Board's share, as follows:

- Fully offset the incremental cost of increasing the number of paid working days on the approved school year calendar for Education Assistants from 188 to 194;
- Increase the number of hours worked by Education Assistants up to seven (7) hours per day, subject to the remaining funds available to the Board under this enhancement.

The use of incremental hours for Education Assistants must include scheduled supervision of students or after-school homework support. Nothing in this Letter of Understanding shall prevent the Board from maintaining existing homework support programs operated by volunteers, unless stated otherwise in this collective agreement.

Principals shall have the flexibility to assign these hours in a predictable and scheduled manner in order to best meet the needs of students, the operational needs of the school and the transparency for Education Assistants' working conditions.

The parties acknowledge that the Board has fully utilized the funding enhancements noted above and the enhanced funding for student supervision in elementary schools as noted in Section 5 of the PDT Agreement with the amendments to clause 11.01 and clause 16.03.

MEMORANDUM OF UNDERSTANDING

- between -

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TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
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Re: Staffing Funding Enhancement for 2009-10
Office Support Staff (Elementary School Secretary)

WHEREAS the Government has indicated its intention, conditional upon the approval by the Lieutenant-Governor-in-Council, to increase in 2009-10 funding for Office Support Staff in elementary schools through the elementary component of the School Foundation Grant;

AND WHEREAS the Government will require that this funding enhancement be used, in 2009-10, in the manner described below;

Subject to the above, in 2009-10, the Board will apply this enhanced funding, up to the value of the Board's share, in the following order:

- **Offset staff reductions in School Office and Board Administration Support Staff that may otherwise have occurred between 2008-09 and 2009-10 school years due to declining enrolment;**
- **Use all remaining funds to ensure that elementary schools with an Average Daily Enrolment of more than 100 students have an Office Staff person working 35 hours/week; and/or hire additional unionized Board-employed Elementary School Office Support Staff in 2009-10.**

The parties acknowledge that the Elementary Secretary staffing data shared with the Union during negotiations for the period January 1, 2009 to January 1, 2010 fully satisfy the enhanced funding requirements as set out in Section 7 of the PDT Agreement, as noted above.

MEMORANDUM OF UNDERSTANDING

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- and -

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
(hereinafter referred to as the "Board" or the "Employer")**

Re: Definition of OMERS Contributory Earnings

The following definition of contributory earnings under the OMERS Pension Plan is provided for informational purposes only and is non-grievable. Contributory earnings must include all regular earnings, as follows:

- 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 earnings 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 (for example, payment based on organizational performance, some types of variable pay, merit pay, commissions);
- market value adjustments (for example, percentage paid in addition to a base wage as a result of market conditions, including retention bonuses if they are part of your ongoing pay strategy and not a temporary policy);
- ongoing special allowances (for example, flight allowance, canine allowance);
- pay for time off in lieu of overtime;
- danger pay;
- acting pay (pay at a higher salary rate for acting in place of an absent person);
- shift premium (pay for shift work);
- ongoing long service pay (extra pay for completing a specified number of years of service);
- sick pay deemed to be regular wages or salary;
- salary or wage extension for any reason, provided service is extended (the member must be kept whole for example, continuation of salary and benefits). If the member becomes employed in another position and begins contributing to another registered pension plan (except CPP), the balance of the extension period becomes unpurchasable service;
- stand-by pay/call-in pay (pay for being on call, not pay for hours worked when called in) where this pay is in relation to duties that are an extension of the member's normal job;
- living accommodation premiums provided (if paid as a form of compensation and not as a direct expense reimbursement);

- ongoing taxable payments to pay for costs (for example, educational or car allowance);
- taxable premiums for life insurance;
- taxable value of provided vehicle or car allowance (for example, if an employer provides an allowance (that is; expenses that are not reimbursed) then the allowance is considered part of contributory earnings. If an employer reimburses mileage, this reimbursement represents payment for gasoline, maintenance, insurance, wear and tear on the vehicle and licence fees and should not be included as part of contributory earnings);
- payments for unused accumulated sick days or vacation time, only on retirement and only if credited service is extended.

