

CEP COLLECTIVE AGREEMENT

TERM: September 1, 2006 to August 31, 2009

GRANDE PRAIRIE AND DISTRICT CATHOLIC SCHOOLS

AGREEMENT

BETWEEN:

THE BOARD OF THE GRANDE PRAIRIE ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT NO. 28
(hereinafter called the "Board")

AND

THE COMMUNICATIONS, ENERGY AND PAPERWORKERS UNION OF CANADA
LOCAL 328
(Hereinafter called the "Local")

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AGREEMENT

WHEREAS, the employees appointed by the Board as non-instructional personnel are to be included under the provision of the Labour Relations Act, and

WHEREAS, the Board has recognized the Local as the official bargaining agent acting on behalf of all such employees.

NOW THEREFORE THIS AGREEMENT WITNESSETH:

Term

- (1) This Agreement will become effective September 1, 2006, and shall remain in force and effect up to and including August 31, 2009, three (3) years, or until varied by collective bargaining as herein provided for.
- (2) All provisions of this Agreement shall be applicable to the entire term of this Agreement notwithstanding its execution date.
- (3) This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing.
- (4) Notice to commence bargaining must be given by either party 30 to 150 days prior to the expiration date of this Agreement.

ARTICLE I – RECOGNITION AND COVERAGE OF AGREEMENT

- 1.1 The Board hereby recognizes the Local as the exclusive representative of all employees in the bargaining unit described in 1.2 and the Local recognizes the responsibility of representing the interest of all such employees.
- 1.2 The bargaining unit to which this Agreement is applicable is as follows:
 - 1.2.1 All non-instructional employees whose positions are defined by the administration as full-time or part-time appointments. Excluded from membership are the Superintendent of Schools, the Deputy Superintendent of Schools, the Assistant Superintendent, the Associate Superintendent of Business Operations, Executive Assistant, Maintenance Foreman, Supervisor of Transportation and Custodians, and one District Computer Systems Administrator and any other positions where a valid Alberta teaching certificate is a condition of employment.

ARTICLE II – MAINTENANCE OF MEMBERSHIP

- 2.1 Each employee subject to this Agreement must, as a condition of employment, maintain membership in good standing with CEP Local 328.
- 2.2 All employees covered by this Agreement shall be required to pay the Local regular monthly dues. The Board shall, therefore, as a condition of employment, make known to all prospective employees the existence of the Local in which membership is required.

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- 2.3 The Local shall advise the Board in writing of any change in the amounts of dues to be collected by the Local, from the employees covered by this Agreement. Such notice shall be communicated to the Board at least thirty (30) days prior to the effective date of the change.
- 2.4 The Board shall deduct the amount of the Local dues, as set by the Local from time to time, from the pay of all employees covered by this Agreement each month. The Board shall remit Local dues from the pay of all employees to the Union by the fifteenth (15th) day of the following month. The deductions remitted shall be accompanied by particulars identifying each employee by name, showing starting date of employment and classification.

ARTICLE III – RIGHTS OF THE EMPLOYER

- 3.1 It is agreed that the customary and usual rights, powers, functions, and authority of management are vested in the Board of the District. Included in these rights in accordance with applicable laws and regulations is the right to direct the work force, the right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action against employees, and the right to release employees. The Board shall retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which such operation is conducted.
- 3.2 The right to make reasonable rules and regulations shall be acknowledged functions of the Board. In making rules and regulations relating to personnel policies, procedures and practices, and matters of working conditions, the Board shall give due regard to the rights of the Local and employees and to the obligations imposed by this Agreement.
- 3.3 An employee may only be discharged or disciplined for just and reasonable cause.

ARTICLE IV – TASK ASSIGNMENTS

- 4.1 While the Board will attempt, as far as possible, to assign the employee to tasks for which the employee has been trained, no part of this Agreement shall be construed as meaning that an employee shall do only the tasks of the classification in which he/she is employed nor shall any part of this Agreement be construed as meaning that certain tasks shall be performed only by certain classified employees.
- 4.2 The District shall post for a period of five (5) working days all training programs or courses offered by the District that exceed eight (8) hours in length. The bulletin shall contain the name and dates of the course and where more information can be obtained.

ARTICLE V - DEFINITIONS

- 5.1 Twelve-Month Employee – a twelve-month employee is one who is employed on a continuous twelve (12) month basis.
- 5.2 Ten-Month Employee – a ten-month employee is one who occupies a position on a continuous basis established by the Board, which requires services, which coincide with the school year. These employees may be required to work during periods which schools are not in session and shall be paid in accordance with the salary grid.
- 5.3 Part-Time Employee – a part-time employee is an employee whose hours of work are less than those specified for a full-time employee.

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- 5.4 Full-Time Employee – a full-time employee is an employee whose hours of work are defined in Clause 13.3, 13.4 and 13.5 of this Agreement.
- 5.5 A Probationary Employee shall mean and include any full-time or part-time employee in their probationary period.
- 5.6 Casual Employee – a casual employee is an employee who is employed by the Board, is paid hourly, and is employed on a periodic basis not exceeding three (3) months in duration. A casual employee shall receive only those benefits required by law and the wages stated herein, and other than wages, none of the provisions of this Agreement shall apply to a casual employee. Casual employees are not required to pay union dues.
- 5.7 Temporary Employee – a temporary employee is an employee who is paid hourly and is employed on a specific project or to replace a permanent employee on leave for a greater period than three (3) months but not exceeding one (1) year and a termination date has been determined. A temporary employee shall receive the wages and benefits of this Agreement but shall not earn seniority and shall not have rights to promotion, transfer, layoff or recall. The employment of a temporary employee shall terminate at the end of the project or on the return to work of the employee being replaced.

ARTICLE VI - LIASION COMMITTEE

- 6.1 The Board and the Local agree that there shall be a Liaison Committee consisting of four (4) members appointed by the Local, two (2) Trustees and up to two (2) members from the Central Office Administration. Meetings shall be held at a mutually acceptable time and date. However either party may call a special meeting to deal with urgent matters. It is the function of the Committee to consider matters of mutual concern affecting the relationship of the Board to its employees and to advise or make recommendations to the Board and the Local with a view to resolving difficulties and promoting harmonious relations.

ARTICLE VII – SENIORITY

- 7.1 After successful completion of the initial probationary period of employment an employee's seniority shall be determined as follows:

Prior to August 31, 1999 – Number of years with the District (including predecessor Boards).

Beginning September 1, 1999

Part-Time Employees

1. The hours worked for casual and temporary employees as defined in Article V-Definitions of the collective agreement do not qualify for seniority.
2. One year of seniority will be recognized for each period of 910 hours worked with the District.
3. Seniority lists will be updated regularly and the most recent list used for seniority determination.
4. No employee shall receive more than one year of seniority in any school year.

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Full-Time Employees

1. Seniority for full-time employees shall be adjusted on the anniversary date of employment with the District.
 2. No employee shall receive more than one year of seniority in any school year (September 1 – August 31).
- 7.2 The Board will provide the Local with the appropriate seniority list of employees covered by this Agreement, in a mutually acceptable format, annually in the month of May. This list shall apply for the purpose of competitions for the positions posted within the Grande Prairie Roman Catholic School District.
- 7.3 Continuous service for this Article for twelve-month employees shall mean continued employment without a break of employment with the employer. Continuous service for this Article for nine and/or ten-month employees shall mean continued employment without a break of employment with the employer except for the normal summer break period, however, years of service must be consecutive with no interruption.
- 7.4 Seniority will continue to accrue during:
- (a) Periods of sick leave;
 - (b) Leave of absence up to two (2) months;
 - (c) Worker's Compensation Leaves;
 - (d) Temporary promotion outside the Bargaining Unit to a maximum of six (6) months;
 - (e) Compassionate leave;
 - (f) Jury duty and court service;
 - (g) Vacation period;
 - (h) Long term disability;
- 7.5 Seniority shall not accrue during:
- (a) Periods of lay-off;
 - (b) Suspension for discipline not reversed by grievance procedure;
 - (c) Absences without approval;
 - (d) For periods of service outside the Bargaining Unit;
 - (e) Periods of overtime;
 - (f) Leaves of absences, without pay, over two (2) months.
- 7.6 Bargaining Unit seniority shall be lost and the employee deemed to be terminated from employment for:
- (a) Discharge for just cause and is not re-instated;
 - (b) Termination;
 - (c) Failing to report to work on recall after lay-off;
 - (d) Upon retirement;
- 7.7 Employees who have been laid off and who have not been recalled shall retain their seniority for a maximum of sixteen (16) months from the last date worked.

