

# COLLECTIVE AGREEMENT

between

**BUFFALO TRAIL PUBLIC SCHOOLS**



and

**CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 1606**

***CUPE*** / Canadian Union  
of Public Employees

**Expires: August 31, 2028**

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**COLLECTIVE AGREEMENT  
BETWEEN:**

**Buffalo Trail Public Schools**  
(Hereinafter called "The Employer")

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 1606**  
(Hereinafter called "The Union")

**PREAMBLE**

Whereas it is the desire of both parties to this agreement

- a) To maintain and improve the harmonious relations and settle conditions of employment between the employer and the employees;
- b) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services, etc.;
- c) To promote the wellbeing and security of the employer including encouraging the efficiency in operation of the employer;
- d) To promote the wellbeing and security of all employees in the bargaining unit of the Union.

And whereas it is now desirable the methods of bargaining and all matters pertaining to working conditions and the objectives of the employer and the employees be drawn up in this agreement.

**LAND ACKNOWLEDGEMENT**

The Canadian Union of Public Employees Local 1606, and Buffalo Trail Public Schools acknowledge Treaty 6 territory, the traditional and ancestral territory of the Cree, Dene, Blackfoot, Salteaux, and Nakota Sioux. We acknowledge that this territory is home to the Metis Settlements and the Metis Nation of Alberta, Regions 2, 3 and 4 within the historical Northwest Metis Homeland. We acknowledge the many First Nations, Metis and Inuit who have lived in and cared for these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

## **ARTICLE 1 – DEFINITIONS**

- 1.01 "Regular Employee" shall mean an employee who occupies a regular position established by the employer and who has completed the required probationary period set out in this collective agreement.
- 1.02 "Probationary Employee" shall mean a newly hired employee who occupies a regular position established by the employer and who is serving the required probationary period set out in this collective agreement.
- 1.03 "Temporary Employee" shall mean an employee who occupies a temporary position established by the employer that is of a continuous nature and replace a regular employee on approved leave for twenty (20) or more consecutive school days. Where possible, temporary assignments that exceed three (3) months shall be posted in accordance with Article 12. Temporary assignments will not exceed twelve (12) months without consent from the employer, the employee and the union.
- 1.04 "Casual Employee" means an unscheduled employee other than a regular, probationary or temporary employee.
- 1.05 "Regular Position" shall mean a position established as such, the duties of which are of a continuing nature of indefinite extent.
- 1.06 "Temporary Position" shall mean a position established as such, the duties of which are for a specific purpose and for a specific period of time.

## **ARTICLE 2 – APPLICATION**

- 2.01 The provisions of the Collective Agreement shall apply to regular employees, except that during the probationary period the following Articles shall not apply:
  - a) Article 11, Seniority
  - b) Article 12, Vacant or Newly Created Positions
  - c) Article 13, Layoff and Recall
- 2.02 All employees employed on a part-time basis shall receive the applicable wage rates, benefits and entitlements specified in this Collective Agreement on a pro-rata basis according to their hours of work.
- 2.03 Temporary employees shall receive only those benefits required by statute, the wages as per Article 21 and health plan benefits as per clause 23.03 and shall be subject to termination on one (1) day's notice.
- 2.04 Casual employees shall receive only those benefits required by statute, the wages as per Article 21, and shall be subject to termination on one (1) days' notice.

### **ARTICLE 3 - MANAGEMENT RIGHTS**

- 3.01 The employer retains all rights of management not specifically restricted by this Collective Agreement.

### **ARTICLE 4 - BARGAINING UNIT**

- 4.01 The employer recognizes Local 1606 of the Canadian Union of Public Employees as the sole and exclusive bargaining agent for employees coming within the unit by Certificate No. C1855-2020 issued by the Labour Relations Board on December 10, 2020, and as may be amended from time to time, as follows:

*All Office, Clerical, Custodial and Maintenance Employees, Instructional Assistants and Teacher Assistants with the exception of the Custodial Supervisor, Maintenance Supervisor, Executive Assistants, Payroll Clerks and SIS Operator/Grants Clerk.*

- 4.02 The employer will provide to the union a list of all the employees in the bargaining unit. The list will include each person's name, job title/classification home mailing address, home telephone number (and other available personal telephone numbers, such as cellular numbers), work e-mail, and, if available, personal e-mail. The list will also indicate the employee's seniority (if applicable), work site and employment status (such as full-time, part-time, temporary, seasonal, casual), and whether the employee is on a leave of absence exceeding twenty (20) calendar days. The Employee Contact List will be provided in an electronic spreadsheet to the Union contact designated by the Executive no later than the last working day of October and March.

- 4.03 Workplace Surveillance

The parties agree that surveillance equipment in the workplace will be primarily used for the purposes of ensuring the security of the employer assets and employee safety.

### **ARTICLE 5 - NO HARASSMENT OR DISCRIMINATION**

- 5.01 No Discrimination

The parties agree that at no time shall they conduct or condone any discriminatory behaviour because of connection with trade union organizations against any employee covered by this collective agreement, the Board of Buffalo Trail Public Schools, any of the employer's staff not covered by this collective agreement, or any contractors, agents or representatives engaged by the employer.

- 5.02 The employer and the Union agree that all employees will be protected against discrimination respecting their human rights in accordance with the Alberta Human Rights Act, including protection against discrimination based on race, religious beliefs, colour, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation of that person or of any other person.

- 5.03 The employer and the union agree that reporting of all incidents of threats, bullying, harassment, violence, or intimidation is expected regardless of the identity of the alleged harasser or offender, in accordance with the employer's public interest disclosure and duty to report procedures.
- 5.04 The employer and the Union will co-operate in recognizing and dealing with matters of harassment in the workplace should it arise. The employer and the union shall maintain strict confidentiality of all situations alleging harassment.

## **ARTICLE 6 - UNION DUES**

- 6.01 The employer agrees to deduct from the straight time wages of every employee covered by this Collective Agreement, initiation and monthly dues levied in accordance with the Union's Bylaws.
- 6.02 Dues deductions shall be forwarded to the Secretary-Treasurer of the Union not later than five (5) working days after the deduction is made, accompanied by a list of the names, classifications and the straight time wages of each employee.
- 6.03 When Income Tax (T4) slips are made available, the employer shall indicate the amount of the union dues paid by each employee in the previous year.
- 6.04 The Union agrees to indemnify and save the employer harmless against any claim or liability arising out of or resulting from the operation of this Article.
- 6.05 Within thirty (30) calendar days of commencement of employment with the employer, an employee shall become a member of the Union.
- 6.06 The Union may request from the employer twice per calendar year a list of employees covered by this collective agreement. The list provided will contain the name, address and home telephone number of each employee.

## **ARTICLE 7- UNION MANAGEMENT RELATIONS**

- 7.01 a) Only an Officer or Steward of the union shall represent the union when dealing with the employer on matters covered by this collective agreement. The Union shall provide to the employer the names of its officers, stewards and National Representative annually and any changes there to.
- The Union shall have the right at any time to have the assistance of a representative of the Canadian Union of Public Employees when bargaining or dealing with the employer.
- b) An employee has the right to the assistance of the union representative, at the union's expense, during a disciplinary meeting or, where the parties agree, a meeting that could potentially lead to a disciplinary action.
- 7.02 No employee shall be required or permitted to make a written or verbal agreement with the employer which may conflict with the terms of the collective agreement. No individual

employee or group of employees will undertake to represent the union at meetings with the employer without proper authorization of the union.

- 7.03 A Union bargaining committee shall be appointed and consist of not more than five (5) employees of the employer. The union will advise the employer of the employees on the bargaining committee. The Union shall reimburse the employer for the full cost of each employee granted such leave. The employees shall be granted leave with pay and without loss of benefits for their full shift when involved in negotiations with the employer. employees attending negotiations on a non-regular workday shall be compensated at their rate of pay for the time spent in negotiations with the employer. The hours shall not be claimed in the calculations of overtime. The Union shall have the right to have the assistance of a representative of the Canadian Union of Public Employees when bargaining with the employer.

- 7.04 Following review by the employer, the union may post notices of meetings for its members on bulletin boards designated by the employer.

