

COLLECTIVE AGREEMENT

BETWEEN:

SOUTH SHORE REGIONAL CENTRE FOR EDUCATION

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 4682

April 1, 2021-March 31, 2024

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ARTICLE 1 - PREAMBLE & DEFINITIONS

1.1 It is the purpose of both Parties to this Agreement:

- (a) To promote the morale, well-being and security of all Employees in the bargaining unit of the Union, and provide good and adequate education facilities for the students and to provide a formal method for the adjustment of disputes between the Parties.
- (b) To maintain and improve harmonious relations and settle conditions of employment between the Employer and the Union and to provide a formal method for the adjustment of disputes between the Parties.
- (c) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment and services.
- (d) To encourage efficiency in operations.

1.2 In this Agreement:

- (a) "Agreement" - means this Collective Agreement between the Centre for Education and the Union;
- (b) "Centre for Education" - means the South Shore Regional Centre for Education;
- (c) "Substitute Employee" - means an Employee who is employed on an occasional but non-regularly scheduled basis. Substitute Employees normally work when Full-Time or Regular Part-Time employees are absent from work due to illness, vacation, Union business, bereavement leave, holidays or in cases of emergencies or other unforeseen circumstances. Substitute Employees are covered by provisions of this agreement as indicated in Article 16;
- (d) "County" - means Lunenburg or Queens County;
- (e) "Date of Hire" - means the date that the hire was approved as a Regular Part-Time Employee or as a Full-Time Employee; means the date that all training has been successfully completed and the Employee finishes their first day of work as a "Substitute Employees". Employees shall not be scheduled to work until such time as required training is successfully completed.
- (f) "Day" - means a Working Day unless otherwise specified in this Agreement;
- (g) "Employee" - means an Employee in the Bargaining Unit employed by the Centre for Education;
- (h) "Employer" - means the South Shore Regional Centre for Education;
- (i) "Full-Time Employee" - means an Employee who is regularly scheduled to work in a position established by the Centre for Education as a Full-Time position, as established pursuant to Article 19;

- (j) "Holiday" - means the twenty-four (24) hour period commencing at 12:01 a.m. on a day designated as a Holiday in this Agreement;
- (k) "Probationary Employee" - means an Employee during the period of ninety (90) days of actual work from the Employee's Date of Hire as a Full-Time Employee or as a Regular Part-Time Employee;
- (l) "Regular Part-Time Employee" - means an Employee who is employed on a regularly scheduled basis but who works less than the hours scheduled per week for a Full-Time Employee;
- (m) "Seniority" - means an Employee's length of service with the Employer, since the Employee's most recent Date of Hire as a Full-time or Part-time Employee;
- (n) "Subsystem" - means one of seven (7) subsystems for the SSRCE which are: North Queens, South Queens, Centre, Hebbville, New Germany, New Ross, and Chester.
- (o) "Term Position" - means a temporary position for a period of forty five days (45 days) up to but not to exceed thirty (30) months;
- (p) "Union" - means the Canadian Union of Public Employees, Local 4682;
- (q) "Working Day" - means days exclusive of Saturdays, Sundays or Holidays;
- (r) "Year" - means the period commencing at 12:01 a.m. on August 1 and ending at 11:59 p.m. on July 31.

(*)ARTICLE 2 - MANAGEMENT RIGHTS

2.1 The Union and the Employees covered by this Agreement recognize and acknowledge that the Employer has the right to manage the Centre for Education's system and any enterprise in which the Centre for Education is engaged. Without limiting the generality of the foregoing, the Employer has the right to:

- (a) Maintain order, discipline and efficiency;
- (b) Subject to the provisions of this Agreement, hire, determine qualifications, assign work, promote, demote, transfer, layoff, discipline for just cause any Employee covered by this Agreement;
- (c) Make and alter, from time to time, policies, procedures, rules and regulations to be observed by Employees, which policies, rules and regulations shall not be inconsistent with the express provisions of this Agreement and any changes to such policies, rules and regulations shall, except in the case of an emergency, be first discussed at a meeting of the Labour Management Committee. A Policy Manual is available on the Centre for Education web site and will be printed upon request;
- (d) Determine the nature of the work to be performed, the standard and quality of

service to be provided, the schedules of work and the methods and procedures to be used; and

- (e) Study or introduce new or improved methods or facilities, to determine the standard and quality of care to be provided, the extension, limitation, curtailment or cessation of operations in whole or in part, and all other matters concerning the operation of the Centre for Education's services not specifically restricted in this Agreement.

- 2.2 The Employer and the Union agree that neither side will exercise their rights in an arbitrary, capricious or bad faith manner.
- 2.3 All Employees are hired by the Employer and may be assigned, from time to time, to respond to unforeseen or non-recurring situations, to a school, building or route which requires the Employee's services.
- 2.4 The Union acknowledges that from time to time, schools and buildings may be used after normal school hours for various functions. Adequate custodial services shall be assigned to such after school use and such duties shall be performed by members of the Bargaining Unit at appropriate rates.
- 2.5 In order to provide as much job security to Employees in the Bargaining Unit as is possible and appropriate, the Employer agrees that, during the term of this Agreement, no work or services presently performed by Employees shall be contracted out, transferred, leased or assigned in whole or in part, if such contracting out, lease, transfer or assignment would result in the lay-off, reduction of rates of pay, or reduction of scheduled hours of work of any Employee.
- 2.6 If there are CUPE members on recall in classifications and consideration is being given to contracting out the work of those same classifications, the Union will be given the opportunity for consultation.

(*ARTICLE 3 - RECOGNITION AND NEGOTIATION

- 3.1 The Employer recognizes the Canadian Union of Public Employees, and its Local 4682 as the sole and exclusive collective bargaining agent for all Full-Time, Regular Part-Time, and Substitute Employees as listed in Schedule A and, excluding the Directors, Assistant Directors, Coordinators, Supervisors, Forepersons, Managers, Summer Students, and those persons excluded by Paragraphs (a) and (b) of Subsection (2) of Section (2) of the Trade Union Act.
- 3.2 This Agreement applies to:
 - (a) Full-Time Employees;
 - (b) Regular Part-Time Employees;
 - (c) Probationary Employees as provided for in Article 14;
 - (d) Substitute Employees as provided for in Article 16.
- 3.3 No Employee shall be required or permitted to make a written or verbal agreement with the Centre for Education or its representatives, which may conflict with the terms of this

Collective Agreement.

- 3.4 It is agreed that the Union and the Employees will not engage in Union activities during working hours or hold meetings at any time on the premises of the Employer without the permission of the Employer, except as hereinafter provided.
- 3.5 The Union shall have the right at any reasonable time to have the assistance of a Representative(s) of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such Representative(s) shall have reasonable access to the Employer's premises in order to investigate and assist in the settlement of a grievance.

(*)ARTICLE 4 - NO DISCRIMINATION

- 4.1 The Employer and the Union agree that there shall be no discrimination with respect to Employees covered by this Collective Agreement by reason of age, race, religion, creed, colour, ethnic or national origin, sex (unless there is a bona fide occupational qualification), sexual orientation, marital status, physical or mental disability (unless there is a bona fide occupational qualification), nor by reason of their membership or activity in the Union, in accordance with the *Human Rights Act* (Nova Scotia).
- 4.2 Employees have a right to a respectful workplace, which shall be supported in part through the Respectful Workplace Policy.

(*)ARTICLE 5 - UNION MEMBERSHIP REQUIREMENT

- 5.1 All Employees of the Employer covered by this Agreement as a condition of continued employment shall become and remain members in good standing of the Union according to the Constitution and By-laws of the Union. All new regular Employees shall, as a condition of continued employment, become and remain members in good standing of the Union, within two months of appointment to a position. Newly hired employees shall be entitled to up to one and a half (1.5) hours to attend one Local Union meeting for the purpose of swearing in without loss of pay or benefits for the time necessary to attend the meeting.
- 5.2 Contact Information
- (a) The Employer will provide to the Union a list of all the Employees in the Bargaining Unit. The list will include all available data such as each person's name, job title/classification, home mailing address, home telephone number, work e-mail, and, if available, personal email.
 - (b) The list will also indicate the Employee's work site and employment status (such as Full-Time, Part-Time, Temporary, Seasonal, Casual), and if the Employee is on a leave of absence, the nature of the leave.
 - (c) The Employee contact list will be provided in an electronic spreadsheet to the Union contact designated by the local Executive twice per year, in September and January.

(*)ARTICLE 6 - CHECK-OFF OF UNION DUES

- 6.1 The Employer agrees to put the Union dues deducted on the Employees' T-4 at the end of each year or any other requirement which replaces the requirement to report dues remitted on a T-4 slip in the future.
- 6.2 Deductions shall be made from each pay commencing from the date of employment and shall be forwarded to the Secretary/Treasurer not later than the 15th day of the month, following the one in which they were deducted, accompanied by two lists of the names, and classifications of Employees from whose wages the deductions have been made. The Recording Secretary shall be notified of all appointments, hirings, lay-offs, transfers, recalls and terminations of employment.
- 6.3 The Employer agrees to put the Union dues deducted on the Employees' T-4 at the end of each year.
- 6.4 The Union shall advise the Employer in writing of any changes in dues or any assessments before the Employer shall make such deductions.
- 6.5 The Union shall indemnify the Employer and hold it harmless against any and all claims, demands and liabilities in respect of any action taken by it for the purpose of complying with the provisions of this Article.
- 6.6 The Employer shall provide a list in electronic format of the names and mailing address of all bargaining unit members. An updated list shall be provided in October of each year.
- 6.7 The Employer will provide information to the Union that will assist it to fulfill any legislative disclosure requirements. This information will be provided to the Union in writing within a reasonable period of time of the Union requesting any such information.

ARTICLE 7 - NEW EMPLOYEES

- *7.1 During the interview process, the Employer will advise potential Employees that a Union Collective Agreement is in effect and will inform them of the conditions of employment set out in the articles dealing with Union and dues.
- 7.2 On commencing employment, the immediate supervisor shall familiarize the new Employee with the new Employee's Steward or Union Representative.
- 7.3 Where the Employer conducts staff orientation sessions, the Union will be provided up to an hour during such sessions to make a presentation about union membership in the Union. The Employer will leave the room during the Union presentation.
- 7.4 During any regular in-service meeting, the Union will be provided a reasonable amount of time to make Union announcements.
- 7.5 The Union shall be notified of the full name, position and employment status (e.g. full-time, part-time, temporary, seasonal, or casual), start date and work location of all employees hired into the bargaining unit within 30 days of their employment.

ARTICLE 8 - CORRESPONDENCE

- 8.1 Except where this Agreement specifies that correspondence pass between specific individuals representing the Union and the Employer, wherever this Agreement requires correspondence between the Union and the Employer, such correspondence shall pass to and from the designated Employer representative(s) (the representative's identity will be identified on a current basis by the Employer) and the President and the, two Vice-Presidents of the Union.

ARTICLE 9 - LABOUR MANAGEMENT COMMITTEE

- 9.1 The Employer and the Union shall establish a Labour-Management Committee made up of not more than seven (7) Employees appointed by the Union, including representation from Bus drivers, Janitors and Trades and up to and not more than five (5) representatives appointed by the Employer. The Employer will cover replacement costs of five (5) Union members only.
- 9.2 By providing a forum for discussion, the Committee shall attempt to foster good communication and effective working relationships between the Parties. The Committee does not have the authority to make decisions nor can it usurp the normal functioning of the grievance or collective bargaining processes between the Parties.
- 9.3 The Committee shall not supersede the activities of any other committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.
- 9.4 The Committee shall determine its own procedure by mutual agreement of the Parties.
- 9.5 The Committee may meet as deemed necessary at mutually agreeable times and places. The Centre for Education shall compile the agenda from items forwarded from either party. Members of the Committee shall receive a notice and agenda for the meeting at least forty- eight (48) hours in advance of the meeting. Employees shall not suffer any loss of pay for the time spent at meetings of the Committee. The Employer will make every reasonable attempt to provide a replacement for Employee representatives on the Committee.
- 9.6 At each meeting, the Chair alternate between the Union and the Employer. Minutes of each meeting will be taken by an Administrative Assistant employed by the Centre for Education.
- 9.7 Minutes of each meeting of the Committee shall be prepared within ten (10) days following the meeting and copies of the draft minutes shall be promptly distributed to the other members of the Committee, with a copy to the representative of the Union.
- 9.8 During the term of this agreement the Committee shall have an agenda item at the last meeting of the school year to review proposals and make recommendations for in-service training.

- 9.9 Employee Wellness shall be a standing item on the Labour Management Committee. The Committee shall be mandated to analyze sick leave and make recommendations on:
- Attendance Management
 - An Employee Wellness Program
 - An incentive program to reward those Employees who use a minimum amount of sick leave and to assist in reducing the overall level of sick leave usage.
- 9.10 Occupational Health and Safety shall be a standing item on the Labour Management Committee. The Committee will identify significant trends related to Occupational Health and Safety across multiple worksites and to discuss and make recommendations to improve the health and safety practices affecting multiple worksites.

ARTICLE 10 - UNION REPRESENTATION

- 10.1 The Employer shall not bargain with or enter into any agreement with an Employee or group of Employees in the Bargaining Unit. No Employee or group of Employees shall undertake to represent the Union at meetings without the proper authorization of the Union.
- 10.2 In this Agreement:
- (a) The Union may appoint a Collective Bargaining Committee which shall consist of not more than five (5) members and the Employer will pay four (4) Employees, together with the representative of CUPE. The Employer shall be advised of the names of the committee members prior to the commencement of negotiations. The Union members so selected shall not suffer any loss of regular pay or other benefits for time spent in meetings with the Employer on negotiations for a new Collective Agreement. The Bargaining Committee of the Employer will not exceed five (5) persons.
 - (b) On a date upon which collective bargaining takes place, an Employee who is a member of the Bargaining Committee of the Union will not normally be required to work on that date even when collective bargaining does not take place during the Employee's regular working hours.
 - (c) Following notice to commence negotiations, the Employer shall, within two (2) weeks, make available financial and actuarial information in their control, concerning pension and welfare plans pertaining to Employees in the Bargaining Unit, together with current information as to Employee's hours of work and remuneration and as to the location and size of buildings used by the Employer.
- 10.3 In this Agreement:
- (a) Upon the signing of this Agreement, the Union shall provide the Employer with a list in writing of all Union Officers and Stewards and their terms of office and shall advise the Employer within fifteen (15) days of any changes to that list. This will include all relevant contact information, including e-mail addresses if available.

- (b) Upon the signing of this Agreement, the Employer shall provide the Union with a list in writing of supervisory personnel with whom the Union may be required to transact business and shall advise the Union within fifteen (15) days of any changes to that list.

10.4 The Employer recognizes that education is a continuing process. Accordingly, the Employer may allow the Union to sponsor education functions such as seminars, workshops, and lectures, to be held on the Employers premises during the Employee's lunch period or following the regular working day. The Union will provide security in any areas of the building it is using, when no Caretaker is on duty.

10.5 Within two (2) months of the signing of this Agreement the Employer will arrange for an in- service of this document for Operations Managers. This in-service shall be conducted jointly by the Director of Human Resources and the President of the Local.

ARTICLE 11- GRIEVANCE PROCEDURE

11.1 A matter may be the subject of a grievance when it is a dispute arising between the Employer, any Employee(s) or the Union regarding the interpretation, application or administration of this Agreement including any questions as to whether a matter is arbitrable or where an allegation is made that this Agreement has been violated.