ARTICLE VIII - TRANSFERS, PROMOTIONS, AND APPOINTMENTS

- 8.1 Vacancies for permanent positions covered by this Agreement shall be internally posted for a period of five (5) calendar days excluding Saturday, Sunday, and other holidays. Notwithstanding the foregoing, where a position is created due to a need to provide direct and immediate service to a student, the superintendent or designate may fill the vacancy on a

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- temporary basis but shall post the vacancy within five (5) days. The Local will be notified who was the successful applicant for each posted position.
- 8.2 In the event of the need for additional hours to be worked, and before casual employees are called upon, existing full-time or part-time employees within the facility where the work is to be done, shall be given the opportunity to work provided it does not entail the payment of overtime, in order of seniority provided that they have:
- (a) indicated in writing to their supervisor that they wish to be considered for additional hours; and
 - (b) the qualifications, relevant skill, training, knowledge, efficiency, and other related abilities to perform the work available.
 - (c) availability in their schedule to allow for consideration of students' needs as determined by the principal.
- 8.3 Posting shall be by placement of notice of the position in a prominent location in the central office and in each school.
- 8.4 Information in postings shall contain the following:
- Nature of position, qualifications, classification, education, shift, number of hours, wage, salary rate or range and location.
- 8.5 Teaching Assistants and PCTA'S shall be given written confirmation of employment for the following school year, on or before June 15 of the current school year.
- 8.6 A transfer means a lateral permanent or temporary move to a similar classification in another location in the same city or town in which the employee is currently employed, unless such transfer was requested by the employee, for those classifications contained in this Agreement.
- 8.7 A promotion means a vertical move to a higher paid classification contained in this Agreement, which will result in an increase in salary and similarly a demotion means a vertical move to a lower paid classification contained in this Agreement.
- 8.8 An appointment means a vertical move to a supervisory position, out of the scope of this Agreement. Such appointees rely solely on the policy or other agreements relating to the position, and are not subject to the provisions of this Agreement.
- 8.9 All applications for employment, permanent transfer, or promotion, shall be made to such Officer as the Board may designate.
- 8.10 In making promotions, permanent transfers and voluntary demotions, the determining factors shall be seniority, relevant skill, training, knowledge, efficiency, and other related abilities.

ARTICLE IX - PROBATIONARY PERIOD

- 9.1 Each new employee shall remain in a probationary status for a period not to exceed ninety (90) calendar days, to determine eligibility as a permanent employee. Benefits and leaves shall not accrue for probationary employees. At the end of the probationary period, the employee will be subject to all rights and duties contained in this Agreement. In extenuating circumstances and by

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- mutual agreement between the Board and the Union the probation may be extended for up to three months.
- 9.2 If the employee commences on or before the fifth (5th) working day of the month, salary and benefits become effective the first (1st) day of the fourth (4th) pay period, following date of employment.
- 9.3 If the employee commences on the sixth (6th) working day of the month, or later, salary adjustments and benefits will be effective the first (1st) day of the fifth (5th) pay period, following the date of employment.

ARTICLE X - SALARY SCHEDULE REFERENCE

- 10.1 Salaries for employees subject to this Agreement, during the term of this Agreement are contained in Schedules attached hereto and by this reference incorporated herein.
- 10.2 Salaries contained in Schedules shall be for the entire term of this Agreement.
- 10.3 Anniversary Date – Each employee’s anniversary date shall be deemed to be the date of hire; i.e., a person hired on the 14th of that month, shall have their increment based on the 14th of that month each year thereafter.
- 10.4 Individuals who are placed at Year 8, 9, or 10 on the (88/89) grid as of August 31, 1989, will receive 5.5% increase on their existing salary, effective September 1, 1990, and an additional increase of 4.8% effective September 1, 1991.
- 10.5 A Kindergarten Teaching Assistant performing the duties of a Kindergarten Instructor during a teacher’s/instructor’s absence shall be paid at the Kindergarten Instructor rate.
- 10.6 The Board shall pay a new employee the minimum rate of pay on the grid established for such position except that the Board may pay the new employee at a higher rate of pay in recognition of qualifications and previous experience. Where the Board appoints above the minimum they will notify the Local in writing within ten (10) working days, of the appointee’s name and classification and the generic reasons for the rate of pay on appointment.
- 10.7 Employees shall be paid on the last Friday of each month, except December, which shall be on the last instructional Friday.

ARTICLE XI – CLASSIFICATIONS

- 11.1 Upon establishing a new classification or amending a classification of a position covered by this Agreement, the Board shall inform the Local.
- 11.2 (a) Prior to establishing a new classification or amending a classification covered by this collective agreement the Board shall consult with the Local.
- (b) Any salary increases resulting from amending a classification shall be effective from the first day of the month of the amendment.

ARTICLE XII – LAYOFF AND RECALL

- 12.1 Lay-Off is not a normal occurrence but may be necessary in certain circumstances.

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- 12.2 The Board will notify employees, who are to be temporarily laid-off, ten (10) working days prior to the lay-off period, or grant ten (10) days pay in lieu of notice. This provision shall not apply to nine and/or ten-month employees who are laid off at the end of the operational year and who are expected to return to work at the beginning of the next operational school year.
- 12.3 In the event of a lay-off, the determining factors shall be seniority, relevant skill, training, knowledge, efficiency and other related abilities.
- 12.4 When work becomes available, employees shall be recalled, in order of seniority, provided they have the qualifications, relevant skill, training, knowledge, efficiency and other related abilities to do the work available. Recall rights shall continue for a period of sixteen (16) months from the last day worked.
- 12.5 (a) It is the responsibility of the laid-off /on-recall employee to keep the employer informed as to the address and telephone number for the purpose effecting a recall notice.
(b) An employee shall have two working days from the date of the personal contact or fax to advise the Board that they are accepting the recall. Failure to do so shall be considered as having resigned from employment with the Board.
- 12.6 An employee who is laid off will be recalled to the same City or Town in which the employee was employed prior to layoff. If an employee on recall is interested in being recalled to another city or town, he/she must indicate this in writing.

ARTICLE XIII – HOURS OF WORK

- 13.1 Each employee is required to record his/her attendance, indicating all periods of absence and reasons for absence on the prescribed form; these to be submitted to the Associate Superintendent of Business Operations every month end.
- 13.2 An employee who is absent from duty without prior authorization shall advise his/her supervisor at the beginning of the working day he/she is absent. Unreported absence may result in a loss of pay.
- 13.3 Clerical Staff, Library Clerks and Assistant Library Clerks – for full-time employees, the regular work week shall be thirty-five (35) hours based on a normal seven (7) hour day, Monday through Friday. Upon mutual agreement normal schedule may be altered by the employee's supervisor in keeping with the rights of the employer.
- 13.4 (a) PCTA's and Kindergarten Instructors – for full-time employees, the regular work week shall be thirty (30) hours based on a normal six (6) hours per day, Monday through Friday. Upon mutual agreement, normal schedule may be altered by the employee's supervisor in keeping with the rights of the employer.

(b) Teaching Assistants – for full-time employees, the regular work week shall be twenty-seven (27) hours based on a normal five-point-four (5.4) hours per day, Monday through Friday. Upon mutual agreement, normal schedule may be altered by the employee's supervisor in keeping with the rights of the employer.
- 13.5 Maintenance, Computer Technicians and Custodial Staff – for full-time employees, the regular work week shall be forty (40) hours based on an eight (8) hour day over five days. Hours of work

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shall be determined by the Board. Upon mutual agreement, normal schedule may be altered by the employee's supervisor in keeping with the rights of the employer.

- 13.6 At the Board's discretion, substitutes may be provided to persons whose position is left uncovered due to an absence or leave of absence.
- 13.7 (a) A minimum of one half (1/2) hour to a maximum of one (1) hour will be allowed for lunch each working day, 12:00 noon to 1:00 p.m., or at such other period determined by the employee's supervisor.
- (b) Full time employees and Part time employees working 6 hours per day or more will be allowed two paid fifteen-minute breaks per day, one in the morning and one in the afternoon. Part-time employees working less than 6 hours per day will be allowed one such paid break per shift.

ARTICLE XIV – OVERTIME

14.1 All overtime must be authorized in writing, in advance where possible, by the Board or designate in order for overtime remuneration. Overtime shall be defined as:

- (a) Hours worked in a normal work week which exceed 35 hours for clerical staff, library technicians and assistants or 40 hours for computer technicians, maintenance and custodial staff, or

The sum of hours worked in excess of seven (7) hours per day for clerical staff, library technicians and assistants or the sum of hours worked in excess of eight (8) hours per day for computer technicians, maintenance, and custodial staff in a normal work week, whichever is greater.