7.05 **Joint Committee**

This committee shall consist of three (3) representatives of the Board of Trustees, up to two (2) members of the employer's administrative staff and three (3) representatives of the union.

This committee is established to deal with matters of mutual concern which may arise from time to time.

The Committee shall meet at least twice during the school term with the first meeting held before November 30 of each school year. The dates will be determined by the parties. Matters pertaining to negotiations or grievances are not part of this Committee's mandate, nor can the committee bind either party. The discussions are without prejudice to the employer and the union. The parties agree to continue the current practice of developing agendas collaboratively in advance of meetings.

Where the joint committee holds a meeting during the normal working hours of regular employees acting as union representatives, the employer agrees to pay the wages and benefits of the regular employees provided the employer is reimbursed by the union the full cost of wages and benefits of the affected regular employees.

7.06 **Joint Occupational Health and Safety Committee**

The employer and the union shall participate in the Division's Joint Occupational Health and Safety Committee for the purpose of examining workplace health and safety issues. The committee will be composed of representatives of both management and employee groups, at least half representing the workers. Employees who attend meetings of this committee shall not suffer any loss of pay or benefits.

- 7.07 The employer and the union agree that effective occupational health and safety processes depend on the timely and consistent reporting of all hazards, threats, bullying, harassment, violence, and intimidation. It is expected that employees will report all incidents in a timely manner in accordance with the applicable administrative procedure (401.2AP Bullying/ Personal/ Sexual Harassment).



## **ARTICLE 8 - GRIEVANCE PROCEDURE**

- 8.01 A grievance shall be defined as any difference arising out of the interpretation, application, administration or an alleged violation of this Collective Agreement.
- 8.02 A grievance shall be processed according to the steps and time limits set out in this grievance procedure.
- 8.03 A grievance shall be initiated in writing within thirty (30) business days of the event giving rise to the grievance, setting out particulars of the grievance, the clause(s) of the Collective Agreement which are alleged to have been violated, and the redress sought.
- 8.04 An employee, with or without Union representation, shall, during the time period set out in clause 8.03, first attempt to resolve the difference with the immediate supervisor.
- 8.05 Failing settlement of the difference under clause 8.04, the Union shall submit a grievance, pursuant to clause 8.03, to the Assistant Superintendent of Human Resources. The Assistant Superintendent will meet with Union representative(s) to discuss the grievance within ten (10) business days of the submission of the grievance.
- 8.06 The Superintendent of Schools, or designate, shall render a decision in writing within ten (10) business days following the grievance meeting in clause 8.05.
- 8.07 Failing settlement of the grievance under clause 8.05 or 8.06, the Union may refer the grievance to arbitration by a single arbitrator within ten business (10) days of receipt of the employer's decision. The single arbitrator shall be mutually agreed by the parties.
- 8.08 The decision of Arbitrator shall be final, binding and enforceable on all parties, and may not be changed. The Arbitrator shall not have the power to change this Collective Agreement or to alter, modify or amend any of its provisions.
- 8.09 Each party shall pay one-half (1/2) of the fees and expenses of the Arbitrator.
- 8.10 The time limits contained in the grievance procedure may be extended by the written consent of the parties.
- 8.11 At any stage of the grievance procedure, a grievor may request the assistance of a representative of the Union.
- 8.12 A representative of the Union may have access to the employer's premises in order to investigate and assist in the settlement of a grievance.
- 8.13 Reasonable time off without loss of wages shall be granted by the employer for the grievor, witness(es), and representative of the Union to meet with the employer and/or attend the Arbitration hearing(s) into the matter, provided that the union reimburses the employer for the full cost of each individual granted time off.

### Alternate Dispute Resolution

- 8.14 The parties may mutually agree at any point in the grievance procedure to engage in a non-binding mediation process to attempt to resolve the grievance. To facilitate the mediation process the parties agree to extend the timeline for moving to the next step in the grievance process so that a period of ten (10) business days is provided after the conclusion of the mediation process to recommence formal grievance proceedings.
- 8.15 The mediator shall be appointed by mutual agreement of the parties and the expenses of the mediator shall be equally borne by the parties. If the parties cannot reach agreement on a mediator, either party may request in writing that the Director of Mediation Services make the necessary appointment.
- 8.16 The purpose of the mediator's involvement in the process is to assist the parties in reaching a resolution of the dispute. Any discussions, proposals, and/or materials generated for that purpose are to be considered privileged and are exchanged on a without prejudice basis. Both parties shall disclose all specifics and particulars relevant to the issue in dispute and neither party will rely on the mediated discussion or outcomes should the matter be referred to arbitration for resolution.
- 8.17 In the event the grievance cannot be resolved, the mediator may issue a report including a non-binding recommendation for settlement.

### Alternate Dispute Resolution – Expedited Arbitration

- 8.18 Following the reference of a grievance to arbitration under clause 8.07, the parties may mutually agree to refer the grievance to an expedited arbitration process.
- 8.19 Unless otherwise agreed by the parties, the only grievances eligible for expedited arbitration are grievances that seek an individual settlement, i.e., settlement applies only to the grievor, would not result in a similar claim by other employees, shall have no precedential value and shall not thereafter be referred to by the parties in respect of any other matter in any other setting.
- 8.20 On agreement that a case be expeditiously arbitrated, the parties will draw the Arbitrator by chance from a list mutually agreed by the parties and they will act as a single Arbitrator on the matter.
- 8.21 The parties will provide the following documents to the Arbitrator:
- a) Collective bargaining agreement;
  - b) Grievance statement and replies;
  - c) Agreed statement of facts;
  - d) Any cases that parties intend to rely on (limit of five from each);
  - e) A brief statement of each party's position and argument (one page each); and,

- f) Possibly flowing from above, an agreed statement as to the exact difference that the parties want decided.
- 8.22 No expedited arbitration shall be longer than one half day in duration without the mutual agreement of the parties.
- 8.23 Expedited arbitrations will proceed in accordance with a procedure agreed to by the parties and updated by mutual agreement as necessary.

## **ARTICLE 9 - DISCIPLINE OR TERMINATION OF EMPLOYMENT**

- 9.01 The employer and the Union agree to adhere to the principle of progressive discipline.
- 9.02 A regular employee shall have the right to proceed under the grievance procedure in matters relating to discipline, suspension and discharge.
- 9.03 In cases of suspension, discipline and discharge, the burden of proof of just cause shall rest with the employer.
- 9.04 An employee who is absent for three (3) consecutive scheduled working days without providing notice or sufficient cause to the employer shall be deemed to have abandoned employment. Abandonment of employment shall be just cause for termination.
- 9.05 An employee shall provide two (2) weeks written notice to the employer of intention to terminate employment.
- 9.06 The union will be copied on all notices of discipline or discharge given to an employee. The notice will be in writing and will include the reason for such discipline.
- 9.07 When an employee is disciplined, the employee and the union will be advised promptly in writing by the employer the reason for such discipline. Any grievance resulting from the discipline will be filed at Step 2 of the grievance procedure.
- 9.08 An employee shall have the right to have access to and review their personnel file. An appointment will be made at least 5 working days in advance to review their personnel file. The employee shall have the right to respond in writing to any document contained therein. Such reply shall become part of the permanent record.
- 9.09 Upon written request by the employee, the employer will remove disciplinary letters from an employee's personnel file, after twenty-four (24) months, provided that no additional warnings or disciplinary action have occurred during that period.
- a) After twelve (12) months have elapsed following the issuance of a disciplinary letter, the employee may submit a request for the early removal of the letter, in writing to the Assistant Superintendent, Human Resources. A decision on early removal will be made at the sole discretion of the Assistant Superintendent and shall not be subject to the grievance procedure.

