

# COLLECTIVE AGREEMENT

BETWEEN

THE HORIZON SCHOOL DIVISION

**horizon**<sup>h</sup>  
school division

– AND –

Canadian Union of Public Employees  
**CUPE** Local 3203

September 1, 2024 to August 31, 2028



Canadian Office &  
Professional Employees  
AH:sbk/COPE 491

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This agreement is made between The Horizon School Division, hereinafter called the "Employer", Party of the first part, and the Canadian Union of Public Employees Local 3203, a body incorporated under the laws of the Province of Alberta, hereinafter called the "The Union", Party of the second part.

The Union is the bargaining agent for the Unionized support staff employed by the Employer, and

The terms and conditions of employment and the salaries of the Employees covered under the terms of this Collective Agreement have been the subject of negotiations between the Parties, and

The Parties desire that these matters be set forth in a Collective Agreement to govern the terms of employment of the said Employees.

This Collective Agreement is made pursuant to the laws of the province of Alberta as amended from time to time including but not limited to the *Education Act*, the *Employment Standards Code*, and the *Labour Relations Code*.

The Employer retains all management rights unless otherwise provided by the expressed terms of this Collective Agreement.

NOW THEREFORE THIS COLLECTIVE AGREEMENT WITNESSETH that in consideration of the premises and the mutual and other covenants herein contained the Parties agree as follows:

## **PREAMBLE**

It is the intent and purpose of the Parties hereto that this Collective Agreement, to the extent and in the manner specifically provided for herein, shall:

- (a) Ensure harmonious, efficient, and uninterrupted operation of the school system, realizing the first consideration is the welfare of the students of the system;
- (b) Recognize that the Employer must continue to serve the public in an efficient manner and that the Parties will encourage efficiency in operations;
- (c) Promote the morale, well-being, security, and efficiency of all the Employees covered under the terms of this Collective Agreement;
- (d) Provide for the prompt and equitable adjustment of differences which may arise between the Employees, the Union, and the Employer, and
- (e) Recognize the mutual value of joint discussions and collective bargaining on matters pertaining to wages and working conditions.

## **LAND ACKNOWLEDGEMENT**

Horizon School Division is located on the traditional land of the Blackfoot Confederacy, Treaty 7 territory and the home of the Métis Nation of Alberta, District 1. We honour the Blackfoot people and the diverse Indigenous peoples whose ancestors have marked this territory for centuries, a place that has welcomed many peoples from around the world to make their home here. Together we call upon all our collective communities to build a stronger understanding of all peoples who dwell on this land we call home.

## **ARTICLE 1: TERM OF COLLECTIVE AGREEMENT**

- 1.1 This Collective Agreement shall be in full force and in effect for the period from September 1, 2024, to August 31, 2028.
- 1.2 Either Party wishing to amend this Collective Agreement must give notice in writing of intention not less than sixty (60) calendar days and not more than one hundred and twenty (120) calendar days preceding the expiry of the term of this Collective Agreement.
- 1.3 Any changes deemed necessary to this Collective Agreement may be made by mutual agreement at any time during the term of this Collective Agreement.

## **ARTICLE 2: EMPLOYEE DEFINITIONS**

- 2.1 “Regular Employee” means a Regular Full-time Employee or Regular Part-time Employee.
- 2.2 The term “Regular Full-time Employee” denotes all Employees falling within the scope of this Collective Agreement who are employed in a Full-time position of a continuing nature, and who have successfully completed their probationary period(s).
- 2.3 The term “Regular Part-time Employee” denotes all Employees who normally work on a regular basis a lesser number of hours than a Full-time Employee, and who have successfully completed their probationary period(s). A Regular Part-time Employee shall only be entitled to those applicable benefits set out in Article 20 on a pro-rata basis.
- 2.4 The term “Casual Employee” denotes all Employees who do not meet the requirements of Clauses 2.1, 2.2, 2.3, 2.5, 2.6, 2.7 and/or hired to replace an Employee who is absent due to vacation, sickness, authorized leave of absence or to meet unanticipated increases in workload for under three (3) months duration.

- 2.5 The term “Temporary Employee” denotes all Employees hired to replace an Employee who is absent due to vacation, sickness, or authorized leave of absence for three (3) or more months or to meet an increase in workload for greater than three (3) months duration. A temporary Employee’s contract shall specify the date on which the Employee commences employment with the board and the date of termination of employment. Notwithstanding anything contained in a temporary contract of employment, a party to a temporary contract of employment may terminate that contract by giving thirty (30) days written notice of the termination to the other party of the contract.
- 2.6 The term “Probationary Employee” when used in this Collective Agreement shall mean any Employee filling a regular position falling within the scope of the Collective Agreement and is serving the required probationary period.
- 2.7 Employees defined as “Ten-Month Employees” are Regular Employees and will work as determined by the School Administrator.

Notwithstanding the above, all school Administrative Assistants will work all the teacher days for the school in which they work.

- 2.8 All other Regular Employees will work twelve (12) months a year and are entitled to General Holidays with pay, as defined in this Collective Agreement under Article 16.

### **ARTICLE 3: APPLICATION**

- 3.1 The provisions of this Collective Agreement, unless otherwise stated, shall apply to Regular Full-time and Regular Part-time Employees, except that during the probationary period the following Article shall not apply: Article 9 – Seniority.
- 3.2 Temporary Employees shall receive only those benefits required by statute, the sick leave as per Article 18, the wages as per Article 22, and shall be subject to termination on notice from the Employer as required by the *Employment Standards Code*.
- 3.3 Casual Employees shall receive only those benefits required by statute, the wages as per Article 22, and shall be subject to termination on notice from the Employer as required by the *Employment Standards Code*.
- 3.4 Regular Part-time Employees shall:
- (a) Receive the wage rates, increments, and any other applicable conditions of employment specified in this Collective Agreement on a pro-rata basis according to the proportion that their hours of work bear to Full-time hours of work in the classification of the particular Employee.

- (b) Not be paid for less than three hours of continuous daily employment unless mutually agreed to between the Union, Employer and Employee.
- (c) Be entitled to additional hours of work on the basis of seniority prior to casual Employees, provided the Employee has the ability to perform the work available.

#### **ARTICLE 4: PROBATIONARY PERIOD**

- 4.1 Effective date of ratification, the probationary period for newly hired Employees is the first eighty (80) calendar days or June 30<sup>th</sup> following the commencement date of employment, whichever comes first, to allow the Employer to determine an Employee's suitability and compatibility for continued employment.

Twelve-Month Employees:

Effective date of ratification, the probationary period for newly hired Employees is the first eighty (80) calendar days to allow the Employer to determine an Employee's suitability and compatibility for continued employment.

- 4.2 A Probationary Employee may be terminated at any time during the probationary period without cause and without recourse to the grievance procedure.

#### **ARTICLE 5: UNION RECOGNITION AND RESPONSIBILITY**

- 5.1 The Union recognizes the responsibilities imposed upon it as the bargaining agent of the unit and realizes that in order to provide maximum opportunities for continuing employment and good working conditions, the Employer must continue to serve the community in an efficient manner.
- 5.2 No individual Employee or group of Employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. So that this may be carried out, the Union shall notify the Employer in writing of the names of the Union's officials who have functions under this Collective Agreement and state their functions.
- 5.3 No Employee shall make a written or verbal agreement with the Employer or its representative, which may conflict with the terms of this Collective Agreement, or without the authorization of the Union Executive.
- 5.4 No Employees other than those authorized by the Employer shall interpret any part of this Collective Agreement on behalf of the Employer; nor shall a member of the Union, other than the Union Executive members or Union Staff officials interpret this Collective Agreement on behalf of the Union.