11.2 Employee Grievances

In order to provide for the fair, orderly and expeditious settlement of grievances, Employee grievances shall be processed in the following manner:

Step 1

The Employee and/or the Steward or Union Officer shall discuss the matter complained of with the Employee's immediate Supervisor within ten (10) days of the initial occurrence of the event giving rise to the grievance. The Supervisor shall render a decision within five (5) days of discussing the matter with the Employee and/or the Steward.

Step 2

- (a) If the matter is not resolved informally at Step 1, the aggrieved Employee, if the Employee wishes, shall submit the grievance in writing to the Employee's Coordinator.
- (b) The grievance must be submitted within ten (10) days of the date of reply of the Supervisor or the day by which the Supervisor should have replied in Step 1. The grievance shall bear the signature of the Employee where available, and shall provide a summary of the facts giving rise to the grievance, and a description of any relief sought.
- (c) Within ten (10) days of receipt of the grievance the Coordinator, or designate shall arrange and hold a meeting to discuss the grievance and at any such meeting there shall be present such persons as the Parties may mutually agree

should be in attendance and both Parties shall act reasonably in this regard.

- (d) Within ten (10) days of the meeting referred to in 11.2, Step 2(c), the Coordinator or designate, shall reply in writing to the grievance.

Step 3

- (a) If the matter is not resolved at Step 2 of the grievance procedure, the union may, within ten (10) days of the reply of the Coordinator or designate, submit the grievance in writing to the Director of Human Resources.
- (b) Within ten (10) days of receipt of the grievance, the Director of Human Resources shall arrange and hold a meeting to discuss the grievance and at any such meeting there shall be present such persons as the Parties may mutually agree should be in attendance and both Parties shall act reasonably in this regard.
- (c) Within ten (10) days of the meeting referred in 11.2 Step 3(b) above, the Director of Human Resources shall reply in writing to the grievance.

11.3 An Employee shall have a Steward and/or Union Officer present at Step 2 and Step 3 of the grievance procedure.

11.4 Where a dispute involves a question of general application or interpretation, or where a group of Employees have a grievance, Steps 1 and 2 of this Article may be by-passed.

11.5 Union or Employer Grievance

- (a) Any grievance between the Union and the Employer must be submitted in writing (including particulars of the alleged violation) by one or the other Party to the Director of Human Resources or the President of the Union Local as the case may be within ten (10) days of the event giving rise to the grievance. If no satisfactory settlement is reached within ten (10) days following receipt of the grievance, it may be submitted by the grieving Party to mediation/arbitration pursuant to Article 11.13 and Article 12;
- (b) It is the intention of the Parties that the procedure provided for in this clause for the Union to file a grievance shall be reserved for grievances of a general or policy nature for which the regular Grievance Procedure for Employees is not available and that it shall not be used to by-pass the regular grievance procedure provided for Employees.

11.6 In this Agreement:

- (a) Except where good and sufficient cause is shown, it is agreed that the filing and processing of any grievance must strictly follow the Grievance Procedure and all steps thereof and within the applicable time limits failing which the grievance shall be considered to be settled and at an end;
- (b) If the Employer fails to comply with the applicable steps and time limits set out above, the grievor shall be at liberty to proceed according to the required time limits to the next succeeding step of the Grievance Procedure;

- (c) Any of the time limits in this Article may be extended by mutual agreement in writing between the Parties.
 - (d) For purposes of Article 11, the March break and December break periods shall not be counted as days.
- 11.7 The Employer acknowledges the right of the Union to appoint Stewards and the role of Stewards in investigating disputes and processing and presenting grievances.
- 11.8 The Employer shall provide the necessary facilities for grievance meetings.
- 11.9 Any mutually agreed changes to this Collective Agreement must be in writing and signed by both Parties and are subject to the Grievance and Mediation/Arbitration Procedure. Any such changes shall form part of this Agreement.
- 11.10 After a grievance has been initiated by the Union, the Employer's representative shall not enter into negotiation with respect to the resolution of the grievance either directly or indirectly with the aggrieved Employee without the presence of a Shop Steward or an official of the Union.
- (a) In cases of discharge, if the affected Employee wishes to grieve, the Employee must do so by submitting a grievance in writing within ten (10) Working Days of the date of the discharge. Grievances in such cases shall be commenced at Step 3 of the Grievance Procedure.
 - (b) In cases of suspension, if the affected Employee wishes to grieve, the Employee must do so by submitting a grievance in writing within ten (10) Working Days of the date of the suspension. Grievances in such cases shall be commenced at Step 3 of the Grievance Procedure if the suspension is issued by the Director of Operations. Otherwise, they will commence at Step 2.
- 11.11 Grievances concerning layoffs and recalls shall be initiated at Step 3 of the Grievance Procedure.
- 11.12 If the Grievance Procedure is unsuccessful, the Parties shall attempt to resolve the dispute through Grievance Mediation except in cases of suspensions or discharge where the Employer may choose to reject the Grievance Mediation Procedure. If the Grievance Mediation process is unsuccessful, then either Party may proceed to arbitration.

ARTICLE 12 - MEDIATION / ARBITRATION

- 12.1 In this Agreement:
- (a) Except where good and sufficient cause is shown, no matter may be submitted to arbitration unless the Grievance Procedure and the time limits thereof have been strictly complied with;
 - (b) Notwithstanding 12.1(a), no matter may be submitted to arbitration until the

Parties have exhausted the Grievance Mediation Procedure, except in case(s) of suspension or discharge where the Employer may choose to reject the Grievance Mediation Procedure;

- (c) Subject to (a), no grievance shall be defeated or denied by any formal or technical objection.
 - (i) An Arbitrator shall have no power to change this Agreement or to alter, modify or amend any of its provisions.
 - (ii) An Arbitrator shall have the power to allow all necessary amendments to the grievance and the power to waive formal procedural irregularities in the processing of a grievance in order to determine the real matter in dispute and render a decision which the Arbitrator deems just and equitable.

12.2 In this Agreement:

If a settlement is not reached through the Grievance Procedure either Party may serve notice of intention to seek arbitration. Such notice must be given within fifteen (15) days, in writing, by confirmed fax or personal delivery. The matter may then be referred to a sole Arbitrator appointed by mutual consent. Should the Parties fail to agree upon the Arbitrator, the Arbitrator shall be appointed by the Minister of Labour, upon request by either Party.

12.3 The Parties may mutually agree to the appointment of an Arbitration Board instead of an Arbitrator, in which event, the provisions of this Article shall apply equally to the appointment of an Arbitration Board where reference is made to a sole Arbitrator.

12.4 The Arbitrator once appointed shall rule on the grievance and render his/her decision as expeditiously as possible but in any event no later than one (1) month from the date of the end of the arbitration hearing or within such longer times as may be mutually agreed upon by the Parties.

12.5 The Arbitrator shall determine his/her own procedure but shall give full and fair opportunity to all Parties to present evidence and make representations. The Arbitrator shall, as much as possible, avoid formal procedures.

12.6 In this Agreement:

- (a) The decision of the Arbitrator shall be final, binding, and enforceable on all Parties and may not be changed. Except as provided for in 14.2 (h), the Arbitrator shall have the power to alter or modify any penalty.
- (b) The Arbitrator shall have the power to allow all necessary amendments to the grievance in order to determine the real matter in dispute.

12.7 Each of the Parties to the grievance shall bear the cost, and shall pay, one-half (1/2) of those fees and expenses of the Arbitrator.

12.8 (a) The time limits fixed in the Grievance Procedure may be extended by consent of the Parties.

- (b) For purposes of Article 12, the March and December break periods will not be counted as days.
- 12.9 In the event the Parties disagree as to the meaning of the decision of the Arbitrator, either Party may apply to the Arbitrator to reconvene to clarify but not change the decision. Wherever possible, the reconvening of the Arbitrator shall be by way of tele-conference.
- 12.10 At any stage of the Grievance or Arbitration Procedure, the Parties shall have the reasonable assistance of the Employee(s) concerned and any other witnesses. All reasonable arrangements will be made to permit the Parties or the Arbitrator to have access to the Employer's premises to view any working conditions which may be relevant to the resolution of the grievance.

ARTICLE 13 - DISCHARGE, SUSPENSION AND DISCIPLINE

- 13.1 An Employee may be disciplined only for just cause. In cases of discipline, the burden of proof of just cause shall rest with the Employer. The Employer recognizes the value of and shall apply a progressive discipline approach.
- 13.2 Should it be found upon investigation that an Employee has been unjustly suspended or discharged, such Employee shall be immediately reinstated in the Employee's former position without loss of seniority and shall be compensated for all time lost in an amount equal to the Employee's normal earnings during the pay period next preceding such suspension or discharge. This language shall not apply in the case of a lesser penalty being imposed.
- 13.3 The Employee shall be notified in writing of the action and/or penalty. The Employer shall notify the President of the Union, in writing, of any disciplinary action taken.
- 13.4 Whenever the Employer or its authorized agent deems it necessary to censure an Employee, in a manner indicating that dismissal may follow any further infraction or may follow if such Employee fails to bring work up to a required standard by a given date the Employer shall, within ten (10) days thereafter, give written particulars of such censure to the Employee involved. The Employer shall notify the President of the Union of any action taken.
- 13.5
 - (a) When an Employee is asked to attend a disciplinary meeting, the Supervisor shall inform the Employee of his/her right to have a member of the Union Executive present.
 - (a) Notwithstanding 13.5(a), any meeting called by a Supervisor and which becomes disciplinary in nature, shall cease at the request of the Employee, and the Employee shall be given the opportunity to have a Union Representative present at the ensuing meeting.
 - (b) Any disciplinary letter will be sent within five (5) days following the meeting.
- 13.6 An Employee may review the Employee's personnel file and photocopy the Employee's

documents contained therein at the Centre for Education's office at a time mutually agreeable to the Employee and the Employer. An Employee shall have the right to respond in writing to any document contained therein and such document shall become part of the permanent personnel file.

- 13.7 Records of any discipline (including any reprimands or adverse reports) shall be removed from the Employee's file if, within the subsequent twenty-four (24) months, there has been no further discipline of the same or of a similar nature. At the request of the Union or an Employee, the Employer may remove any such records after a period of eighteen (18) months. In cases of physical or sexual misconduct, records of discipline shall not be removed for a period of sixty (60) months so long as there has been no further discipline of a same or similar nature.
- 13.8 The Employer will not introduce in any hearing, any disciplinary action from the Employee's record of which the Employee was not informed at the time of the disciplinary action.
- *13.9 In this Agreement:
- (a) An Employee who operates an Employer-owned motor vehicle in the course of employment is obligated to advise the Employee's supervisor immediately of any motor vehicle infraction for which the Employee is charged while operating an Employer-owned motor vehicle under the *Motor Vehicle Act (Nova Scotia)*, the *Motor Carrier Act (Nova Scotia)*, *Criminal Code of Canada* or the *Summary Proceedings Act (Nova Scotia)*.
 - (b) An Employee who operates an Employer-owned motor vehicle as a regular part of the Employee's duties who is convicted of an offense under the *Criminal Code of Canada* relating to the operation of a motor vehicle is subject to discipline up to and including dismissal by the Employer.
- 13.9 Any Employee who, while operating a vehicle of the Employer becomes involved in any collision or accident with such vehicle will continue to receive the Employee's normal pay until the investigation of the collision or accident has been completed by the Employer.

ARTICLE 14 - PROBATIONARY EMPLOYEES

- 14.1 Notwithstanding any other provision in this Collective Agreement, with the exception provided for in Article 16.5, a newly hired Employee shall be on probation for a period of ninety (90) days of actual work from the Date of Hire as a Full-Time Employee or Regular Part-Time Employee ("Probationary Employee").

For the purposes of this Article only, a day of actual work shall include any day on which the Employee has worked the assigned hours for that day and in-service days.

- 14.2 Probationary Employees shall be subject to the following terms and conditions:
- (a) The probationary period may be extended by mutual agreement between the

Employer and the Union. Employees who are not meeting job requirements in a probationary position, or where an Employee makes a formal request to the Director of Human Resources, may return to the casual list, without a loss of casual seniority date, with mutual agreement of the Employer and the Union.

- (b) The Parties agree that the purpose of the probationary period is to provide the Employer with the opportunity to assess the new Employee's suitability for ongoing employment with the Employer, and at any time during the probationary period the Employee may be terminated at the sole discretion of the Employer.
- (c) A Probationary Employee shall be entitled to all the benefits and rights contained in this Agreement in accordance with the terms and conditions relating to such benefits and rights except as otherwise provided in this Agreement.
- (d) A Probationary Employee shall be obliged to pay union dues to the Union during any probationary period.
- (e) The Seniority of a Probationary Employee shall, on successful completion of the probationary period, revert back to the Employee's Date of Hire as a Full-Time Employee or as a Regular Part-Time Employee. Prior to successful completion of the probationary period, the Probationary Employee will remain on the Casual seniority list.
- (f) A Probationary Employee is entitled to be credited with and use sick leave at same rate as any other Employee during the probationary period but must repay all sick leave taken if the Employee does not successfully complete the probationary period.
- (g) Probationary Employees shall have the right to grieve.
- (h) Subject to Article 4, and notwithstanding Article 12.6 if a Probationary Employee is disciplined or dismissed, it shall be deemed to be for just cause and the Arbitrator shall not have the power to substitute any lesser discipline or penalty.
- (i) Probationary Employees are not eligible to apply for term positions. They may apply for permanent positions and upon successful completion of the probationary period transfer to the new position.
- (j) When the Employer is considering the dismissal of a Probationary Employee, the Employer shall notify the Union prior to dismissing the Employee.

ARTICLE 15 - SENIORITY

15.1 Seniority is defined as an Employee's length of service with the Employer, since the Employee's most recent Date of Hire as a regular Full-time or Part-time Employee.

15.2 In this Agreement:

- (a) The Employer shall maintain a seniority list showing the date upon which the Employee's service with the Employer commenced. Where two or more

Employees commenced work on the same date, preference shall be given to the Employee with the highest last digit of their social insurance numbers.

- (b) An up-to-date seniority list as of December 31 shall be provided to the Union and posted annually by February 15. Any objections to the seniority list must be made within forty- five (45) days of posting. If no objection is made, the list is deemed to be correct in respect to that Employee and no further challenge may be made.

15.3 An Employee's seniority will be lost (and the Employee's employment therefore terminated) when:

- (a) The Employee is discharged for just cause and not reinstated;
- (b) The Employee resigns or retires in writing and does not withdraw the Employee's resignation within three (3) days; or is absent from work in excess of five (5) days without sufficient cause or without notifying the Employer, unless such notice was not reasonable;
- (c) the Employee fails to return to work within fourteen (14) calendar days following a lay-off after being notified by registered mail to do so, unless through sickness or other just cause. It shall be the responsibility of the Employee to keep the Employer informed of the Employee's current address.
- (d) An Employee recalled for employment of one-month periods or less at a time when an Employee is employed elsewhere shall not lose the Employee's recall rights for a refusal to return to work. However, after four refusals of employment of more than one (1) month the Employee shall lose the Employee's recall rights.
- (e) The Employee is laid off for more than two (2) years;
- (f) The Employee is not able to return to the Employee's position after thirty (30) months from the final payment of salary and wages, and is not receiving permanent Workers' Compensation benefits. A return to work less than twenty (20) days will not interrupt the thirty (30) months.
- (g) The Employee retires.