## **ARTICLE 10 - PROBATIONARY PERIOD**

- 10.01 Upon initial employment in a regular position, an employee shall serve a probation period of six (6) months from the date of hire.
- 10.02 The probation period may be extended up to a maximum of nine (9) months. The local will be advised of such extension.
- 10.03 During the probationary period, the employer will provide training or guidance as applicable to support employees in meeting job expectations.
- 10.04 During the probationary period, a probationary employee may be terminated at any time by the employer without recourse to the grievance procedure under this collective agreement.
- 10.05 When a temporary employee is appointed to a regular position and the duties of the regular position are identical to the duties performed by the temporary employee immediately prior to the appointment, the requirement to serve a probation period will be waived provided the temporary employee has performed these duties for six (6) months from the date of hire. The probation period may be extended up to a maximum of nine (9) months. The local will be advised of such extension.
- 10.06 For employees employed for the specific time frame of the school year, the probationary period shall be suspended while school operations are closed for the summer months (approximately coinciding with the months of July and August). The probationary period shall continue for the remainder of its term upon recommencement of school operations following such a period of closure.

## **ARTICLE 11 - SENIORITY**

- 11.01 Seniority shall be determined by an employee's length of service in a regular position with the employer and shall be one of the considerations for the filling of vacant or newly created positions, layoff and recall under this collective agreement.
- 11.02 Upon successful completion of the probation period, a regular employee shall be credited with seniority back to the commencement of the probation period. Service accumulated by a temporary employee as defined in clause 10.03 shall also be credited to an employee's seniority.
- 11.03 Seniority shall accumulate when a regular employee is absent from work due to sickness, accident, lay-off or leave of absence approved by the employer, as specified in this collective agreement.
- 11.04 Seniority shall be lost in the event an employee in a regular position:
  - a) is dismissed for just cause and is not reinstated;
  - b) resigns in writing;

- c) is absent from work in excess of three (3) consecutive scheduled working days without providing prior notice or sufficient cause to the employer,
  - d) fails to return to work from lay-off within seven (7) calendar days of being notified by the employer by email and or registered mail to do so. It shall be the responsibility of the employee to keep the employer informed of their current address and telephone number;
  - e) is laid off for a period of longer than eighteen (18) months.
- 11.05 The employer will prepare a seniority list and distribute to school principals and the CUPE Local as well as posting the seniority list on the secure portion of the Buffalo Trail Public Schools Website. The seniority list will be provided twice a year, no later than the last working day of October and March.

## **ARTICLE 12 - VACANT OR NEWLY CREATED POSITIONS**

- 12.01 In filling a vacant or newly created position coming within the scope of this Collective Agreement, knowledge, qualifications, skills and employee evaluations shall be the primary considerations. Where two or more applicants are determined relatively equal under these criteria, seniority shall be the determining factor.
- 12.02 In filling a vacant or newly created position, the employer shall advise employees of the competition by posting a notice containing the required qualifications, on the employer's website for five (5) working days. A copy of the posted notice will be forwarded to the president of the local.
- a) In filling a vacant or newly created position, no new job posting will be made until those laid off have been given an opportunity of re-employment in accordance with clause 13.03.
- 12.03 Where a regular employee has accepted a vacant or newly created position, the employee shall serve a trial period of sixty-five (65) days worked. If the employee is deemed to be unsuitable for the position or is unable to perform the duties of the position, the employer shall return the employee to the employee's former position or to a comparable position, without loss of seniority.
- 12.04 The employer shall notify the president of Local 1606 of any successful applicants appointed to a vacant or newly created position, transfers, layoff(s) and recall(s), retirements, resignations and terminations, commencement of leaves of absence and return from leaves of absence. The employer will notify the president by the 15<sup>th</sup> of every month, excluding July and August.

## **ARTICLE 13 - LAYOFF & RECALL**

### **13.01 Notice Provisions**

- a) The employer shall notify regular employees to be laid off in accordance with Article 13 at least fourteen (14) calendar days before the layoff is to be effective. If the employee who has received layoff notice is not provided with an opportunity to work during the notice period, such an employee shall be paid an amount equal to the wages the employee would have earned, had the employee worked the employee's regular hours of work in the fourteen (14) calendar day period.

If such employee is assigned duties other than those normally connected with the classification in question during the notice period, the employee shall not be paid less than the amount of wages the employee would have been entitled to receive had such employee remained in the employee's previous position except for the notice of layoff.

- b) The Union shall be notified of layoff(s) and recall(s) as they occur.
- c) Notice of layoff shall be in writing and shall be served either in person or by registered letter directed to the employee's last known address. Layoff notices served by registered letter shall be considered served effective the date of registration with the postal service, or if served in person shall be considered served effective the date of receipt by the employee.

### **13.02 Temporary Summer Lay-Off**

- a) An employee may be subject to a temporary summer layoff. The employer shall notify these employees at least fourteen (14) calendar days in advance of the effective date of such temporary summer layoff.
- b) Employees on temporary summer layoff shall continue to receive health plan benefits during the summer layoff period.
- c) In the event a regular employee is not recalled to work by the designated commencement date of the new school year, the regular employee shall remain on layoff and be subject to the recall provisions under clause 13.03.
- d) In the event a regular employee on temporary summer layoff does not return on the designated recall date, the regular employee shall be deemed to have resigned their employment.

### **13.03 CUPE Recall Provision**

A regular employee, laid off due to lack of work, will be placed on a recall list for a maximum of twelve (12) months until the employee is recalled to their former classification or has had the opportunity to recall to a lower classification. Recall shall occur in accordance with the following:

- a) Regular employees who have satisfied the probationary period and have been laid off will be added to the recall list from the school from which they were laid off.

Additionally, an employee may request, by email to the Assistant Superintendent, Human Resources, to be added to the recall list of up to two (2) BTPS schools other than the school from which they were laid off.

- b) In the event that a position becomes available in a school for which the regular employee is on the recall list, they will be provided with an opportunity to be recalled should a position identified in clause 13.03 become available within twelve (12) months from the date of layoff. Employees shall be recalled to the school in order of their seniority with the Division.
- c) If the employee accepts the recall, they will return to work in that school in an assignment determined by the principal of the school.
- d) If the employee refuses a recall from a school for which they are on the recall list they will be removed from all recall lists.
- e) An employee, who has exceeded the twelve (12) month recall provision, has refused a recall to a position and is removed from the recall list(s), or feels they are qualified for a position at any other BTPS school, is welcome to apply for positions that become available in the division.
- f) An employee on recall who applies for and is accepted for another position shall be removed from the recall list.
- g) An employee may refuse recall during the recall period, without removal from the recall list, if:
  - the employee has provided the employer with medical information which states that the employee is physically, or otherwise incapable of performing the duties of the position at the time of recall, or;
  - the parties have mutually agreed in writing to waive the recall provision for an agreed period of time.

#### **13.04 Temporary Assignment During Layoff**

In the event a regular employee on layoff accepts an offer to work as a temporary employee, the laid off employee's recall period shall be reset. The regular employee shall be governed by the collective agreement provisions applicable to a temporary employee except that the regular employee's seniority standing shall not be affected by the period of employment as a temporary employee.

### **ARTICLE 14 - HOURS OF WORK**

#### **14.01 Central Services/Schools**

- a) The normal hours of work for full-time employees working in Schools or Central Services shall be between thirty (30) and thirty-five (35) hours in a week with the exception of the Transportation Assistant who shall work forty (40) hours per week, eight (8) hours per day. Normally, the work week is comprised of six (6) to

seven (7) paid hours per day, Monday through Friday. A one (1) hour unpaid meal break will be provided, except where mutually agreed between the supervisor and the employee, the unpaid meal break may be less than one hour (1), but not less than one-half (1/2) hour.

- b) Notwithstanding clause 14.01 (a), where it has been the established practice to have an employee in Schools or Central Services working more than seven (7) hours per day or thirty-five (35) hours per week, this practice shall continue.

#### **14.02 Maintenance | Custodial/ Technology Employees**

- a) The normal hours of work for Custodial, Maintenance and Technology employees shall be forty (40) hours in a week of five (5) consecutive days, Monday to Friday. A one (1) hour unpaid meal break will be provided, except where mutual agreement between the supervisor and the employee, the unpaid meal break may be less than one (1) hour, but not less than one-half (1/2) hour. Normally, the work week is comprised of eight (8) hours per day, Monday through Friday.
- b) Custodial, Maintenance and Technology employees shall have their normal hours of work scheduled between 5:00 a.m. and 7:00 p.m. unless otherwise mutually agreed between the employer and the employee.

14.03 An employee shall be permitted a paid rest period of fifteen (15) consecutive minutes in both the first and second half of each work day.