- 5.5 The Employer recognizes CUPE Local 3203 as the sole and exclusive collective bargaining agency for all its Employees who are members of the Union as per authority granted by the *Alberta Labour Relations Code* and the decision of the Alberta Labour Relations Board Certificate No. C1788-2020 excluding the following: Human Resources Coordinator, Payroll / Personnel Coordinator, Secretary / Receptionists (Division Office), Transportation Coordinator, Communications and Information Coordinator, Accounts Payable Coordinator, Computer Technicians, Indigenous Liaison Worker, Family School Liaison Counsellors, Career Counsellors, Child Youth Care Workers and Employees of the Vauxhall Academy of Baseball whose responsibility are exclusively with the Vauxhall Academy of Baseball.
- 5.6 The Employer will maintain the right to exclude Employees from the bargaining unit with managerial functions or confidential capacity in matters relating to labour relations, in accordance with the provisions of the *Alberta Labour Relations Code*.
- 5.7 All support staff Employees will be members of the Union unless they go through the procedures according to Section 29 (2) of the *Alberta Labour Relations Code*.
- 5.8 All support staff Employees will pay Union dues. Those who are exempted in Clause 5.7 will designate their dues as per Section 29 (2) of the *Alberta Labour Relations Code*.
- 5.9 The Employer and Union agree to establish a Union/Management Committee comprised of up to five (5) members from the Union, elected by the Union, and up to five (5) members from the Employer, selected by the Employer.
- 5.10 Meetings of the Union/Management Committee shall be held at times mutually agreeable to both Parties.
- (a) The parties agree to meet at least three times a year.
  - (b) Should there be no items added to the agenda, the parties by mutual agreement may cancel the meeting.
  - (c) Meetings will include the necessary committee members required to address the issues.
- 5.11 The Union/Management Committee will function as outlined in the Terms of Reference.

## **ARTICLE 6: NEW CLASSIFICATIONS**

- 6.1 If the Employer creates a new position within any group covered by the certification, which may not be included in the salary schedule of this Collective Agreement, it shall negotiate the salary structure with the Union.
- 6.2 Failing resolution of the matter by negotiation, it may be referred to arbitration by either party within thirty (30) calendar days of the last day of negotiation.
- 6.3 At any time, an employee may request a workload or classification review meeting with their direct manager. The Employee and manager shall endeavour to meet within two (2) weeks to discuss the matter. If the Employee does not agree with the outcome of the discussion, their concern may be forwarded to the Union Management Committee for further discussion.

## **ARTICLE 7: RELATIONSHIP**

- 7.1 The Union acknowledges that it is the exclusive right and function of the Employer to exercise its function of management under which it shall have, among others, the right to:
  - (a) Maintain order, discipline, and efficiency;
  - (b) Hire, direct, transfer, promote and lay off;
  - (c) Discharge, demote, and suspend or otherwise discipline Employees for just and reasonable cause;
  - (d) Determine job content and classification; and
  - (e) Set the level of quality of work performance.
- 7.2 The Employer agrees that these functions in Clause 7.1 will be exercised in a manner consistent with the provisions of this Collective Agreement. A claim that the Employer has exercised these rights in a manner inconsistent with any of the provisions of this Collective Agreement may be the subject of a grievance.
- 7.3 The Employer retains the exclusive right to manage and control operations subject only to the express terms of the Collective Agreement.
- 7.4 Evaluation processes will be conducted in accordance with Board Policy. The principles and processes used to conduct evaluations will be shared with the Union.

## **ARTICLE 8: UNION DUES**

- 8.1 During the term of this Collective Agreement, the Employer shall, on behalf of the Union, deduct from the salary of all support staff covered by this Collective Agreement, Union dues and shall remit these dues to the Union within fifteen (15) calendar days of the end of each month. Along with this remittance, the Employer will forward a list of the Employees' names, addresses, and phone numbers from whom the deductions were made and the amount of the deductions.
- 8.2 Any dispute between an Employee and the Union related to dues shall be referred to the Union for resolution. The Employer shall not be held liable for any costs arising from the resolution of any dispute.

## **ARTICLE 9: SENIORITY**

9.1 Seniority, as referred to in this Collective Agreement, shall mean the length of continuous service from the last date a non-probationary Employee entered the employ of the Employer.

- a) Upon successful completion of an Employee's probationary period, the probationary Employee's full length of continuous service, including the probationary period, shall be included when determining the length of seniority.

9.2 The Employer will maintain a seniority list showing the following:

- (a) Employee's name.
- (b) Employee's date of hire.
- (c) Employee's classification.

The Employer shall submit a copy to the Union President in January of each year.

9.3 Seniority shall be lost, and an Employee shall be deemed terminated for any one of the following reasons:

- (a) Upon being discharged and not reinstated.
- (b) Upon resignation or retirement of the Employee's own accord.
- (c) Upon absence from work in excess of three (3) working days without sufficient cause.

- (d) Upon failing to return to work on termination of any authorized leave of absence, vacation, suspension or utilizes a leave of absence for purposes other than those for which the leave of absence is granted.
- (e) Upon being laid off for a period in excess of eighteen (18) months.
- (f) Upon being on extended disability beyond two (2) calendar years from the date of commencement of extended disability.

## **ARTICLE 10: VACANCIES, TRANSFERS AND PROMOTIONS**

10.1 In determining the preference for filling vacancies, newly created positions, transfers, promotions, and assignment of additional hours within the bargaining unit, the following shall apply:

- (a) When qualifications and past performance, based on the previous two (2) years, are met, seniority shall be the deciding factor. For the purposes of this Article, the Employer shall be the sole judge. If two (2) or more applicants meet qualifications and past performance and share the same seniority date, the date of application shall be used to determine the successful applicant, the Employee with the earliest application date shall be awarded the position.

For the purposes of Articles 10 and 11, qualifications shall mean education, experience, knowledge, skills, and the ability to perform the functions of the position or positions in question. Further, when the job is a direct contact with a student or a group of students, it shall include suitability to work with the students or group of students the applicant will have to work with.

- (b) When filling a vacancy or a newly created position, the Employer shall post the position for a period of five (5) calendar days on the Employer's website.
- (c) Orientation letters shall state that all postings within the bargaining unit shall be posted on the Horizon website.
- (d) Bargaining unit Employees who have submitted a written application for the vacant or newly created position shall be considered in the following order:
  - (i) First, bargaining unit Employees from within the site, including those on the recall list from that site.
  - (ii) Next, bargaining unit Employees from other sites, including those on the recall list from other sites.
  - (iii) Next, Casual and Temporary Employees in the Bargaining Unit.

- (iv) If there are no qualified Employees within the bargaining unit, then the Employer may consider qualified Employees outside the bargaining unit.
- (v) The Employer shall have the right to fill the position with a temporary or casual Employee until a permanent selection is made.
- (e) When an Employee is promoted, transferred, filling a vacancy or in a newly created position and the change is not working for any reason, the Employer will notify the President of the Union and the matter may be referred to the Union/Management Committee.
- (f) The Employer retains the right to fill any position as a Regular Employee eligible for benefits as per the Collective Agreement.
- (g) Where possible, principals will offer additional hours that become available to part-time bargaining unit members within the site instead of creating new positions.

## **ARTICLE 11: LAY-OFF**

- 11.1 A lay-off shall be defined as a loss of employment by a Regular Employee due to lack of work or discontinuance or reduction of a service and the following shall apply:
- (a) Where the remaining Employees have the qualifications to perform the remaining work, lay-offs shall be in reverse order of seniority from within the site where the lack of work or the discontinued or reduced service occurs. Employees shall be recalled in order of their seniority as per Article 10.
  - (b) A laid-off Employee will be placed on a recall list in order of seniority for eighteen (18) months and will be given the opportunity to fill a vacant position as per Article 10 provided application is made for the position. In keeping with this Article, it is the Employee's responsibility to keep the Human Services Coordinator abreast of their employment situation.
  - (c) Employees who are affected by lay-off and accept temporary or casual work will not have their lay-off status adversely affected and they will continue to have full recall rights and seniority status.
- 11.2 The President of the Union shall be notified monthly in writing, of all hirings, lay-offs, transfers, recalls, and terminations occurring within the bargaining unit.

## **ARTICLE 12: GRIEVANCE PROCEDURE**

- 12.1 The Parties to this Collective Agreement agree that it is of the utmost importance to settle grievances as quickly as possible.
- 12.2 A grievance under this Collective Agreement shall be defined as any difference or dispute between the Employer and the Union relating to the interpretation, application or administration of this Collective Agreement, or an allegation that this Collective Agreement has been violated.
- 12.3 The purpose of the grievance procedure is to ensure that all grievances are processed properly and expeditiously. Therefore, strict adherence to the provisions of the grievance procedure is mandatory. In the event the respondent does not process the grievance from one step to the next within the time limits stated, the grievance will be considered conceded. In the event the grievor does not process the grievance from one step to the next within the time limits stated, the grievance will be considered to be abandoned. Time limits may only be extended by the written agreement of both Parties.
- 12.4 An Employee shall have the right to have a Steward or Union Executive member and the National Representative present at any step of the grievance procedure.
- 12.5 Complaint Stage  
The Union on behalf of an Employee will request a meeting with the Employee's immediate supervisor who is outside the CUPE Bargaining Unit, to discuss the complaint within fifteen (15) working days of the circumstances that gave rise to the complaint. The immediate supervisor will issue a decision, in writing within ten (10) working days following the date of the meeting.
- 12.6 Step 1  
Within ten (10) working days of receipt of the supervisor's decision, the Union on behalf of the Employee, shall advance the grievance to Step 1 by email to the Associate Superintendent – Human Services. The nature of the grievance, the remedy sought, and the Article or Articles of the Collective Agreement, which are alleged to have been violated, shall be set out in the grievance. The Associate Superintendent – Human Services will deliver a decision in writing within ten (10) working days following the date on which the grievance was presented. Should either Party request a meeting, such request shall be made upon submission of the written grievance. The decision shall be delivered within ten (10) working days of the date of the meeting.

