"Learning today for tomorrow"

Agreement

between

Turtle River School Division

and

The Canadian Union of Public Employees

Local 1897

CUPE·SCFP

On the front line • Au coeur de l'action

Local 1897

January 1, 2020 to December 31, 2022

Agreement
Between
Turtle River School Division
AND
The Canadian Union of Public Employees
Local 1897

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PREAMBLE

Whereas it is the desire of both parties to this Agreement

1) To maintain and improve harmonious relations and set conditions of employment between the Employer and the Union.

2) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services, etc.

3) To encourage efficiency in operation and through a process of collective bargaining maintain the principle that resources must be managed efficiently and effectively.

4) To promote the morale, well-being and security of all employees in the bargaining unit of the Union, and

Whereas it is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in a collective agreement.

Where the singular or the feminine expressions are used in this Agreement, the same shall be construed as meaning the plural or the masculine where the context so admits or requires and the converse shall hold as applicable.

ARTICLE 1 SCOPE OF THE AGREEMENT

101 This Agreement shall be applicable to all employees covered by the Manitoba Labour Board Certificate No. 4847 as per Schedule A, B, C, D and E with exception of those employees who are engaged by the Board under the provisions of employment creation or employment incentive programs or under the terms of a specifically funded short term program.

ARTICLE 2 DURATION OF AGREEMENT

201 This Agreement shall be binding and in effect from January 1st, **2020** until December 31, **2022** and shall continue in effect from year to year thereafter unless terminated or renewed as hereinafter provided.

202 If either party to this Agreement desires to renew, revise, or terminate this agreement, such party shall give written notice to the other party of their intent, together with the related particulars, not less than thirty (30) days nor more than sixty (60) days prior to the expiry date.

203 Only those matters referred to in the said particulars shall be open for negotiations, unless otherwise mutually agreed upon.

204 Within twenty-one (21) calendar days following receipt of the written notice, the party receiving the notice shall be prepared to commence negotiations and shall so notify the other party.

205 Should either party deem it necessary to negotiate changes during the term of the agreement, such changes may be made by mutual agreement and shall be covered by letter of understanding.

206 No part of this agreement shall have a retroactive effect except for wage increases, unless specifically so provided.

ARTICLE 3 UNION DUES

301 The **Division** shall deduct from the earnings of each employee an amount equal to the regular monthly membership, as established by the Union. The Division shall deduct Union dues for all hours worked by substitutes and casuals for replacement of Union Members.

302 The Division shall remit said dues to the Treasurer of the union not later than the fifteenth (15th) day of the month following.

303 The Union agrees to and does hereby indemnify and save the Board harmless from all claims, demands, action, and the proceedings of any kind and from all costs which may arise or be taken against the Board making the compulsory check off of Union dues as provided for above.

ARTICLE 4 PROBATIONARY PERIOD

401 All newly hired support staff shall be placed on a three (3) month probation period. Before the end of the three (3) month probation period the immediate supervisor shall make a recommendation to the secretary-treasurer whether the employee shall:

a) be taken off probation,
b) be retained on probation, for a further three month period
c) be dismissed.

402 Probationary employees shall be entitled to all rights and privileges of this agreement except that they shall not have recourse through the Grievance Procedure for suspension or discharge.

403 If the successful applicant to a position is internal, the employee shall be placed on a trial period of three (3) months. The trail period can be extended an additional three (3) months by the Division or the employee. If the additional three (3) months is required by either party, they must notify the other party in writing two (2) weeks prior to the conclusion of his/her first three (3) months, along with the reason for the extension. Conditional on satisfactory service, the employee shall be declared permanent after the conclusion of the trial period.

In the event the employee proves unsatisfactory in the position or if the employee finds him/herself unable to perform the duties of the position during the trial period or the employee is unable to perform the duties of the position, he/she shall be returned to his/her former position without loss of seniority, wage or salary rate.

If the employee finds him/herself unable to perform the duties of the new position during the trial period, within the first month, the employee shall provide two (2) weeks written notice of their intentions to move back. The employee will move back in two (2) weeks unless the parties mutually agree otherwise.