LETTER OF UNDERSTANDING

- between -

CUPE LOCAL 997
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- representing -

**THE OFFICE, CLERICAL, TECHNICAL/EDUCATIONAL ASSISTANT
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- and -

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
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Re: Group Benefits and Other Working Conditions

The Parties agree that the Bargaining Unit's share of the Board's allocation under Section 12 of the PDT Agreement in 2010-11 is \$74,901.

APPENDIX "A"

CUPE OCT/EA SALARY GRIDS

AS ATTACHED – 4 PAGES

| Position | Band | Effective January 1, 2009 | | | | |
|--|------|---------------------------|------------|------------|-------------|-------------|
| | | Start | After Prob | After 1 Yr | After 2 Yrs | After 3 Yrs |
| Receptionist - North | 1 | 17.22 | 18.00 | 18.78 | | |
| LRC Clerk (North) | 2 | 17.40 | 18.17 | 18.94 | | |
| Accounting Clerk - Receivable | 3 | 17.56 | 18.33 | 19.11 | | |
| LRC Clerk (South) | | | | | | |
| Purchasing Clerk | | | | | | |
| Accounting Clerk - Payable | 4 | 17.75 | 18.50 | 19.28 | | |
| Dispatcher | | | | | | |
| Elementary Assistant Secretary | | | | | | |
| Library Technician | | | | | | |
| E-Learning Secretary | 5 | 17.89 | 18.66 | 19.45 | | |
| LRC Secretary (North) | | | | | | |
| Receptionist - Corporate Office | | | | | | |
| Educational Assistant | 6 | 18.05 | 18.82 | 19.60 | | |
| Pediculosis Coordinator | | | | | | |
| Secondary Secretary | | | | | | |
| AETC Secretary | 7 | 18.21 | 18.99 | 19.77 | | |
| HR Clerk | | | | | | |
| LRC Technician (South) | | | | | | |
| Transportation Clerk | | | | | | |
| Elementary Secretary | 8 | 18.38 | 19.18 | 19.96 | | |
| Plant & Maintenance Secretary | | | | | | |
| Program Administrative Assistant (North) | | | | | | |
| Secondary Computer Operator | | | | | | |
| Special Ed/Program Assistant | | | | | | |
| Purchasing Assistant | 9 | 18.59 | 19.37 | 20.17 | | |
| REAL Program Assistant | | | | | | |
| Senior Accounting Clerk | | | | | | |
| System Software Support Specialist | | | | | | |
| Computer Technician | 10 | 20.17 | 21.22 | 22.26 | 23.32 | |
| E-Learning Design Technician | | | | | | |
| E-Learning Support Technician | | | | | | |
| Help Desk | | | | | | |
| Outdoor Ed Technician | | | | | | |
| Payroll Officer I | | | | | | |
| Secondary Head Secretary | | | | | | |
| IS Admin Training & Support | 11 | 21.95 | 23.12 | 24.30 | 25.48 | 26.66 |
| Network Technician | | | | | | |
| Payroll Officer II | | | | | | |