12.7 Step II

Within ten (10) working days following the decision under Clause 12.6, the Union on behalf of the Employee, shall submit the written grievance to the Superintendent of Schools. The Superintendent of Schools will deliver a decision in writing within ten (10) working days from the date on which the written grievance was presented. Should either Party request a meeting, such request shall be made upon submission of the written grievance. The decision shall be delivered within ten (10) working days of the date of the meeting.

12.8 Step III

Within thirty (30) working days following the decision under Clause 12.7, either Party shall notify the other in writing of its desire to submit the grievance to Arbitration by a single arbitrator, provided the grievance has been properly processed according to the provisions required by the Grievance Procedure.

12.9 Within twenty (20) working days following the decision under Clause 12.8, the Parties shall attempt to agree upon an Arbitrator.

(a) In the event that mutual agreement regarding the appointment of an arbitrator is not achieved, the Director of Mediation Services shall appoint an Arbitrator.

(b) The decision of the arbitrator shall be final and binding on the Parties.

12.10 The Arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Collective Agreement, or any other terms made supplemental hereto, or to arbitrate any matter not specifically provided for by this Collective Agreement, or to enter any new provision into this Collective Agreement.

12.11 Each Party shall share equally the fees and expenses of the Arbitrator.

12.12 Optional Mediation

Following attempts to resolve the dispute at step 2, If both parties mutually agree, they may mediate the grievance before referring the grievance to arbitration.

(a) The mediator shall be mutually agreed upon by the Union and the Employer.

(b) During the proceedings, the Parties shall fully disclose all materials and information relevant to the issue(s) in dispute.

(c) The purpose of the mediator's involvement in the grievance process is to assist the parties in reaching a resolution of the dispute.

- (d) Anything said, proposed, generated, or prepared for the purpose of trying to achieve a settlement is to be considered privileged, and shall not be used for any other purpose.
- (e) The grievance may be resolved by mutual agreement between the Parties. The Parties may request that the mediator issue a report including non-binding recommendations.
- (f) The expense of the mediator shall be borne equally by both Parties.

If the grievance is not settled in mediation, either party may proceed, within thirty (30) working days, to submit the grievance to Arbitration.

### **ARTICLE 13: DISCIPLINE, SUSPENSION AND TERMINATION**

- 13.1 The Employer shall endeavour to use progressive discipline to correct issues or concerns in an Employee's performance and/or conduct.
- (a) Progressive discipline shall normally include the following steps: informal verbal warning; formal disciplinary meeting; letters of concern, direction and/or reprimand; suspension; and dismissal.
  - (b) Coaching shall not be construed as disciplinary action. The Employer should counsel Employees as a first attempt to correct behaviour.
  - (c) The Employer reserves the right to escalate to higher steps on the progressive discipline process depending on the severity of the issue or concern.
  - (d) Both the Employer and Union agree investigations should be concluded as quickly as possible.
- 13.2 In all instances where the Employer considers that an Employee warrants disciplinary action, the Employer shall take such action at a meeting with the Employee and, shall give the Employee notice of at least one (1) day of the nature of the meeting. The Employee may be accompanied at the meeting by the Union Steward, Union Executive member, or a National Representative.
- 13.3 If the action referred to in Clause 13.2 results in a written warning, suspension or termination, the Employer shall notify the Employee in writing of the action taken and the reasons either by mail, email, or personal service. A copy of the letter will be sent by email to the Union President.

- 13.4 Any Employee sent home pending the outcome of an investigation will receive full pay, benefits, and seniority.
- 13.5 An Employee with discipline on their file may request that the discipline letter be removed from their file. Upon receipt of a request, the Employer shall remove discipline on an Employee's file provided that;
- (a) it is at least 24 months since the date of the discipline;
  - (b) the request is made in writing to the Superintendent; and
  - (c) the Employee has had no further disciplinary issues.

Notwithstanding the foregoing, discipline will remain on the Employee's file until any actions arising from it are concluded.

#### **ARTICLE 14: HOURS OF WORK**

14.1 This Article provides the basis for establishing work schedules and for the calculation and payment of overtime but shall not be read or construed as a guarantee of hours of work per day, week, or year or a guarantee of days of work per week. The Employer may vary the length of the workday or week as required to suit the needs of the Employer subject to the overtime provisions of the Collective Agreement.

14.2 Effective September 1, 2025, for Full-time Twelve-Month Employees, the normal work week shall be a maximum of forty (40) hours per week normally consisting of four (4) days of ten (10) hours each. Scheduling of weekly hours of work shall be done to meet the needs of the maintenance department but shall not normally exceed forty (40) hours per week without mutual agreement between the Union and the Employer.

Pay will be based on fifty-two (52) weeks, inclusive of general holidays and vacation.

14.3 All staff shall be provided work schedules that include hours and days of work.

The chart below is used as a reference for 1.0 Full-time Employee (FTE), it does not define minimum or maximum hours.

Effective September 1, 2025, FTE for benefits shall use FTE as determined by the proration table in clause 20.1.

Position	Full-time FTE (1.0) Hours of Work defined as
School Administrative Assistant	1379 Hours per year
Educational Assistants	1113 Hours per year
Colony Education Assistants	1113 Hours per Year
School Learning Commons Support	1113 Hours per year
Caretaker Assistant	2080 Hours per year
Journeyman	2080 Hours per year
Facilities Maintenance Technician	2080 Hours per year
Maintenance Worker	2080 Hours per year
Temporary Maintenance Labourer	2080 Hours per year
Operations and Maintenance Administrative Assistant	2080 Hours per year
Pre-Kindergarten Early Learning Educator	1113 Hours per year
Speech Language Pathologist	1379 Hours per year
Sign Language Interpreter	1113 Hours per year
Food Service Worker	1113 Hours per year
Educational Behaviour Consultant	1477.5 Hours per year
Courier Driver	1379 Hours per year
Mennonite Liaison Consultant	1113 Hours per year
Mennonite Coordinator	1414 Hours per year

- 14.4 It is recognized that due to the nature of the Employer's operations, Employees can be required to perform work in addition to their normal hours.

## **ARTICLE 15: OVERTIME AND CALLOUTS**

- 15.1 Overtime is all time authorized by the Employer and worked by an Employee in excess of eight (8) hours per day or in excess of forty (40) hours per week.
- 15.2 The Employer may require or permit an Employee to enter into an hours of work averaging agreement, consisting of fewer workdays in the work week and more hours of work in a work day paid at the Employee's regular wage rate.
- 15.3 Notwithstanding the above, Employees defined in Clauses 14.2 to 14.10 inclusive shall be paid at their regular rate of pay for extra hours worked up to and including eight (8) hours per day or forty (40) hours per week.
- 15.4 All extra time and overtime must be approved in advance by the school principal in the case of school-based staff, the facilities manager in the case of maintenance staff, or an associate superintendent or superintendent.
- 15.5 Employees called in to work shall be paid a minimum of three (3) hours at their regular rate of pay.

Employees already working, who are working hours in addition to their regular scheduled hours for that day, will be paid for actual hours worked at their regular rate of pay. When overtime occurs, the overtime provisions of this Collective Agreement shall apply.

- 15.6 By mutual agreement between the Employer and the Employee involved, time off on an hour for hour basis may be granted in lieu of payment for overtime worked. If no mutual agreement can be reached, payment will be made at the overtime rate.
- 15.7 Overtime shall be paid at one and one-half times (1½x) the Employee's regular rate of pay.
- 15.8 Emergency call-outs shall be paid at two times (2x) the Employee's regular rate with a two (2) hour minimum. The Employer will determine what constitutes an emergency.

Emergencies are those matters that require immediate attention to avoid loss and/or damage to assets and/or to address health and safety, as determined by the Facilities Manager.