Any other employees promoted or transferred because of the trial period shall revert to their former position without loss of seniority and with no recourse to the grievance and arbitration procedures.

ARTICLE 5 NO DISCRIMINATION

501 The Division and the Union jointly affirm that every employee is entitled to a respectful workplace, which is free from discrimination.

502 The definition of discrimination shall consist of the definition contained in the Human Rights Code.

ARTICLE 6 SENIORITY

601 Seniority is defined as the number of years of continuous service (excluding overtime) with the Board and shall be a factor in determining preference or priority for promotions, transfers, demotions, lay-offs or recalls if qualifications, skills, and abilities are equal. Seniority shall not be accrued by casual or substitute employees.

Upon completion of the probationary period, seniority shall be retroactive to the commencement date of employment as provided in Article 401.

602 a) An employee's seniority shall be maintained and accumulated during:

i) any absence due to illness or accident covered by worker's Compensation or the employee's accumulated sick leave credits;

ii) any authorized leave of absence up to sixty (60) calendar days;
iii) the statutory period of absence for maternity/parental leave as provided in the Employment Standards Code.

b) An employee's seniority shall be maintained but not accumulated during:

i) an authorized leave of absence in excess of sixty (60) calendar days but less than one (1) year.

ii) a period of lay-off up to two (2) years.

c) An employee's seniority shall be deemed to be terminated and there shall be no obligation to rehire under the following conditions:

i) he/she is laid off for a period longer than two (2) years;

ii) he/she, following a layoff, fails to report for duty within eight (8) calendar days after notification by registered mail to his/her last known address. The onus is on the employee to inform the employer of his/her current address.

iii) he/she is on unpaid leave of absence longer than one (1) year;

iv) he/she is discharged and not reinstated,

v) he/she resigns in writing;

vi) he/she fails to report for duty without valid reason at the termination of leave of absence, vacation or suspension.

603 In the event of lay-off, employees shall be laid off in the reverse order of their bargaining unit seniority and shall be paid for 1 pay period in lieu of notice.

604 The Union shall be provided each year with one copy of the seniority list, during the month of January. Those employees laid off after the date of signing of this agreement will be recalled in order of their seniority.

An employee shall have the right to decline recall with no effect on their status on the employment list if the recall is to a position that is farther from their place of residence than their previous position.

ARTICLE 7 HOURS OF WORK

701 The regular daily hours of work for all employees covered under Article 1.01 of this agreement shall be up to eight (8) hours per day. Permanent bus drivers shall work those hours required to properly service their route and to maintain the cleanliness and safety of the bus.

Full time Educational Assistants shall work six (6) hours per day.

ARTICLE 8 OVERTIME

801 All hours worked in excess of eight (8) hours per day will be paid at 1 1/2 times an employees regular hourly rate.

Hours spent sleeping or after the conclusion of school activities for the day, while on overnight trips shall not be considered as hours worked.

802 CALLOUTS

Employees called out, in the case of an emergency, shall be paid a minimum of two (2) hours at time and one-half. Subject to approval of the Division, compensating time off in lieu may be given. Such compensatory time off, if approved, shall be required to be taken within one month of earning same and being taken at times as may be mutually agreed.

ARTICLE 9 STATUTORY HOLIDAYS

901 All employees shall have the following holidays off at their regular rate of pay provided they are listed as "active" on the payroll.

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
August Civic holiday	Boxing Day
Louis Riel Day	

And any other statutory holiday as proclaimed by the Province of Manitoba, the Government of Canada and the School Board, as approved by the Department of Education.

902 Employees who work on a statutory holiday who qualify to be paid for the statutory holiday will be paid their regular rate of pay, and in addition to that, one and one half times their regular rate of pay for all hours worked on the statutory holiday.

903 Employees who do not qualify to be paid for the statutory holiday but work on that day will be paid one and one half times their regular rate of pay.