- (b) All hours worked on named holidays.

14.2 (a) Overtime shall be paid at time and one half the employee's regular hourly rate of pay for each overtime hour worked. When an employee is required to work on a named holiday, the rate of pay shall be time and one-half the employee's regular hourly rate of pay for each hour worked on the named holiday and, in recognition of the provisions of Article XV GENERAL HOLIDAYS, the employee shall receive either a day's pay for the named holiday or another paid day off in lieu of the named holiday.

- (b) At the employee's request, the Board may allow an employee the option of taking time off in lieu of pay. The time taken shall be equivalent to the overtime worked.

14.3 An employee who works a call out shall be paid a minimum of one and one half (1 ½) times the employee's regular rate of pay for a minimum of one and one-half (1 ½) hours.

ARTICLE XV - GENERAL HOLIDAYS

15.1 Effective R.S.A. May 31, 2002, each employee shall be entitled to the following holidays with pay, in accordance with the current Employment Standards Act, R.S.A., 1988:

New Year's Day Family Day Thanksgiving Day
Good Friday
Easter Monday, or the Monday of Spring Break, as applicable

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Remembrance Day		
Victoria Day	Canada Day	Christmas Eve
Christmas Day	Labour Day	Boxing Day
Civic Holiday {one (1) day}		

and any other day duly proclaimed as a Provincial or National holiday.

- 15.2 When any of the general holidays fall on an employees' non-working day, the employees shall have an additional holiday with pay at his/her full-time equivalency rate. This does not apply to holidays which occur during a period of layoff.
- 15.3 Other holidays with pay, may be granted at the discretion of the Board from time to time.
- 15.4 Spring or Easter Break, as applicable, shall be holiday with pay for all school based employees in category 1, 2, 3, 4, 5, and 14 on the Grid.

ARTICLE XVI – VACATIONS

- 16.1 One day vacation will be allowed to full-time 12 month employees for each full month of service completed. Part-time 12-month employees shall have a work-equivalent day of vacation for each full month of service completed.
(For full-time 12 months = 12 days)
- 16.1.1 Subsequent to clause 16.1, employees with three (3) or more years of service shall be granted an additional three (3) days of vacation to be credited on their anniversary date.
(12 + 3 = 15 days)
- 16.1.2 Subsequent to clause 16.1.1, employees with five (5) or more years of service shall be granted an additional five (5) days vacation to be credited on their anniversary date.
(15 + 5 = 20 days)
- 16.1.3 Subsequent to clause 16.1.2, employees with ten (10) or more years of service shall be granted an additional five (5) days vacation to be credited on their anniversary date.
(20 + 5 = 25 days)
- 16.2 In the event a general holiday falls within the employee's vacation leave, one additional day shall be granted at the end of the employee's regular vacation leave.
- 16.3 An employee who becomes seriously ill or hospitalized during his/her annual vacation shall be allowed to request the Board of Trustees to review the case for possible granting of sick leave benefits instead of vacation for the duration of the illness. A doctor's certificate must accompany the request.
- 16.4 Effective August 30, 1999, an employee, who was not granted vacation for service, shall receive pay in accordance with SALARY GRID II in lieu of vacation. (First three (3) years - 5% of regular pay; upon completion of three (3) years - 6% of regular pay; upon completion of five (5) years - 8% of regular pay; upon completion of ten (10) years - 10% of regular pay).
- 16.4.1 Casual and Temporary employees shall receive their vacation pay at the end of each month worked.

- 16.5 Vacation shall be taken during the months of July and August or during Christmas or Easter breaks, unless otherwise approved by the Board. However, requests to take vacations during the school year may be granted at the discretion of the Board after consideration of the District's needs and the wishes of the employee. Such requests shall be made in writing at least one (1) month prior to the proposed commencement date of the vacation. Employees who have vacation entitlement greater than five (5) weeks per year shall take an entitlement in excess of five (5) weeks during the Christmas or Easter breaks unless otherwise approved by the Board.
- 16.6 Vacation shall not accrue during the following:
- (a) LTD (after one year leave),
 - (b) Parental leave,
 - (c) Lay off,
 - (d) Leave of Absence without pay.

ARTICLE XVII – SPECIAL LEAVE

- 17.1 At the discretion of the Board, an employee upon application may be granted special leave, with pay. All requests for leave shall be submitted to the Board through the immediate supervisor, a minimum of two (2) weeks prior to the occurrence except when specific circumstances preclude such notice being given (ie. bereavement). The circumstances under which special leave is granted are as follows:
- 17.1.1 Leave necessitated by the critical illness or death of a spouse, child, son-in-law, daughter-in-law, and the following relatives of either employee or employee's spouse: grandparent, parent, brother, sister, brother-in-law, sister-in-law, grandchild, nephew, niece shall be granted with pay by the Board as follows: up to and including five (5) days for critical illness and/or death. Additional time may also be allowed at the discretion of the Board for travel; a maximum of two extra days.
- 17.1.2 Write examination(s) as required for course(s) approved by the Board.
- 17.1.3 Acting as a witness under subpoena.
- 17.1.4 In addition to the foregoing, an employee shall be entitled to two (2) days of personal leave with pay per school year. Such personal leave shall be subject to the satisfactory operation of the employee's work place as may be determined by the employee's immediate supervisor and provided it is approved in advance. Such leave shall not be used to extend Christmas, Easter/Spring or Summer break, or an employee's contract.

ARTICLE XVIII – MATERNITY LEAVE

- 18.1 Maternity, parental and adoption leaves shall be granted by the Board on application by the employee. The terms of leave will be in accordance with the current Employment Standards Act.
- 18.2 An employee will be granted one (1) day leave with pay, on the birth of his/her child.
- 18.3 An employee will be granted one (1) day leave with pay, on the legal adoption of his/her child.

ARTICLE XIX – SICK LEAVE

- 19.1 Effective September 1, 1999, employees shall earn sick leave at a rate of two (2) days per month of service. Sick leave taken shall be deducted from the accumulated sick leave entitlement.
- 19.2 Beginning the third (3rd) year of continuous employment, and provided continuity of employment has not been broken, accumulation shall cease and all accumulated sick leave shall be cancelled and the employee shall be credited with ninety (90) calendar days of sick leave. An employee with a ninety (90) calendar day entitlement who has been absent on sick leave and returns to regular duties shall have the ninety (90) calendar day sick leave entitlement reinstated. However, in instances where the employee has been continuously absent for a period of thirty (30) or more calendar days, reinstatement of the sick leave entitlement shall be made contingent on the employee providing a medical certificate, signed by a medical practitioner prior to the date of return, verifying that the employee is able to return to work on a continuous basis. In addition the ninety (90) calendar days shall not be reinstated until the employee has been actively at work for nineteen (19) out of twenty (20) consecutive working days, unless the absence is a result of a new medical condition supported by a medical certificate signed by the medical practitioner.
- 19.3 An employee who is absent from duties to obtain necessary medical or dental treatment, or because of accident, disability or sickness shall be required to present a signed statement giving reason for such absence.
- 19.4 When an employee is absent under the provision of sick leave, the employee will not be granted vacation or salary in lieu of vacation.
- 19.4.1 In the event a general holiday falls on a day the employee is under the provision of sick leave, the day shall be taken as a general holiday and not as a sick leave day.
- 19.5 Travel beyond the date(s) of a necessary medical or dental appointment (by referral) shall be covered by sick leave to a maximum of one (1) day. The annual leave for this purpose shall be three (3) days.
- 19.6 An employee who is absent from duties to obtain necessary medical or dental treatment or because of accident, disability or sickness for a period of more than three (3) consecutive working days shall be required to present a medical certificate within seven (7) calendar days of the commencement of the absence.
- 19.7 Up to a maximum of three (3) days with pay shall be granted annually to an employee to use in combination of:
- (a) care for a spouse, child or parent who is ill (subject to the notification of the immediate supervisor); or,
 - (b) attend to the medical or dental appointment of a spouse or a child (subject to the approval of the immediate supervisor).

The time will be deducted from the employee's sick leave benefit. This clause shall not be used in conjunction with any other clause in the Agreement.

- 19.8 Notwithstanding the foregoing, an employee who has completed one (1) year of employment, whose sick leave accumulation is less than ninety (90) calendar days and who is ill and receives benefits under the Extended Disability Plan shall upon receipt of such benefits be paid the difference between accumulated sick leave entitlement and ninety (90) calendar days of sick leave.