## **ARTICLE 16: GENERAL HOLIDAYS**

- 16.1 An Employee shall be entitled to the following paid General Holidays:

New Year's Day	Thanksgiving Day
Family Day	Remembrance Day
Good Friday	Christmas Day
Victoria Day	Boxing Day
Labour Day	

All twelve (12) month employees shall receive the paid general Holidays below in addition to the above paid general Holidays:

Canada Day  
Heritage Day

Effective date of ratification, Easter Monday. If required to work, the employee shall be provided another paid day off.

And any other day designated by regulation as a general holiday by the Province of Alberta.

- 16.2 If a General Holiday falls, or is observed, during an Employee's scheduled vacation period, that day shall be treated as a General Holiday and no deduction will be made from the Employee's vacation credits.
- 16.3 When any of the above-noted Holidays fall on an Employee's scheduled day off, the Employee shall receive a day's pay or another day off with pay at a time agreed to between the Employer and Employee.
- 16.4 Ten-Month Employees shall not be entitled to Holiday pay for the following General Holidays: Canada Day, Heritage Day, or Easter Monday.

#### **ARTICLE 17: ANNUAL VACATION**

- 17.1 Employees covered by this Collective Agreement shall receive paid vacations in accordance with the following schedule:
- (a) Less than one (1) year of continuing service:  
Five-sixths (5/6<sup>th</sup>) of a workday per complete month or four percent (4%)
  - (b) One (1) or more years of continuing service:  
Fifteen (15) workdays or six percent (6%)
  - (c) Ten (10) or more years of continuing service:  
Twenty (20) workdays or eight percent (8%)
  - (d) Twenty (20) or more years of continuing service:  
Twenty-five (25) workdays or ten percent (10%)
  - (e) Twenty-five (25) or more years of continuing service:  
Thirty (30) workdays or twelve (12) percent.
- 17.2 An Employee whose vacation leave is disrupted by an illness or injury requiring hospitalization, after their vacation has begun, shall be entitled to reschedule that portion of the vacation period affected by the illness or injury, provided that the nature and period of the disability is substantiated by a doctor's certificate.
- 17.3 Requests to carry over vacation of up to a maximum of five (5) workdays from Twelve-Month Employees must be made in writing to the Superintendent by March 1<sup>st</sup> for approval and will only be considered for unique circumstances.

## **ARTICLE 18: SICK LEAVE**

- 18.1 In the first year of service with the Employer, a Regular Full-time or Regular Part-time Employee shall be entitled to two (2) sick days for each completed month of service, accumulated to a maximum of twenty (20) working days per school year. During the second and subsequent years of service, annual sick leave with full salary will be granted for ninety (90) calendar days.
- 18.2 After an Employee has been absent from work to obtain necessary medical or dental treatment (including appointments), or because of accident, disability or sickness, and the entitled number of sick days as stipulated in Clause 18.1 are utilized, no further salary or benefits shall be paid. If applicable to the Employee, the provisions of the ASEBP shall take effect. An Employee, who in their second or subsequent year of service, returns to work after ninety (90) calendar days of continuous absence, shall have their sick leave in Clause 18.1 reinstated upon submission of a medical certificate of good health.
- 18.3 A Regular Full-time, Regular Part-time or Temporary Employee who is not eligible to participate under the provisions of ASEBP shall be entitled to two (2) sick days for each completed month of service accumulated to a maximum of sixty (60) working days, to obtain medical or dental treatment, or because of accident, disability or sickness.
- 18.4 The Employer may require a medical certificate from an Employee who is absent from work to obtain medical or dental treatment, or because of accident, disability, or sickness. The Employer reserves the right to request an independent medical or dental evaluation. The Employer will pay the fees associated with the medical or dental evaluation or certificate if so requested.
- 18.5 When an Employee leaves employment, all sick leave shall be cancelled.
- 18.6 When an employee calls in sick, the employer will be responsible for finding relief staff, if required. The employee will be responsible for entering absences via the Employer's Absence Management System.

## **ARTICLE 19: LEAVES OF ABSENCE**

- 19.1 Leaves of Absence with or without pay and benefits require the written permission of the Superintendent or designate and applications for such absences must be submitted in writing to the School Principal, or to the Facilities Manager in the case of Maintenance Employees, at least one (1) week in advance to ensure consideration. In case of an emergency, a request for a leave of absence should be submitted at the earliest possible time.

The Employer will endeavour to respond to all requests for leaves of absence within five (5) working days of receipt of the request for leave.

19.2 With Pay and Benefits:

A Leave of Absence with pay shall be granted for the following reasons:

(a) Bereavement Leave:

An Employee shall be granted three (3) regularly scheduled workdays, if necessary, in case of death of a:

Parent	Guardian	Wife	Husband
Brother	Sister	Son	Daughter
Step-child	Aunt	Uncle	Niece
Nephew	Grandparent	Grandchild	Mother-in-law
Father-in-law	Daughter-in-law	Son-in-law	Sister-in-law
Brother-in-law	Spouse's Grandparents		

Such days shall normally be taken in the period, which extends from the date of death up to and including the calendar day following interment, unless agreed otherwise. Where the burial occurs three hundred and fifty (350) kilometres or more from the Employee's residence, the Employer may grant such additional time as necessary for travel, not to exceed three (3) workdays.

An Employee who has been employed for at least ninety (90) calendar days may be entitled to an additional unpaid leave as per the Employment Standards Code.

(b) Critical Illness:

An Employee shall be granted two (2) regularly scheduled consecutive workdays, if necessary, in the case of critical illness of a parent, guardian, wife, husband, brother, sister, son, daughter, step-child or any other person whom at the time of illness is a member of the Employee's household.

Where critical illness is not followed by death within thirty (30) calendar days, the Employer may require a medical certificate stating that critical illness was the reason for absence. Such a medical certificate may be requested by the Employer within thirty (30) calendar days of them being notified.

An Employee who has been employed for at least ninety (90) calendar days may be entitled to an additional unpaid leave as per the Employment Standards Code.

(c) Pallbearer's Leave:

One half-day leave to attend an in-town funeral as pallbearer provided such request is made in writing twenty-four (24) hours in advance.

(d) Jury Duty:

While serving as a juror, provided that any fee received be paid over to the Employer.

(e) Union Functions:

For negotiations, formal grievances, and arbitration procedures taking place during work hours if requested by the Employer.

(f) School Closures:

When a school is closed for all students by the Superintendent, due to health reasons, inclement weather, or physical plant breakdowns, Employees will not be required to attend school.

When division office and/or maintenance facilities are closed by the Superintendent, division office and/or maintenance employees are not required to attend work.

(g) Family Medical Leave:

An Employee may request in writing up to one (1) day leave with pay, consistent with the normal hours of work on that day in each school year to attend to the medical concerns of members of the Employee's family. Such request shall be made to the Superintendent or designate in writing one week prior to the leave unless such leave is due to a medical emergency.

- (i) Request for family medical leave shall not be unreasonably withheld however, granting of the leave will be subject to the availability of replacement staff and the operational requirements of the site involved.
- (ii) Family shall be defined as spouse, child, step-child, a parent or any other person residing in the Employee's household.
- (iii) The Employer may require a medical certificate stating the reason for the absence. The Employer may request such medical certificate within thirty (30) calendar days of the leave.

19.3 With Partial Pay:

A Leave of Absence with pay and benefits may be granted provided that an amount equivalent to the salary of a casual Employee is forthcoming to the Employer by the Employee, through payroll deduction, as follows:

For one day, plus one day for travelling, if necessary, to attend the convocation or graduation of the Employee, Employee's spouse or child from a Post-Secondary institution.

19.4 Without Pay:

(a) Maternity/Parental/Adoption Leave:

An Employee shall be entitled to leave in accordance with the *Alberta Employment Standards Code* and the following shall apply:

- (i) The Employee shall apply where possible three (3) months in advance of the date of commencement of the leave;
- (ii) Where matters arising from an adoption or birth of a child prevent such notice the leave will not be denied;
- (iii) Employees granted leave under Clause 19.5 shall be returned to the Employee's previous position when possible or to a position of a comparable nature;
- (iv) Employees returning to work from Maternity/Parental or Adoption Leave shall give the Employer at least thirty (30) calendar days written notice of their return to work.

(b) Union Functions:

To represent the Union at conventions and conferences. The Employer will continue the pay and benefits and will invoice the Union.