ARTICLE 16 - SUBSTITUTE EMPLOYEES

- 16.1 (a) Effective the date of hire, Substitute Employees become members of the Bargaining Unit with restricted rights and privileges as defined in this article. Substitute Employees shall be bound by all duties, responsibilities and obligations of Employees as noted in this Agreement. Substitute Employees shall not have any of the benefits of this Agreement unless the Agreement specifically identifies benefits available to them.
- (b) A Substitute Employee will be granted unpaid time off as required, for sick leave or death in the immediate family. During any such absence(s), the Substitute Employee who replaces the Substitute Employee who is on leave will cease to replace when the first Substitute is able to return to work. The first Substitute Employee will continue to work in the position until the position is once again

filled on a Term or Permanent basis.

- 16.2 Seniority for a Substitute Employee is defined as the date of hire as a Substitute Employee.
- 16.3 (a) A Substitute Employee shall be employed at the discretion of the Employer and may be terminated or dismissed without cause.
- (b) Substitute Employees who have completed the probationary period as per 16.5(c) may be terminated or dismissed only with just cause.
- 16.4 A Substitute Employee working in a Term position is entitled to:
- (a) Unpaid leave in an amount equal to the vacation pay earned, e.g. four per cent (4%) equals ten days.
- (b) Earn and use paid sick leave at the rate of one and a half (1½) days per month as per Article 25, except that the Employee will be required to produce a medical certificate for each absence where requested. Employees may only use the maximum number of sick days earned.
- (c) Accumulated paid sick leave credits when the term has finished provided the Permanent position is continuous with the Term position.
- 16.5 (a) When a Substitute is hired into a Term position, and that period of term work is continuous with a hire into a position as a Full-Time Employee or Regular Part-Time Employee, then that Employee's seniority shall be retroactive to the date hired into the Term position.
- (b) When a Substitute is hired into a Term position and that period of term work is continuous with a hire into a second (or subsequent) Term position which is continuous with a hire into a position as a Full-Time Employee or Regular Part-Time Employee, then that Employee's seniority shall be retroactive to the date hired into the first Term position.
- (c) A substitute may complete probationary status when hired in a continuous term in the same location or on the same bus route for a period of ninety (90) days and shall not be subject to any further probationary period.
- (d) Substitutes in Term positions that successfully obtain a permanent position must move to the permanent position on the start date of the permanent position, unless there is a financial benefit in accordance with 16.5 (e) below in which case, they may opt to remain in the term position until the terms ends, or it is filled permanently.
- (e) Substitutes in Term positions may not apply for other Term position assignments except if there is a financial benefit to the Employee because of the number of hours worked, the rate of pay, or the proximity of the work site or resting place in relation to the Employee's residence. For the purpose of this article proximity means that the Employee will have a reduction in total travel distance of twenty (20) kilometres or more per day.

- 16.6 Substitute Employees will be entitled to be paid for a Holiday or in lieu of a Holiday only if the Employee has received or is entitled to receive pay from the Employer at least fifteen (15) days in the thirty (30) calendar days prior to the Holiday and must have worked the Employee's scheduled work day immediately preceding and immediately following the Holiday. These Holidays are defined as being:
- New Year's Day
 - Heritage Day
 - Good Friday
 - Canada Day
 - Labour Day
 - Truth and Reconciliation Day
 - Christmas Day
- 16.7 A Substitute Employee shall have the right to view the Employee's own personnel file maintained by the Employer and to reply to any adverse report or document in that file.
- 16.8 (a) When Substitute Bus Drivers are called in to replace Regular Bus Drivers, they shall be required to perform all work the Bus Driver being replaced would have performed that particular day and shall be paid for all hours a Regular Bus Driver would have been paid. If a Substitute Driver has commenced work prior to school being cancelled, they will be paid a minimum of one-half (1/2) day.
- (b) In the event of a total system shutdown, Substitute Custodians who were scheduled to work shall be paid for one-half of their scheduled hours of work, provided they were scheduled to work the shift prior and the shift following the system shutdown.
- (c) When there is a delayed start, substitute Head Custodians and Custodians scheduled to work a day shift will report to work when the Region re-opens and work the remaining hours left in their shift without any loss of pay for the shutdown period.
- 16.9 Substitute Employees will attend and be paid for all in-services that are required to maintain their qualifications for the position.
- 16.10 Substitute Employees shall be entitled to grieve a violation or alleged violation of this Article 16 and Articles 3, 4, 5, 6, 7.1, 13.9, 17.7, 17.10, 20, 21.1, 21.6, 21.7, 21.8, 23.2, 23.4(b), 26.1, 27.4, 29.1, 29.2, 29.5, 31.1(e), 35, 36, 37, and 39.5.
- These Articles will be marked with an asterisk (*). Where there is a discrepancy between the listing of articles in this Article 16.10 and those identified by an asterisk (*), the listing in Article 16.10 shall prevail.
- 16.11 A Substitute Employee who is required to serve as a Court witness in any matter rising out of the Employee's employment, shall be considered as time worked, regardless of whether or not the Substitute Employee was scheduled to work that day.
- 16.12 Substitute Bus Drivers are not required to park the bus at their residence. Substitutes who choose not to park at their residence, shall be paid meterage, at the Centre for Education's approved rate, from their residence to the usual overnight resting spot and

return, twice daily, for each kilometre in excess of 22 kilometres per day

- 16.13 Substitute Custodial Staff shall be paid metreage, at the Centre for Education's approval rate, when they agree to work at a school which is not in their sub-system for all kilometers travelled in excess of 65 kilometres per shift. Distance shall be calculated from the Employee's home to the school and return.
- 16.14 Substitute Bus Drivers maintaining a bus at their residence for twenty (20) consecutive days between November 1 and March 31 shall be paid a plug-in allowance of thirty-five (\$35.00) dollars per year.

ARTICLE 17 - PROMOTIONS AND STAFF CHANGES

- 17.1 When the Employer decides a vacancy in the Bargaining Unit is to be filled, (which shall include Term Positions of forty five (45) days or more and/or Indefinite Terms in which the incumbent has been absent forty five (45) consecutive days, the Employer shall post notice of the position on all bulletin Centre for Educations and the South Shore Regional Centre for Education website for seven (7) calendar days. Any applicant from within the Bargaining Unit must make written application to the Employer within that period.
- 17.2 In this Agreement:
- (a) The notice of vacancy shall contain the nature of the vacant position and the qualifications required, the wage or salary rate and for custodial positions the designated school location or locations if itinerant.
 - (b) "Qualifications" includes required skills, technical qualifications, experience and ability to perform all of the required functions of the position within a reasonable familiarization period.
 - (c) Where the vacancy is for a Bus Driver position, the place of residence of an Employee may be an additional qualification where the number of kilometers from the residence of the Employee and the first place of pickup or last place to drop off students by the Bus Driver exceed twenty-two and a half (22.5) kilometers and where there is no satisfactory resting place for the bus within that twenty-two and one-half (22.5) kilometre distance. All resting spots established according to previous language shall remain unchanged and the above language shall be applied to all new postings from the date of signing onward.
 - (d) A satisfactory resting place (see (c) above) will be defined and the Union will be provided with a copy of the definition.
- 17.3 The Employer shall have the right to fill the position on a Temporary basis until a Permanent appointment is made. Such Temporary filling not to exceed forty-five (45) calendar days except by mutual agreement between the Union and the Employer.
- 17.4 If the vacancy is a Term vacancy, and if the duration of the absence of the incumbent is known, then the Term posting will identify this specific period. If the duration of the incumbent's absence is indefinite, then the Term posting will identify that the period of

time is indefinite.

17.5 An incumbent who is vacating a position for an indefinite period of time may do so for medical reasons only. In all other cases, the Employee will identify a specific period of time for which the Employee will be absent.

17.6 In this Agreement:

- (a) Once the Employer has received the written applications from Employees, Employees in the classification in which the vacancy has arisen (or, where the Employer determines, related classifications) shall have the right to transfer on the basis of seniority.
- (b) In the case of promotions the position will be awarded to the most senior applicant having the required skills, technical qualifications, experience and ability to meet the required standards for the position as reasonably determined by the Employer.

*17.7 Where a vacancy is not filled by an Employee, consideration will next be given to all Substitute Employees within the classification, then to Substitute Employees who have the required qualifications following the procedure outlined in this Article.

- (a) The Substitute Employee's skills, qualifications, appraised experience and demonstrated ability to perform all the required functions of the work in question within a reasonable familiarization period shall be the primary factors assessed and determined by the Employer. With respect to Bus Driver positions, the geographical residence of the Substitute Employees will be an additional factor as outlined in Article 17.2(c).
- (b) Where all of the factors referred to in Article 17.7(a) are determined by the Employer to be relatively equal, seniority of the Substitute Employees will be the determining factor.

17.8 The Employer may advertise vacancies outside the Bargaining Unit concerned concurrently with the internal posting process described in this Article. No outside interview or hiring for any vacancy shall be conducted unless the applications of the present Employees in the Bargaining Unit have been fully processed.

17.9 If the successful applicant is an existing member of the Bargaining Unit, the Employee shall be on a trial period in the new position for a period of thirty (30) days worked. In the event that the Employer determines that the Employee is unsatisfactory in the position during the trial period, or if the Employee wishes to return to the Employee's former position, the Employee shall be returned to the position formerly held by the Employee in the Bargaining Unit without loss of seniority; any other Employee promoted or transferred because of the rearrangements of positions within the Bargaining Unit shall be returned to the Employee's former position (if any) without loss in seniority. Should the successful applicant vacate a position prior to the completion of the trial period (or the probationary period), the Employer may choose to appoint an applicant from the original posting, in accordance with the procedure set out in this Article.

- 17.10 Any Employee who is temporarily assigned by the Employer to another position within the Bargaining Unit for which the rate of pay is higher than the rate of pay for such Employee's regular position, shall receive a rate of pay equal to the rate of pay applicable to the position to which the Employee has been temporarily assigned.
- 17.11 When an Employee is temporarily assigned to a position paying a lower rate, the Employee's regular rate of pay shall not be reduced during the temporary assignment.
- 17.12 Reasonable consideration will be given by the Employer to providing training to Employees with identified and mutually agreed special circumstances so that such Employees will have an opportunity to attain the necessary qualifications, skills and abilities to qualify for promotion or transfer.
- 17.13 Prior to filling a vacancy, reasonable consideration will be given to the senior applicant who does not possess the required qualifications but is in the process of attaining such qualifications. Subject to operational requirements, such Employee will be given a period of time to attain the required qualifications and the right to revert to the Employee's former position if the qualifications are not attained within such time.
- 17.14 Within seven (7) calendar days of the date of appointment to a vacant position, the name of the successful applicant shall be given to the Union. Within twenty (20) days of the closing date for the posting, a selection will be made and the successful candidate announced. Unsuccessful interviewed candidates will be notified of the name of the successful candidate at the same time that the successful candidate is notified.
- 17.15 The Employer may transfer an Employee (within classification) from one school to another or from one bus route to another after prior consultation with the affected Employee(s) and the Union. Application of this provision shall not be utilized to circumvent the posting process for vacancies.
- 17.16 Full-Time and Regular Part-Time Employees who have successfully completed the probationary period will not be eligible for Term assignments except if there is a financial benefit to the Employee because of the number of hours worked, the rate pay, or the proximity of the work site or resting place in relation to the Employee's residence as described in Article 16.5(e) and would permit the Employee to work in the sub-system where the Employee lives, or would have a Bus Driver drive at least 20 dead head (i.e. no students on the bus and time is not included in the time and mileage calculation) kilometres less per day. Once the employee accepts the position the employee must report to the position.

Upon completion of a term position, an Employee shall be returned to their former position.

ARTICLE 18 - LAYOFFS AND RECALLS

18.1 In this Agreement:

- (a) A "layoff" shall be defined as a reduction in the workforce or a reduction in the scheduled hours of an Employee. In the case of Bus Drivers, a "layoff" shall be defined as a reduction in the workforce;

- (b) An Employee may be laid off because of shortage of work, shortage of funds or because of the elimination of a position or classification.

18.2 School Closure:

- (a) In the event of school closure or realignment, Custodial staff shall be transferred to the new school(s) with the students. In the case that students are transferred to more than one school, the Custodial staff to be transferred shall be given a list of all vacant and unfilled positions, in their classifications, and at the same hours, at the receiving schools and throughout the region and shall have a minimum of two (2) days to indicate their order of preference of positions. The transferred Custodial staff shall be placed in accordance with the seniority-dominant approach. In the event that there are more Custodial staff to be transferred than positions available they will exercise their bumping rights under 18.3(c). If there are any vacancies remaining following this process, they will be posted in accordance with Article 17.
- (b) If there are no vacancies in the same classification for the same hours in receiving schools, Custodial staff may choose vacancies in a lower classification within the receiving schools and be placed in a seniority dominant approach with others in the receiving classifications, or may choose to exercise bumping rights under Article 18.3 (c).
- (c) For clarity, there will be no promotions or increases in hours obtained throughout the transfer process.
- (d) All vacancies occurring at a school six (6) months prior to closing will be posted as Term positions.

18.3 Bumping Process:

- (a) Where it is absolutely necessary to invoke staff reductions it shall be accomplished, wherever possible, by natural attrition.
- (b) In the event of a layoff, Employees shall be laid off in the reverse order of seniority, by classification and county.
- (c) Where a reduction is to take place, the affected Employee may, at their option, either displace into a vacancy of equivalent (or less) rate of pay and guaranteed hours of work for which there are no applicants with greater seniority, accept a layoff, or bump as follows:
 - i. Where there are no Regular vacancies of equivalent rate of pay and guaranteed hours, an Employee about to be laid off may bump into a temporary position of equivalent (or less) guaranteed hours and pay held by a Spare. If the Employee has not acquired a Regular position by the end of the Term position the affected Employee shall have the ability to exercise all rights under Article 18:02; and/or
 - ii. Bump any one of the five most Junior Employees in the classification and county who has at least as many scheduled hours of work, or less, per

week;

- iii. After this initial move in (i), affected Employees may bump downward;
- iv. As a result of the initial layoff in (i), there shall be a total of no more than three (3) bumps, with the third bump displacing the most Junior Employee in the same classification within the Centre for Education.

If at any stage of the displacement process, a displaced Employee is absent from the workplace on an extended leave, the Absent Employee shall be contacted by the Employer to request a meeting where the absent Employee shall be given the opportunity to exercise their displacement rights.

- (d) For the purposes of 18.3 (c), should there be no Junior Employee in that classification, the Employee may bump the most Junior Employee in the related classification as detailed in the groups below:

Group 1 - Lead Hand Mechanics, Head Mechanics, Mechanics

Group 2 - Building Operator, Building Specialist, Head Custodians, Custodians, Janitors

- (e) Pursuant to 18.3 (c, d), in no circumstances will the bumping process result in an upward or promotional move.
- (f) The exercise of bumping rights will be coordinated by the Director of Human Resources or designate in accordance with the provisions of Article 18.
- (g) No new Employees shall be hired until all Employees on the recall list who are able to perform the work have had the opportunity to be recalled.

A recall list shall be maintained by the Employer at any time that Employees are on layoff and a copy of the list, updated as necessary, shall be provided to the Union.