ARTICLE XX – LEAVE OF ABSENCE WITHOUT PAY

- 20.1 Leave of absence without pay will be granted only at the Board of Trustees' discretion. Request for leave of absence for any period of time shall be made in writing and presented to the Board at least thirty (30) days prior to the requested date of absence. All requests for leave shall be directed to the Associate Superintendent of Business Operations through the employee's immediate supervisor.
- 20.2 Leave of absence without pay for a period exceeding thirty (30) days shall require the employee to pay 100% of all benefit premiums after the first thirty (30) day period. The employee may elect to cancel benefits subject to ASEBP requirements.

ARTICLE XXI – LEAVE OF ABSENCE FOR LOCAL BUSINESS

- 21.1 Operational requirements permitting, a leave of absence with pay shall be granted to a maximum of five Local representatives, to meet with the Board or its designate in connection with matters of negotiations, liaison meetings and grievance processing.
- 21.2 The Board shall bill the Local the cost of a substitute, if one is utilized, at step 0 on the salary grid for the category applicable.
- 21.3 Operational requirements permitting, leave of absence shall be granted to Local Union Representatives for the purpose of attending to Local Union Business. Employees shall receive full salary and benefits, with the Local repaying the salary to the Board. The Board is responsible to secure and pay for a substitute if needed.

ARTICLE XXII – BENEFITS

- 22.1 Effective the month following ratification of this memorandum, the Board will pay 100% of the cost of Alberta Health Care on behalf of those employees registered in the plan.
- 22.2 The Board will contribute to the A.S.E.B.P. Extended Health Care, Plan 2, 100% of the monthly premium, on behalf of those employees who participate in the Plan. An employee may be exempt should he/she sign a waiver.
- 22.3 The Board will contribute to A.S.E.B.P. Life Insurance, Plan 2, and Extended Disability Benefits, Plan D, 100% of the monthly premium.
- 22.4 The Board will contribute to A.S.E.B.P. Vision and Hearing Aid Care, Plan 3, 100 % of the monthly premium, on behalf of those employees who participate in the plan. An employee may be exempt should he/she sign a waiver.
- 22.5 The Board will contribute to the A.S.E.B.P. Dental, Plan 3, 100% of the monthly premium, on behalf of those employees who participate in the plan, effective February 1, 2005. An employee may be exempt should he/she sign a waiver.
- 22.6 As per Local Authorities Pension Plan guidelines all eligible employees shall be credited with one year of pension service as follows:
Twenty-seven (27) hours per week for ten (10) months – 1,169 hours
Thirty (30) hours per week for 10 months – 1,299 hours

GRANDE PRAIRIE AND DISTRICT CATHOLIC SCHOOLS

Thirty-five (35) hours per week for 10 months – 1,516 hours

Thirty-five (35) hours per week for 12 months – 1,820 hours

Forty (40) hours per week for 12 months – 2,080 hours

All other employees not achieving full time hours by position shall have their pensionable service pro-rated based on hours worked.

- 22.7 Support staff who are required to use their vehicles to conduct business on behalf of the Board will be reimbursed at rates established by the Board in Administrative Procedures.
- 22.8 Provided that requirements of the Canada Revenue Agency (CRA) have been met, for the purpose of this agreement, \$4000.00 (or such a maximum allowed by Canada Revenue) of the annual salary shall be set out as travel assistance benefit paid in a designated area as defined by the CRA and shall be indicated as such in the appropriate box on the annual T-4 slip. The provision of this benefit shall in no fashion add to the cost of salary or benefits to the employer.

ARTICLE XXIII – PART-TIME EMPLOYEES

- 23.1 For the purpose of this Agreement, all vacation and sick leave benefits to which part-time employees are entitled will be pro-rated, according to the number of hours employed relative to full-time employment as set out in Article XIII, Hours of Work, Clause 13.3, 13.4 and 13.5.

ARTICLE XXIV – ACCRUED BENEFITS

- 24.1 Accumulated benefits accorded members of the Local on their original employment by the Board or accrued to the date of this Agreement, shall not be jeopardized by any clause or sub-clause of this Agreement.

ARTICLE XXV – GRIEVANCE PROCEDURE

- 25.1 A grievance shall be defined as any difference arising out of interpretation, application, administration or alleged violation of this Collective Agreement.
- 25.2 For grievance matters, an employee shall have the right at any time to have the assistance of a Local member. Within 24 hours of a suspension without pay or a discharge from employment, a meeting shall be held. The Local shall provide employee representation at such meeting, however, failing attendance of the Local the meeting shall proceed. An employee may waive in writing the right to representation.
- 25.3 A group grievance, which is any grievance in which more than one employee has been affected, may be filed in writing by the Local and presented by the Local.
- 25.4 A policy grievance may be filed in writing within ten (10) working days of the occurrence giving rise to the grievance or on the date on which the Local ought to reasonably have become aware of that occurrence or alleged violation. A policy grievance will be moved automatically to step 2 of the procedure as herein provided.
- 25.5 The parties to this Agreement agree that it is of the utmost importance to resolve grievances as quickly as possible as following the steps outlined herein.
- 25.6 There shall be a Grievance Committee established, composed of two representatives of the Board (one Trustee and one Administrator) and two representatives of the Local. Each party shall notify

GRANDE PRAIRIE AND DISTRICT CATHOLIC SCHOOLS

the other in writing of the members that have been appointed to the committee. The committee shall stand for the duration of this agreement.

25.7 **Step 1**

The grievor, accompanied by a representative, if the grievor wishes, will first seek to settle the dispute with the employee's immediate supervisor on an informal basis within ten (10) working days of the occurrence giving rise to the grievance or of the date on which the employee ought to reasonably have become aware of the occurrence. The supervisor shall have ten (10) working days to respond to the grievance.

Step 2

Failing satisfactory settlement, the grievance may be submitted to the Associate Superintendent of Business Operations or designate within ten (10) working days after the response in Step 1 from the supervisor.

The grievance shall be in writing and must include a statement of the following:

- (a) the name of the aggrieved;
- (b) the nature of the grievance and the circumstances out of which it arose;
- (c) the remedy or correction the Board is requested to make; and
- (d) the article(s) where the agreement is claimed to be violated.

Within ten (10) working days of the submission, a meeting between the parties shall take place and the decision of the Associate Superintendent of Business Operations or designate shall be rendered in writing within ten (10) working days of this meeting.

Step 3

Failing settlement at Step 2 and within ten (10) working days after receipt of the written response from the Associate Superintendent of Business Operations or designate in step 2, the grievance may be submitted to the Grievance Committee in writing.

Within ten (10) working days of the submission, a meeting between the parties shall take place and the decision of the Grievance Committee shall be rendered in writing within ten (10) working days of the meeting.

Step 4

Failing settlement at Step 3, the grievance may be processed by either of the parties to Arbitration as hereinafter provided.

Arbitration

If the grievance is not settled at Step 3, the Board, or the Local may, within ten (10) working days following conclusion of Step 3, refer the grievance to Arbitration and in such case notify the other party of its intent to arbitrate. The Arbitrator shall be appointed and the proceedings carried on as described in the Labour Relations Code. If the grievance is not taken to arbitration as herein provided within ten (10) working days, the grievance will be deemed to have been settled at the conclusion of Step 3.

The time limits are mandatory, failure to meet any of the time limits shall mean the grievance has been resolved or abandoned. The parties may mutually agree in writing to extend any time limits at any step of the procedure.

GRANDE PRAIRIE AND DISTRICT CATHOLIC SCHOOLS

ARTICLE XXVI – CLASSIFICATION DEFINITION

26.1 Each classification will apply to persons designated by the Board as follows:

- Teaching Assistant
- Assistant Library Clerk
- School Secretary
- Library Clerk
- Kindergarten Instructor
- Personal Care Teaching Assistant [PCTA]
- Journeyman Cosmetologist
- School Secretary 1
- CEC Secretary
- CEC Secretary 1
- Assistant Computer Technician
- Accounting Clerk
- Payroll Clerk
- Head Caretaker
- Caretaker
- Maintenance Assistant
- Finance Officer – School-Based
- Payroll/Finance Officer - District
- Electrician/HVAC Tech.
- Facility Supervisor
- Stay-in-School Counsellor

ARTICLE XXVII – CALCULATION FOR HOURLY RATE BASE

Twenty-seven (27) Hour Week:

$$\frac{\text{Annual Rate (Monthly Salary X 12)}}{1,404 \text{ Paid Hours (5.4 hours X 5 days X 52 weeks)}} = \text{Hourly Rate}$$

Thirty (30) Hour Week:

$$\frac{\text{Annual Rate (Monthly Salary x 12)}}{1,560 \text{ Paid Hours (6 hours X 5 days X 52 weeks)}} = \text{Hourly Rate}$$