(c) Personal Leave:

Personal Leave of Absence for not more than five (5) workdays in any school year without pay shall be granted to Employees for attending to private concerns, subject to the following conditions:

- (i) in writing;
- (ii) to the Employee's Principal or Supervisor;

- (iii) where possible, two (2) weeks in advance of the date the Employee wishes to use the Personal Leave day(s); and
- (iv) the availability of a substitute Employee (if required) at the time of the request.

Notwithstanding (c) above, the Superintendent may grant additional Personal Leave days, without pay, for exceptional circumstances. An Employee requesting additional Personal Leave days, without pay, should make the request in writing to the Superintendent of schools, as soon as possible for the circumstances involved.

19.5 The Employer may not terminate the employment or lay-off an Employee who is on an Employment Standards Code job-protected leave.

## **ARTICLE 20: BENEFITS**

20.1 The Employer agrees to make available to eligible Regular Full-time Employees the plans listed below. Part-time Employees working six hundred and fifty (650) hours or more shall be entitled to those applicable benefits on a pro-rata basis as per the proration table in Clause 20.1, effective September 1, 2025 and within the eligibility guidelines as set out by the benefit plan. These benefits will be made available to the following Employee classifications as follows:

### Upon completing the Probationary Period:

- School Administrative Assistant
- Educational Assistant
- Colony Educational Assistant
- School Learning Commons Support
- Caretaker
- Caretaker Assistant
- Journeyman
- Facilities Maintenance Technician
- Maintenance Worker
- Temporary Maintenance Labourer
- Operations and Maintenance Administrative Assistant
- Pre-Kindergarten Early Learning Educator
- Speech Language Pathologist
- Sign Language Interpreter
- Food Service Worker
- Educational Behaviour Consultant
- Courier Driver
- Mennonite Liaison Consultant
- Mennonite Coordinator

(a) Alberta School Employee Benefit Plan (ASEBP):

- (i) Extended Disability - Plan D;
- (ii) Life, Accidental Death and Dismemberment - Schedule 2;
- (iii) Extended Health Care - Plan 1;
- (iv) Dental Care - Plan 3;

(b) Vision Care Plan 2.

(c) Proration Table

Position	Full Time Employee (FTE) (1.0) used for Benefit proration
School Administrative Assistant	1250 Hours per year
Educational Assistant	1012 Hours per year
Colony Education Assistant	1012 Hours per year
School Learning Commons Support	1012 Hours per year
Caretaker	2080 Hours per year
Caretaker Assistant	2080 Hours per year
Journeyman	2080 Hours per year
Facilities Maintenance Technician	2080 Hours per year
Maintenance Worker	2080 Hours per year
Temporary Maintenance Labourer	2080 Hours per year
Operations and Maintenance Administrative Assistant	2080 Hours per year
Pre-Kindergarten Early Learning Educator	1012 Hours per year
Speech Language Pathologist	1250 Hours per year
Sign Language Interpreter	1012 Hours per year
Food Service Worker	1012 Hours per year
Educational Behaviour Consultant	1250 Hours per year
Courier Driver	1250 Hours per year
Mennonite Liaison Consultant	1012 Hours per year
Mennonite Coordinator	1250 Hours per year

Those employees working at or beyond these hours shall be classified as a 1.0 FTE for proration.

- 20.2 All eligible Employees shall be members of the ASEBP – Plan D, Schedule 2, as defined in Clause 20.1(a)(i) and (ii).
- 20.3 With respect to Clause 20.1 it is understood that participation in ASEBP – Extended Health Care Plan 1, Dental Plan 3, Vision Plan 2, and Alberta Health Care Insurance is not a condition of employment.
- 20.4 The Employer shall pay a percentage of the premiums for the plans mentioned in Clause 20.1 as follows:
- 98.5% per eligible Employee, prorated according to Article 3 – Application.
- 20.5 All eligible Employees, as identified in Policy GCBC, shall participate under the provisions of the Local Authorities Pension Plan. The Employer’s contribution shall be in accordance with the regulations of the Plan.
- 20.6 It is understood that payments towards the aforementioned benefit plan shall permit the Employer to retain and not pass on to the Employees, any rebates or premiums otherwise required under the Canada Employment Insurance Commission (previously, Unemployment Insurance).
- 20.7 After an Employee has been receiving benefits under the ASEBP, Extended Disability for more than two (2) years, their employment will be terminated.
- 20.8 Pension/RRSP:
- (a) Effective September 1, 2025, Regular Educational Assistants, Mennonite Liaison Consultants, Mennonite Coordinators, and Courier Drivers who work at least six hundred and fifty (650) hours per year and who have one (1) year of employment with the jurisdiction, will be eligible to receive matching contributions to a Registered Retirement Savings Plan (RRSP) managed through a jurisdiction selected vendor up to a maximum of four percent (4%) of their salary for that pay period.
- (b) The Regular Educational Assistants, Mennonite Liaison Consultants, Mennonite Coordinators, and Courier Drivers will be responsible to contact the Personnel/Payroll Coordinator to register for the contributions and for setting up monthly deductions.
- (c) The matching contribution will be directly invested into the RRSP so that the payment can be made without a deduction for income tax.
- 20.9 The Employer agrees to make available to Full-Time Temporary Employees whose contract is greater than five (5) months the health benefits listed in Article 20, effective the eighty-first (81<sup>st</sup>) calendar day. Employees working six hundred and fifty (650) hours or more shall be entitled to those applicable health benefits on a pro-rata basis and within the eligibility guidelines as set out by the benefit plan.

20.10 Health Spending Account (HSA)

Effective September 1, 2025, the employer will establish a health spending account for all employees eligible for benefits in Article 20.1, prorated for full time equivalency, for the use of the eligible support staff, their spouse, and dependents, and administered by the ASEBP. The Employer will contribute five hundred dollars (\$500) per eligible support staff per year to such account, contributions to be made as part of the monthly payroll process. Unused balances can be carried over for one (1) additional HSA year with balances that remain unused after two (2) HSA years forfeited back to the Employer. Support staff leaving the employ of the Employer for any reason will forfeit any remaining balances.

**ARTICLE 21: PERSONNEL RECORDS**

21.1 An Employee shall have the right to have access to, review, and make copies of, at the Employee’s expense, the Employee’s personnel records, in the presence of the Employer.

**ARTICLE 22: PAYMENT OF WAGES AND ALLOWANCES**

22.1 All Employees except Casual shall be paid by the 27<sup>th</sup> of each month.

22.2 Casual Employees shall be paid within five (5) business days of the end of the pay period.

22.3 Recognition of Experience and Training:

The starting salary of a newly hired Regular Full-time or Regular Part-time Employee shall recognize previous experience to the position on the basis of equivalent Full-time experience as specified below:

Length of experience .....	Starting Rate
Less than one (1) year .....	Year 1 Rate
One (1) year within past four (4) years .....	Year 2 Rate
Two (2) years within past five (5) years.....	Year 3 Rate
Three (3) years within past ten(10) years.....	Year 4 Rate

When the Employer is considering recognizing a new Employee’s past experience, the decision to place the Employee on the salary grid utilizing the above shall be by mutual agreement of the Employer, Employee, and the Union.

Employees returning to the service of the Employer after resignation and returning to the same job classification shall be returned to the rate of pay they received when they resigned or their equivalent years of experience, whichever is greater, when the resignation date is within two (2) years of the return to service.

**22.4 Pay for Temporary Duties:**

When an Employee is required to temporarily assume the duties of another Employee, wherein such a position carries with it a lesser rate of pay, this Employee's rate of pay will not be reduced. While assuming the duties of a higher rated position, an Employee shall receive that rate of pay.