- 18.4 Employees shall be recalled to work by classification and county in their order of seniority, provided they are immediately able to fully and competently perform the work. Where there is a change in the work site or route, a reasonable familiarization period will be provided.
- 18.5 The Employer shall notify Employees who are to be laid off at least fourteen (14) calendar days prior to the effective date of layoff. If the Employee has not had the opportunity to work the days as provided in this Article, the Employee shall be paid for the days for which work was not made available.
- 18.6 For Employees on layoff, the Employer will continue to cost-share Extended Health Premiums for one (1) month following the layoff.
- 18.7 Notwithstanding Article 18.5 - Layoff and Recall, the Employer shall provide the Union at least thirty (30) calendar days' notice of reductions which may result in the permanent layoff of any regular Full-Time or Part-time Employee in the Bargaining Unit.

The Employer and the Union will engage in consultation to attempt to minimize any

adverse effects of the reduction on regular Full-Time or Part-Time Employees in the Bargaining Unit. This may include revisions to the current displacement/layoff provisions where mutually agreed.

ARTICLE 19 - HOURS OF WORK

19.1 All Employees

- (a) The Employer agrees that the normal Working Days for all Employees, covered by this Agreement shall be five (5) days per week, Monday through Friday.
- (b) Trades Employees shall be scheduled for eight (8) hours per day.
- (c) Except where otherwise agreed by the Parties, where more than eight (8) hours of Custodial services are allocated to a school, the hours shall be allocated so as to create the maximum number of eight (8) hour daily positions for that school or in itinerant positions (subject to Article 29.5)
- (d) The hours worked by Part-Time Custodians shall be as determined by the Employer. A Custodian shall be permitted to hold more than one (1) Part-Time position and reasonable consideration to changes in scheduling shall be given by the Employer to enable an Employee to hold a total of eight (8) scheduled daily hours of work.
- (e) Part time custodial staff working more than their guaranteed hours may bank the additional hours to take as time in lieu at a later date. Such time in lieu shall be scheduled at a time mutually agreeable between the Employee and the Employer.

19.2 Bus Drivers

- (a) The Employer agrees that the normal Working Days for Bus Drivers covered by this Agreement shall be one hundred ninety-five (195) days per year as corresponds to the school year as established by the Employer. Bus Drivers shall receive an additional five day's pay at regular rates as compensation for each of the holidays listed in Article 23.4.
- (b) Each Bus Driver will be paid five (5) hours per day calculated as beginning from the time the bus leaves its overnight resting spot in the morning and ending when the last student is discharged at the school and in the afternoon as beginning five (5) minutes prior to bell time and ending when the bus arrives back at its overnight resting spot, and including driving time between schools when drop off and pickup between different schools is required. This five (5) minutes, in part, is for the purpose of communicating with Administrative staff on issues such as student behaviour, student discipline issues, etc. The Bus Driver's standard times includes a total of forty-five (45) minutes per day for daily inspection, safety checks, clean up and washing of bus, and transport to bus garage for regular maintenance. An additional fifteen (15) minutes per day shall be added for Drivers with wheel chair buses.

- (c) If a Bus Driver's standard time as calculated above exceeds the hours provided for in (b), the Bus Driver will be paid for time worked up to eight (8) hours per day at regular rates.
 - (d) Seven (7) minutes or more of extra time shall be paid as fifteen (15) minutes. This shall be known as "tipping time".
 - (e) On overnight trips, Drivers will receive no pay from the time the bus is parked for the night, and pay will commence at 8:00 o'clock the next morning or when the bus is put into use, whichever comes first.
- 19.3 Where the schedule of an Employee is to be changed, the appropriate Supervisor and a representative of the Union shall be involved at a meeting called at the request of the Employee.
- 19.4 At the commencement of each school year. Bus Drivers will be paid at five (5) hours per day. If necessary, any adjustment will be reflected in the final processing of the Time and Metrage sheets. Such processing and adjustment shall be completed and paid by the first pay in November.
- 19.5 Maintenance Trades Pre-trip - Maintenance Trades regular daily hours shall include fifteen (15) minutes paid time to pre-trip their work vehicle. The pre-trip time shall be accounted for by allowing the Employee to leave their work location 15 minutes prior to the end of their day.
- 19.6 Newly hired drivers, who have completed the Employer's Driver Training requirements, shall receive one week's pay, for each week (or portion thereof) spent in training, after each five (5) month period of ongoing employment.

(*)ARTICLE 20 - BREAK PERIODS

20.1 In this Agreement:

- (a) Employees (excluding Bus Drivers) who work an eight (8) hour shift are entitled to one (1) unpaid one-half (1/2) hour meal period and two (2) paid fifteen (15) minute rest periods at times designated by the Employer.
- (b) Employees (excluding Bus Drivers) who work a shift longer than eight (8) hours shall be entitled to a meal period(s) and rest periods on a pro-rata basis to the entitlement specified in clause (a) above. The first rest period would occur at eight (8) hours into the shift and again at the end of each four (4) hours worked. The first meal period would occur at ten (10) hours into the shift and at the end of each six hours worked, subject to operational requirements.
- (c) Employees (excluding Bus Drivers) are entitled to the following breaks depending on their shift;
 - 4 or 5 hour shifts receive one paid 15 minute break
 - 6 or 7 hour shifts receive two paid 15 minutes breaks
 - 8 hour shifts received two paid 15 minutes breaks and one 30 minute

unpaid lunch break.

20.2 All meals and rest periods are non-cumulative (i.e. they must be used during the course of each day).

ARTICLE 21 - OVERTIME

*21.1 "Overtime" shall mean time in excess of the scheduled hours:

- (a) For a Full-Time Employee which is authorized or approved except in an emergency by the Employer
- (b) For Part-Time Employees, overtime shall not be paid until the Employee has worked at least eight (8) hours in one day or forty (40) hours in one week.

21.2 (a) Overtime shall not include time worked which is ten (10) minutes or less. If time worked is over ten 10 minutes, a minimum of one-half (½) hour of overtime shall be paid.

(b) Overtime work before and after the regular scheduled daily hours shall be paid for at the rate of time and one-half (1 ½) for the first four (4) hours and double time after four (4) hours.

(c) Upon completion of four (4) hours overtime, an Employee shall receive a meal allowance pursuant to the South Shore Regional Centre for Education Staff Travel and Expense Policy. Where the actual overtime worked by a tradesperson exceeds four hours, an additional meal allowance shall be provided for each additional four (4) hours actually worked.

21.3 An Employee who is called out to work outside scheduled working hours in unusual or emergency circumstances shall receive the greater of:

- (a) four (4) hours pay at the Employee's regular rate;
- (b) pay for the period of actual work performed at the overtime rate and ten (10) dollars or actual kilometres at the Centre for Education rate for travel from home to the school and return;
- (c) subject to operational requirements, any Employee who is assigned a split shift and is required by the Employer to return to school earlier than scheduled shall be entitled to either a four (4) hour call out, or be offered the opportunity to finish his/her shift beginning from the time he/she returns to the school early.

21.4 Employees covered by this Agreement shall be paid at time and one-half (1½) for Saturdays and at double time for all approved time worked on a Sunday not regularly scheduled.

21.5 Employees covered by this Agreement shall be paid at double time for work performed on a Holiday when the Employee was not scheduled to work.

- *21.6 Overtime and call out time shall be divided among Employees who are willing and qualified to perform the available work. In cases of emergency Employees will report for overtime and call out.
- *21.7 Notwithstanding any other provisions of this Agreement, the Union agrees that for trips paid directly by student-raised funds, all time will be at the regular hourly rate. A Driver who takes a weekend student activity trip shall be paid for a minimum of five (5) consecutive hours.
- *21.8 On student activity trips, the Employee shall be provided with a meal allowance at the rates per South Shore Regional Centre for Education Policy 302.2 Staff Travel. On overnight student activity trips, Drivers shall be provided with or reimbursed for reasonable private lodging accommodations.
- 21.9 Instead of cash payments for overtime, an Employee may choose to receive time off at the appropriate rate at a time mutually agreed by the Employee and the Employer. Time in lieu accumulation shall not exceed ten (10) days. Employees may request time in lieu with as little as three (3) days' notice.

ARTICLE 22 - STORM DAYS AND NON-INSTRUCTION DAYS

- 22.1 Where Employees are not required to provide services to students because students are not in school because of weather or because instruction is not being provided to students, Employees shall be expected:
 - (a) Custodians, and Trades Employees to attend work and perform regular duties on such days; and
 - (b) Bus Drivers if directed by the Employer, to attend training and/or development sessions.
 - (c) When a total system shutdown (i.e. - administrative offices closed) is declared, Employees will not report to work and shall suffer no loss of pay.
 - (d) On days which the workplace is not closed due to inclement weather, reasonable accommodation in a twelve month employee's daily or weekly work schedule will be made for twelve month employees who may be individually affected by weather conditions. Reasonable accommodations are:
 - i) Using banked time for time missed
 - ii) Using vacation time for time missed
 - iii) Arranging to make up time missed at a mutually agreed time with the Employee's Supervisor
- 22.2 Closures Due to Order of Official Body
 - (a) Employees shall not suffer a loss of salary and benefits if their workplace is temporarily closed to their classification because of an order by an Official Body for reasons of health, security and/or safety.

- (b) In such circumstances, the Employer may:
 - i) assign an employee to work within their classification at an alternate work location having regard to the proximity of the employee's original work location,
 - ii) assign an employee to work within their classification from home, or assign other duties within the employee's skillset and qualifications which may include training and professional development provided such reassignment is operationally practical, reasonable and otherwise safe.
- (c) For the purpose of this Article, employees include permanent, probationary or term employees.

ARTICLE 23 - HOLIDAYS

23.1 (a) All Regular Full-Time Employees, Part-Time Employees, and Substitute Employees working in Term positions, except Bus Drivers, shall be entitled to earn (in accordance with this Article), the following paid Holidays:

- i. New Year's Day
- ii. Heritage Day
- iii. Good Friday
- iv. Easter Monday
- v. Victoria Day
- vi. Canada Day
- vii. First Monday in August
- viii. Labour Day
- ix. Truth and Reconciliation Day
- x. Thanksgiving Day
- xi. Remembrance Day
- xii. Christmas Day
- xiii. Boxing Day

Or any other day as proclaimed by the Federal, Provincial or Municipal Government.

(b) Holiday time for Part-Time Employees shall be paid on a pro-rata basis.

23.2 Employees will be entitled to be paid for a Holiday or in lieu of a Holiday only if the Employee has received or is entitled to receive pay from the Employer at least fifteen (15) days in the thirty (30) calendar days prior to the Holiday and must have worked the Employee's scheduled work day immediately preceding and immediately following the Holiday.

23.3 When a Holiday falls within a period when an Employee is on authorized sick leave, or on other authorized paid leave, a Holiday is considered a Holiday and no payment for any other type of leave will be made for that day.

23.4 (a) Holiday entitlement for Bus Drivers shall be as follows:

- (i) Heritage Day
- (ii) Good Friday

- (iii) Easter Monday
- (iv) Victoria Day
- (v) Labour Day in school years where school commences prior to Labour Day
- (vi) Truth and Reconciliation Day
- (vii) Thanksgiving Day
- (viii) Remembrance Day

For Bus Drivers Holiday pay shall be paid pursuant to Article 19.2(a).

*(b) Substitute Drivers will be entitled to be paid for a Holiday in lieu of a Holiday as listed in 23.4(a) only if the Substitute Driver has received or is entitled to receive pay from the Employer at least fifteen (15) days in the thirty (30) calendar days prior to the Holiday and must have worked the Employee's scheduled work day immediately preceding and immediately following the Holiday.

ARTICLE 24 - VACATIONS

24.1 Twelve (12) month Employees shall receive an annual vacation with pay in accordance with their years of employment as follows:

Less than one year of service - In accordance with the Labour Standards Code (Nova Scotia)

One year or more	Two weeks - ten (10) Working days
Three years or more	Three weeks - fifteen (15) Working Days
Ten years or more	Four weeks - twenty (20) Working Days
Twenty years or more	Twenty-five (25) Working Days
Twenty-five years or more	Thirty (30) Working Days

24.2 Bus Drivers and Groundskeepers shall be paid four percent (4%) vacation pay with three (3) years or less service, six percent (6%) vacation pay with between three (3) and ten years (10) of service, eight percent (8%) vacation pay with between ten (10) and twenty (20) years of service, and ten percent (10%) vacation pay for twenty (20) and twenty-five years of service and twelve percent (12%) after twenty-five years of service, to be included with their pay cheque. For purposes of this Article, adjustments will be made effective in the first pay in January or September.

When an Employee is in receipt of temporary earnings replacement benefits under the Workers' Compensation Act his/her vacation pay or entitlement shall continue to be paid during the first twelve (12) months as if the Employee was actively at work. After twelve (12) months absence on WCB no further vacation benefit will accrue.

24.3 If a paid Holiday falls or is observed during an Employee's vacation period, the Employee shall be allowed an additional vacation day with pay at a time designated by the Employee and approved by the Centre for Education.

24.4 An Employee terminating employment at any time in the Employee's vacation year, before the Employee has taken vacation, shall be entitled to a proportionate payment of salary or wages in lieu of such vacation, prior to termination.

- 24.5 The vacation year runs from September 1 of one year to August 31 of the immediately following year. Normally, vacation is earned in one vacation year and taken during the following vacation year. Vacation shall be taken in the year in which it becomes owing to the Employee and shall not be carried over from year to year. Vacation entitlement for those Employees with less than one (1) year of service shall be pro-rated.
- 24.6 On or before the 15th day of April of each year, Employees will indicate to the Employer their preferred summer vacation dates on the list circulated by the Employer. Vacation schedules will be posted on or before the 31st day of May of each year. Vacation dates outside of summer break will be booked one (1) month in advance where possible. The proper functioning of the Employer's operations will be considered by the Employer in scheduling vacations and changes to the vacation schedule may be necessary to meet the Employer's operational requirements. The Employer will endeavor to give affected Employees as much advance notice as possible of such a change.
- 24.7 Preference in scheduling vacation shall be given to senior Employees if possible. An Employee can only use seniority in preference over other Employees for one period of vacation during the annual vacation year.
- 24.8 Vacation may be re-scheduled before or after its commencement, upon mutual agreement, where an Employee is afflicted with a serious illness or injury and proof of such is provided to the Employer
- 24.9 Employees who have taken paid vacation credits prior to earning them shall not be required to repay the unearned portion in the event of death while in service.
- 24.10 Vacation Accrual - Vacation will continue to accrue during absences which are approved by the employer and those which are protected by human rights.

ARTICLE 25 - SICK LEAVE PROVISIONS

- 25.1 Sick leave is available as a form of insurance to provide protection for an Employee from loss of earnings due to illness or injury which prevents an Employee from performing work for the Employer and for which compensation is not payable under the *Workers' Compensation Act (Nova Scotia)*. Sick leave with pay is granted against accumulated credits during periods that an Employee is absent from duty due to illness or injury as described above.
- 25.2 (a) Upon successful completion of the Employee's probationary period, an Employee will earn sick leave credits at the rate of one and one half (1½) days per month of active service to a maximum sick leave accumulation of one hundred fifty (150) days. A sick leave credit of one and one half (1½) days will be earned if the Employee has had active service for a minimum of ten (10) days during the month.
- (b) Employees shall be allotted their full amount of days for the year in January and be permitted to use them anytime during their regularly scheduled year. If the Employee leaves the employ of the Employer, and if they have used more days than they have earned before their departure then the Employer can make deductions from any monies owing to the Employee upon departure.