14.04 An employee shall be paid a minimum of three (3) hours at the employee's regular rate of pay for each regular shift worked.

14.05 The union, on behalf of employees, may request, in writing, changes from the normal hours of work during the months of July and August provided the arrangements can be mutually agreed upon with the employer. The employer will respond to the union in writing.

14.06 a) Where the work schedule for a regular employee is to be changed, the employer shall discuss the change with the affected regular employee and the union. It shall be the prerogative of the employer, upon fourteen (14) calendar days' notice to the Union to implement the change to the regular employee's normal hours of work and/or work schedule.

- b) Clause 14.06 (a) shall not apply to short-term changes by the employer to a regular employee's normal hours of work and/or work schedule.

### **ARTICLE 15 - OVERTIME**

15.01 a) All overtime must be pre-authorized by the employer.

- b) Overtime shall not be accrued until after seven (7) hours per day or thirty-five (35) hours per week for employees working in schools or Central Services.



- c) Overtime shall not be accrued until after eight (8) hours per day or forty (40) hours per week for employees working as custodians or in maintenance and technology.
- d) Where it has been the established practice to have a school or Central Services employee work eight (8) hours per day, forty (40) hours per week, this practice shall continue; subject to the provisions of this agreement, and overtime shall not be paid until the eight (8) hours per day or forty (40) hours per week have been exceeded.

15.02 All overtime work authorized by the employer shall be paid at the rate of one and one-half (1 1/2x) times the employee's regular rate of pay for the first two (2) hours worked, then double time (2x) thereafter.

In the event that an employee elects to take time-off-in-lieu of overtime, it shall be calculated at one and one-half times (1 1/2) the employee's regular rate of pay. Time off in lieu shall be taken at a mutually agreed time between the employee and the employer. In any event, any surplus overtime not taken by April 30 shall be paid out to the employee unless another time is mutually agreed upon by that date. Where required by the employer to attend, all hours employees are present on field trips and overnight trips shall count toward the calculation of overtime under this clause.

15.03 Notwithstanding clause 15.01, an employee who is called back to work after completing their regular shift shall be paid for a minimum of two (2) hours overtime. The employee shall be paid from the time leaving home to report for duty, until the time arriving back at home, provided the employee proceeds directly from work to home.

## **ARTICLE 16 - RECOGNIZED HOLIDAYS**

16.01 The employer recognizes the following as paid holidays for regular and probationary employees:

New Year's Day	Labour Day
Good Friday	National Day for Truth and Reconciliation
Easter Monday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
Civic Holiday	Christmas Eve Day
Family Day	Boxing Day

and any other day proclaimed as a holiday by the Federal, Provincial, Municipal Government or Buffalo Trail Public Schools.

16.02 To be eligible for a recognized holiday, an employee shall not be absent from work on the last working day prior to or the first working day following the recognized holiday, unless the absence is authorized by the employer.

16.03 An employee in a regular position who works on a recognized holiday shall be paid at the rate of two times (2x) the regular rate of pay for those hours worked on the recognized holiday, as well as receive another regular working day off with pay at a time mutually agreed between the employee and the employer.

## **ARTICLE 17 - ANNUAL VACATION**

17.01 In this Article, "Vacation Year" means the period from September 1<sup>st</sup> of one year to August 31<sup>st</sup> of the following year. The August 31<sup>st</sup> preceding a vacation year will be the common anniversary date for determining years of service for the purpose of vacation credits. Where an employee commences employment after September 1 of a given school year, the employee will be credited with one year of service for the purposes of vacation eligibility in the following school year.

17.02 An employee in a regular position, employed to work twelve (12) months per year, shall earn vacation credits in a vacation year as follows:

- Less than one (1) year of continuing service: one and one-quarter (1 1/4) work days per each full month of employment;
- One (1) or more years of continuing service: fifteen (15) work days;
- Nine (9) or more years of continuing service: twenty (20) work days;
- Twelve (12) or more years of continuing service: twenty-five (25) work days;
- Nineteen (19) or more years of continuing service: thirty (30) work days.

17.03 An employee in a regular position, employed to work less than twelve (12) months per year, shall earn vacation credits in a vacation year in accordance with clause 17.02. The Union agrees that these employees shall use their vacation credits during the Christmas break, Easter break, Teacher's Convention and Professional Development days, as established by the employer. The employer may approve the use of vacation credits outside of the periods specified in this clause.

17.04 No vacation credits shall be carried over from one vacation year to the next vacation year, unless mutually agreed in advance by the employer and the employee.

- 17.05 a) The employer agrees to permit employees to use vacation credits for the vacation year in advance of earning the vacation credits, provided that any use of vacation credits in excess of earned vacation credits shall be recovered from any monies owing to the employee at the time of termination of employment.
- b) An employee with vacation credits earned at the time of termination of employment will receive a proportionate payment of wages in lieu of vacation credits.

17.06 The following shall apply to employees in regular positions employed to work twelve (12) months per year:

When vacations are scheduled, preference shall be given on the basis of seniority.

- 17.07 a) The employer agrees to determine and post the vacation schedule by May 1st of each year with changes after May 1st to be mutually agreed.

- b) When it is mutually agreed prior to May 1st of each year, vacation credits may be taken in a broken period.
- 17.08 If a recognized holiday under Article 16 falls or is observed during an employee's scheduled vacation period, that day shall be treated as a recognized holiday, and no deduction will be made from the employee's vacation credits.
- 17.09 Where an employee can demonstrate to the employer's satisfaction that during the employee's vacation period the employee qualifies for sick or bereavement leave, there shall be no deduction made from the employee's vacation credits.

## **ARTICLE 18 - SICK LEAVE PROVISIONS**

- 18.01 Sick leave means a period of authorized leave from work which a regular employee requires as a result of illness or medical disability.
- 18.02 A regular employee shall earn sick leave credits on the basis of two (2) work days for each month that the employee is scheduled to work to a maximum of twenty-four (24) days per year. Any unused portion of earned sick leave credits during a year shall be accumulated to the employee's credit with the employer to a maximum of one hundred and twenty (120) work days.
- 18.03 A deduction shall be made from accumulated sick leave credits for all working hours absent on sick leave, exclusive of Recognized Holidays.
- 18.04 An employee may be required to produce a certificate from a medical practitioner for any sick leave absence exceeding three (3) working days. The certificate shall certify that the employee is unable to perform the employee's duties because of illness or medical disability. The diagnosis will not be disclosed.
- 18.05 Medical proof may be required to substantiate any absence under Article 18 – Sick Leave Provisions. The employer shall pay the full cost for such medical certificate with proof of receipt.
- 18.06 a) Where an employee has applied for the Long Term Disability Plan, no further sick leave credits shall be paid by the employer after ninety (90) continuous calendar days of illness or medical disability.
- b) While waiting for approval/rejection from the Long Term Disability Plan, an employee shall be entitled to continue to utilize their accumulated sick leave credits.
- c) Once Long Term Disability payments begin, payments from their sick leave bank shall cease and the employee shall reimburse the employer for the borrowed credits from their sick leave bank.

## **ARTICLE 19 - LEAVE OF ABSENCE**

- 19.01 Leave necessitated by critical illness or death of a spouse, child, parent, guardian, parent-in-law, grandparent, son-in-law, daughter-in-law, brother, sister, grandchild, brother-in-law, sister-in-law, grandparent of spouse, and other close family members who live in the employee's household shall be granted with pay and applicable benefits by the employer as follows:
- a) Up to and including five working days for critical illness.
  - b) Up to and including five working days for death.
  - c) In the event of a death of another relative or close friend, or a Buffalo Trail Public Schools student for whom the employee was providing primary and direct educational support, the employer shall grant up to one (1) working day off to attend the memorial, celebration of life or funeral service within the school division.
- 19.02 Critical illness is defined as a life threatening medical condition.
- 19.03 Leaves under clause 19.01(a) will terminate in the event of a death of a relative and the employee will then be eligible for leave under clause 19.01(b)
- 19.04 Leaves referred to in clauses 19.01 must be taken during the time of the actual occurrence of critical illness or death.
- 19.05 Time limits referred to in clause 19.01 may be extended or deferred at the discretion of the employer should additional time be required.
- 19.06 The employer shall grant leave of absence to any regular employee required to serve as a juror or witness to any court. The employer shall pay such employee the difference between regular earnings and the monies received for services as a juror or witness.
- 19.07 Leave of absence shall be granted to an employee, upon written request to the employer, to attend the Union Convention as an elected or appointed representative, or to attend executive and committee meetings of CUPE or any affiliated organization. The employee shall continue to receive their regular wages and benefits from the employer who will then invoice the Union for the full cost of wages and benefits attributed to each leave.
- 19.08 Where the employer approves a leave of absence for an employee to fill a full-time position with the Union, such leave of absence shall be without pay and without benefits and such leave shall be renewed each year. Provided the employee remains eligible to remain on the employer's health plans, the employer agrees to continue health plan benefit contributions on behalf of the employee provided the employee reimburses the employer for the full contributions made on behalf of the employee.