| Position | Band | Effective January 1, 2010 | | | | |
|--|------|---------------------------|------------|------------|-------------|-------------|
| | | Start | After Prob | After 1 Yr | After 2 Yrs | After 3 Yrs |
| Receptionist - North | 1 | 17.74 | 18.54 | 19.34 | | |
| LRC Clerk (North) | 2 | 17.92 | 18.71 | 19.51 | | |
| Accounting Clerk - Receivable | 3 | 18.09 | 18.88 | 19.68 | | |
| LRC Clerk (South) | | | | | | |
| Purchasing Clerk | | | | | | |
| Accounting Clerk - Payable | 4 | 18.28 | 19.05 | 19.86 | | |
| Dispatcher | | | | | | |
| Elementary Assistant Secretary | | | | | | |
| Library Technician | | | | | | |
| E-Learning Secretary | 5 | 18.43 | 19.22 | 20.03 | | |
| LRC Secretary (North) | | | | | | |
| Receptionist - Corporate Office | | | | | | |
| Educational Assistant | 6 | 18.59 | 19.38 | 20.19 | | |
| Pediculosis Coordinator | | | | | | |
| Secondary Secretary | | | | | | |
| AETC Secretary | 7 | 18.76 | 19.56 | 20.36 | | |
| HR Clerk | | | | | | |
| LRC Technician (South) | | | | | | |
| Transportation Clerk | | | | | | |
| Elementary Secretary | 8 | 18.93 | 19.75 | 20.56 | | |
| Plant & Maintenance Secretary | | | | | | |
| Program Administrative Assistant (North) | | | | | | |
| Secondary Computer Operator | | | | | | |
| Special Ed/Program Assistant | | | | | | |
| Purchasing Assistant | 9 | 19.15 | 19.96 | 20.77 | | |
| REAL Program Assistant | | | | | | |
| Senior Accounting Clerk | | | | | | |
| System Software Support Specialist | | | | | | |
| Computer Technician | 10 | 20.77 | 21.85 | 22.93 | 24.02 | |
| E-Learning Design Technician | | | | | | |
| E-Learning Support Technician | | | | | | |
| Help Desk | | | | | | |
| Outdoor Ed Technician | | | | | | |
| Payroll Officer I | | | | | | |
| Secondary Head Secretary | | | | | | |
| IS Admin Training & Support | 11 | 22.61 | 23.82 | 25.03 | 26.25 | 27.46 |
| Network Technician | | | | | | |
| Payroll Officer II | | | | | | |

| Position | Band | Effective January 1, 2011 | | | | |
|--|------|---------------------------|------------|------------|-------------|-------------|
| | | Start | After Prob | After 1 Yr | After 2 Yrs | After 3 Yrs |
| Receptionist - North | 1 | 18.27 | 19.10 | 19.92 | | |
| LRC Clerk (North) | 2 | 18.46 | 19.28 | 20.10 | | |
| Accounting Clerk - Receivable | 3 | 18.63 | 19.45 | 20.27 | | |
| LRC Clerk (South) ** | | | | | | |
| Purchasing Clerk | | | | | | |
| Accounting Clerk - Payable | 4 | 18.83 | 19.63 | 20.46 | | |
| Dispatcher | | | | | | |
| Elementary Assistant Secretary | | | | | | |
| Library Technician | | | | | | |
| E-Learning Secretary | 5 | 18.98 | 19.80 | 20.63 | | |
| LRC Secretary (North) | | | | | | |
| Receptionist - Corporate Office | | | | | | |
| Educational Assistant | 6 | 19.14 | 19.96 | 20.79 | | |
| Pediculosis Coordinator | | | | | | |
| Secondary Secretary | | | | | | |
| AETC Secretary | 7 | 19.32 | 20.15 | 20.97 | | |
| HR Clerk | | | | | | |
| LRC Technician (South) | | | | | | |
| Transportation Clerk | | | | | | |
| Elementary Secretary | 8 | 19.49 | 20.35 | 21.18 | | |
| Plant & Maintenance Secretary | | | | | | |
| Program Administrative Assistant (North) | | | | | | |
| Secondary Computer Operator | | | | | | |
| Special Ed/Program Assistant | | | | | | |
| Purchasing Assistant | 9 | 19.72 | 20.55 | 21.40 | | |
| REAL Program Assistant | | | | | | |
| Senior Accounting Clerk | | | | | | |
| System Software Support Specialist | | | | | | |
| Computer Technician | 10 | 21.40 | 22.51 | 23.61 | 24.74 | |
| E-Learning Design Technician | | | | | | |
| E-Learning Support Technician | | | | | | |
| Help Desk | | | | | | |
| Outdoor Ed Technician | | | | | | |
| Payroll Officer I | | | | | | |
| Secondary Head Secretary | | | | | | |
| IS Admin Training & Support | 11 | 23.29 | 24.53 | 25.78 | 27.03 | 28.28 |
| Network Technician | | | | | | |
| Payroll Officer II | | | | | | |