Thirty – Five (35) Hour Week:

$$\frac{\text{Annual Rate (Monthly Salary x 12)}}{1,820 \text{ Paid Hours (7 Hours x 5 Days x 52 Weeks)}} = \text{Hourly Rate}$$

Forty (40) Hour Week:

$$\frac{\text{Annual Rate (Monthly Salary x 12)}}{2,080 \text{ Paid Hours (8 Hours x 5 days x 52 Weeks)}} = \text{Hourly Rate}$$

APPENDIX A – WAGES

Wage Adjustments: per presentation in E3.4

Sept. 1, 2006	3.0%
Sept. 1, 2007	2.0%
Mar. 1, 2008	2.0%
Sept. 1, 2008	4.0%

GRANDE PRAIRIE AND DISTRICT CATHOLIC SCHOOLS

ARTICLE XXVI – CLASSIFICATION DEFINITION

26.1 Each classification will apply to persons designated by the Board as follows:

- Teaching Assistant
- Assistant Library Clerk
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- School Secretary 1
- CEC Secretary
- CEC Secretary 1
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- Accounting Clerk
- Payroll Clerk
- Head Caretaker
- Caretaker
- Maintenance Assistant
- Finance Officer – School-Based
- Payroll/Finance Officer - District
- Electrician/HVAC Tech.
- Facility Supervisor
- Stay-in-School Counsellor

ARTICLE XXVII – CALCULATION FOR HOURLY RATE BASE

Twenty-seven (27) Hour Week:

Annual Rate (Monthly Salary X 12)
1,404 Paid Hours (5.4 hours X 5 days X 52 weeks) = Hourly Rate

Thirty (30) Hour Week:

Annual Rate (Monthly Salary x 12)
1,560 Paid Hours (6 hours X 5 days X 52 weeks) = Hourly Rate

Thirty – Five (35) Hour Week:

Annual Rate (Monthly Salary x 12)
1,820 Paid Hours (7 Hours x 5 Days x 52 Weeks) = Hourly Rate

Forty (40) Hour Week:

Annual Rate (Monthly Salary x 12)
2,080 Paid Hours (8 Hours x 5 days x 52 Weeks) = Hourly Rate

APPENDIX A – WAGES

Wage Adjustments: per presentation in E3.4

Sept. 1, 2006	3.0%
Sept. 1, 2007	2.0%
Mar. 1, 2008	2.0%
Sept. 1, 2008	4.0%

GRANDE PRAIRIE AND DISTRICT CATHOLIC SCHOOLS

IN WITNESS WHEREOF the parties have executed this agreement this 3rd day of May, A.D. 2007.

GRANDE PRAIRIE R.C.S.S.D. #28

Per: Mary Maclean
Chair, Board Negotiating Committee

Per: Alice Bruck
Representative, Board Negotiating Committee

Per: Lauren Lushman
Representative, Board Negotiating Committee

COMMUNICATIONS, ENERGY AND PAPERWORKERS UNION LOCAL, 328

Per: Vince [Signature]
Chair, C.E.P. Negotiating Committee

Per: Kathleen Watson
Representative, C.E.P. Negotiating Committee

Per: Hester [Signature]
Representative, C.E.P. Negotiating Committee

GRANDE PRAIRIE AND DISTRICT CATHOLIC SCHOOLS

LETTER OF UNDERSTANDING

Between

GRANDE PRAIRIE ROMAN CATHOLIC SEPARATE SCHOOL DISTRICT NO. 28

AND

COMMUNICATIONS, ENERGY AND PAPERWORKERS UNION LOCAL 328

Contracting Out

The Board will not cause an employee to be laid off, demoted, terminated or transferred by bringing in outside contractors to perform work done by employees covered by this Agreement. This letter of understanding will terminate on August 31, 2009.

DATED at Grande Prairie, Alberta, this 3rd day of May, 2007.

ON BEHALF OF CEP LOCAL 328:

ON BEHALF OF THE BOARD:

Kathleen Watson

Murray McKeen
Alice Brück

COMMUNICATIONS ENERGY AND PAPERWORKERS UNION

BASE SALARY GRID

SEPTEMBER 1, 2006

INCLUDING VACATION PAY

POSITION	STEP	0	1	2	3	4	5	6	7	8	INC.	10B 10+ Aug. 89
		CAT.						6 yrs.+	11yrs.+	18yrs.+		
TEACHING ASSISTANT	1											
FIRST 3 YEARS		1750	1824	1899	1972	2046	2118	2181	2227	2271	75	
Rate Per Hour		14.96	15.59	16.23	16.85	17.49	18.10	18.64	19.03	19.41		
COMP. 3 YEARS		1767	1841	1918	1991	2066	2138	2202	2248	2293	75	
Rate Per Hour		15.10	15.74	16.39	17.01	17.66	18.27	18.82	19.22	19.60		
COMP. 5 YEARS		1800	1876	1954	2028	2105	2178	2244	2291	2336	77	
Rate Per Hour		15.39	16.03	16.70	17.34	17.99	18.62	19.18	19.58	19.97		
COMP. 10 YEARS		1834	1911	1990	2066	2144	2219	2285	2333	2379	78	
Rate Per Hour		15.67	16.33	17.01	17.66	18.32	18.96	19.53	19.94	20.34		
ASSIST. LIBRARY CLERK	2											
FIRST 3 YEARS		2307	2405	2500	2596	2692	2786	2870	2927	2985	97	
Rate Per Hour		15.21	15.85	16.48	17.11	17.75	18.37	18.92	19.30	19.68		
COMP. 3 YEARS		2329	2427	2524	2620	2718	2812	2897	2955	3014	98	
Rate Per Hour		15.35	16.00	16.64	17.28	17.92	18.54	19.10	19.49	19.87		
COMP. 5 YEARS		2373	2473	2571	2670	2769	2865	2952	3011	3070	99	
Rate Per Hour		15.64	16.31	16.95	17.60	18.26	18.89	19.46	19.85	20.24		
COMP. 10 YEARS		2417	2519	2619	2719	2820	2918	3006	3067	3127	101	
Rate Per Hour		15.93	16.61	17.27	17.93	18.60	19.24	19.82	20.22	20.62		
SECRETARY / LIBRARY CLERK	3											
FIRST 3 YEARS		2342	2448	2553	2659	2764	2870	2956	3015	3133	105	3165
Rate Per Hour		15.44	16.14	16.83	17.53	18.22	18.92	19.49	19.88	20.66		20.87
COMP. 3 YEARS		2364	2471	2577	2684	2790	2897	2984	3043	3163	106	3195
Rate Per Hour		15.59	16.29	16.99	17.70	18.40	19.10	19.67	20.07	20.86		21.06
COMP. 5 YEARS		2408	2517	2625	2735	2843	2952	3040	3101	3223	108	3255
Rate Per Hour		15.88	16.60	17.31	18.03	18.74	19.46	20.05	20.44	21.25		21.46
COMP. 10 YEARS		2453	2564	2674	2785	2895	3006	3097	3158	3282	110	3315
Rate Per Hour		16.17	16.91	17.63	18.36	19.09	19.82	20.42	20.82	21.64		21.86
KIND. INST. / PCTA	4											
FIRST 3 YEARS		2111	2183	2256	2329	2402	2475	2549	2600	2652	74	
Rate Per Hour		16.23	16.79	17.36	17.91	18.48	19.04	19.61	20.00	20.40		
COMP. 3 YEARS		2131	2204	2278	2351	2425	2498	2574	2625	2678	74	
Rate Per Hour		16.39	16.95	17.52	18.09	18.66	19.22	19.80	20.19	20.60		
COMP. 5 YEARS		2171	2245	2321	2395	2471	2546	2622	2674	2728	76	
Rate Per Hour		16.70	17.27	17.85	18.43	19.01	19.58	20.17	20.57	20.99		
COMP. 10 YEARS		2211	2287	2364	2440	2517	2593	2671	2724	2779	77	
Rate Per Hour		17.01	17.59	18.18	18.77	19.36	19.94	20.54	20.95	21.37		
SCHOOL SECRETARY 1	5											
FIRST 3 YEARS		2522	2648	2774	2899	3025	3151	3246	3311	3377	126	
Rate Per Hour		16.63	17.46	18.29	19.11	19.95	20.78	21.40	21.83	22.26		
COMP. 3 YEARS		2546	2673	2801	2927	3054	3181	3276	3342	3409	127	
Rate Per Hour		16.79	17.63	18.46	19.30	20.14	20.97	21.60	22.04	22.48		
COMP. 5 YEARS		2594	2724	2853	2982	3111	3241	3338	3405	3473	130	
Rate Per Hour		17.10	17.96	18.81	19.66	20.52	21.37	22.01	22.45	22.90		
COMP. 10 YEARS		2642	2774	2906	3037	3169	3301	3400	3468	3538	132	
Rate Per Hour		17.42	18.29	19.16	20.02	20.90	21.77	22.42	22.87	23.32		
FINANCE OFFICER - SCHOOL	14											
COMP. 10 YEARS		3330	3443	3557	3671	3784	3900	4016	4098	4179	113	
Rate Per Hour		21.95	22.70	23.46	24.20	24.95	25.71	26.48	27.02	27.55		