- 19.09 Where the employer approves a leave for a regular employee so that the regular employee can be a candidate in a Federal, Provincial or Municipal election, the leave of absence shall be without pay and benefits. Provided the regular employee remains eligible to remain on the employer's health plans, the employer agrees to continue health plan benefit contributions on behalf of the regular employee provided the regular employee reimburses the employer for the full contributions made on behalf of the regular employee.
- 19.10 The employer agrees to grant leave of absence with pay for the following incidents and for the following maximum annual days for each incident, provided the employee is required to attend to the incident during the employee's normal hours of work:

<u>INCIDENT</u>	<u>ANNUAL MAXIMUM DAYS</u>
a) To write an examination to upgrade employment qualifications for work	one (1) day
b) Personal Leave	two (2) days. One personal leave day may be carried over to the next school year.
Personal leave in 19.10(b) shall be scheduled with the employee's supervisor.	
c) Family Medical	two (2) days leave for each school year with full pay and applicable benefits for medical attention if the employee's immediate family (parent, spouse of parent, spouse or common law partner, children and dependents of the household). Three (3) additional days may be used with deductions to sick leave credits, without loss of pay or applicable benefits.

d) Impassable Roads

An employee who, despite reasonable effort, is unable to travel to the employee's school from the employee's usual place of residence because of:

- (a) severe weather;
- (b) impassable road conditions for which there has been reasonable, and repeated attempts made by the employee to reach their place of employment.
- (c) the failure of transportation other than the employee's own which the employee regularly relies upon for transportation to and from school, is entitled to pay and applicable benefits for the periods of absence so occasioned.

- 19.11 Where the employer grants a leave of absence under clause 19.10(a) and/or (b) and the employee resigns within three (3) months of taking the leave, the employee must reimburse the employer the wages paid for the leave.
- 19.12 A regular employee may make an application to the employer for a leave of absence, with or without pay. Such application shall be in writing stating the reason(s) necessitating the leave.
- 19.13 The employer may require written verification for any leave of absence under this Article.
- 19.14 A regular employee who is absent on authorized leave without pay under this Article, in excess of thirty (30) consecutive calendar days, shall cease to accrue any benefits under this Collective Agreement for the entire period of absence.
- 19.15 The employer recognizes its commitment to provide eligible employees leave under the Employment Standards Code as amended from time to time, including but not limited to Compassionate Care Leave, Domestic Violence Leave, Critical Illness Leave, Death or Disappearance of a Child Leave, Reservist Leave, and Citizenship Ceremony Leave.

## **ARTICLE 20 - MATERNITY AND PARENTAL LEAVE**

- 20.01 a) Maternity leave shall be granted without pay upon two (2) weeks' notice.
- b) Leave of absence without pay or benefits shall be granted, upon two (2) weeks' written notice where possible, to an employee who is pregnant or who will be the primary caregiver of a natural or adopted child of that employee. Such leave shall be for a definite period not to exceed sixteen (16) consecutive weeks for maternity leave, sixty-two (62) consecutive weeks for parental (birth or adoption). The employee agrees to apply for Employment Insurance benefits for maternity or parental leave no later than the date of delivery, in the case of birth, and no later than the date that notice of successful adoption is received by the adopting parent(s), in the case of adoption.
- c) The regular employee returning to work after maternity leave shall provide the employer with at least two (2) weeks prior notice. On return from maternity leave the regular employee shall resume her former position or a comparable position.
- d) The health related portion of the employee's maternity leave shall be as determined by medical documentation. The employer agrees to top up the EI benefits received by the employee to an amount equal to the employee's normal weekly earnings, during the health-related portion of the leave, falling within the entitlement period (seventeen (17) weeks maximum).

The employer agrees that as part of the topping up process, it will pay the full salary for the required EI qualifying period, provided that the employee does not receive any EI benefits for that period. The provisions of the sick leave article shall not apply in the case of maternity leave. The employer shall pay its portion of each employee's benefit plan premiums during the health related portion of her maternity leave. The remainder of the maternity leave not covered by the health related portion shall be without pay and without employer contribution to

employee benefit plan premiums or top up of EI benefits. The employer shall advise each employee to apply for extended disability benefits at least thirty (30) days in advance of her expected eligibility for such benefit. After ninety (90) consecutive calendar days of disability the employee shall apply for extended disability benefits and no further salary shall be payable.

## **ARTICLE 21 - PAYMENT OF WAGES**

- 21.01 All twelve (12) month employees agree to be paid in twelve (12) equal pay cheques. All adjustments, if any, will be made by the end of August. All twelve (12) month employees will be paid on the 26<sup>th</sup> of each month or the last banking day prior to the 26<sup>th</sup>. All ten (10) month employees agree to be paid in ten (10) equal pay cheques. All adjustments, if any, will be made by the end of June. All ten (10) month employees will be paid on the 26<sup>th</sup> of each month worked, or the last banking day prior to the 26<sup>th</sup>.
- 21.02 A Casual employee shall be paid at the start rate of the 'untrained' salary grid which applies to the position being filled. All Casual employees will be paid on the 10<sup>th</sup> of each month worked, or the following month if the employees worked after the 10<sup>th</sup> of that month.
- 21.03 Clause 21.01 and 21.02 shall not be subject to the grievance procedure unless payment delays exceed five (5) days.
- 21.04 When an employee is temporarily assigned by the employer to perform the principal duties of a higher paying classification under this collective agreement, the employee shall receive a higher rate of pay for each shift (minimum three (3) hours) worked in the higher paying classification.
- 21.05 When a regular employee is called to work on a non-scheduled workday, they will be paid at their rate of pay for a minimum of three (3) hours.
- 21.06 Current employees will advance to the next step of the grid on September 1 of each school year, regardless of the employee's date of commencement of employment with the division.

Effective September 1, 2024

**SCHOOL EMPLOYEES**

**(10 MONTH EMPLOYEES) (4.0%)**

<b>Description</b>	<b>Casual</b>	<b>Untrained</b>			<b>Trained</b>		
		<b>Start</b>	<b>1 Year</b>	<b>2 Year</b>	<b>Start</b>	<b>1 Year</b>	<b>2 Year</b>
Educational Assistant	\$20.77	\$20.77	\$22.57	\$23.39	\$22.11	\$24.03	\$24.91
Learning Commons Facilitator	\$20.77	\$20.77	\$22.57	\$23.39	\$22.11	\$24.03	\$24.91
Administrative Assistant	\$20.77	\$20.77	\$22.57	\$23.39	\$22.11	\$25.93	\$26.86
Van Driver	\$20.51	\$20.51	\$22.29	\$23.10			

**CENTRAL SERVICES**

**(12 MONTH EMPLOYEES) (3.0%)**

<b>Description</b>	<b>Casual</b>	<b>Untrained</b>			<b>Trained</b>		
		<b>Start</b>	<b>1 Year</b>	<b>2 Year</b>	<b>Start</b>	<b>1 Year</b>	<b>2 Year</b>
Administrative Assistant	\$22.08	\$22.08	\$24.00	\$24.87	\$23.62	\$25.68	\$26.60
Accounting Clerk		\$25.03	\$27.20	\$28.18	\$25.86	\$28.11	\$29.14
Senior Accounting Clerk					\$27.50	\$29.89	\$30.97
Transportation Assistant		\$25.85	\$28.10	\$29.13	\$27.50	\$29.89	\$30.97
Facilities Assistant		\$25.85	\$28.10	\$29.13	\$27.50	\$29.89	\$30.97