ARTICLE 10 VACATION

1001 Effective January 1, 1998 all employees shall receive the following vacation pay:

a) All employees with 4 years or less of continuous service shall receive 2 weeks paid vacation or 4%
b) After 4 years of continuous service employees shall receive 3 weeks paid vacation or 6%
c) After 10 years of continuous employment employees shall receive 4 weeks paid vacation or 8%
d) After 15 years of continuous employment employees shall receive 5 weeks paid vacation or 10%
e) After 25 years of continuous employment employees shall receive 6 weeks paid vacation or 12%.

ARTICLE 11 SICK LEAVE

1101 Employees covered by this agreement shall accumulate entitlement for sick leave at the rate of one (1) day for every nine (9) days worked. Sick days taken shall not accrue sick leave. Sick Leave shall not be accrued by casual or substitute employees.

1102 Accrued sick leave credits shall be carried forward from year to year as follows:

Effective Date	Maximum Accumulation
Union ratification	One Hundred fifteen (115) days
Fall Term 2018	One Hundred and twenty (120) days

The Division shall register the Sick Leave plan with the Employment Insurance for premium reduction purposes. The five-twelfths (5/12) of the difference between the standard Employer premium rate and the reduced premium rate shall be paid to the Union, should the Division be eligible for a reduction.

1103 The maximum sick leave credit, as referred to in Article 11.02 shall be reduced by the total number of working days taken as sick leave in the preceding one year period. Sick days do not accrue sick leave.

1104 An employee may be required to produce a certificate from a duly qualified physician, who may be appointed by the Board, certifying that the employee was unable to carry out his/her duties due to illness.

1105 The Board, in its discretion may grant sick leave for a period in excess of the provisions of the Article.

1106 Employees shall submit to a medical examination by a Board designated medical practitioner, at the request of the Board, if such examinations are required as a condition of the continued employment. The costs for such medical examinations shall be borne by the Board.

1107 Sick leave is not payable to an employee:

a) who is engaged in an employment for a wage or profit, during any period for which he/she claims benefits under the sick leave plan,

b) who, in respect of an illness or injury resulting from a motor vehicle accident, is receiving benefits under a provincial insurance plan,

c) who is absent from work because of plastic surgery performed solely for cosmetic purposes except where the need for surgery is attributable to an illness or injury.

d) ill or injured during a strike or lock out, if that illness or injury commences during the strike or lock out. The right to benefits is reinstated at the end of the strike or lockout.

1108 Sick leave is provided for the sole purpose of insuring an income to the employee during periods of illness.

1109 It is the responsibility of the employee to notify their Supervisor before taking leave.

1110 The Employer shall provide a statement once per year by December to all employees indicating the accrual of sick leave and usage.

ARTICLE 12 LEAVE OF ABSENCE

1201 BEREAVEMENT LEAVE

An employee shall be granted five (5) days leave without loss of salary in the case of death of a father, mother, sister, brother, son, daughter, spouse, father-in-law, stepfather, mother-in-law, stepmother, daughter-in-law, sister-in-law, son-in-law, brother-in-law, step child, grandparents, or grandchild.

1202 FAMILY MEDICAL LEAVE

Effective date of Union ratification, each employee shall be entitled to use up to four (4) days of accumulated sick leave per school year to attend to the illness, injury or medical appointments of his or her immediate family including the spouse, children, foster-children or parents of the employee or spouse. Where such cases occur and both parents of a particular child are employees within the scope of this agreement, both parents may not access the provision of this article concurrently.

Every effort shall be made to schedule medical appointments outside of school hours.

1203 Leave in excess of the days outlined above may be granted at the discretion of the Board with or without pay. It is the responsibility of all employees to notify the Board prior to taking such leave.

It is the responsibility of all employees to notify the Board prior to taking such leave.

1204 PALLBEARER DUTY

An employee shall be granted one (1) day leave of absence without loss of salary to attend a funeral as an active Pallbearer.

1205 Leave of absence without pay and without loss of seniority may be granted, upon request to the Board, to an employee transacting union business. Such leave shall not exceed five (5) days per school year for such Executive member and one extra designated member.

1206 On request by the Union, the Board shall, during the period of leave of absence, continue to pay the employee as if he had remained at work, but will bill the Union an amount equal to 125% of the cost of wages and fringe benefits.