**22.5 Employee salaries and wages shall be paid in accordance with Schedules "A" through "P".**

**SCHEDULE "A" – SCHOOL ADMINISTRATIVE ASSISTANT**

SCHOOL ADMINISTRATIVE ASSISTANT– RATE OF PAY					
Effective Date	Year 1	Year 2	Year 3	Year 4	Year 5
Effective September 1, 2024 (3%)	21.86	22.92	23.97	25.04	26.10
Effective September 1, 2025 (\$1.25 or 3%, whichever is greater)	23.11	24.17	25.22	26.29	27.35
Effective September 1, 2026 (3%)	23.80	24.89	25.97	27.08	28.17
Effective September 1, 2027 (\$1.25 or 3%, whichever is greater)	25.05	26.14	27.22	28.33	29.42
<ul style="list-style-type: none"> <li>• Those Employees with an approved training certificate, which is directly applicable to their job duties, will be paid an additional one dollar (\$1.00) per hour.</li> <li>• Movement in the pay grid will be based on Article 26.</li> <li>• School Administrative Assistant schedules will be calculated using a total number of teacher days plus applicable General Holidays.</li> <li>• School Administrative Assistants will work five (5) additional days in July and/or August, on days requested and approved by the School Administrator. The Employee will have the flexibility to be paid for the days worked or to take time off in lieu of the days worked, during the school year, upon approval from the School Administrator or designate.</li> <li>• Time-off in lieu should be taken for additional hours/days worked.</li> </ul>					

**SCHEDULE “B” – EDUCATIONAL ASSISTANT**

EDUCATIONAL ASSISTANT – RATE OF PAY					
Effective Date	Year 1	Year 2	Year 3	Year 4	Year 5
Effective September 1, 2024 (3%)	19.92	20.96	22.02	23.06	24.09
September 1, 2025 (\$1.25 or 3%, whichever is greater)	21.17	22.21	23.27	24.31	25.34
Effective September 1, 2026 (3%)	21.81	22.88	23.97	25.04	26.10
Effective September 1, 2027 (\$1.25 or 3%, whichever is greater)	23.06	24.13	25.22	26.29	27.35

- Those Employees with an approved training certificate, which is directly applicable to their job duties, will be paid an additional one dollar (\$1.00) per hour.
- Movement in the pay grid will be based on Article 26.
- Schedules will be calculated using the total number of student days, one additional three (3) hour orientation day, one Division-wide Professional Learning Day, plus applicable General Holidays.
  - The Employer shall pay the fees associated with maintaining current Criminal Record Checks for Educational Assistants in the Pre-Kindergarten Program.
  - Educational Assistant duties may include food service duties such as
    - Planning menus
    - Procuring food
    - Preparing snacks and simple meals
    - Organize and clean the kitchen
    - Distributing snacks

**SCHEDULE “C” – COLONY EDUCATIONAL ASSISTANT**

COLONY EDUCATIONAL ASSISTANT – RATE OF PAY					
Effective Date	Year 1	Year 2	Year 3	Year 4	Year 5
Effective September 1, 2024 (3%)	20.44	21.49	22.55	23.58	24.61
Effective September 1, 2025 (\$1.25 or 3% whichever is greater)	21.69	22.74	23.80	24.83	25.86
Effective September 1, 2026 (3%)	22.34	23.42	24.51	25.57	26.63
Effective September 1, 2027 (\$1.25 or 3% whichever is greater)	23.59	24.67	25.76	26.82	27.88

- Those Employees with an approved training certificate, which is directly applicable to their job duties, will be paid an additional one dollar (\$1.00) per hour.
- Movement in the pay grid will be based on Article 26.
- Schedules will be calculated using the total number of student days, one additional three (3) hour orientation day, one Division-wide Professional Learning Day, plus applicable General Holidays.

**SCHEDULE “D” – SCHOOL LEARNING COMMONS SUPPORT**

SCHOOL LEARNING COMMONS SUPPORT – RATE OF PAY					
Effective Date	Year 1	Year 2	Year 3	Year 4	Year 5
Effective September 1, 2024 (3%)	20.33	21.34	22.33	23.32	24.31
Effective September 1, 2025 (\$1.25 or 3%, whichever is greater)	21.58	22.59	23.58	24.57	25.56
Effective September 1, 2026 (3%)	22.23	23.27	24.29	25.31	26.32
Effective September 1, 2027 (\$1.25 or 3%, whichever is greater)	23.48	24.52	25.54	26.56	27.57

- Those Employees with an approved training certificate, which is directly applicable to their job duties, will be paid an additional one dollar (\$1.00) per hour.
- Movement in the pay grid will be based on Article 26.
- Schedules will be calculated using the total number of student days, one additional three (3) hour orientation day, one Division-wide Professional Learning Day, plus applicable General Holidays.

**SCHEDULE “E” – CARETAKER**

CARETAKER – RATE OF PAY					
Effective Date	Year 1	Year 2	Year 3	Year 4	Year 5
Effective September 1, 2024 (3%)	22.11	22.69	23.27	23.83	24.42
Effective September 1, 2025 (\$1.25 or 3%, whichever is greater)	23.36	23.94	24.52	25.08	25.67
Effective September 1, 2026 (3%)	24.07	24.66	25.25	25.84	26.44
Effective September 1, 2027 (\$1.25 or 3%, whichever is greater)	25.32	25.91	26.50	27.09	27.69
CARETAKER ASSISTANT – RATE OF PAY					
Effective Date	Year 1	Year 2	Year 3	Year 4	Year 5
Effective September 1, 2024 (3%)	19.47	20.26	21.05	21.85	22.65
Effective September 1, 2025 (\$1.25 or 3%, whichever is greater)	20.72	21.51	22.30	23.10	23.90
Effective September 1, 2026 (3%)	21.34	22.16	22.97	23.79	24.62
Effective September 1, 2027 (\$1.25 or 3%, whichever is greater)	22.59	23.41	24.22	25.04	25.87
<ul style="list-style-type: none"> <li>• Movement in the pay grid will be based on Article 26.</li> <li>• Up to two hundred dollars (\$200.00) per year will be provided to Regular Caretaker Employees upon the receipt of an invoice for the purchase of appropriate safety clothing or safety footwear as approved by the Facilities Manager.</li> </ul>					

**SCHEDULE “F” – MAINTENANCE**

<b>MAINTENANCE – RATE OF PAY</b>				
<b>Journeyman:</b> <ul style="list-style-type: none"> <li>• Painter</li> <li>• Plumber</li> <li>• Electrician</li> <li>• Carpenter</li> </ul>	Must be certificated (Journeyman ticket) in the trade for which they were hired.			
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Effective September 1, 2024 (3%)	37.00	37.37	37.74	38.11
Effective September 1, 2025 (\$1.25 or 3%, whichever is greater)	38.25	38.62	38.99	39.36
Effective September 1, 2026 (3%)	39.40	39.78	40.16	40.54
Effective September 1, 2027 (\$1.25 or 3%, whichever is greater)	40.65	41.03	41.41	41.79
<b>Facilities Maintenance Technician:</b> <ul style="list-style-type: none"> <li>• Painter</li> <li>• Carpenter</li> <li>• Grounds Keeper</li> <li>• Skilled General Worker</li> </ul>	Skilled individual proficient in the skills required in their position but do not have journeyman certification.			
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Effective September 1, 2024 (3%)	30.08	30.39	30.70	31.02
Effective September 1, 2025 (\$1.25 or 3%, whichever is greater)	31.33	31.64	31.95	32.27
Effective September 1, 2026 (3%)	32.27	32.58	32.91	33.24
Effective the latter of Date of Ratification or September 1, 2027 (\$1.25 or 3% whichever is greater)	33.52	33.83	34.16	34.49

Maintenance Worker	Individual who is unskilled or has limited skills or has no Maintenance Worker limited experience for the requirements of their position. Generally, works supervised and/or assists others.			
	Step 1	Step 2	Step 3	Step 4
Effective September 1, 2024 (3%)	21.49	21.99	22.50	23.00
Effective September 1, 2025 (\$1.25 or 3%, whichever is greater)	22.74	23.24	23.75	24.25
Effective September 1, 2026 (3%)	23.42	23.94	24.46	24.98
Effective September 1, 2027 (\$1.25 or 3%, whichever is greater)	24.67	25.19	25.71	26.23
Temporary Maintenance Labourer	Seasonal and untrained labour to assist Regular Maintenance staff.			
	Step 1			
Effective September 1, 2024 (3%)	20.89			
Effective September 1, 2025 (\$1.25 or 3% whichever is greater)	22.14			
Effective September 1, 2026 (3%)	22.80			
Effective September 1, 2027 (\$1.25 or 3%, whichever is greater)	24.05			
Up to three hundred dollars (\$300.00) per year will be provided to Regular Maintenance Employees, excluding Maintenance Administrative Assistant, upon the receipt of an invoice for the purchase of appropriate safety clothing or safety footwear as approved by the Facilities Manager.				