**MAINTENANCE**

**(12 MONTH EMPLOYEES) (3.0%)**

<b>Description</b>	<b>Casual</b>	<b>Start</b>	<b>1 Year</b>	<b>2 Year</b>
Maintenance I		\$26.31	\$28.59	\$29.63
Maintenance II		\$32.50	\$35.32	\$36.61
Maintenance Assistant	\$22.29	\$22.29		
Custodian	\$22.29	\$22.29	\$24.24	\$25.11

**TECHNOLOGY**

**(12 MONTH EMPLOYEES) (3.0%)**

<b>Description</b>	<b>Start</b>	<b>1 Year</b>	<b>2 Year</b>
Systems Analyst I	\$25.79	\$28.04	\$29.06
Systems Analyst II	\$32.25	\$35.05	\$36.33
Systems Analyst III	\$38.27	\$41.61	\$43.12
Systems Analyst IV	\$42.31	\$45.99	\$47.66



Effective September 1, 2025 (3.0% or \$1.25, whichever is greater)

# **SCHOOL EMPLOYEES**

(10 MONTH EMPLOYEES)

Description	Casual	Untrained			Trained		
		Start	1 Year	2 Year	Start	1 Year	2 Year
Educational Assistant	\$22.02	\$22.02	\$23.82	\$24.64	\$23.36	\$25.28	\$26.16
Learning Commons Facilitator	\$22.02	\$22.02	\$23.82	\$24.64	\$23.36	\$25.28	\$26.16
Administrative Assistant	\$22.02	\$22.02	\$23.82	\$24.64	\$23.36	\$27.18	\$28.11
Van Driver	\$21.76	\$21.76	\$23.54	\$24.35			

# **CENTRAL SERVICES**

(12 MONTH EMPLOYEES)

Description	Casual	Untrained			Trained		
		Start	1 Year	2 Year	Start	1 Year	2 Year
Administrative Assistant	\$23.33	\$23.33	\$25.25	\$26.12	\$24.87	\$26.93	\$27.85
Accounting Clerk		\$26.28	\$28.45	\$29.43	\$27.11	\$29.36	\$30.39
Senior Accounting Clerk					\$28.75	\$31.14	\$32.22
Transportation Assistant		\$27.10	\$29.35	\$30.38	\$28.75	\$31.14	\$32.22
Facilities Assistant		\$27.10	\$29.35	\$30.38	\$28.75	\$31.14	\$32.22

# **MAINTENANCE**

(12 MONTH EMPLOYEES)

Description	Casual	Start	1 Year	2 Year
Maintenance I		\$27.56	\$29.84	\$30.88
Maintenance II		\$33.75	\$36.57	\$37.86
Maintenance Assistant	\$23.54	\$23.54		
Custodian	\$23.54	\$23.54	\$25.49	\$26.36

# **TECHNOLOGY**

(12 MONTH EMPLOYEES)

Description	Start	1 Year	2 Year
Systems Analyst I	\$27.04	\$29.29	\$30.31
Systems Analyst II	\$33.50	\$36.30	\$37.58
Systems Analyst III	\$39.52	\$42.86	\$44.41
Systems Analyst IV	\$43.58	\$47.37	\$49.09

Effective September 1, 2026 (3.0%)

# **SCHOOL EMPLOYEES**

(10 MONTH EMPLOYEES)

Description	Casual	Untrained			Start	Trained	
		Start	1 Year	2 Year		1 Year	2 Year
Educational Assistant	\$22.68	\$22.68	\$24.53	\$25.38	\$24.06	\$26.04	\$26.94
Learning Commons Facilitator	\$22.68	\$22.68	\$24.53	\$25.38	\$24.06	\$26.04	\$26.94
Administrative Assistant	\$22.68	\$22.68	\$24.53	\$25.38	\$24.06	\$28.00	\$28.95
Van Driver	\$22.41	\$22.41	\$24.25	\$25.08			

# **CENTRAL SERVICES**

(12 MONTH EMPLOYEES)

Description	Casual	Untrained			Start	Trained	
		Start	1 Year	2 Year		1 Year	2 Year
Administrative Assistant	\$24.03	\$24.03	\$26.01	\$26.90	\$25.62	\$27.74	\$28.69
Accounting Clerk		\$27.07	\$29.30	\$30.31	\$27.92	\$30.24	\$31.30
Senior Accounting Clerk					\$29.61	\$32.07	\$33.19
Transportation Assistant		\$27.91	\$30.23	\$31.29	\$29.61	\$32.07	\$33.19
Facilities Assistant		\$27.91	\$30.23	\$31.29	\$29.61	\$32.07	\$33.19

# **MAINTENANCE**

(12 MONTH EMPLOYEES)

Description	Casual	Start	1 Year	2 Year
Maintenance I		\$28.39	\$30.74	\$31.81
Maintenance II		\$34.76	\$37.67	\$39.00
Maintenance Assistant	\$24.25	\$24.25		
Custodian	\$24.25	\$24.25	\$26.25	\$27.15

# **TECHNOLOGY**

(12 MONTH EMPLOYEES)

Description	Start	1 Year	2 Year
Systems Analyst I	\$27.85	\$30.17	\$31.22
Systems Analyst II	\$34.51	\$37.39	\$38.71
Systems Analyst III	\$40.71	\$44.15	\$45.74
Systems Analyst IV	\$44.89	\$48.79	\$50.56

Effective September 1, 2027 (3.0% or \$1.25, whichever is greater)

# **SCHOOL EMPLOYEES**

(10 MONTH EMPLOYEES)

<b>Description</b>	<b>Casual</b>	<b>Untrained</b>			<b>Trained</b>		
		<b>Start</b>	<b>1 Year</b>	<b>2 Year</b>	<b>Start</b>	<b>1 Year</b>	<b>2 Year</b>
Educational Assistant	\$23.93	\$23.93	\$25.78	\$26.63	\$25.31	\$27.29	\$28.19
Learning Commons Facilitator	\$23.93	\$23.93	\$25.78	\$26.63	\$25.31	\$27.29	\$28.19
Administrative Assistant	\$23.93	\$23.93	\$25.78	\$26.63	\$25.31	\$29.25	\$30.20
Van Driver	\$23.66	\$23.66	\$25.50	\$26.33			

# **CENTRAL SERVICES**

(12 MONTH EMPLOYEES)

<b>Description</b>	<b>Casual</b>	<b>Untrained</b>			<b>Trained</b>		
		<b>Start</b>	<b>1 Year</b>	<b>2 Year</b>	<b>Start</b>	<b>1 Year</b>	<b>2 Year</b>
Administrative Assistant	\$25.28	\$25.28	\$27.26	\$28.15	\$26.87	\$28.99	\$29.94
Accounting Clerk		\$28.32	\$30.55	\$31.56	\$29.17	\$31.49	\$32.55
Senior Accounting Clerk					\$30.86	\$33.32	\$34.44
Transportation Assistant		\$29.16	\$31.48	\$32.54	\$30.86	\$33.32	\$34.44
Facilities Assistant		\$29.16	\$31.48	\$32.54	\$30.86	\$33.32	\$34.44

# **MAINTENANCE**

(12 MONTH EMPLOYEES)

<b>Description</b>	<b>Casual</b>	<b>Start</b>	<b>1 Year</b>	<b>2 Year</b>
Maintenance I		\$29.64	\$31.99	\$33.06
Maintenance II		\$36.01	\$38.92	\$40.25
Maintenance Assistant	\$25.50	\$25.50		
Custodian	\$25.50	\$25.50	\$27.50	\$28.40

# **TECHNOLOGY**

(12 MONTH EMPLOYEES)

<b>Description</b>	<b>Start</b>	<b>1 Year</b>	<b>2 Year</b>
Systems Analyst I	\$29.10	\$31.42	\$32.47
Systems Analyst II	\$35.76	\$38.64	\$39.96
Systems Analyst III	\$41.96	\$45.47	\$47.11
Systems Analyst IV	\$46.24	\$50.25	\$52.08

## **ARTICLE 22 - JOB CLASSIFICATION**

- 22.01 a) The employer agrees to provide in policy, general job descriptions for classifications covered by this collective agreement. It is understood by the parties that a job description can only be a guide and that employees are expected to perform any duties incidental to the general job description whether or not these incidental duties are specified in the job description. The employer will provide proper training for the employee to perform the duties set out in the job descriptions.
- b) All employees shall be provided an electronic copy of their job description upon commencement of employment or when a job description is changed or created.
- 22.02 a) When a regular employee feels the employee's position is incorrectly classified or when a new position covered by this collective agreement is established and classified, the rates of pay for the position shall be subject to mutual agreement between the employer and the union.
- b) Should the parties be unable to agree on the rates of pay for the position in question, the matter may be the subject of the next round of the collective bargaining between the parties to this collective agreement. Should collective bargaining not commence within ten (10) months or less, the matter may be referred to an Arbitration Board under the grievance procedure.