1207 MATERNITY, PARENTAL, ADOPTION, AND COMPASSIONATE CARE LEAVE

Employees having a minimum of one (1) year service with the Turtle River School Division shall, upon written request, be granted leave of absence without pay as outlined in the Employment Standards Code.

1208 The Board shall grant a further sixty (60) days extension of maternity leave if the employee and a medical practitioner feel that it is in the best interest of the employee's health.

1209 It shall be the responsibility of the employee to notify the Board, in writing, at least two weeks prior to resumption of work following the maternity leave.

1210 LEAVE OF ABSENCE WITHOUT PAY

The Board may grant, at its discretion, leave of absence without pay and without loss of seniority to any employee requesting such leave in writing, for good and sufficient reasons.

1211 JURY OR COURT WITNESS DUTY

When a regular employee is absent from work to perform jury service or to testify as a crown subpoenaed witness, or in his capacity as a Division employee, the Division will pay his regular rate of pay for each hour he would have worked had he not been on jury duty, provided however, any jury fees, or as a witness, any witness fees received by him for performing such service or giving such evidence is submitted to the Division. The employee shall immediately notify the Division upon becoming aware of his requirement to attend at court.

1212 COMPASSIONATE CARE

Employees are entitled to Compassionate Care Leave as per the *Employment Standards Code*.

ARTICLE 13 COMMITTEES AND MEETINGS

1301 The Union shall notify the Board in writing, as to the names of the union members on the Bargaining and Grievance Committees.

1302 The Grievance Committee which may be the same as the Bargaining Committee shall not exceed four (4) Union members.

1303 The Union shall have the right to representation by the Canadian Union of Public Employees and/or legal counsel.

1304 School division employee representatives on the Bargaining Committee who meet with Board Representatives during working hours for the purpose of negotiations or settlement of a grievance or arbitration will not incur loss of remuneration.

ARTICLE 14 GRIEVANCES

1401 Definition of Grievance - A grievance shall be defined as any difference arising out of interpretation, application, administration or alleged violation of the collective agreement. Casual or substitute employees shall not have recourse through the Grievance Procedure.

1402 Settling of Grievance - An earnest effort shall be made to settle grievances fairly and promptly in the following manner:

All grievances must be submitted in the manner hereafter provided within ten (10) working days of the event giving rise to the alleged violation or difference, or within ten (10) working days from the date on which the griever became aware of the event giving rise to the alleged violation or difference.

Prior to filling a grievance, the parties concerned, shall seek to settle the dispute through informal discussions with their immediate supervisors prior to filing their dispute with the union.

Step 1 - If the Grievance Committee of the union considers the grievance to be justified, the written grievance stating the particulars and the redress sought shall be submitted to the Secretary-Treasurer or

Superintendent within ten (10) working days. The Secretary-Treasurer or Superintendent shall render his/her decision within ten (10) working days after receipt of such notice

Step 2 - Failing settlement being reached in Step 2, the Grievance Committee will submit the written grievance to the Board of Trustees within five (5) working days of the receipt of the Secretary-Treasurer's or Superintendent's decision. The Board shall render its decision within five (5) working days, after the next regularly scheduled Board meeting.

Step 3 - Failing a satisfactory settlement being reached in Step 2, the Union within ten 10) working days of receipt of the Board's decision may refer the dispute to arbitration by written notice to the Board.

1403 Replies to grievance shall be in writing at all stages. In cases of discharge or suspension, Step 1 of the grievance procedure may be bypassed.

1404 Grievances settled satisfactorily within the time allowed shall date from the time of the incident.

1405 The time limits specified in 1402 above may be extended by consent of the parties to this Agreement in writing. Failure on the part of the griever to comply with the time limits as set forth or as subsequently extended by mutual agreement shall result in the grievance being deemed to have been abandoned and all rights or recourse to the grievance and arbitration procedures shall be at an end.
In the event of the failure of the Employer to comply with the time limits as set forth in this Article or as subsequently extended by mutual agreement, the employee or Grievance Committee may advance the grievance to the following step in the grievance procedure outlined above.