**SCHEDULE “G” – OPERATION AND MAINTENANCE ADMINISTRATIVE ASSISTANT**

OPERATION AND MAINTENANCE ADMINISTRATIVE ASSISTANT RATE OF PAY					
Effective Date	Year 1	Year 2	Year 3	Year 4	Year 5
Effective September 1, 2024 (3%)	22.48	24.02	25.54	27.06	28.58
Effective September 1, 2025 (\$1.25 or 3% whichever is greater)	23.73	25.27	26.79	28.31	29.83
Effective September 1, 2026 (3%)	24.45	26.03	27.60	29.16	30.73
Effective September 1, 2027 (\$1.25 or 3% whichever is greater)	25.70	27.28	28.85	30.41	31.98
<ul style="list-style-type: none"> <li>• Those Employees with an approved training certificate, which is directly applicable to their job duties, will be paid an additional one dollar (\$1.00) per hour.</li> <li>• Movement in the pay grid will be based on Article 26.</li> </ul>					

**SCHEDULE “H” – PRE-KINDERGARTEN EARLY LEARNING EDUCATOR**

PRE-KINDERGARTEN EARLY LEARNING EDUCATOR RATE OF PAY					
Effective Date	Year 1	Year 2	Year 3	Year 4	Year 5
Effective September 1, 2024 (3%)	24.41	25.44	26.47	27.48	28.51
Effective September 1, 2025 (\$1.25 or 3% whichever is greater)	25.66	26.69	27.72	28.73	29.76
Effective September 1, 2026 (3%)	26.43	27.49	28.55	29.59	30.65
Effective September 1, 2027 (\$1.25 or 3% whichever is greater)	27.68	28.74	29.80	30.84	31.90
<ul style="list-style-type: none"> <li>• Movement in the pay grid will be based on Article 26.</li> <li>• Schedules will be calculated using the total number of student days, one three (3) hour additional orientation day, one Division-wide Professional Learning Day, and one additional day at the end of the year, or as otherwise scheduled by the Supervisor of Early Learning, plus applicable General Holidays.</li> <li>• The Employer shall pay the fees associated with maintaining current Criminal Record Checks for Early Learning Educators.</li> </ul>					

**SCHEDULE “I” – SPEECH LANGUAGE PATHOLOGIST**

SPEECH LANGUAGE PATHOLOGIST - RATE OF PAY							
Effective Date	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Effective September 1, 2024 (3%)	53.66	55.68	57.71	59.74	61.71	63.80	65.82
September 1, 2025 (\$1.25 or 3% whichever is greater)	55.27	57.35	59.44	61.53	63.56	65.71	67.79
Effective September 1, 2026 (3%)	56.93	59.07	61.23	63.38	65.47	67.68	69.83
Effective September 1, 2027 (\$1.25 or 3% whichever is greater)	58.64	60.85	63.06	65.28	67.43	69.71	71.92
<ul style="list-style-type: none"> <li>• Movement in the pay grid will be based on Article 26.</li> <li>• Schedules will be calculated using the total number of teacher days plus applicable General Holidays.</li> </ul>							

**SCHEDULE “J” – SIGN LANGUAGE INTERPRETER**

SIGN LANGUAGE INTERPRETER - RATE OF PAY					
Effective Date	Year 1	Year 2	Year 3	Year 4	Year 5
Effective September 1, 2024 (3%)	21.38	22.64	23.87	25.08	26.33
Effective September 1, 2025 (\$1.25 or 3% whichever is greater)	22.63	23.89	25.12	26.33	27.58
Effective September 1, 2026 (3%)	23.31	24.61	25.87	27.12	28.40
Effective September 1, 2027 (\$1.25 or 3% whichever is greater)	24.56	25.86	27.12	28.37	29.65
<ul style="list-style-type: none"> <li>• Movement in the pay grid will be based on Article 26.</li> <li>• Schedules will be calculated using the total number of student days, one additional three (3) hour orientation day, one Division-wide Professional Learning Day, plus applicable General Holidays.</li> </ul>					

**SCHEDULE “K” – FOOD SERVICES WORKER**

FOOD SERVICES WORKER - RATE OF PAY	
Effective Date	Hourly Rate
Effective September 1, 2024 (3%)	24.18
Effective September 1, 2025 (\$1.25 or 3% whichever is greater)	25.43
Effective September 1, 2026 (3%)	26.20
Effective September 1, 2027 (\$1.25 or 3% whichever is greater)	27.45

- Movement in the pay grid will be based on Article 26.
- Schedules will be calculated using the total number of days that food services are required in their school; or Vauxhall Academy of Baseball dormitory, excluding Sundays, and days that the dormitory is vacant; and one additional three (3) hour orientation day, plus applicable General Holidays.

**SCHEDULE “L” – EDUCATIONAL BEHAVIOUR CONSULTANT**

EDUCATIONAL BEHAVIOUR CONSULTANT - RATE OF PAY							
Effective Date	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Effective September 1, 2024 (3%)	36.41	38.49	40.57	42.65	44.73	46.82	48.89
Effective September 1, 2025 (\$1.25 or 3% whichever is greater)	37.66	39.74	41.82	43.93	46.07	48.23	50.36
Effective September 1, 2026 (3%)	38.79	40.93	43.08	45.25	47.46	49.68	51.87
Effective September 1, 2027 (\$1.25 or 3% whichever is greater)	40.04	42.18	44.37	46.61	48.88	51.17	53.43

- Movement in the pay grid will be based on Article 26.
- Schedules will be calculated using the total number of teacher days plus applicable General Holidays.

**SCHEDULE “M” – COURIER DRIVER**

COURIER DRIVER - RATE OF PAY	
Effective Date	Hourly Rate
Effective September 1, 2024 (3%)	19.06
Effective September 1, 2025 (\$1.25 or 3% whichever is greater)	20.31
Effective September 1, 2026 (3%)	20.91
Effective September 1, 2027 (\$1.25 or 3% whichever is greater)	22.16
<ul style="list-style-type: none"> <li>• Schedules will be calculated using a minimum of the total number of teacher days plus applicable General Holidays as per the Collective Agreement.</li> <li>• If the position becomes vacant, the Employer agrees to post the vacancy from June 15<sup>th</sup> to August 15<sup>th</sup> of each year. If the position is not filled by August 15<sup>th</sup> the Employer agrees to meet with the Union to discuss alternate methods of filling the vacancy.</li> </ul>	

**SCHEDULE “N”: MENNONITE LIAISON CONSULTANT**

MENNONITE LIAISON CONSULTANT - RATE OF PAY	
Effective Date	Hourly Rate
Effective September 1, 2024 (3%)	23.93
Effective September 1, 2025 (\$1.25 or 3%, whichever is greater)	25.18
Effective September 1, 2026 (3%)	25.93
Effective September 1, 2027 (\$1.25 or 3%, whichever is greater)	27.18
<ul style="list-style-type: none"> <li>• Those Employees with an approved diploma or degree, which is directly applicable to their job duties, will be paid an additional one dollar (\$1.00) per hour.</li> <li>• Schedules will be calculated using the total number of student days, one additional three (3) hour orientation day, one Division-wide Professional Learning Day, plus applicable General Holidays.</li> </ul>	

**SCHEDULE “O”: MENNONITE COORDINATOR**

MENNONITE COORDINATOR – RATE OF PAY					
Effective Date	Year 1	Year 2	Year 3	Year 4	Year 5
Effective September 1, 2024 (3%)	27.99	29.94	31.90	34.32	35.73
Effective September 1, 2025 (\$1.25 or 3%, whichever is greater)	29.24	31.19	33.15	35.57	36.98
Effective September 1, 2026 (3%)	30.11	32.13	34.14	36.64	38.09
Effective September 1, 2027 (\$1.25 or 3%, whichever is greater)	31.36	33.38	35.39	37.89	39.34
<ul style="list-style-type: none"> <li>• Employees will have a diploma or degree, which is applicable to their job duties, as determined solely by the Employer.</li> <li>• Schedules will be calculated using one hundred and ninety-seven (197) teacher days, five (5) additional seven (7) hour days over the summer break, plus applicable General Holidays.</li> </ul>					

**SCHEDULE “P”: CLASSROOM SUPERVISOR**

Type	Hourly Rate
<b><u>Type A</u></b>	
Individuals must hold a minimum of two (2) years of post-secondary experience from a recognized College and/or University, OR	
Five (5) years experience working in a school/classroom setting with a minimum of fifty (50) days worked per year. Experience must be held within the last ten (10) years.	
Effective September 1, 2024 (3%)	27.81
Effective September 1, 2025 (\$1.25 or 3% whichever is greater)	29.06
Effective September 1, 2026 (3%)	29.93
Effective September 1, 2027 (\$1.25 or 3% whichever is greater)	31.18
<b><u>Type B</u></b>	
Individuals must have a High School diploma (GED does not qualify).	
Effective September 1, 2024 (3%)	25.75
Effective September 1, 2025 (\$1.25 or 3% whichever is greater)	27.00
Effective September 1, 2026 (3%)	27.81
Effective September 1, 2027 (\$1.25 or 3% whichever is greater)	29.06
<ul style="list-style-type: none"> <li>• Schedules will be calculated hourly for this casual position. Utilization of this casual position shall be identified in Policy GCE.</li> </ul>	

22.6 The anniversary date for grid movement shall be September 1<sup>st</sup> when a regular employee has worked the following hours cumulatively since their last grid movement date as per their 1.0 FTE indicated in article 20.1 (c) proration table:

- 650/1012
- 750/1250
- 1250/2080

Employees transferring to a higher classification shall move to the yearly rate in the higher classification that is next higher to the rate in the former classification.