(c) Those Employees who have more than one hundred and fifty (150) accumulated sick days (as of the date of this Agreement) will not lose such sick days in excess of one hundred and fifty (150) but will not continue to accumulate sick leave until they are below one hundred and fifty (150) accumulated sick days and in such event shall be entitled to accumulate sick days only up to the maximum of one hundred and fifty (150) days.

(d) Active service is defined as :

- Actual work
- Union leave where Employer is reimbursed by the Union
- Paid leave for business between Union and the Employer
- Paid vacation
- Paid bereavement
- In receipt of WCB but not including permanent disability
- In receipt of paid Sick Leave

25.3 At the close of each calendar year, the Employer shall advise each Employee in writing of the amount of sick leave accrued to the Employee's credit.

25.4 A deduction shall be made from accumulated sick leave of all normal working hours (exclusive of holidays) absent for sick leave.

25.5 An Employee shall attempt to schedule medical appointments outside of regular working hours but when this is not possible, sick leave may be used to attend medical appointments. If possible, the Employee should return to work following the appointment.

The Employer may request that the employee provide confirmation from the physician that employee cannot return to work for the remainder of the scheduled hours of work following the appointment.

25.6 In all cases of illness or injury, an Employee must notify the Employee's Immediate Supervisor as soon as possible and, where practical, at least two (2) hours before the commencement of the shift(s) to be missed by the Employee.

25.7 On request, an Employee shall be required to produce a certificate, at no cost to the Employee, from a medical practitioner approved by the Employer.

25.8 An Employee must provide two (2) days' notice to the Employer of the Employee's ability to return to work when the Employee has been absent for an indefinite period due to illness or injury.

25.9 An Employee is not entitled to receive sick leave when he is on vacation, Holiday, a leave of absence, Workers' Compensation or any other leave specified in this Agreement.

25.10 Fraudulently applying for sick leave shall be grounds for discipline up to and including dismissal.

25.11 The Employer and the Union have a continuing duty to accommodate a disabled

Employee to the point of undue hardship and are obligated to consider employment opportunities that meet the Employee's capabilities as established through sufficient medical evidence. The Employee has a duty to co-operate with the Union and the Employer in the accommodation process.

ARTICLE 26 - PREGNANCY AND/OR PARENTAL LEAVE

26.1 Pregnancy Leave

The Employer shall not terminate the employment of an employee because of their pregnancy.

- (a) An unpaid leave of seventeen (17) weeks will be granted.
- (b) An employee shall no later than the fifth (5th) month of pregnancy forward to the Employer a written request for a pregnancy leave.
- (c) The Employer may request a certificate from a legally qualified medical practitioner stating that the Employee is pregnant and specifying the expected date of delivery.
- (d) Pregnancy leave shall begin on such date as the employee determines, but no sooner than sixteen (16) weeks preceding the expected date of delivery, not later than the date of delivery.
- (e) Pregnancy leave shall end on such date as the employee determines, but not later than seventeen (17) weeks following the date of delivery, nor sooner than one (1) week after the date of delivery.
- (f) The employee will provide the Employer as much notice as reasonably practicable of the commencement of their leave or the employee's return to work.
- (g) The Employer may require the employee to commence a leave of absence without pay where the employee's position cannot be reasonably performed by a pregnant employee or the performance of the employee's work is materially affected by the pregnancy. Such action shall not be taken until the employee has been advised of the Employer's concerns and provided the opportunity to provide medical evidence establishing their ability to work.
- (h) An employee suffering from an illness arising out of or associated with the employee's pregnancy, prior to the commencement of or the ending of pregnancy leave granted in accordance with Article 26, may be granted sick leave in accordance with the provisions of Article 25.

26.2 Parental or Adoption Leave

- (a) An Employee who becomes a parent of one or more children through the birth or adoption of a child or children is entitled to an unpaid leave of absence of up to sixty-one (61) weeks upon giving the Employer four (4) weeks' notice of the date that the Employee will begin the leave and the date that the employee will return

to work. The Employee may alter the date of return to work upon two (2) weeks' notice to the Employer.

- (b) Where notice is not possible due to circumstances beyond the control of the employee, the employee will provide the Employer as much notice as reasonably practicable of the commencement of leave or return to work.
- (c) The parental leave of an Employee, who has taken a pregnancy leave and whose newborn child or children arrive in the employee's home during pregnancy leave:
 - (i) shall begin immediately upon completion of the pregnancy leave, without the employee returning to work;
 - (ii) shall end not later than sixty one (61) weeks after the parental leave began as determined by the Employee, subject to the Employee giving four (4) weeks' notice of the date upon which the leave will end.
- (d) The parental leave for an Employee who becomes a parent of one or more children through birth or adoption of a child or children, other than who has not taken a pregnancy leave:
 - (i) shall begin on such date coinciding with or after the birth or adoption of the child as the employee determines; and
 - (ii) shall end not later than seventy-eight (78) weeks after the parental leave began and in any case, no later than seventy-eight (78) weeks after the child or children first arrive in the employee's home.

26.3 Resumption of Work

- (a) If an Employee is entitled to parental or pregnancy leave and the child to whom the leave relates is hospitalized for a period exceeding or likely to exceed one week, the employee is entitled to return to and resume work and defer the unused portion of leave until the child is discharged from the hospital, upon giving the Employer reasonable notice. The employee is entitled to only one (1) interruption and deferral of each leave,
- (b) When an Employee reports for work upon the expiration of the period referred to in Articles 26.1 and 26.2 the Employees shall resume work in the same positions they held prior to the commencement of the pregnancy and/or parental leave, with no loss of benefits accrued to commencement of the leave.
- (c) While an Employee is on pregnancy or parental leave, an Employee shall continue to accrue and accumulate service and seniority credits for the duration of the leave and their service and seniority shall be deemed to be continuous.
- (d) While an Employee is on pregnancy or parental leave, the Employer shall maintain coverage for medical, extended health, group life, and any other employee benefit plan and shall continue to pay its share of premium costs for maintaining such coverage during the period of leave.

- (e) The replacement employee for a parental/ adoption leave will be granted the rights and privileges of a term employee, except that the specific termination date may vary because of the resumption of work of the incumbent employee in accordance with Articles 26.3 (a) and (b).

26.4 Supplementary Employee Benefits

- (a) If an employee on pregnancy, parental or adoption leave is in receipt of benefits under the terms of the Employment Insurance Act, the Employer shall pay to the Employee a Supplemental Employee Benefit for the first seventeen weeks of the applicable leave. An employee who is entitled to pregnancy leave will only receive top up for the pregnancy leave. Employees cannot defer the top up period.
- (b) the Employer agrees to top up Employment Insurance payments according to the following schedule. The waiting period for Employment Insurance Benefits shall be paid at the rate of seventy-five (75) percent from the Employer and the remaining period shall be shared by Employment Insurance and the Employer up to ninety-three (93) percent to a maximum of seventeen (17) weeks.

ARTICLE 27 - LEAVES OF ABSENCE

27.1 Unpaid Leave of Absence

- (a) Leave of absence without pay and without loss of seniority may be granted by the Centre for Education to any Employee requesting such leave for a period not to exceed twelve (12) consecutive months. Such request shall be in writing to the Employee's Supervisor with thirty (30) days prior notice. Sick leave credits do not accumulate during the leave of absence. Employees are responsible for paying the full premiums for benefits normally cost-shared by the Centre for Education during their leave of absence excluding leave of absence for Union business;
- (b) Sick leave credits do not accumulate during a leave of absence in excess of thirty (30) calendar days;
- (c) For leaves of absence of less than thirty (30) calendar days, benefits normally cost shared by the Centre for Education will continue to be cost-shared by the Centre for Education; and
- (d) For leaves of absence of thirty (30) calendar days or more, Employees are responsible for paying the full premiums for benefits normally cost-shared by the Centre for Education during a leave of absence.

27.2 Notwithstanding Article 27.1(d), an Employee who is absent due to illness or injury shall be entitled to continue to require the Employer to cost-share medical benefits for a period up to thirty (30) months after the last payment of sick leave by the Employer.

27.3 Jury Duty

Upon written notice by the Employee three (3) days in advance (or otherwise as much notice as is reasonably practical), the Employer shall grant a leave of absence with pay to Employees who serve as a juror or witness in any court or who is required by subpoena to attend a Court of law or Coroner's Inquest. Leave shall also be granted for time spent in Court during the jury selection process. The Employer shall pay such an Employee the difference between normal earnings and the payment received for jury service or Court witness, excluding payment for traveling, meals or other expenses. The Employee will present proof of service and the amount received. Time spent by an Employee required to appear before any government body, or who is subpoenaed to attend a Coroner's Inquest or is required to serve as a Court witness in any matter arising out of the Employee's employment shall be considered as time worked at the appropriate rate of pay. An Employee released from jury duty or as a witness shall return to complete that part of the work shift that the Employee would have missed had the jury duty or requirement to attend as a witness continued.

**This Article applies to Substitutes in Term positions.

27.4 Bereavement Leave

Notwithstanding any other Article in the Agreement, all Employees covered by this Agreement shall be entitled to the following Bereavement Leave:

- (a) When a death occurs in an Employee's immediate family, the Employee shall be granted seven (7) consecutive calendar days leave immediately following the death (with pay if scheduled to work). Immediate family includes: spouse (includes common-law where the Employee and the spouse have been living as partners in the same household for at least one year), parent (including legal guardian or such other person who may have been responsible for the child-rearing of the Employee), child, stepchild, stepparent, current mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, Employee's grandparent and grandchild.
- (b) Employees shall be granted one (1) calendar day (with pay if scheduled to work) to attend the funeral of the Employee's aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.
- (c) Where a death in an Employee's family requires the Employee to travel, an additional two (2) calendar days (with pay if scheduled to work) may be allowed to the Employee as bereavement leave under this Article, at the discretion of the Employer.
- (d) The Employer may grant additional bereavement leave with or without pay in cases where extraordinary circumstances prevail.
- (e) Where the family of a deceased Employee requests pallbearers from the Union, the Employer shall grant the necessary leave with pay for up to six (6) pallbearers.
- (f) Up to two members of the executive may be granted one-half (1/2) day each, without loss of pay if scheduled to work, to attend the funeral of a member of the Local Union.

- (g) Employees shall be granted time off, subject to operational requirements, without loss of pay, to attend the funeral of a child from their school for custodial staff or from their bus route for bus drivers.
- (h) In the event that the funeral or interment of the family member does not take place within the period of bereavement leave but occurs later, the Employee may defer the final day of their bereavement leave, without loss of pay if scheduled to work, until the day of the funeral or interment. The Employee shall notify the Employer of this deferment at the time of the bereavement leave.

27.5 Other Leaves

On reasonable notice and on written application by the Employee, the Centre for Education may grant a leave of absence without pay to an Employee who is elected or selected:

- (a) as a member of the Executive Committee, CUPE, for the attendance at executive meetings, or as a delegate to attend special conventions, conferences and/or educational programs.
- (b) such leaves shall be without pay but without loss of benefits or seniority during the period of the leave subject to operational requirements.

27.6 An Employee who is elected or selected for a Full-Time position with the Union or anybody with which the Union is affiliated, shall be granted a leave of absence without loss of seniority and without pay for a period of one (1) year. Such Employee shall continue to receive the Employee's wages and benefits and the Employer will invoice the Union or appropriate body for reimbursement.

27.7 An Employee shall be entitled to leave of absence with pay and without loss of seniority and benefits to write examinations to up-grade the Employee's employment qualifications.

27.8 An Employee shall be entitled to use up to five (5) days of sick leave in a year in order to attend to serious family illness and/or attend medical appointments with family members.

27.9 The Director of Human Resources or designate shall, upon request from an Employee who, or whose child, is graduating from a high school or post-secondary institution on a day of work of an Employee, allow such an Employee to take one (1) day leave of absence with pay to enable the Employee to attend the graduation ceremony. Such leave shall be granted as follows:

- (a) If the graduation is outside the Region, or
- (b) If the graduation is within the Region during normal work hours of the Employee

**This Article applies to Substitutes working in Term positions.

27.10 An Employee who is on leave for a period of six (6) months or more will undergo paid

refresher training as required by the Employer.

27.11 Leave with Pay for Compliance with Union Legal Disclosure Requirements

The Employer will grant leave with pay for a member designated by the Union to complete the reports needed to comply with any federal or provincial legislation that requires disclosure of union finances or other affairs.

27.12 Disclosure and Leave for Dues Collections and Authorizations

In the event that legislation is enacted that alters the current dues deduction or remittance language as set out in this collective agreement or existing legislation, the Employer will provide:

- (a) An electronic spreadsheet indicating the pay period covered by the deduction and the following information for all employees in the bargaining unit: name, employment status (such as full-time, part-time, temporary, seasonal, or casual), classification/job title, branch, worksite, regular earnings, work schedule and total hours worked. The spreadsheet will be sent to the Union's Local Secretary-Treasurer and National Servicing Representative, within ten (10) working days of each pay period.
- (b) Union leave and access to the workplace during working hours for the Union to meet with each employee in the bargaining unit in order to collect dues and authorizations.

ARTICLE 28 - EMPLOYEE BENEFITS

28.1 (a) It is agreed and understood by the Parties to this Agreement that the Employees shall receive those benefits as contained from time to time in the plan known as the Nova Scotia Centre for Educations Association Members Employee Benefit Plan.

(b) The cost of the plan shall be on a 65%/35% basis, Employer/Employee ratio effective from the date of signing of this Agreement. Any changes to the cost sharing shall be subject to negotiation between the Parties.

(c) Notwithstanding 28.1(b), Employees will be responsible for 100% of the premium costs for Long Term Disability (LTD).

(d) It shall be a condition of employment for all eligible Employees to join and participate in the plan with exception of health and dental if evidence of spousal coverage is presented. Eligible employees are those who are regularly scheduled to work fifteen (15) or more hours per week; the waiting period for eligible employees shall be three (3) months.

28.2 Employee Pension entitlements shall be in accordance with the following provisions:

(a) Pension Plan means the South Shore Regional Centre for Education CUPE Staff Pension Plan.

- (b) Eligible Employee means an Employee eligible to participate in the pension plan as specified in the South Shore Regional Centre for Education CUPE Staff Pension Plan.
- (c) All eligible Employees will be required to join the South Shore Regional Centre for Education CUPE Staff Pension Plan in accordance with the requirements of the Plan save and except:
 - those Employees who are already enrolled in the NSSBA Pension Plan.
- (d) A Joint Pension Plan Advisory Committee, with Union representation consisting of two (2) CUPE members participating in the Pension Plan and a representative of CUPE, will meet periodically to monitor the Pension Plan.
 - (i) A primary focus of the Committee will be to review and discuss potential improvements to the plan, i.e. early retirement.
 - (ii) The Committee will discuss means of informing members of the specifics of the Pension Plan.

ARTICLE 29 - PAYMENT OF WAGES AND ALLOWANCES

- *29.1 Wages and allowances shall be paid in accordance with Appendix "A" which is attached to and forms part of this Agreement. A detailed pay stub shall be issued for each pay period. The stub shall clearly identify:
 - regular wages
 - holiday pay
 - vacation pay
 - overtime/call-out
 - extra-curricular pay
 - allowances
 - each deduction from pay
- *29.2 Overpayment of salary (or under deductions by the Employer) made to an Employee may be recovered by the Employer by withholding an amount no greater than ten percent (10%), (or an amount mutually agreed upon) of the net pay of any further salary payment until the amount is fully reimbursed. No deductions shall be made without first contacting the Employee.
- 29.3 Meal allowances shall be paid as per South Shore Regional Centre for Education Policy 302.2 Staff Travel.
- 29.4 Any Employee required to plug in a block heater of an Employer owned vehicle at the Employee's overnight resting place shall be provided with an annual "plug-in" allowance amount of \$100.00.
- *29.5 Custodial staff working in an itinerant position, in two separate schools, on two separate campuses, will receive a travel allowance pursuant to the South Shore Regional Centre for Education Travel and Meal Allowance Policy, for the expense of

travelling between schools.