1406 The arbitration procedure shall be in accordance with the provisions of the Labour Relations Act of Manitoba. In no event shall the Board of Arbitration alter, modify or amend this agreement. Nothing herein shall prohibit the parties from agreeing to a single arbitrator. If the parties so agree, the provisions of the Labour Relations Act relating to an Arbitration Board shall apply mutatis mutandis, to the single arbitrator. Agreement on the appointment of a single arbitrator shall be reached within ten (10) working days following Step 4.

ARTICLE 15 JOB DESCRIPTIONS

1501 The Board agrees to prepare job descriptions of those positions for which the Union is the bargaining agent.

1502 The Division agrees to prepare a new job description whenever a new classification is created or whenever the duties of a classification change. All job descriptions shall be presented to the Union for discussion. The Union shall notify the Board within twenty (20) days of any suggested changes.

1503 When a new classification within the scope of this agreement not covered in Schedule "A, B, C, D and E" is established during the term of this agreement, the classification and/or rate of pay shall be subject to negotiations between the Employer and the Union. The Employer shall have the right to temporarily establish a rate of pay until the regular rate of pay for the new classification(s) have been agreed upon. If the parties are unable to agree on the classification and/or rate of pay of the job in question, such dispute shall be submitted to grievance and arbitration.

If the new classification is established within eighteen (18) months prior to the expiry of the Collective Agreement, and the Employer and the Union cannot reach an agreement on the rate of pay, then the parties agree to resolve the matter in collective bargaining. Should the result be an increase to the classification, the affected employee(s) will receive full retroactive pay to the date of the implementation of the new classification.

ARTICLE 16 MANAGEMENT RIGHTS

1601 Subject to the provisions of the Agreement, the operation of the schools and direction of the staff covered

by Certificate No.4847 including the right to hire, suspend or discharge for cause, to assign to jobs, to classify, to promote, to transfer for cause employees among the schools, to increase, decrease or re-organize the staff, both permanent and temporary, to determine the service necessary for the most efficient operation of the schools is clearly a function of management and is vested exclusively in the Board. The Board agrees that it will not exercise any of the foregoing rights of the Article in a discriminatory manner.

The specific terms of this contract shall be the source of any rights that may be asserted by the Union against the School Division.

ARTICLE 17 TRAINING PROGRAM

1701 Employees required by the Board to take any mandatory training course outside the school division shall be compensated according to Board policy if they use their own vehicle.

ARTICLE 18 PAYMENT OF MEAL PERIODS

1801 Bus drivers required to spend their mealtime away from home shall be compensated per Board policy subject to submitting a receipt.

1802 Bus drivers who are specifically instructed by the Board, in writing, to leave their bus in town between morning and afternoon route trips and who are not otherwise employed in said town, shall be compensated up to a maximum of **$12.35** per driving day effective **January 1, 2020**. Payment to be made monthly. Effective **January 1, 2021** the above rate shall be increased to **$12.52**. Effective **January 1, 2022** the above rate shall be increased to $**12.59**.

ARTICLE 19 WAGES

1901 The Board shall pay salaries in accordance with Schedule "A", "B", "C", "D", and "E" as attached hereto and forming part of this agreement.

1902 A bus driver required by the Division to make his bus available for servicing outside of the regular servicing will be paid the current Extra-curricular rate per hour for the combination of driving time and waiting time while the bus is being serviced up to a maximum of three (3) hours.

1903 Salary for Head Custodians and Custodians shall be deemed to include regular heating checks.

1904 Temporary Assignment Duty
Employees shall be paid the higher rate of pay when assigned by their supervisor to a higher position where such assignment is for three (3) full days or longer.

1905 Payment of Salary:

The Division shall pay wages semi-monthly, in accordance with Schedule "A, B, C, D & E," of the Agreement. Payments shall be made on the fifteenth (15th) and last working day of each month. If a pay date falls on a holiday or weekend, payment shall be made on the last working day immediately prior to the holiday or weekend. Payment of wages shall be by way of Automatic Bank Deposit and each employee shall supply to the Division a void cheque drawn on the account to which the deposit is to be made.