### **22.03 Application for Trained Status**

The parties agree that the employer shall provide for an administrative procedure (402.15 AP) for untrained support staff to apply for trained status on the basis of achieving three hundred (300) hours of professional development, or one (1) year of post-secondary study, relevant to the employee's job description

## **ARTICLE 23 - HEALTH PLAN BENEFITS AND PENSION PLAN**

- 23.01 The employer agrees to pay, on behalf of eligible regular full-time employees, one hundred percent (100%) of the cost of monthly premiums for the duration of this agreement, for the following Health Plan Benefits:
- a) Alberta Health Care Insurance Plan- Basic Plan
  - b) Alberta School Employee Benefit Plan- Extended Health Care (Plan 1)
  - c) Alberta School Employee Benefit Plan - Life Insurance and Accidental Death & Dismemberment Benefits (Schedule 2)
  - d) Alberta School Employee Benefit Plan - Extended Disability (Plan D)
  - e) Alberta School Employee Benefit Plan - Dental (Plan 3)
  - f) Alberta School Employee Benefit Plan- Vision Care (Plan 3)

- 23.02 Premiums for a part-time employee who qualifies for benefits under clause 23.01 shall be made on a pro-rata basis by comparing the part-time hours worked to the hours of work of a full-time employee.
- 23.03 The provisions of clause 23.01 will be made available to an eligible temporary employee who works beyond three (3) consecutive months. When a temporary employee commences a contract that extends more than three months in duration, the provisions of clause 23.01 will take effect immediately.
- 23.04 A regular employee on temporary summer lay-off shall continue to receive health plan benefits under clause 23.01 during the summer lay-off period.
- 23.05 All eligible employees shall be enrolled in the Local Authorities Pension Plan.
- 23.06 For pension and benefit purposes, thirty (30) hours per week is a full time equivalent (FTE).
- 23.07 Nothing in this collective agreement precludes the employer from securing a benefit plan through an alternate carrier provided the overall plan is considered equivalent or greater to that provided for in this collective agreement. Should the employer choose to change benefit carriers, they shall notify the union in writing with a minimum of thirty (30) calendar days' notice.

**Health Spending Account (HAS)/Wellness Spending Account (WSA)  
(effective September 1, 2025)**

- 23.08 Where an employee qualifies for health benefits under Article 23.01 to 23.06, the employer will contribute to an individual HSA/WSA for each eligible employee in the amount of twenty-five dollars (\$25) per month.
- 23.09 The plan shall be administered by ASEBP in accordance with Canada Revenue Agency (CRA) and the *Income Tax Act* of Canada for the benefit of the employee and their spouse and dependent(s).
- 23.10 Contributions for part-time employees shall be made on a pro-rata basis by comparing the part-time hours worked to the hours of work of a full-time employee.
- 23.11 HSA monthly credits will not be contributed for employees who are in receipt of extended disability benefits (EDB), absent from work due to a WCB claim in excess of three (3) calendar months, or on an unpaid absence from work greater than thirty (30) days.

**ARTICLE 24 - CONTRACTING OUT**

- 24.01 The union recognizes that the employer has the right to contract out any work or services within its jurisdiction.
- 24.02 The employer agrees that for the term of this collective agreement there shall be no contracting out of work as provided by the employees covered by Certificate #1855-2020.

- 24.03 Where existing contracted services covered by Certificate #1855-2020 are renewed, management will fully disclose its intentions with the Union at least fifteen (15) calendar days before the renewal of a contract. In such discussions, the employer will disclose its reasons and give the union an opportunity to suggest ways in which the work might otherwise be performed.
- 24.04 Employees who are not covered by this collective agreement shall not perform the job of an employee in a regular position covered by this collective agreement except for the purposes of instruction, experimentation, or in urgent situations where the employee is not available, and provided that the performing of this work does not reduce the full time or part time hours of work or pay of the employees.

## **ARTICLE 25 - SUBROGATION**

- 25.01 If an employee receives sick leave benefits from the employer because the employee has been injured through the fault of a third party, the employer has subrogation rights. This means the employee may make a claim to recover the amount of these benefits from the third party. Where the employee has recovered such benefits, the employee may be required to reimburse the employer. When the employer is reimbursed, the employee's sick bank will be reinstated in proportion to the amount of reimbursement to the employer.

## **ARTICLE 26 - GENERAL**

- 26.01 Where an employee is required to use the employee's private automobile to travel on the employer's business, the employee shall be reimbursed at the rate established for other employees and officials of the employer.
- 26.02 a) Eligible employees shall be covered by the Workers' Compensation Act.
- b) An employee who is prevented from performing the employee's regular duties, as a result of an injury sustained in the performance of duties with the employer, and as a result is eligible to receive Workers' Compensation, shall be paid regular wages during the period the employee is required to remain off work provided the employee assigns over to the employer any Workers' Compensation Board payments received.
- 26.03 Where a regular employee is covered by the Long Term Disability Plan, no further payments under clause 26.02 (b) shall be paid by the employer after ninety (90) continuous calendar days of absence due to injury.
- 26.04 Where the employer requires a permanent employee to wear safety footwear, the employer shall reimburse such employee, upon acceptable original proof of purchase of CSA approved footwear, up to an amount of two hundred and fifty (\$250.00) dollars every calendar year. There shall be no carry forward of any amount from one (1) calendar year to the next calendar year. Subject to the conditions described, the amount shall be prorated in accordance with the FTE for part time eligible employees.

## **ARTICLE 27 - TERM AND EFFECTIVE DATE**

- 27.01 Unless otherwise specifically provided for in this collective agreement, this collective agreement takes effect September 1, 2024 on the first month following ratification by both parties and remains in effect until August 31, 2028. The provisions shall continue from year to year thereafter unless either party serves notice under clause 27.02. Notwithstanding notice, the provisions of the agreement shall continue, in accordance with the Labour Relations Code, until a new collective agreement is concluded or a strike or lockout commences.
- 27.02 Not less than sixty (60) calendar days nor more than one hundred twenty (120) calendar days prior to the termination date of this collective agreement either party may give to the other party a notice in writing of its intention to commence collective bargaining or its intention to terminate this collective agreement.
- 27.03 At the first meeting between the parties, following receipt of a notice to commence collective bargaining, the parties shall exchange bargaining proposals.
- 27.04 Any changes deemed necessary in this collective agreement may be made by mutual agreement at any time during the life of this collective agreement.

In witness whereof, the parties hereto execute this agreement by affixing here the signature of their proper officers on their behalf.

Signed in Wainwright this 10 day of September, 2025.

FOR BUFFALO TRAIL PUBLIC SCHOOLS      FOR THE CANADIAN UNION OF PUBLIC  
EMPLOYEES, LOCAL 1606

Kenneth

Shirley

J. J. R.

Shirley Thomas

Mahesh D. V.  
Roche

Shirley

Amanda Wissler



**LETTER OF UNDERSTANDING #1**

**BETWEEN**

**BUFFALO TRAIL PUBLIC SCHOOLS**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1606**

**Harassment**

The employer will provide the Union with an opportunity to provide input in advance of substantive revisions to the administrative procedure 401.2AP Bullying/Personal/Sexual Harassment, which is the procedure that includes the employer's definitions applicable to harassment.