COMMUNICATIONS ENERGY AND PAPERWORKERS UNION

SALARY GRID

SEPTEMBER 1, 2006 TO AUGUST 31, 2007

INCLUDING VACATION PAY

POSITION	STEP	0	1	2	3	4	5	6	7	8	INC.	10B
								6 yrs.+	11yrs.+	18yrs.+		10+ Aug. 89
TEACHING ASSISTANT	CAT. 1											
FIRST 3 YEARS		1803	1879	1956	2031	2108	2181	2247	2294	2339	77	
Rate Per Hour		15.41	16.06	16.72	17.36	18.02	18.64	19.20	19.61	19.99		
COMP. 3 YEARS		1820	1896	1975	2050	2128	2202	2268	2316	2362	78	
Rate Per Hour		15.56	16.21	16.88	17.52	18.19	18.82	19.39	19.79	20.18		
COMP. 5 YEARS		1854	1932	2012	2089	2168	2244	2311	2359	2406	79	
Rate Per Hour		15.85	16.51	17.20	17.86	18.53	19.18	19.75	20.17	20.57		
COMP. 10 YEARS		1889	1968	2050	2128	2208	2285	2354	2403	2451	80	
Rate Per Hour		16.14	16.82	17.52	18.19	18.87	19.53	20.12	20.54	20.95		
ASSIST. LIBRARY CLERK	2											
FIRST 3 YEARS		2376	2477	2575	2673	2773	2869	2956	3015	3075	99	
Rate Per Hour		15.67	16.33	16.98	17.63	18.28	18.92	19.49	19.88	20.27		
COMP. 3 YEARS		2399	2500	2600	2699	2799	2897	2984	3044	3104	100	
Rate Per Hour		15.82	16.48	17.14	17.80	18.46	19.10	19.67	20.07	20.47		
COMP. 5 YEARS		2444	2547	2649	2750	2852	2951	3040	3101	3163	102	
Rate Per Hour		16.11	16.80	17.46	18.13	18.81	19.46	20.05	20.45	20.85		
COMP. 10 YEARS		2489	2595	2698	2801	2905	3006	3096	3159	3221	104	
Rate Per Hour		16.41	17.11	17.79	18.47	19.15	19.82	20.42	20.83	21.24		
SECRETARY / LIBRARY CLERK	3											
FIRST 3 YEARS		2412	2521	2629	2738	2847	2956	3044	3105	3227	108	3259
Rate Per Hour		15.90	16.62	17.33	18.06	18.77	19.49	20.07	20.47	21.28		21.49
COMP. 3 YEARS		2435	2545	2654	2764	2874	2984	3073	3135	3258	109	3291
Rate Per Hour		16.05	16.78	17.50	18.23	18.95	19.67	20.26	20.67	21.48		21.70
COMP. 5 YEARS		2481	2593	2704	2817	2928	3040	3131	3194	3319	111	3353
Rate Per Hour		16.36	17.10	17.83	18.57	19.30	20.05	20.65	21.06	21.89		22.11
COMP. 10 YEARS		2527	2641	2754	2869	2982	3096	3189	3253	3381	113	3415
Rate Per Hour		16.66	17.41	18.16	18.91	19.66	20.42	21.03	21.45	22.29		22.51
KIND. INST. / PCTA	4											
FIRST 3 YEARS		2174	2248	2324	2399	2474	2549	2626	2678	2732	76	
Rate Per Hour		16.72	17.30	17.88	18.45	19.03	19.61	20.20	20.60	21.01		
COMP. 3 YEARS		2195	2270	2346	2422	2498	2573	2651	2703	2758	76	
Rate Per Hour		16.88	17.46	18.05	18.63	19.22	19.80	20.39	20.79	21.21		
COMP. 5 YEARS		2236	2313	2391	2467	2545	2622	2701	2754	2810	78	
Rate Per Hour		17.20	17.79	18.39	18.98	19.58	20.17	20.78	21.19	21.61		
COMP. 10 YEARS		2277	2356	2435	2513	2592	2670	2751	2805	2862	79	
Rate Per Hour		17.52	18.12	18.73	19.33	19.94	20.54	21.16	21.58	22.02		
SCHOOL SECRETARY 1	5											
FIRST 3 YEARS		2598	2728	2857	2986	3116	3246	3343	3410	3478	130	
Rate Per Hour		17.13	17.98	18.84	19.69	20.54	21.40	22.04	22.48	22.93		
COMP. 3 YEARS		2623	2754	2885	3014	3145	3276	3375	3442	3511	131	
Rate Per Hour		17.29	18.16	19.02	19.88	20.74	21.60	22.25	22.70	23.15		
COMP. 5 YEARS		2672	2805	2939	3071	3205	3338	3438	3507	3577	133	
Rate Per Hour		17.62	18.50	19.38	20.25	21.13	22.01	22.67	23.13	23.59		
COMP. 10 YEARS		2721	2857	2993	3128	3264	3400	3502	3572	3644	136	
Rate Per Hour		17.94	18.84	19.74	20.63	21.52	22.42	23.09	23.55	24.02		
FINANCE OFFICER - SCHOOL	14											
COMP. 10 YEARS		3430	3546	3664	3781	3898	4016	4137	4220	4304	117	
Rate Per Hour		22.61	23.38	24.16	24.93	25.70	26.48	27.27	27.83	28.38		

COMMUNICATIONS ENERGY AND PAPERWORKERS UNION

SALARY GRID

SEPTEMBER 1, 2007 TO FEBRUARY 29, 2008

POSITION	STEP	0	1	2	3	4	5	6	7	8	INC.	10B
		6 yrs.+ 11yrs.+ 16yrs.+ 10+ Aug. 88										3166 20.88
TEACHING ASSISTANT	CAT. 1	1751	1825	1901	1973	2048	2119	2183	2228	2272	72	
Rate Per Hour		14.97	15.60	16.24	16.86	17.50	18.11	18.65	19.05	19.42		
ASST. LIB. CL.	2	2308	2406	2501	2597	2694	2787	2871	2929	2987	96	
Rate Per Hour		15.22	15.86	16.49	17.12	17.76	18.38	18.93	19.31	19.69		
SCHOOL SEC./LIB.CLERK	3	2343	2449	2554	2660	2765	2871	2957	3016	3135	106	3166 20.88
Rate Per Hour		15.45	16.15	16.84	17.54	18.23	18.93	19.50	19.89	20.67		
KIND.INST./PCTA/COSMO	4	2112	2184	2258	2330	2404	2476	2551	2601	2654	72	
Rate Per Hour		16.24	16.80	17.37	17.92	18.49	19.05	19.62	20.01	20.41		
SCHOOL SECRETARY 1	5	2524	2650	2776	2901	3027	3153	3247	3313	3379	125	
Rate Per Hour		16.64	17.47	18.30	19.13	19.96	20.79	21.41	21.84	22.28		
CEC SECRETARY	6	2500	2630	2759	2888	3017	3147	3240	3306	3372	129	
Rate Per Hour		16.49	17.34	18.19	19.04	19.89	20.75	21.36	21.80	22.24		
CEC SECRETARY 1	7	2605	2740	2874	3010	3144	3279	3377	3445	3514	136	
Rate Per Hour		17.18	18.07	18.95	19.85	20.73	21.62	22.26	22.71	23.17		
ASST. COMP. TEC.	8	3680	3868	4055	4243	4430	4618	4757	4852	4949	188	
Rate Per Hour		21.23	22.32	23.40	24.48	25.56	26.64	27.44	27.99	28.55		
ACC. CLERKS	9	2735	2859	2982	3106	3228	3352	3453	3522	3593	124	
Rate Per Hour		18.03	18.85	19.66	20.48	21.29	22.10	22.77	23.22	23.69		
PAYROLL CLERK	10	3005	3148	3290	3433	3576	3719	3830	3907	3986	143	
Rate Per Hour		19.81	20.75	21.70	22.64	23.58	24.52	25.26	25.76	26.28		
HEAD CARETAKER	11	3248	3372	3498	3603	3673	3749	3860	3939	4017	104	
Rate Per Hour		18.74	19.46	20.18	20.78	21.19	21.63	22.27	22.72	23.18		
CARETAKER	12	2841	2955	3070	3185	3300	3414	3517	3587	3659	116	
Rate Per Hour		16.39	17.05	17.71	18.38	19.04	19.70	20.29	20.69	21.11		
MAINT. ASSISTANT	13	3296	3391	3487	3583	3678	3775	3888	3966	4046	96	
Rate Per Hour		19.01	19.57	20.12	20.67	21.22	21.78	22.43	22.88	23.34		
FINANCE OFFICER - SCHOOL	14	3180	3288	3398	3506	3614	3724	3836	3913	3991	108	
Rate Per Hour		20.97	21.68	22.40	23.12	23.83	24.56	25.29	25.80	26.32		
FIN. / PAY. OFFICER - DISTRICT	15	3759	3888	4017	4146	4275	4404	4536	4627	4719	128	
		24.78	25.64	26.49	27.33	28.19	29.04	29.91	30.51	31.12		
ELECTRICIAN / HVAC TECH.	16	26.58	27.07	27.56	28.05	28.51	29.03	29.90	30.50	31.11		
FACILITY SUPERVISOR	17	16.39										
Head Caretaker Allowance							3952	per annum				
							2766	per annum				
							1936	per annum				
							1356	per annum				
							949	per annum				
Casual Bus Drivers												
Stay In School Councillor												