ARTICLE 20 WORKPLACE SAFETY & HEALTH COMMITTEE

2001 The Division and Union recognize the duties and responsibilities of the employer, Supervisors, and employees under the Workplace Safety & Health Act and regulations thereto. Further, the Division and the Union acknowledge the Workplace Safety & Health Act contains specific provisions which cover the roles and responsibilities of workplace committees and agree to work cooperatively within this legislated mandate.

ARTICLE 21 GROUP LIFE/PENSION PLAN

2101 Group Insurance

The Division will administer the Manitoba Public School Employees Group Life Insurance Plan according to the terms and conditions of the Plan.

2102 Pension Plan

All employees covered by the agreement shall be eligible to enroll in the Pension Plan for Non-Teaching Employees of Public School Boards in Manitoba according to the terms and conditions of the Plan text.

IN WITNESS WHEREOF the Board has caused these presents to be Sealed with the seal of the Turtle River School Division and Signed by the Chairman and the Secretary of the Board and the Union has caused these presents to be executed on its behalf by the Local Union 1897.

SIGNED ON BEHALF OF:

The Canadian Union of Public Employees Local No. 1897 chartered by the Canadian Union of Public Employees and affiliated with the Canadian Labour Congress hereinafter called "The Union."

President

Secretary

SIGNED ON BEHALF OF:

The Turtle River School Division of the Province of Manitoba hereinafter called "The Board."

Chairperson

Secretary-Treasurer

DATED this 28th day of July 2021, A.D.

SCHEDULE " A "

Employees shall receive a guaranteed monthly income [on a ten (10) month basis] as follows:

Bus Drivers			
Rates are per month	**Jan 1/2020**	**Jan 1/2021**	**Jan 1/2022**
0-100 km	**1,476.11**	**1,496.77**	**1,504.26**
101-150 km	**1,609.50**	**1,632.03**	**1,640.19**
151-200 km	**1,652.96**	**1,676.10**	**1,684.48**
201-250 km	**1,696.53**	**1,720.28**	**1,728.88**
251-300 km	**1,731.29**	**1,755.53**	**1,764.31**
300-351 km	**1,772.13**	**1,796.94**	**1,805.92**

Extra-curricular trip rate	**$ 16.74/hr**	**$ 16.98/hr**	**$ 17.06/hr**

Bus Driver Instructor shall be paid two dollars ($2.00) per hour over the Extra-curricular rate of pay when such training is provided.

Bus drivers with changes in route mileage of greater than 10 kms. or less than 10 kms. between existing salary categories and who have driven the new route mileage for 12 consecutive driving days or more shall have their salary adjusted to the new salary classification effective the 13th day of driving
in the revised mileage category.

Bus Driver Wheelchair Allowance: Bus Drivers who drive a wheelchair bus and transport students who are confined to a wheelchair, shall be paid an additional **$5.08 effective Jan 1/2020, $5.15 effective Jan 1/2021, $5.18 effective Jan 1/2022** per day per wheelchair-bound student for each full day the child is transported or **$2.54 effective Jan 1/2020, $2.58 effective Jan 1/2021, $2.59 effective Jan 1/2022** per day in the event the child is only transported in the morning or afternoon.

SCHEDULE "B"

CUSTODIAL STAFF *ALL AMOUNTS BELOW ARE PER HOUR*

Head Custodian	Jan 1/2020	Jan 1/2021	Jan 1/2022
Probation	18.32	18.57	18.67
Year 1	18.66	18.93	19.02
Start Year 2	18.99	19.25	19.35
Start Year 3	19.41	19.68	19.78

Custodian	Jan 1/2020	Jan 1/2021	Jan 1/2022
Probation	16.73	16.97	17.05
Year 1	17.11	17.35	17.44
Start Year 2	17.45	17.70	17.79
Start Year 3	17.84	18.09	18.18

Cleaner	Jan 1/2020	Jan 1/2021	Jan 1/2022
Probation	15.15	15.36	15.44
Year 1	15.55	15.77	15.85
Start Year 2	15.91	16.13	16.21
Start Year 3	16.27	16.49	16.58

Hours worked for custodial staff for each school will be dictated by the custodial services formula in Division Policy and Transportation/Maintenance Supervisor decisions concerning job classifications.