Employees voluntarily moving into an equal or lower paid classification shall be paid at the corresponding yearly rate in the new classification.

When an Employee involuntarily moves into a lower paid classification, the Employee's salary will be "Grandfathered" until such time as the Employee's salary in the new classification is equal to or greater than the new classification the Employee has transferred.

22.7 All Regular Ten-Month Employees and Twelve-Month Employees will have their salary paid over a twelve-month period.

22.8 When a regular Employee acquires an additional temporary position, the temporary position will be paid over twelve (12) months.

### **ARTICLE 23: USE OF AN EMPLOYEE'S VEHICLE**

23.1 The Union and Employer agree that when an Employee is required to use their personal vehicle for School Board business, such use shall be in accordance with Board Policy.

### **ARTICLE 24: NOTICES**

24.1 Each Employee shall keep the Employer informed of the Employee's current address and telephone numbers.

24.2 All communications between the Parties, unless otherwise specified, shall be addressed to:

(a) In the case of the Union, the President and/or Secretary of the Union, or their representative who shall be an Employee of the Employer, at the Union's last known address.

(b) In the case of the Employer, the Superintendent and/or designate.

24.3 The Employer agrees to the use of existing bulletin boards for posting Union material.

**ARTICLE 25: RECOVERY OF WAGES**

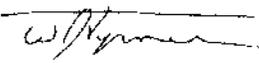
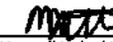
25.1 The Employer will have the right to recover up to a maximum of six (6) months to make the necessary monetary or entitlement adjustments. The Employer may take such internal administrative action as is necessary to correct such errors to recover overpayments of salary, wages, entitlements, and/or other remuneration to an Employee, regardless of the cause, and/or amount, both on a regular basis and at the termination of the employment relationship. In the event of an overpayment, the Employer shall notify the Employee in writing that an overpayment has been made and discuss repayment options. If an Employee terminates before the recovery is complete, the remainder of the monies owing shall be recovered from the final pay.

**ARTICLE 26: HEALTH AND SAFETY**

26.1 The Employer and the Union recognize the importance of promoting a safe and healthy environment for Employees. The parties acknowledge joint responsibility to adhere to their obligations and rights established in the Occupational Health and Safety Act and its Regulations.

\*\*\* \*\*\*\*\* \*\*\*

Dated on Jun 27, 2025

SIGNED ON BEHALF OF The Horizon School Division	SIGNED ON BEHALF OF Canadian Union of Public Employees, Local 3203
	 Lori Thompson (Jun 23, 2025 14:39 MDT)
<u>Blair Lowry</u> Blair Lowry (Jun 26, 2025 07:52 MDT)	 Donna Stafford (Jun 23, 2025 14:33 MDT)
 Maxwell Holst (Jun 26, 2025 21:00 MDT)	<u>Cindy Kanomata</u> Cindy Kanomata (Jun 24, 2025 11:17 MDT)
 Mandy Court (Jun 26, 2025 17:02 MDT)	<u>Rob Kusnir</u> Rob Kusnir (Jun 26, 2025 18:50 MDT)
	 Amanda Green (Jun 26, 2025 14:15 MDT)
	 Mckell Woodruff (Jun 26, 2025 15:43 MDT)
	<u>Aaron Hiscock</u> Aaron Hiscock (Jun 27, 2025 15:08 MDT)

# LETTER OF UNDERSTANDING #1: Apprenticed Employees

BETWEEN

The Horizon School Division

-and-

Canadian Union of Public Employees, Local 3203

The Parties agree that the following conditions and understandings will apply to "APPRENTICED EMPLOYEES":

## DEFINITION

"Apprenticed Employees" are Employees who are registered as Apprentices under the Apprenticeship and Industry Training Act and who are specifically employed to work at and to learn the applicable trade.

## APPLICATION

Apprenticed Employees shall be granted all the terms and conditions of a "Temporary Employee" as defined in the Collective Agreement between the Parties and shall be terminated from employment upon completion of each period of on-the-job training with the Employer.

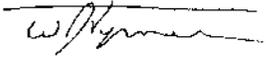
Apprenticed Employees shall be trained to the standards applicable to that particular trade and shall be entitled to make such application for journeyman status or to take such training as may be required to achieve such status, with every cooperation of the Employer and with all reasonable dispatch.

## PAYMENT OF WAGES

Apprenticed Employees shall be paid within five (5) business days of the end of the pay period.

An apprenticed Employee shall be paid according to the Apprenticeship and Industry Training Act and applicable Trade Regulations.

This Letter of Understanding shall be in effect until August 31, 2028.

SIGNED ON BEHALF OF The Horizon School Division	SIGNED ON BEHALF OF Canadian Union of Public Employees, Local 3203
	 Lori Thompson (Jun 23, 2025 14:39 MDT)
Dated: Jun 23, 2025	Dated: Jun 23, 2025

**LETTER OF UNDERSTANDING #2: High School Student Employment – Off Campus Education Programs**

BETWEEN

The Horizon School Division

-and-

Canadian Union of Public Employees, Local 3203

This will confirm that The Horizon School Division and the Canadian Union of Public Employees, Local 3203 jointly agree in providing students with the opportunity to start learning and practicing possible future trade opportunities. It is therefore agreed that the High School students working in The Horizon School Division on an irregular part-time or casual basis, under Off Campus Education programs such as the Registered Apprenticeship Program (RAP) or another work experience course, or courses shall not fall within the scope of the Collective Agreement between the Parties. When said students may be hired on a temporary basis, such as during the summer months, which is outside of any Off-Campus Education program, they shall fall within the scope of the Collective Agreement.

It is further understood that no current Regular or Temporary Employee within CUPE Local 3203 will be laid off or have a reduction of hours as a direct result of providing students with Off Campus Education opportunities.

This Letter of Understanding shall be in effect until August 31, 2028.

SIGNED ON BEHALF OF The Horizon School Division	SIGNED ON BEHALF OF Canadian Union of Public Employees, Local 3203
	 Lori Thompson (Jun 23, 2025 14:39 MDT)
Dated: Jun 23, 2025	Dated: Jun 23, 2025

**LETTER OF UNDERSTANDING #3: Occupational Health and Safety Formalized Working Committee**

BETWEEN

The Horizon School Division

-and-

Canadian Union of Public Employees, Local 3203

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The Employer and the Union recognize that safety is the shared responsibility of the Employer and the Employee. The Union and the Employer are committed to an environment that effectively manages workplace risks to support staff safety.

**Formalized Working Committee**

The Union and the Employer will establish a formalized working committee to review ongoing workplace concerns as it relates to working with students with behaviour concerns that may be labelled as workplace violence, which may include (but not limited to):

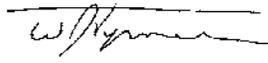
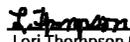
- reviewing current procedures, identifying gaps, and exploring potential solutions to better support student and staff safety.
- reviewing and making recommendations for changes in practice.

The formalized working committee shall consist of:

- two CUPE 3203 employees,
- one Union representative
- three employer representatives.

The working committee shall meet by the end of November and meet as required to collect concerns and discuss potential solutions. Once completed the working committee shall provide a report to both the Union and Employer Executives within two (2) months from the date of the meeting. This committee shall meet annually, by the end of November, or more often as mutually agreed.

This Letter of Understanding reflects both the Union and the Employer's commitment to ongoing dialogue and proactive measures to enhance workplace safety.

SIGNED ON BEHALF OF The Horizon School Division	SIGNED ON BEHALF OF Canadian Union of Public Employees, Local 3203
	 Lori Thorpison (Jun 23, 2025 14:39 MDT)
Dated: Jun 23, 2025	Dated: Jun 23, 2025