COMMUNICATIONS ENERGY AND PAPERWORKERS UNION

SALARY GRID

SEPTEMBER 1, 2007 TO FEBRUARY 29, 2007

INCLUDING VACATION PAY

POSITION	STEP	0	1	2	3	4	5	6	7	8	INC.	10B
								6 yrs.+	11yrs.+	16yrs.+		10+ Aug. 89
TEACHING ASSISTANT	CAT. 1											
FIRST 3 YEARS		1839	1916	1996	2072	2150	2225	2292	2340	2386	78	
Rate Per Hour		15.72	16.38	17.06	17.71	18.38	19.02	19.59	20.00	20.39		
COMP. 3 YEARS		1856	1934	2015	2091	2170	2246	2314	2362	2409	79	
Rate Per Hour		15.87	16.53	17.22	17.88	18.55	19.20	19.77	20.19	20.59		
COMP. 5 YEARS		1891	1971	2053	2131	2211	2289	2357	2407	2454	81	
Rate Per Hour		16.17	16.85	17.54	18.21	18.90	19.56	20.15	20.57	20.98		
COMP. 10 YEARS		1926	2007	2091	2170	2252	2331	2401	2451	2500	82	
Rate Per Hour		16.47	17.16	17.87	18.55	19.25	19.92	20.52	20.95	21.36		
ASSIST. LIBRARY CLERK	2											
FIRST 3 YEARS		2424	2526	2627	2727	2828	2927	3015	3076	3136	101	
Rate Per Hour		15.98	16.66	17.32	17.98	18.65	19.30	19.88	20.28	20.68		
COMP. 3 YEARS		2447	2550	2652	2753	2855	2954	3044	3105	3166	102	
Rate Per Hour		16.13	16.81	17.48	18.15	18.83	19.48	20.07	20.47	20.88		
COMP. 5 YEARS		2493	2598	2702	2805	2909	3010	3101	3163	3226	104	
Rate Per Hour		16.44	17.13	17.81	18.49	19.18	19.85	20.45	20.86	21.27		
COMP. 10 YEARS		2539	2646	2752	2857	2963	3066	3158	3222	3286	106	
Rate Per Hour		16.74	17.45	18.14	18.84	19.54	20.22	20.82	21.24	21.66		
SECRETARY / LIBRARY CLERK	3											
FIRST 3 YEARS		2460	2571	2682	2793	2903	3015	3105	3167	3292	110	3325
Rate Per Hour		16.22	16.95	17.68	18.42	19.14	19.88	20.47	20.88	21.70		21.92
COMP. 3 YEARS		2483	2596	2707	2820	2931	3044	3135	3197	3323	111	3356
Rate Per Hour		16.37	17.12	17.85	18.59	19.33	20.07	20.67	21.08	21.91		22.13
COMP. 5 YEARS		2530	2645	2758	2873	2986	3101	3194	3258	3386	113	3420
Rate Per Hour		16.68	17.44	18.19	18.94	19.69	20.45	21.06	21.48	22.32		22.55
COMP. 10 YEARS		2577	2694	2809	2926	3042	3158	3253	3318	3448	116	3483
Rate Per Hour		16.99	17.76	18.52	19.29	20.06	20.82	21.45	21.88	22.74		22.96
KIND. INST. / PCTA	4											
FIRST 3 YEARS		2217	2293	2371	2447	2524	2600	2678	2731	2787	77	
Rate Per Hour		17.06	17.64	18.24	18.82	19.42	20.00	20.60	21.01	21.43		
COMP. 3 YEARS		2238	2315	2393	2470	2548	2625	2704	2757	2813	78	
Rate Per Hour		17.22	17.81	18.41	19.00	19.60	20.19	20.80	21.21	21.64		
COMP. 5 YEARS		2281	2359	2438	2517	2596	2674	2755	2809	2866	79	
Rate Per Hour		17.54	18.15	18.76	19.36	19.97	20.57	21.19	21.61	22.05		
COMP. 10 YEARS		2323	2403	2484	2563	2644	2724	2806	2861	2919	81	
Rate Per Hour		17.87	18.48	19.10	19.72	20.34	20.95	21.58	22.01	22.46		
SCHOOL SECRETARY 1	5											
FIRST 3 YEARS		2650	2782	2914	3046	3178	3310	3410	3478	3548	132	
Rate Per Hour		17.47	18.34	19.22	20.08	20.95	21.83	22.48	22.93	23.39		
COMP. 3 YEARS		2675	2809	2942	3075	3208	3342	3442	3511	3581	134	
Rate Per Hour		17.64	18.52	19.40	20.27	21.15	22.04	22.70	23.15	23.61		
COMP. 5 YEARS		2725	2862	2998	3133	3269	3405	3507	3578	3649	136	
Rate Per Hour		17.97	18.87	19.77	20.66	21.55	22.45	23.12	23.59	24.06		
COMP. 10 YEARS		2776	2915	3053	3191	3329	3468	3572	3644	3717	139	
Rate Per Hour		18.30	19.22	20.13	21.04	21.95	22.87	23.55	24.03	24.51		
FINANCE OFFICER - SCHOOL	14											
COMP. 10 YEARS		3498	3617	3737	3856	3975	4097	4219	4305	4390	119	
Rate Per Hour		23.06	23.85	24.64	25.43	26.21	27.01	27.82	28.38	28.95		