Increments are payable commencing the month following the anniversary date of employment.

SCHEDULE "C"

MECHANICS *ALL AMOUNTS BELOW ARE PER HOUR*

Qualified Mechanic	Jan 1/2020	Jan 1/2021	Jan 1/2022
Probation	28.77	29.18	29.32
Year 1	29.76	30.18	30.33
Start Year 2	30.72	31.15	31.31
Start Year 3	31.67	32.11	32.27

Mechanic Helper	Jan 1/2020	Jan 1/2021	Jan 1/2022
Probation	15.42	15.64	15.72
Year 1	16.20	16.42	16.50
Start Year 2	16.94	17.17	17.26
Start Year 3	17.70	17.95	18.04

Increments are payable commencing the month following the anniversary date of employment.

TOOL REQUIREMENTS FOR BUS MECHANICS

1. Mechanics shall supply and utilize a hand tool assortment as would be required to work on buses.

2. The Turtle River School Division shall provide replacement insurance on each mechanic's tools. Mechanics shall provide the Turtle River School Division with a complete inventory of the tools indicated in point #1 upon request.

3. The Turtle River School Division shall provide any specialized and/or system testing equipment.

4. Bus Mechanics shall each be provided with a $300.00 tool allowance annually to upgrade their hand tools, which are a condition of employment. Mechanics must provide original receipts for payment. Annual funds will apply to individual budget years and may not be carried forward. The mechanic`s helper shall be entitled to half of the mechanics annual tool allowance.

SCHEDULE "D"

SCHOOL SECRETARY *ALL AMOUNTS BELOW ARE PER HOUR*

	Jan 1/2020	Jan 1/2021	Jan 1/2022
Probation	16.78	17.02	17.10
Year 1	17.56	17.80	17.89
Start Year 2	18.35	18.61	18.70
Start Year 3	19.10	19.37	19.47
Start Year 4	19.90	20.18	20.28
Start Year 5	20.68	20.97	21.07

Increments are payable commencing the month following the anniversary date of employment.

TEACHER ASSISTANTS AND LIBRARY CLERKS *ALL AMOUNTS BELOW ARE PER HOUR*

	Jan 1/2020	Jan 1/2021	Jan 1/2022
Probation	16.10	16.33	16.41
Year 1	16.86	17.09	17.18
Start Year 2	17.65	17.89	17.98
Start Year 3	18.38	18.64	18.73
Start Year 4	19.15	19.42	19.52
Start Year 5	19.89	20.17	20.27

Increments are payable commencing the month following the anniversary date of employment.

Certified Teacher Assistant Premium: $0.50 per hour

Teacher Assistants with relevant educational training shall be paid an hourly premium as per the rates set out above at the conclusion of their probationary period for relevant educational training which includes but is not limited to the following: a valid teaching certificate, a valid EAL certificate when the teacher assistant is working as an EAL Educational Assistant, a valid educational assistant's certificate/diploma, a valid para -educator's certificate/diploma, a valid relevant post-secondary university degree, or other relevant post-secondary training approved by the division. Relevant educational training may be assessed at the time of hire, or upon an employee's completion of relevant training and presentation to the division.

The Division shall have the sole responsibility in determining which certified programs will be accepted. Presentation of the actual certificate from the certifying authority to the Superintendent or designate shall constitute proof.

Any employees currently employed by the Division who hold the RRC Para Educator, U of W Educational Assistant Diploma Program or equivalent as determined by the Division will receive the Certified Teacher Assistant Premium effective the date of Union ratification.

SCHEDULE "E"

Information and Communication Technology Technician *ALL AMOUNTS BELOW ARE PER HOUR*

	Jan 1/2020	Jan 1/2021	Jan 1/2022
Probation	**19.70**	**19.98**	**20.08**
Year 1	**21.68**	**21.98**	**22.09**
Start Year 2	**23.63**	**23.96**	**24.08**
Start Year 3	**25.62**	**25.98**	**26.11**
Start Year 4	**27.58**	**27.97**	**28.11**

Effective the date of signing by the Union the ICT Technician shall be entitled to all the rights and privileges of the collective agreement.