| Position | Band | Effective January 1, 2012 | | | | |
|--|------|---------------------------|------------|------------|-------------|-------------|
| | | Start | After Prob | After 1 Yr | After 2 Yrs | After 3 Yrs |
| Receptionist - North | 1 | 18.82 | 19.67 | 20.52 | | |
| LRC Clerk (North) | 2 | 19.01 | 19.85 | 20.70 | | |
| Accounting Clerk - Receivable | 3 | 19.19 | 20.03 | 20.88 | | |
| LRC Clerk (South) | | | | | | |
| Purchasing Clerk | | | | | | |
| Accounting Clerk - Payable | 4 | 19.39 | 20.21 | 21.07 | | |
| Dispatcher | | | | | | |
| Elementary Assistant Secretary | | | | | | |
| Library Technician | | | | | | |
| E-Learning Secretary | 5 | 19.55 | 20.39 | 21.25 | | |
| LRC Secretary (North) | | | | | | |
| Receptionist - Corporate Office | | | | | | |
| Educational Assistant | 6 | 19.72 | 20.56 | 21.42 | | |
| Pediculosis Coordinator | | | | | | |
| Secondary Secretary | | | | | | |
| AETC Secretary | 7 | 19.90 | 20.75 | 21.60 | | |
| HR Clerk | | | | | | |
| LRC Technician (South) | | | | | | |
| Transportation Clerk | | | | | | |
| Elementary Secretary | 8 | 20.08 | 20.96 | 21.81 | | |
| Plant & Maintenance Secretary | | | | | | |
| Program Administrative Assistant (North) | | | | | | |
| Secondary Computer Operator | | | | | | |
| Special Ed/Program Assistant | | | | | | |
| Purchasing Assistant | 9 | 20.32 | 21.17 | 22.04 | | |
| REAL Program Assistant | | | | | | |
| Senior Accounting Clerk | | | | | | |
| System Software Support Specialist | | | | | | |
| Computer Technician | 10 | 22.04 | 23.19 | 24.32 | 25.48 | |
| E-Learning Design Technician | | | | | | |
| E-Learning Support Technician | | | | | | |
| Help Desk | | | | | | |
| Outdoor Ed Technician | | | | | | |
| Payroll Officer I | | | | | | |
| Secondary Head Secretary | | | | | | |
| IS Admin Training & Support | 11 | 23.98 | 25.27 | 26.55 | 27.85 | 29.13 |
| Network Technician | | | | | | |
| Payroll Officer II | | | | | | |

OCTEA

ARTICLE 16 - HOURS OF WORK

16.08 Professional Activity Days

- (a) ~~Effective September 1, 2006~~, The Board shall designate the first Professional Activity Day of the school year as a day which Educational Assistants shall attend at their school for their regularly scheduled hours and at their regular rate of pay.
- (b) ~~Effective September 1, 2006~~, The Board shall designate ~~one~~ **three (3)** Professional Activity Days which Educational Assistants may attend for the full day (~~6.25 hours~~), regardless of their regularly scheduled hours. If they attend, they shall be paid for the full day at their regular rate of pay for the purpose of Board-approved professional development. Due to the fact that attendance is voluntary, employees shall not be entitled to use sick leave accumulation, the Floating Holiday, Personal/Compassionate Leave and/or Short-Term Leave on this day.

LETTER OF UNDERSTANDING

Effective the 2011-12 school year, the work year for Educational Assistants shall be 194 days, inclusive of Professional Activity Days as set out in clause 16.08 of the collective agreement.