When the amended administrative procedure is available, the employer will provide it to the Union.

In witness whereof, the parties have executed this Letter of Understanding this 10 day of September, 2025.

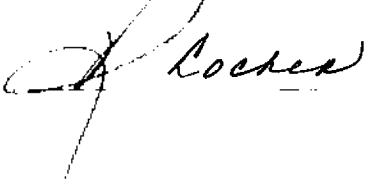
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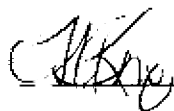
FOR THE CANADIAN UNION OF PUBLIC  
EMPLOYEES, LOCAL 1606



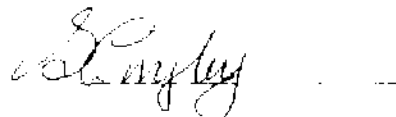


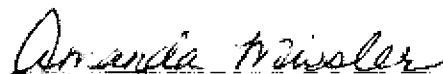












**LETTER OF UNDERSTANDING #2**

**BETWEEN**

**BUFFALO TRAIL PUBLIC SCHOOLS**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1606**

**Violence in the Workplace**

The employer and the Union agree that violence against employees in the workplace is not acceptable and agree to work together towards the elimination of the incidence and causal factors of violence.

The parties agree that violence in the workplace should be a key focus of the Joint Work Site Health and Safety Committee (JWSHSC) in the near term.

Accordingly, it is agreed that the JWSHSC will consider:

- The definition of violence;
- Practices for incident reporting and investigation, including communications processes that ensure all BTPS staff are aware that the incident reporting is expected;
- Opportunities for education on causes of violence, de-escalation, security procedures, and incident reporting/investigation;
- Frequency and timing of workplace risk assessments;
- Processes for ensuring affected staff are aware of relevant information in safety plans and the elements and structure of safety plans;
- Potential supports for employees where violence has occurred; and,
- Available data and information related to violence in the workplace, which may include Incident Investigation Reports, Workplace Incident Reports, and workplace violence risk assessments. Some information may be redacted to protect privacy.

In considering these matters, the JWSHSC may make recommendations to the Superintendent on potential amendments to employer policies or Administrative Procedures on Occupational Health and Safety.

It is understood that additional employer and union representatives may attend JWSHSC meetings as Resource Members to inform these conversations, with three (3) days notice provided to the other party.

In witness whereof, the parties have executed this Letter of Understanding this 10 day of September, 2025.

FOR BUFFALO TRAIL PUBLIC SCHOOLS

FOR THE CANADIAN UNION OF  
PUBLIC EMPLOYEES, LOCAL 1606

Kren

JK 1606

JJE

Irish Thomas

Nichelle Wall

Shingley

A. Cocher

Amanda Missler

**LETTER OF UNDERSTANDING #3**

**BETWEEN**

**BUFFALO TRAIL PUBLIC SCHOOLS**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1606**

**Medically Fragile Students**

The parties agree to meet no later than November 30, 2025 to discuss matters related to medically fragile students in the school environment, including:

- potential training opportunities;
- processes and practices for students who are new to the division or school; and
- the potential creation of a new classification for the purpose of those in the bargaining unit who work with medically fragile students.

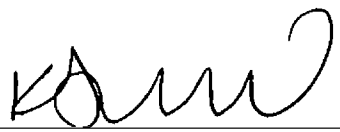

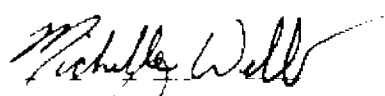
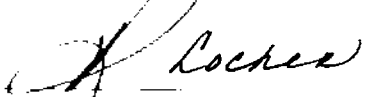
The parties agree to report to the Joint Committee on discussions and progress by May 31, 2026.


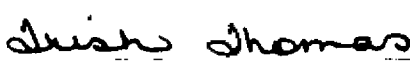
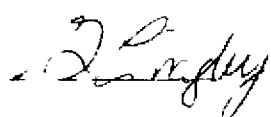
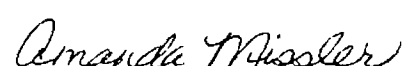
This Letter of Understanding will expire on the ratification of the collective agreement that follows this agreement.

In witness whereof, the parties have executed this Letter of Understanding this 10 day of September, 2025.

FOR BUFFALO TRAIL PUBLIC SCHOOLS

FOR THE CANADIAN UNION OF PUBLIC  
EMPLOYEES, LOCAL 1606

**LETTER OF UNDERSTANDING #4**

**BETWEEN**

**BUFFALO TRAIL PUBLIC SCHOOLS**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1606**


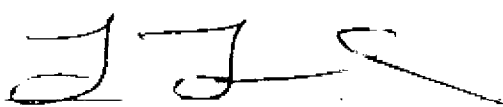
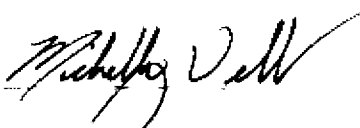

**Professional Learning and Collaboration**


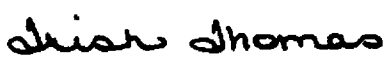


The employer will provide for school-based employees to attend at least two (2) professional learning days in the division where the employee will be paid their regular rate of pay. One of these days will be planned in consultation with the Professional Learning Committee.

In witness whereof, the parties have executed this Letter of Understanding this 10 day of September, 2025.

FOR BUFFALO TRAIL PUBLIC SCHOOLS

FOR THE CANADIAN UNION OF PUBLIC  
EMPLOYEES, LOCAL 1606

  
  
  
  
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**LETTER OF UNDERSTANDING #5**

**BETWEEN**

**BUFFALO TRAIL PUBLIC SCHOOLS**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1606**

**Trained Status**


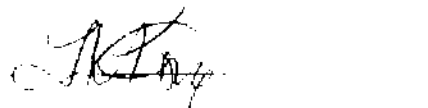
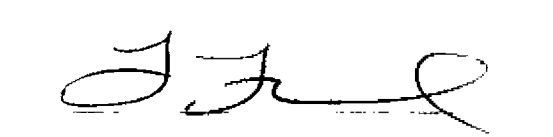
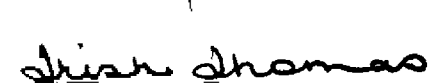
The parties agree that the following language will govern the application for trained status for Educational Assistants for the duration of this collective agreement, and clause 22.03 will not apply to Educational Assistants. This letter will bridge to the ratification of the next collective agreement.

1. An Education Assistant may be Deemed to be Trained, as determined by the Division, if they have:
  - a. Partial completion (with a minimum of 30 credits) of a Bachelor of Education, Social Work, Psychology, or a related degree from an accredited Alberta post-secondary institution;
  - b. Successful completion of related coursework in areas such as child development, inclusive education, behavioral intervention, or complex needs support from an accredited Alberta post-secondary institution;
  - c. Successful completion of a minimum of 240 hours of professional development relevant to the employee's current job description; or,
  - d. A combination of post-secondary course work, relevant professional development, and experience that equates to the above requirements.

In witness whereof, the parties have executed this Letter of Understanding this 10 day of September, 2025.

FOR BUFFALO TRAIL PUBLIC SCHOOLS

FOR THE CANADIAN UNION OF PUBLIC  
EMPLOYEES, LOCAL 1606

- Michelle W. M.

P. Loecher

- J. J. J. J.

Amanda M. M.

**LETTER OF UNDERSTANDING #6**

**BETWEEN**

**BUFFALO TRAIL PUBLIC SCHOOLS**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1606**

**Hours**

No later than one month before each school year, the Assistant Superintendent, Human Resources and the CUPE Local 1606 President or designates will meet to review expected bargaining unit hours for the coming school year. This meeting is intended to provide CUPE with the opportunity to offer input on the allocation of hours and engage in discussion on the operational and fiscal context for the employer's decision-making. Each party may bring one other individual to the meeting.

In witness whereof, the parties have executed this Letter of Understanding this 10 day of September, 2025.

FOR BUFFALO TRAIL PUBLIC SCHOOLS

FOR THE CANADIAN UNION OF PUBLIC  
EMPLOYEES, LOCAL 1606