- 29.6 Private accommodations shall be provided for any Employee so requesting, when the Employee is attending training or information sessions sponsored by the Employer and is away from home overnight.

ARTICLE 30 - SAFETY AND HEALTH

- 30.1 Occupational Health & Safety and Violence in the Workplace
- 30.2 The Employer, the Union and all Employees agree to cooperate in the prevention of incidents and in the promotion of a safe and healthy work environment. All parties agree to comply with all applicable provisions of the Nova Scotia Occupational Health and Safety Act and Regulations (OH&S Act) and/or any relevant provisions under the Nova Scotia Environment Act and Regulations. All parties recognize that occupational health and safety is the shared responsibility of the Employer, the Union and individual Employees.
- 30.3 The Employer recognizes that workplace violence is an occupational health and safety issue, and that the Employer will take appropriate actions to prevent violence wherever possible and reduce the harm caused by violence that is not prevented.
- 30.4 Through its Occupational Health and Safety Committees, both at the worksite and regionally, the Employer will work with the Union to regularly review policy, procedures, and guidelines to address injuries and hazards in the workplace including those resulting from violence.
- 30.5 It is the role of the workplace Occupational Health and Safety Committees to review workplace injuries and incidents. The Regional Occupational Health and Safety Committee if applicable or the Labour Management Committee shall have the mandate to review trends and statistics and make recommendations for region- wide responses to concerns.
- (a) violence that has occurred in the workplace in the past
 - (b) violence that is known to occur in similar workplaces
 - (c) the circumstances in which work takes place
 - (d) the interactions that occur in the course of performing work
 - (e) the physical location and layout of the workplace
 - (f) any specific factors recommended by the workplace Joint Occupational Health and Safety Committee
- 30.6 The Violence Risk Assessment will be updated as required by the OH&S Act.
- 30.7 The Employer agrees to develop a Workplace Violence Prevention Plan in accordance with the OH&S Act.
- 30.8 The Employer will provide training on violence prevention to all Employees who are exposed to a significant risk of violence in the workplace that includes:

- (a) The workplace Violence Prevention Plan
 - (b) Recognition of warning signs and/or triggers for violence
 - (c) Techniques to identify and de-escalate situations with the potential for violence
 - (d) How to summon help in the event of an incident of violence
 - (e) How to exit an unsafe situation
- 30.9 Training will be provided before the Employee is assigned to work in any area where a significant risk of violence has been identified in the Violence Risk Assessment and Workplace Violence Prevention Plan.
- 30.10 The Employer agrees to provide adequate time and resources for this training and to ensure that Employees suffer no loss of pay or benefits.
- 30.11 The employer agrees to provide the supports that are required under the OH&S Act where appropriate in situations of domestic violence involving employees that impact the worksite.
- 30.12 The Employer recognizes that Employees sometimes face situations of domestic violence that may impact them at work. These impacts may be seen in such as areas as an employee's attendance, and performance. As such, the Employer will provide reasonable accommodation to employees who are victims of domestic violence. Workers experiencing domestic violence shall not be subject to adverse action related to workplace absences associated with domestic violence. Employees who are experiencing domestic violence shall not be subject to discipline in the event the domestic violence impacts on their work performance and attendance.
- 30.13 Employees who suffer workplace absences as a result of domestic violence will, after exhausting any paid leave provisions under the Provincial *Labour Standards Code* with respect to domestic violence, be able to access any appropriate paid leave provisions within the Regional Collective Agreement should such paid leave provisions exist. Should all paid leave provisions be exhausted, employees may request unpaid leave.
- 30.14 The Employer will make every reasonable effort to protect the confidentiality of Employees experiencing domestic violence. Additionally, information related to domestic violence will not be placed in an employees personnel file without their prior consent.
- 30.15 The Employer will not discriminate or retaliate against an Employee who has reported an injury or an incident.
- 30.16 The Employer shall post in each work place, an outline of Occupation Health & Safety reporting procedures with all contact information.
- 30.17 The Employer shall establish and maintain a *Set of Guidelines/Procedures* developed and approved by the Regional JOH&S Committee, for Employees who work alone.

ARTICLE 31 - PROTECTIVE CLOTHING TOOL REPLACEMENT

31.1 The Employer shall supply the following:

- (a) On board of each bus - one pair of coveralls (or a smock if preferred by the Employee) and one pair of gloves. Wheelchair accessible buses will also be equipped with suitable rain gear.
- (b) To each Head Custodian - one pair of coveralls (or smock if preferred by the Employee). Each school will be equipped with suitable raingear.
- (c) To each Mechanic, three pairs of coveralls, suitable raingear, which will be replaced by the Employer as required. The Employer shall continue to provide laundering service of coveralls, at no cost to the Employee. One pair of winter coveralls will be provided as required.
- (d) Maintenance Trades person, two pairs of coveralls, work gloves, suitable raingear and one pair of safety rubber boots, which will be replaced by the Employer as required. One pair of winter coveralls will be provided as required.
- (e) * To all Custodial Employees, an annual safety footwear allowance for CSA approved footwear of up to \$150.00, to be reimbursed upon receipt. For all other classifications (including Grounds), excluding Bus Drivers, an annual safety footwear allowance for CSA approved footwear of up to \$275.00, to be reimbursed upon receipt.
- (f) Tool replacement for Employee-owned tools used on the job (that are not covered by insurance or warranty) when such tools are vandalized, stolen, worn out, lost or are broken during proper use on the job. Tool replacement will occur within five (5) working days, pending availability. The Employer shall self-insure or provide a policy of fire and theft insurance covering tools and equipment owned by an employee and used on the job. The insurance coverage will pay the cost of replacement tool at 100%, plus the deductible, if any.
- (g) To each labourer, coveralls, work gloves, safety helmet, eye and ear-protective equipment, raingear, and any other equipment required by-legislation.

ARTICLE 32 - GENERAL CONDITIONS

- 32.1 Reasonable facilities (including hot water) shall be provided for Employees to have their meals and keep their clothes.
- 32.2 The Employer shall provide Bulletin Centre for Educations which shall be placed so that all Employees will have reasonable access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to Employees.
- 32.3 The Union shall be entitled to distribute information from the Union during non-working hours and, with the approval of the Employer to convene meetings on premises of the Employer during non-working hours.

- 32.4 The Union and the Employer will share equally the cost for printing or photocopying the required number of copies of this Collective Agreement.
- 32.5 Whenever the singular is used in this Collective Agreement it shall be considered as if the plural had been used where the context requires.
- 32.6 In this Agreement:
- On the day of each month upon which regular monthly special or deferred meetings of the Union are scheduled, work shall be rescheduled so that it will cease not later than 6:00 p.m. except in cases of emergency, affording all Employees an opportunity to attend provided that such Employees attend such meeting and also provided.
- (a) The Employee notifies the Employer at least one (1) day in advance of the date of the meeting or such shorter period as the Employer may permit;
 - (b) The time off is made up by the Employee at a time being mutually agreed between the Employer and Employee and such time made up shall not be considered overtime; and
 - (c) The rescheduling does not require payment by the Employer to any Substitute Employee.
- 32.7 The Employer will turn over to the Union the Employee's share of the annual Employment Insurance rebate cheque.
- 32.8 There shall be no pyramiding of rates of pay or benefits anywhere in this Agreement.
- 32.9 All Employees are entitled to work in a harassment-free workplace.

ARTICLE 33 - PRESENT CONDITIONS AND BENEFITS

- 33.1 All provisions of this Agreement are subject to applicable laws now or hereafter in affect. If any law now existing or hereafter enacted, or proclamation or regulation shall invalidate any portion of this Agreement, the entire Agreement shall not be invalidated and the existing rights, privileges and obligations of the Parties shall remain in existence.

ARTICLE 34 - WORKERS' COMPENSATION

- 34.1 Where permitted by the Workers' Compensation Act and where it will not adversely affect the compensation to be paid to an Employee, the Employer shall provide the following benefits:
- (a) The supplementing ("topping off") of pay (excluding the first two (2) days following a compensable injury) up to a maximum of ninety-five percent (95%) of the net pre-accident pay of the Employee. It is the intent of the parties that under no circumstances shall an employee receive an increase in their income while in receipt of Workers' Compensation Benefits. The value of such top-up shall be

pro-rated and charged against accrued sick leave provided that the accrued sick leave balance is not less than the equivalent of five (5) sick leave days for the applicable classification. Such top-up shall expire once the accrued sick leave hours reaches the minimum threshold described above and the employee shall be paid only the Workers' Compensation Benefits

- (b) Should this collective agreement contain specific language that entitles an employee to accrue sick benefits while in receipt of Workers' compensation benefits, then such accrual will only be available to the employee upon their return to active employment and cannot be used to supplement (top-up) the current WCB claim. Should the collective agreement be silent on the accrual of sick leave while on WCB, then the process as outlined in 34.1(a) shall prevail.
- (c) An employee shall continue to accrue seniority while in receipt of Workers' Compensation Benefits
- (d) When an Employee is in receipt of temporary earnings replacement benefits under the *Workers' Compensation Act* their vacation pay or entitlement shall continue to be paid during the first twelve (12) months as if the Employee was actively at work. After twelve (12) months absence on WCB no further vacation benefit will accrue.
- (e) An employee who participates in an ease back or return to work program following a period of Workers' Compensation shall be paid at the hourly rate of pay for the employee's permanent classification for all time spent at the work place unless the employee continues to receive full WCB benefits for the time worked.
- (f) The continuation of the payment of the Employer's share of any benefit plans during the term of a compensable claim.

(*) ARTICLE 35 - NO STRIKE OR LOCKOUT

- 35.1 In view of the Grievance and Arbitration procedures provided in this Agreement, it is agreed by the Union that there shall be no strikes as defined by the *Nova Scotia Trade Union Act* or any other interference with the operations of the Employer by the Employees and/or Union and the Employer agrees that there will be no lock-out as defined by the *Nova Scotia Trade Union Act* during the term of the Agreement.

(*) ARTICLE 36 - MEDICAL LICENCE AND EYE EXAMINATIONS

- 36.1 The Employer will reimburse Employees for the cost of all required medical and eye examinations. For any Employees required to have a Class 2B license, the Employer will reimburse such Employees for all additional costs incurred in upgrading to and renewing a Class 2B license from a Class 5 license upon the Employee producing a receipt.

ARTICLE 37 - RESOLUTIONS AND REPORTS

- 37.1 In this Agreement:

- (a) Copies of all rules and regulations and Centre for Education Policy adopted by the Centre for Education, which affect the members of this Union, are to be forwarded to the Union.
- (b) Minutes of meetings of the Centre for Education shall be made available on the Centre for Education's website.

ARTICLE 38 -TERM OF AGREEMENT

- 38.1 This Agreement shall be binding and remain in effect from April 1, 2021 to March 31, 2024 and shall continue from year to year thereafter unless either Party gives to the other Party notice in writing within ninety (90) days prior to the termination date that it desires its termination or amendment.
- 38.2 Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement.
- 38.3 Either Party desiring to propose changes to this Agreement shall, within the ninety (90) days prior to the termination date, give notice in writing to the other Party that changes will be proposed. Within twenty-one (21) calendar days of receipt of such notice by one Party, the other Party is required to enter into negotiations for a new Agreement.
- 38.4 (a) If any Article in this Agreement or part thereof is altered or rendered invalid by the operation of existing or future legislation, the remainder of this Agreement shall remain in force and effect for the remainder of the term.

(b) Any part of this Agreement that is so altered or invalidated as per Article 39.4(a) shall, on the request of either Party, be renegotiated by the Employer and the Union and shall be replaced or altered as then may be mutually agreed between the Parties.
- 38.5 An Employee who has left their employ due to regular or early retirement or death or for any other reason between the termination date of this Agreement and the effective date of the new Agreement shall receive the full retroactivity of any increase in wages for the time worked, salaries or other perquisites.

ARTICLE 39 - BENEFIT AND BINDING

- 39.1 This Agreement and everything contained herein shall ensure to the benefit of and be binding upon the Parties hereto, their successors and assigns, respectively.

ARTICLE 40 - JOB DESCRIPTIONS, CLASSIFICATION AND RECLASSIFICATION

- 40.1 **Classification and Reclassification**
- 40.2 Where the Employer establishes a new classification. the Union will be provided with a copy of the job description and the proposed rate of pay. If the Union does not agree with the proposed rate of pay it shall be referred to the Classification Review Committee.

- 40.3 Classifications shall not be eliminated without the union receiving at least ninety (90) days notice.
- 40.4 When the duties in any classification are significantly changed such that either party believes the position has become incorrectly classified, the rate of pay shall be subject to negotiations between the Employer and the Union. Such process shall be commenced by way of a written letter of dispute submitted to the Director of Human Resources or Local Union President outlining the significant change to the duties. The Employer and Union agree that any disputes concerning standardized provincial classifications shall be referred to the Classification Review Committee.
- 40.5 Classification Review Committee
- 40.6 While recognizing the right of each individual Employer to determine and establish classification(s) within its own Region/CSAP, the Employer also recognizes the value of maintaining the standardized provincial classifications and wage rates.
- (a) The Classification Review Committee will consist of a maximum of one CUPE employee and a maximum of one management employee from each Region/CSAP as well as a spokesperson for CUPE and an Education and Early Childhood Development spokesperson for the Employers.
 - (b) When a classification is referred to the committee the Employer shall provide the job description and wage rate (as implemented within the Region/CSAP to the members of the Classification Committee a minimum of fourteen (14) calendar days in advance of the meeting.
 - (c) When there are one or more classifications to be considered, the Classification Review Committee will meet with the purpose of reviewing and, where possible, determining the appropriate wage rate for the-classification(s) as presented.
 - (d) Such review and determination, where possible, is limited to considering:
 - (i) required duties;
 - (ii) standardized title; and
 - (iii) the appropriate wage rate
 - (e) Nothing herein prevents the Employer from implementing a new or significantly changed classification anytime in advance of the meeting in accordance with the provisions of their applicable collective agreement.
 - (f) Should the-Classification Review Committee reach consensus on a different wage rate
 - (i) for existing classifications, if the wage rate is more than the implemented wage rate-it shall be retroactively applied to the date of the written letter of dispute submitted to the Director of Human Resources or the Local Union President;
 - (ii) for a new classification, if the wage rate is more than the implemented wage rate. it shall be retroactively applied to the date of implementation

- of the new classification.
 - (iii) for both existing and new classifications, if the wage rate is less than the implemented wage rate it shall be implemented effective the first day of the next pay period following the Classification Review Committee decision or the decision of the Arbitrator.
- (g) Should the Classification Review Committee not reach consensus on a wage rate it may be referred to arbitration for final determination by a mutually agreed upon arbitrator.
- (i) Prior to any arbitration the parties may participate in mediation through the Department of Labour, Skills and Immigration
 - (ii) Following each meeting, if there is more than one referral pursuant to (g), then those matters may be referred to the same Mediator/Arbitrator at the same hearing.
 - (iii) The arbitration costs will be shared equally between the parties.