COMMUNICATIONS ENERGY AND PAPERWORKERS UNION

SALARY GRID

MARCH 1, 2008 TO AUGUST 31, 2008

INCLUDING VACATION PAY

POSITION	STEP	0	1	2	3	4	5	6	7	8	INC.	10B
		6 yrs.+			11yrs.+			16yrs.+				10+ Aug. 89
TEACHING ASSISTANT	CAT. 1											
FIRST 3 YEARS		1876	1954	2035	2113	2193	2270	2338	2387	2434	80	
Rate Per Hour		16.03	16.70	17.40	18.06	18.74	19.40	19.98	20.40	20.80		
COMP. 3 YEARS		1894	1973	2055	2133	2214	2291	2360	2409	2457	81	
Rate Per Hour		16.18	16.86	17.56	18.23	18.92	19.58	20.17	20.59	21.00		
COMP. 5 YEARS		1929	2010	2094	2173	2256	2334	2404	2455	2503	82	
Rate Per Hour		16.49	17.18	17.89	18.58	19.28	19.95	20.55	20.98	21.40		
COMP. 10 YEARS		1965	2048	2132	2214	2297	2378	2449	2500	2550	84	
Rate Per Hour		16.79	17.50	18.23	18.92	19.64	20.32	20.93	21.37	21.79		
ASSIST. LIBRARY CLERK	2											
FIRST 3 YEARS		2472	2577	2679	2781	2885	2985	3075	3137	3199	104	
Rate Per Hour		16.30	16.99	17.66	18.34	19.02	19.68	20.28	20.68	21.09		
COMP. 3 YEARS		2496	2601	2705	2808	2912	3014	3104	3167	3229	105	
Rate Per Hour		16.45	17.15	17.83	18.51	19.20	19.87	20.47	20.88	21.29		
COMP. 5 YEARS		2543	2650	2756	2861	2967	3070	3163	3227	3290	106	
Rate Per Hour		16.76	17.47	18.17	18.86	19.57	20.24	20.86	21.27	21.69		
COMP. 10 YEARS		2590	2699	2807	2914	3022	3127	3222	3286	3351	108	
Rate Per Hour		17.08	17.80	18.51	19.21	19.93	20.62	21.24	21.67	22.10		
SECRETARY / LIBRARY CLERK	3											
FIRST 3 YEARS		2509	2623	2735	2849	2962	3075	3167	3230	3358	113	3392
Rate Per Hour		16.54	17.29	18.04	18.78	19.53	20.28	20.88	21.30	22.14		22.36
COMP. 3 YEARS		2533	2648	2761	2876	2990	3104	3198	3261	3390	114	3423
Rate Per Hour		16.70	17.46	18.21	18.96	19.71	20.47	21.08	21.50	22.35		22.57
COMP. 5 YEARS		2581	2698	2813	2930	3046	3163	3258	3323	3454	116	3488
Rate Per Hour		17.02	17.79	18.55	19.32	20.08	20.86	21.48	21.91	22.77		23.00
COMP. 10 YEARS		2629	2748	2866	2985	3103	3222	3318	3384	3517	118	3553
Rate Per Hour		17.33	18.12	18.89	19.68	20.46	21.24	21.88	22.31	23.19		23.42
KIND. INST. / PCTA	4											
FIRST 3 YEARS		2262	2339	2418	2496	2574	2652	2732	2786	2842	79	
Rate Per Hour		17.40	17.99	18.60	19.20	19.80	20.40	21.02	21.43	21.86		
COMP. 3 YEARS		2283	2362	2441	2519	2599	2677	2758	2813	2869	80	
Rate Per Hour		17.56	18.17	18.78	19.38	19.99	20.59	21.22	21.63	22.07		
COMP. 5 YEARS		2326	2406	2487	2567	2648	2728	2810	2866	2923	81	
Rate Per Hour		17.89	18.51	19.13	19.75	20.37	20.98	21.62	22.04	22.49		
COMP. 10 YEARS		2369	2451	2533	2615	2697	2778	2862	2919	2978	83	
Rate Per Hour		18.23	18.85	19.49	20.11	20.75	21.37	22.02	22.45	22.90		
SCHOOL SECRETARY 1	5											
FIRST 3 YEARS		2703	2838	2973	3107	3242	3377	3478	3548	3619	135	
Rate Per Hour		17.82	18.71	19.60	20.48	21.37	22.26	22.93	23.39	23.86		
COMP. 3 YEARS		2728	2865	3001	3136	3273	3409	3511	3582	3653	136	
Rate Per Hour		17.99	18.89	19.79	20.68	21.58	22.48	23.15	23.61	24.09		
COMP. 5 YEARS		2780	2919	3058	3195	3334	3473	3577	3649	3722	139	
Rate Per Hour		18.33	19.24	20.16	21.07	21.98	22.90	23.59	24.06	24.54		
COMP. 10 YEARS		2831	2973	3114	3255	3396	3537	3644	3717	3791	141	
Rate Per Hour		18.67	19.60	20.53	21.46	22.39	23.32	24.02	24.51	25.00		
FINANCE OFFICER - SCHOOL	14											
COMP. 10 YEARS		3568	3690	3812	3934	4055	4179	4304	4391	4478	121	
Rate Per Hour		23.53	24.33	25.14	25.94	26.74	27.55	28.38	28.95	29.53		

COMMUNICATIONS ENERGY AND PAPERWORKERS UNION

SALARY GRID

SEPTEMBER 1, 2008 TO AUGUST 31, 2009

INCLUDING VACATION PAY

POSITION	STEP	0	1	2	3	4	5	6	7	8	INC.	10B
		6 yrs.+			11yrs.+			16yrs.+				10+
												Aug. 09
TEACHING ASSISTANT	CAT. 1											
FIRST 3 YEARS		1951	2033	2117	2198	2281	2360	2431	2482	2531	83	
Rate Per Hour		16.67	17.37	18.09	18.78	19.49	20.17	20.78	21.21	21.63		
COMP. 3 YEARS		1969	2052	2137	2219	2302	2383	2454	2506	2555	84	
Rate Per Hour		16.83	17.54	18.27	18.96	19.68	20.37	20.98	21.42	21.84		
COMP. 5 YEARS		2006	2091	2177	2260	2346	2428	2501	2553	2603	85	
Rate Per Hour		17.15	17.87	18.61	19.32	20.05	20.75	21.37	21.82	22.25		
COMP. 10 YEARS		2044	2129	2218	2302	2389	2473	2547	2600	2652	87	
Rate Per Hour		17.47	18.20	18.95	19.68	20.42	21.13	21.77	22.22	22.66		
ASSIST. LIBRARY CLERK	2											
FIRST 3 YEARS		2571	2680	2786	2893	3000	3105	3198	3263	3327	108	
Rate Per Hour		16.95	17.67	18.37	19.07	19.78	20.47	21.09	21.51	21.94		
COMP. 3 YEARS		2595	2705	2813	2920	3029	3134	3229	3294	3359	109	
Rate Per Hour		17.11	17.84	18.55	19.25	19.97	20.66	21.29	21.72	22.14		
COMP. 5 YEARS		2644	2756	2866	2975	3086	3193	3290	3356	3422	111	
Rate Per Hour		17.44	18.17	18.90	19.62	20.35	21.05	21.69	22.13	22.56		
COMP. 10 YEARS		2693	2807	2919	3030	3143	3252	3350	3418	3485	113	
Rate Per Hour		17.76	18.51	19.25	19.98	20.72	21.44	22.09	22.54	22.98		
SECRETARY / LIBRARY CLERK	3											
FIRST 3 YEARS		2610	2728	2845	2963	3080	3198	3294	3360	3492	117	3527
Rate Per Hour		17.21	17.99	18.76	19.54	20.31	21.09	21.72	22.15	23.02		23.25
COMP. 3 YEARS		2634	2754	2872	2991	3109	3229	3325	3392	3525	118	3560
Rate Per Hour		17.37	18.16	18.94	19.72	20.50	21.29	21.93	22.36	23.24		23.48
COMP. 5 YEARS		2684	2806	2926	3048	3168	3290	3388	3456	3592	120	3628
Rate Per Hour		17.70	18.50	19.29	20.09	20.89	21.69	22.34	22.78	23.68		23.92
COMP. 10 YEARS		2734	2858	2980	3104	3227	3350	3451	3520	3658	123	3695
Rate Per Hour		18.03	18.84	19.65	20.47	21.27	22.09	22.75	23.21	24.12		24.36
KIND. INST. / PCTA	4											
FIRST 3 YEARS		2352	2433	2515	2596	2677	2758	2841	2897	2956	82	
Rate Per Hour		18.09	18.71	19.34	19.97	20.60	21.22	21.86	22.29	22.74		
COMP. 3 YEARS		2375	2456	2539	2620	2703	2784	2868	2925	2984	83	
Rate Per Hour		18.27	18.89	19.53	20.16	20.79	21.42	22.06	22.50	22.95		
COMP. 5 YEARS		2419	2502	2587	2670	2754	2837	2922	2980	3040	84	
Rate Per Hour		18.61	19.25	19.90	20.54	21.18	21.82	22.48	22.92	23.39		
COMP. 10 YEARS		2464	2549	2635	2719	2805	2890	2977	3035	3097	86	
Rate Per Hour		18.95	19.61	20.27	20.92	21.58	22.23	22.90	23.35	23.82		
SCHOOL SECRETARY 1	5											
FIRST 3 YEARS		2811	2951	3092	3231	3371	3512	3617	3690	3763	140	
Rate Per Hour		18.53	19.46	20.38	21.30	22.23	23.15	23.85	24.33	24.81		
COMP. 3 YEARS		2838	2979	3121	3262	3403	3545	3652	3725	3799	142	
Rate Per Hour		18.71	19.64	20.58	21.51	22.44	23.38	24.08	24.56	25.05		
COMP. 5 YEARS		2891	3036	3180	3323	3468	3612	3720	3795	3871	144	
Rate Per Hour		19.06	20.01	20.97	21.91	22.86	23.82	24.53	25.02	25.52		
COMP. 10 YEARS		2945	3092	3239	3385	3532	3679	3789	3865	3943	147	
Rate Per Hour		19.42	20.39	21.36	22.32	23.29	24.26	24.98	25.49	25.99		
FINANCE OFFICER - SCHOOL	14											
COMP. 10 YEARS		3711	3837	3965	4091	4217	4346	4476	4567	4657	126	
Rate Per Hour		24.47	25.30	26.14	26.97	27.81	28.65	29.51	30.11	30.71		