ARTICLE 41 - TECHNOLOGICAL CHANGE

41.1 In this Article "Technology Change" means any change in:

- (a) The introduction of equipment, material or processes different in nature, type or quantity from that previously utilized;
- (b) In work method, organization, operations or processes affecting one or more Employees;
- (c) In the location at which the work, undertaking or business operations; or
- (d) In the work, undertaking or business carried on by the Employer including any change in function performed and including the removal of any part of the work, undertaking or business that could reasonably be expected to adversely affect the hours of work available to an Employee in the Bargaining Unit or could reasonably be expected to result in the layoff of an Employee in the Bargaining Unit.

41.2 When the Employer is considering the introduction of technological change:

- (a) The Employer agrees to notify the Union as far as possible in advance of the intention to introduce technological change and to update the information provided as new developments arise and modification are made; and
- (b) Notwithstanding (a), the Employer shall provide the Union at least sixty (60) days prior notice in writing of any technological change which will result in the layoff of any Employee in the Bargaining Unit.

41.3 Technological change shall be introduced only after the Employer and the Union have engaged in consultation to attempt to minimize any adverse effects of the technological change on Employees in the Bargaining Unit.

- 41.4 Where the introduction of technological change requires new or enhanced skills than those already possessed by the Employees affected by the technological change, the Employer agrees to provide reasonable additional training opportunities for Employees adversely affected by the proposed technological change.
- 41.5 All current Employees will have the option to use Regional electronic systems such as electronic pay statements, email and applicant recruiting systems. All new Employees will be required to use these systems from date of hire.

ARTICLE 42 – PUBLIC/PRIVATE PARTNERSHIPS

- 42.1 In the event that the Employer enters into an agreement with a corporation, person or other entity with respect to a school to be owned and operated by that corporation, person or entity, the Employer shall, provided that Employees in the Bargaining Unit were providing services at the school(s) replaced by the school owned and operated by such person, corporation, or other entity:
- (a) Agree with such corporation, person or other entity that Employees in the Bargaining Unit will provide custodial services at such school or;
 - (b) Require that such corporation, person or other entity hire such persons as it requires for custodial services from the Employees affected on such terms and conditions as to wages and benefits that are no less favourable than those provided in this Agreement; and
 - (c) Any custodial Employees affected who are not hired by the corporation, person or other entity shall be entitled to exercise their rights under this Agreement.

ARTICLE 43 - PROFESSIONAL DEVELOPMENT FUND

- 43.1 The Employer shall provide the sum of five thousand (\$5000.00) for the establishment of a Professional Development Fund (PDF) upon the date of signing of this Agreement.
- 43.2 The purpose of the PDF is to allow CUPE members the financial assistance to develop skills including, but not limited to literacy, mathematics, and courses related to the employees' classification.
- 43.3 The Human Resources Department will administer the fund, following consultation with the Local President.
- 43.4 The Labour Management Committee will be provided with annual reports on the PDF.
- 43.5 The PDF will be replenished annually by the Employer to return the PDF to five thousand dollars (\$5000.00).

ARTICLE 44 TRAINING AND PROFESSIONAL DEVELOPMENT

- 44.1 The parties agree that prior to May 31st of each year there will be designated time at a

Labour Management Meeting to discuss a suggested schedule/calendar and proposed training and professional development topics for the following school year as provided by the employer.

- 44.2 The Union, either at the meeting or in advance of the meeting, will provide the Employer with training and development ideas for their members which takes into account the variety of job classifications and interests of all members of the bargaining unit.

ARTICLE 45 – WAGES APPENDIX "A"

Wages will be adjusted as follows:

- April 1, 2021: 1.5%
- April 1, 2022: 1.5%
- April 1, 2023: Classification adjustments as listed below
- April 1, 2023: 3%
- March 31, 2024: 0.5%

The following classification adjustments will be applied effective April 1, 2023 immediately before the 3% increase on the same day:

- (a) A \$2.50 adjustment to the Trades Classifications as defined in Letter of Understanding #5 to this agreement;
- (b) A \$2.00 adjustment to minimum wage classifications as defined in Schedule XX to this agreement;
- (c) A \$0.50 adjustment to all bus driver classifications (Bus Driver, Head Bus Driver, and Bus Driver with Additional Duties);
- (d) A \$1.00 adjustment to classifications for which the top of the wage scale remains under \$20.00 per hour after the first two years of economic adjustments (1.5%, 1.5%)
- (e) No employee will receive an adjustment under both 2 and 4 of this list, meaning that a minimum wage employee who receives the \$2.00 adjustment but remains under \$20 will not receive an additional \$1.00 adjustment.

For classifications who are paid minimum wage, where a legislated increase to the minimum wage under the *Minimum Wage Order (General)* occurs on the same day as one of the economic adjustments or classification adjustments, the legislated minimum wage increase will be applied first.

The table below shows the wage rates including all negotiated wage adjustments listed above but does not include any increase as a result of the wage harmonization process. The rates for March 31, 2024 are the minimum rates an employee will receive. Additional wage adjustments are possible through the wage harmonization process outlined in Memorandum of Agreement #5 to this collective agreement. Any such adjustments will provide 50% of the gap to the high rate on the date of ratification and an adjustment to bridge the remaining gap on March 31, 2024.

**SOUTH SHORE REGIONAL CENTRE FOR EDUCATION CANADIAN UNION OF PUBLIC
EMPLOYEES LOCAL 4682**

Classification	March 31/21	April 1/21 1.5%	April 1/22 1.5%	Classification Adj.	April 1/23 3%	Mar 31/24 0.50%
Bus Driver	24.16	24.52	24.89	0.50	26.15	26.28
Groundskeeper	16.55	16.80	17.05	1.00	18.59	18.68
Head Groundskeeper	17.20	17.46	17.72	1.00	19.28	19.38
Head Mechanic	27.61	28.02	28.44	2.50	31.87	32.03
Mechanic	26.66	27.06	27.47	2.50	30.86	31.02
Lead Head Mechanic	29.15	29.59	30.03	2.50	33.51	33.67
Apprentice Mechanic (Block 4)	23.45	23.80	24.16	2.50	27.46	27.60
Apprentice Mechanic (Block 3)	22.23	22.56	22.90	2.50	26.16	26.29
Apprentice Mechanic (Block 2)	20.98	21.29	21.61	2.50	24.84	24.96
Apprentice Mechanic (Block 1)	19.75	20.05	20.35	2.50	23.53	23.65
Head Custodian	20.23	20.53	20.84	-	21.47	21.57
Custodian	19.35	19.64	19.93	1.00	21.56	21.67
Janitor	18.17	18.44	18.72	1.00	20.31	20.41
Electrician	26.66	27.06	27.47	2.50	30.86	31.02
Building Specialist Control Technician	26.66	27.06	27.47	2.50	30.86	31.02
Carpenter	26.66	27.06	27.47	2.50	30.86	31.02
Building Operator	29.00	29.44	29.88	2.50	33.35	33.51
Stationary Engineer Class 4	26.66	27.06	27.47	2.50	30.86	31.02
Plumber	26.66	27.06	27.47	2.50	30.86	31.02

Burner Technician	26.66	27.06	27.47	2.50	30.86	31.02
Autobody Technician	26.66	27.06	27.47	2.50	30.86	31.02
Work Order/Inventory Clerk	22.22	22.55	22.89	-	23.58	23.70

*This table will be updated once the harmonization, as per Article 45, has been completed.

LETTER OF AGREEMENT #1 - RE: Bus Drivers

The Parties to this Letter of Agreement agree to the following:

- i. Bus Drivers are ten (10) month Employees.
- ii. For unpaid school breaks Bus Drivers shall have their service interrupted. However, the service for the unpaid leave period will be re-credited once the Bus Driver is recalled.
- iii. Benefits are maintained for Bus Drivers during all unpaid school breaks.
- iv. Bus Drivers' pay is inclusive of all monies owing with respect to vacation pay and statutory holiday pay.
- v. Bus Drivers shall be deemed to be laid off during unpaid school breaks. Recall following the school break periods shall be automatic.

IN WITNESS WHEREOF the Parties hereto have signed this Collective Agreement at Bridgewater Nova Scotia this 10 day of August 2023.

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4682

Per: [Signature]

Per: [Signature]

Per: [Signature]

Per: _____

Per: _____

Per: _____

[Signature]
Witness to Canadian Union of Public
Employees, Local 4682

SOUTH SHORE REGIONAL CENTRE FOR EDUCATION

Per: [Signature]

Per: [Signature]

[Signature]
Witness to South Shore Regional Centre
for Education

LETTER OF AGREEMENT #2 - RE: GPS

The Parties to this Letter of Agreement agree to the following:

The use of the GPS data will not be used beyond the current parameters outlined in The Guiding Principles for GPS Usage without prior consultation and mutual agreement of the Union.

IN WITNESS WHEREOF the Parties hereto have signed this Collective Agreement at Bridgewater Nova Scotia this 10 day of August 2023.

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4682

Per: [Signature]

Per: [Signature]

Per: [Signature]

Per: _____

Per: _____

Per: _____

[Signature]
Witness to Canadian Union of Public
Employees, Local 4682

SOUTH SHORE REGIONAL CENTRE FOR EDUCATION

Per: [Signature]

Per: [Signature]

[Signature]
Witness to South Shore Regional Centre
for Education

LETTER OF AGREEMENT #3 - RE: Pension

The Parties to this Letter of Agreement agree to the following:

1. The language of Article 28.2 in the Expired Collective Agreement shall be renewed without amendment.
2. Notwithstanding Article 28.2, during the life of the Agreement, the Employee contribution rate shall not exceed forty-five percent (45%) of the normal cost (meaning the going concern normal cost as expressed as a percentage of payroll calculated by the Plan Actuary) of the Plan (excluding special payments) as established by Plan valuation. Normal cost is subject to change by an actuarial valuation prior to the expiration of the contract. The Employee's contribution rate shall be expressed as a percentage of payroll and rounded to the nearest two decimal points.
3. Notwithstanding Article 28.2, in the event that the Employer intends to make any amendments to the current Plan text, they shall meet with the Pension Advisory Committee prior to proceeding with any amendments and fully discuss the proposed amendments and the rationale and provide any and all relevant financial or other information at the time of the discussions. The pension Advisory Committee shall be provided the opportunity to ask questions, seek clarifications, and make suggestions as they see appropriate.

IN WITNESS WHEREOF the Parties hereto have signed this Collective Agreement at Bridgewater Nova Scotia this 10 day of August 2023

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4682

Per: [Signature]

Per: [Signature]

Per: [Signature]

Per: _____

[Signature]
Witness to Canadian Union of Public
Employees, Local 4682

SOUTH SHORE REGIONAL CENTRE FOR EDUCATION

Per: [Signature]

Per: [Signature]

[Signature]
Witness to South Shore Regional Centre
for Education

LETTER OF UNDERSTANDING #4 - RE: Employment Equity

The participating Education Entities and the participating Locals of the Nova Scotia School Board Council of Unions recognize the diverse communities served by the participating Education Entities. The composition of the workforce should reflect the diversity of these communities. To that end, the parties agree as follows:

- a) The Education Entities will develop an Employment Equity Program which ensures that employment barriers and systematic discriminatory practices are identified, and strategies developed and implemented to achieve a fair and reasonable representation of diverse applicants. The Education Entities will consult with its CUPE representatives in the development of this Employment Equity Program.
- b) Diverse applicants, for the purpose of this Letter of Understanding, is defined to include African Nova Scotians or persons of African descent, members of other racially visible groups, Mi'kmaq/indigenous peoples, persons with disabilities, women in non-traditional roles, and persons belonging to sexual orientation, gender expression and/or gender identity minority groups.

The Parties agree:

1. Timelines and goals will be developed for the implementation of the Program.
2. An education and training program will be developed for implementation of the Program and to foster advancement of all interested employees.

The typical stages in the implementation of an Employment Equity Program will include:

1. Agreement of the Employer and Bargaining Unit to conduct a self-identification survey.
2. The Employer will be responsible for the maintenance of the self-identification data.
3. Reporting of the statistical results of the self-identification survey.
4. Analysis of the results of the self-identification survey to compare the number of identified people in the bargaining unit with the identified peoples within the boundaries of the applicable RCE or CSAP.
5. Development of goals and timelines to eliminate the discrepancies in representation of identified peoples between the bargaining unit and the general population.
6. Joint education and training for all employees with respect to the implementation of the Employment Equity Program.

7. Training and development to foster advancement of all interested employees within the bargaining unit.
8. Recruitment of identified peoples.
9. Skills, qualifications, experience as selection criteria for vacant positions.
10. An annual and review of the progress towards development of a representative population within the bargaining unit.

Process for Diverse Hires

- a) Notwithstanding any specific clauses contained in the Local Collective Agreement, an Education Entity may, in the job selection process for any position (permanent, part-time, etc.), give preference to a diverse applicant provided the applicant has the skills, qualifications, experience.
- b) A participating Education Entity can only use the preference during the hiring process of up to one (1) position per twenty-five (25) job postings to a maximum of five (5) in a calendar year with the minimum of two (2) being allowed in a calendar year. The participating Education Entity must notify the Union prior to filling an equity position and the Union may request the reasons for such preference. The posting of the position as an equity position means that external candidates can apply at the same time as internal candidates and the preference can be used to hire an external candidate. Additional applicants may be granted preference with the consent of the Union.
- c) Both the Employer and the Union agree these positions will be designated when a regular vacancy occurs. diverse internal employee shall be awarded a designated position prior to an external candidate. If an internal employee is awarded an equity position pursuant to this clause, then the resulting vacancy may be designated as an equity position and filled by a candidate external to the education entity. This resulting vacancy will not be considered as one of the equity positions pursuant to this clause. Among internal diverse candidates the Collective Agreement applies.

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4682

Per:  _____

Per:  _____

Per:  _____

Per: _____

Charmain Ardley

Witness to Canadian Union of Public
Employees, Local 4682

SOUTH SHORE REGIONAL CENTRE FOR EDUCATION

Per: _____

Y. Kynch-Worthy

Per: _____

gdy

Charmain Ardley

Witness to South Shore Regional Centre
for Education

LETTER OF UNDERSTANDING #5 - Re: Trades Classifications

Trades Classifications:

- Tradespersons,
- Mechanics,
- Motor Vehicle Body Repairers,
- Building Operator
- Lead Head Mechanic,
- Head Mechanic,
- Apprentices (maintain differential with the trades),
- Maintenance Supervisor.

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4682

Per: *Shayne Dwyer*

Per: *John Coy*

Per: *N. Grant*

Per: _____

Charmain Forsyth
Witness to Canadian Union of Public
Employees, Local 4682

SOUTH SHORE REGIONAL CENTRE FOR EDUCATION

Per: *Michael Wootchak*

Per: *CSX*

Charmain Forsyth
Witness to South Shore Regional Centre
for Education

MEMORANDUM OF AGREEMENT #1 - RE: Auxiliary Spares (Bus Drivers and Custodian)

**MEMORANDUM OF
AGREEMENT**

Between

South Shore Regional School
Board (The "Employer")

-And-

Canadian Union of Public Employees Local
4682 (The "Union")

Whereas the parties believe that there may be beneficial opportunities for spare bus driver Employees who are not available on a full-time basis; and

Whereas the parties believe such arrangements may benefit recruitment and retention of spare bus driver Employees in certain circumstances;

Therefore, the parties agree as follows:

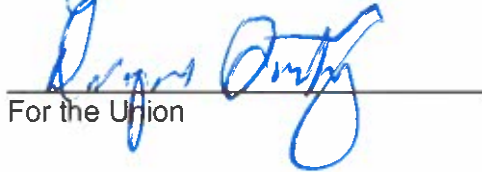
1. The parties will create an Auxiliary Spare list.
2. Auxiliary Spares shall be available an equivalent of two (2) days/week, averaged over the month, with preference for work in the subsystem where they live.
3. Auxiliary Spares will provide dispatch with their work availability on a monthly basis.
4. Applications from Auxiliary Spares for temporary and permanent positions will only be considered in the event that there are no permanent or spare applicants for a posting.
5. Auxiliary Spare seniority shall be date of hire as an Auxiliary Spare. Auxiliary Spare Seniority will only be used to determine seniority amongst Auxiliary Spares in the event of a job application.
6. Auxiliary Spares may request to be moved to the Spare list. When moved, their spare seniority shall be the date that they moved.
7. Preference to be Auxiliary Spares will be given to retired/retiring and existing regular and spare bus drivers as no training is required. Employer and may. be subject to the Employer's ability to recruit new spares if necessary.
8. Mobility between the spare list and the Auxiliary Spare list and vice versa, shall be

limited to significant changes in availability subject to approval by the Employer and may be subject to the Employer's ability to recruit new spares if necessary.

9. Collective agreement articles shall apply to Auxiliary Spares: Article 16.3 to 16.14 inclusive; 3, 4, 5, 6, 7.1, 13.9, 14.2, 20, 21.1, 21.6, 21.7, 21.8, 23.4(b), 26.1, 27.4, 29.1, 29.2, 31.1(e), 35, 36, 37, and 38.5.
10. Utilization of The Auxiliary Spare list shall be a pilot project for the 2020/2021 School year and shall renew from year to year by mutual agreement or may be ended with 60 days written notice by either party to the other.

DATED and effective at Bridgewater, Nova Scotia, this 11 day of August, 2020.


For the Employer


For the Union

MEMORANDUM OF AGREEMENT #2 - RE: New Classifications

The Employers and CUPE Locals agree:

While recognizing the right of each individual Employer to determine and establish classification(s) within its own Centre for Education, each Employer also recognizes the value of maintaining the voluntarily developed standardized classification and wage scale.

To that end:

- a. There will be established a New Classification Committee consisting of a maximum of one CUPE employee and a maximum of one management employee from each Centre for Education as well as spokespersons for CUPE and the Employers.
- b. The New Classification Committee will meet annually, if required.
- c. When an Employer has developed a new classification (a classification that does not currently exist and appropriately falls within that particular Centre for Education's CUPE bargaining unit), the Employer shall provide the job description and wage scale (as implemented within the Centre for Education) to the members of the New Classification Committee a minimum of fourteen (14) calendar days in advance of the annual meeting.
- d. When there is one or more new classifications to be considered, the New Classification Committee will meet at the annual meeting with the purpose of reviewing and, where possible, determining the appropriate relative wage scale for the new classification as presented.
- e. Such review and determination, where possible, is limited to considering:
 - i. required duties;
 - ii. standardized title; and
 - iii. the appropriate wage scale as it fits within the relativities established within the existing agreement.
- f. Nothing herein prevents the Employer from implementing a new classification anytime in advance of the meeting in accordance with the provisions of their applicable collective agreement.
- g. Should the New Classification Committee reach by consensus a different wage scale:
 - i. if the different wage scale is more than the implemented wage scale, it shall be retroactively applied to the date of implementation of the new classification;
 - ii. if the different wage scale is less than the implemented wage scale, it shall be implemented effective the next pay period following the New Classification Committee decision.
- h. Should the New Classification Committee not reach consensus on a different wage scale, either:
 - i. The Employer's implemented wage scale remains; or

- ii. At the discretion of CUPE or an Employer, the unresolved issue of appropriate relative wage for the new classification will be settled by a mutually agreed upon arbitrator [with the jurisdiction of applying the conditions established in (e)].
- iii. Following each annual meeting, if there is more than one referral pursuant to (ii), then those matters will be referred to the same Arbitrator at the same hearing.

IN WITNESS WHEREOF the Parties hereto have signed this Collective Agreement at Bridgewater Nova Scotia this 10 day of August 2023

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4682

Per: [Signature]

Per: [Signature]

Per: [Signature]

Per: _____

[Signature]
Witness to Canadian Union of Public Employees, Local 4682

SOUTH SHORE REGIONAL CENTRE FOR EDUCATION

Per: [Signature]

Per: [Signature]

[Signature]
Witness to South Shore Regional Centre for Education

MEMORANDUM OF AGREEMENT #3 - RE: Redeployment

The Employers and CUPE Locals agree:

In the event that Shared Services initiatives result in work being transferred from one or more of the above Employers to another of the above Employers, and the transferred work falls within the Bargaining Unit of a CUPE Local at the receiving Employer and the receiving Employer determines that it will require an increase in the complement of employees to perform the transferred work, the Parties hereby agree to the following:

1. The principle is permanent/regular CUPE bargaining unit Employees who have been subject to layoff and who have recall rights under their respective Collective Agreement will have the opportunity to transfer into newly created positions in the same classification, subject to qualifications as determined by the receiving Centre for Education, provided that classification is currently a CUPE classification in the receiving Centre for Education. Notwithstanding, existing employees of the receiving Centre for Education shall maintain the right to internal transfer within their current classification in accordance with the provisions of the local Collective Agreement considered for available employment opportunities in CUPE bargaining units in the same classification with the other participating Centre for Educations in priority to the hiring of new employees. Employees who transfer shall maintain their current seniority as per the seniority list, service, accumulated sick leave and accumulated vacation from the originating Centre for Education's Collective Agreement. From the date of hire with the receiving Centre for Education, the employee is subject to the provisions of the local Collective Agreement.
2. For the purposes of this agreement the lay-offs discussed are limited to permanent lay-offs provincially mandated by the shared-service review.
3. The Employers and the Union will form a Joint Provincial Redeployment Committee. The purpose of which will be to create a process, administered by the Employers, which will allow displaced redundant permanent/regular employees, to be made aware of other potential re-employment opportunities in CUPE bargaining units as per the Locals listed above.
4. The committee will address any issues around implementation and interpretation including the awarding of funded severance, if any.
5. In the event that work is transferred from one or more Employers to an Employer not bound by the Memorandum of Agreement, any Employer shall advocate with the receiving Employer to accept any affected Employees as fairly and equitably as possible.
6. The ability to speak and write fluently in French is a requirement for employment with the CSAP.

IN WITNESS WHEREOF the Parties hereto have signed this Collective Agreement at
Bridgewater Nova Scotia this 10 day of August 2023.

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4682

MEMORANDUM OF AGREEMENT #4 - Job Sharing Agreement

BETWEEN: SOUTH SHORE REGIONAL CENTRE FOR EDUCATION
("The Employer")

AND: THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4682
("The Union")

THE PARTIES hereto agree that Employees may be permitted to enter into a Temporary job sharing arrangement of a Full-Time position with the Employer under the following provisions:

SECTION 1

- 1.01 Job sharing will only be authorized where operational requirements permit and the provision of services is not adversely affected. In stating this, job sharing will not be unreasonably denied. In the event the Employer has certain concerns about a job sharing proposal, an Employer representative shall discuss the concerns with the job share applicant. As a result of the discussion, the job share applicant may choose to revise the application for job sharing with the advice of a Union official.
- 1.02 Job sharing partners shall be classified as Regular Part-Time term job share or Temporary Part-Time job share Employees pursuant to the terms and conditions of the Agreement. With the cessation of a job sharing arrangement, the shared position will revert back to being a Full-Time position.
- 1.03 No Employee shall be required to enter into a job sharing arrangement.
- 1.04 The permanent full time employee wishing to job share must work a minimum of 15 hours per week.

Originating of Job Sharing Request

- 1.05 An Employee shall submit a written proposal for job sharing to the Employee's immediate Manager. The proposal shall include, but not be limited to, the duration and description of the requested work/schedule allocation.
- 1.06 At least one Employee wishing to job share must be a CUPE Bargaining Unit Member and is incumbent of Full-Time position to be shared. Both Employees must be suitably qualified and capable of carrying out the Full-Time duties and responsibilities of the position shared. Both Employees must enter into the agreement voluntarily and be mutually agreeable to its conditions.
- 1.07 All specifics associated with the job sharing opportunity shall be posted in accordance with Article 17.
- 1.08 Where more than one Employee is interested in the posted job opportunity, the job sharing partner shall be chosen in accordance with Article 17. No Employee outside the Bargaining Unit will be employed as a job sharing partner until all Employees in the

Bargaining Unit have adequate time to apply for the job sharing opportunity(s).

- 1.09 The Employer may assess the practicality of recruitment outside of the Bargaining Unit, in the case where no Bargaining Unit Employee is interested in the job sharing partner opportunity.
- 1.10 The applicant Employee (the Employee who originated the job sharing request) will remain in the Employee's previous position and the recruitment process concludes if no suitable job sharing partner is found.

Cessation of Temporary Job Sharing Arrangements

- 1.11 Upon the expiry of a Temporary job sharing arrangement, the Employees will be returned to the same positions (if they exist) or equivalent regular position as held prior to the Temporary job share arrangement.
- 1.12 Each Temporary job sharing arrangement shall remain in effect for the specified term or until the Employer or one or more of the job sharing partners provides thirty (30) days' notice of his/her request to discontinue the job sharing arrangement or the Parties mutually agree to extend the arrangement.
- 1.13 A job sharing Employee shall provide thirty (30) days' notice of the intent to leave the job sharing arrangement. When a job sharing partner wishes to discontinue the arrangement, the arrangement ceases and the other job sharing partner has the option to initiate a new Temporary job share arrangement in accordance with Sections 1.04, 1.05 and 1.06 above.
- 1.14 A job share agreement will be terminated should the original Full-Time position be subject to a reduction in hours.

Terms of Job Sharing Arrangements

- 1.15 The position will be clearly identified as a Temporary job sharing arrangement. Any new Employees hired to fill a vacancy created by two Employees entering into the Temporary term job share arrangement shall be hired on a Temporary basis.
- 1.16 The duration of the job share will be a set term, with a minimum of six (6) months and the maximum of twelve (12) months. Any Party who wishes to terminate or extend a Temporary job share arrangement shall give written notice at least thirty (30) days in advance. The job sharing arrangement will only be extended where the Parties mutually agree.
- 1.17 A work schedule including days off will be developed with the Employees' Supervisor prior to the commencement of the job share. The work schedule and percentage of the Jobs share each Employee actually works will be mutually agreeable to all Parties involved. Where no mutual agreement can be reached, the job sharing arrangement shall terminate.
- 1.18 Job sharing Employees will be paid for hours worked during the pay period. Time worked in excess of a scheduled shift or in excess of the average bi-weekly hours (80 hours), will be compensated as overtime.
- 1.19 Employees sharing a position shall have the first chance at filling in when the other job

sharing partner is absent. In the event the job sharing partner does not wish to cover the other partner's absences the Employer shall attempt to schedule other eligible Employees. As required by operational demands, the job sharing partners agree to make themselves available to work any extended absences, leaves, or time off of their partner when required by the Employer provided forty-eight (48) hours' notice is given. It is also expected that job sharing partners will make themselves reasonably available to work additional shifts as required by operational demands should the Employer be unable to schedule other eligible Employees. Such time shall not constitute overtime unless the Employee works in excess of the hours outlined in Article 21.

1.20 This Interim Job Sharing Agreement shall cease to have any effect when the current Collective Agreement between the South Shore Regional Centre for Education and the Canadian Union of Public Employees expires.

IN WITNESS WHEREOF the Parties hereto have signed this Collective Agreement at Bridgewater Nova Scotia this 10 day of August 2023

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4682

Per: [Signature]

Per: [Signature]

Per: [Signature]

Per: _____

[Signature]
Witness to Canadian Union of Public Employees, Local 4682

SOUTH SHORE REGIONAL CENTRE FOR EDUCATION

Per: [Signature]

Per: [Signature]

[Signature]
Witness to South Shore Regional Centre for Education

MEMORANDUM OF AGREEMENT #5 - Wage Harmonization

BETWEEN:

The Canadian Union of Public Employees
("the Union")

And

Education Entities
("the Employer")

WHEREAS the Parties acknowledge the non-teaching educational, operational and administrative support functions of the Employer represented by the Union play a critical role in Nova Scotia's public education system;

AND WHEREAS the Parties are in agreement to a wage harmonization process that will result in the Regular Hourly Rate of pay (not including the value of benefits, pension or vacation in the comparative calculations) for each qualified classification moving to the highest Regular Hourly Rate of pay, for the same or substantially similar classification across the Province's eight (8) education entities;

The Parties Agree as Follows:

1. No later than July 1, 2023, the Classification and Review Committee as contained in this agreement will meet to agree on what the Regular Hourly Rate of pay of each qualified classification should, harmonize to, based on the following:
 - (a) Identify a proper comparator classification from a Provincial education entity, based on the job responsibilities and duties (recognizing that not all similarly-titled jobs perform identical work, and not all job titles match precisely to one another) which the parties agree has the highest Regular Hourly Rate of pay in the Province's eight (8) education entities. The job description and/or job posting, including the Regular Hourly Rate of pay will be provided to the committee no later than 14 calendar days in advance of the meeting.
 - (b) The highest Regular Hourly Rate of pay will be top of scale rates that are adjusted to include the first two years of general wage increases of this agreement (1.5%, 1.5%) and in effect as of December 1, 2022.
 - (c) In comparing Regular Hourly Rates of pay, use the Employer rate paid at top of scale as of December 1, 2022. It will also include any advance parity adjustment up to that date, unless that advance parity adjustment results in the creation of the new highest rate for a particular classification, in which case a partial adjustment to bring any such classifications to the top hourly wage rate in the Province's eight (8) education entities, shall be applied.
 - (d) For the purpose of determining the applicable Halifax CUPE Regular Hourly Rate of Pay, the salaries as contained within the Halifax CUPE wage

schedules (Schedule A) will be converted to a Regular Hourly Rate of pay less any vacation amount that had been added and will factor in the smoothing which occurs within the Halifax agreement.

2. The parties agree to make best efforts to complete the wage harmonization analysis no later than October 31, 2023. The timeline for moving to the aligned rate will be as follows:
 - a. Retroactive to date of ratification - adjust the Regular Hourly Rate of pay to bridge 50% of the gap with the aligned rate;
 - i. March 31, 2024 - bridge the remaining gap with the aligned rate. The increase resulting in this point will be applied prior to any applicable general wage adjustment.
 - ii. Any classifications adversely impacted in this process whereby a particular classification's Regular Hourly Rate of pay is surpassed by the subordinate classification Regular Hourly Rate of pay, the previous differential will be restored in line with a) and b) above.
3. Notwithstanding any other provision in the collective agreement, this Memorandum of Agreement shall prevail.
4. This document will govern the wage harmonization process.

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4682

Per: [Signature]

Per: [Signature]

Per: [Signature]

Per: _____

[Signature]
Witness to Canadian Union of Public
Employees, Local 4682

SOUTH SHORE REGIONAL CENTRE FOR EDUCATION

Per: [Signature]

Per: [Signature]

[Signature]
Witness to South Shore Regional Centre
for Education