Saskatchewan Rivers School Division

Excellence for Every Learner

COLLECTIVE AGREEMENT BETWEEN

THE BOARD OF EDUCATION OF THE SASKATCHEWAN RIVERS SCHOOL DIVISION NO. 119

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 4195

CUPE

Canadian Union of Public Employees

Effective August 1, 2025, to July 31, 2029

TABLE OF CONTENTS

PREAMBLE 1
PURPOSE 1
ARTICLE 1 - RECOGNITION 1
1.1 Description of Bargaining Union 1
1.2 New Employees 1
1.3 Union Management Co-operation 2
1.4 Communication 3
1.5 Employee Files 3
1.6 Job Security 3
ARTICLE 2 - DEFINITION OF TERMS 3
2.1 Definitions 3
ARTICLE 3 - STAFFING 5
3.1 Posting and Filling of Vacancies 5
3.2 Appointment 6
3.3 Staffing Request Preferences 6
3.4 Probation and Trial Period 6
3.5 Temporary Out of Scope Appointment 7
3.6 Substitute List 7
ARTICLE 4 – LAY OFF AND RECALL 7
4.1 Automatic Lay Off 7
4.2 Notice of Lay Off 7
4.3 Lay Off 8
4.4 Recall 8
ARTICLE 5 - SENIORITY 8
5.1 Definition 8
5.2 Calculation of Seniority 9
5.3 Seniority Report 9
5.4 Seniority Lost 10
ARTICLE 6 – HOURS OF WORK 10
6.1 General 10
6.2 Scheduling 11
6.3 Overtime 11
6.4 Work Beyond Scheduled Hours of Work 11
6.5 Bus Maintenance Facility Employees 11
6.6 Caretaking and Maintenance Employees 12
6.7 Flextime 13
ARTICLE 7 – BUS DRIVER OPERATING GUIDELINES 13
7.1 Responsibilities 13
7.2 Approved Drivers 14
7.3 Designated Rural Drivers 14
7.4 Covering Other Routes 14
7.5 Substitute Drivers 14
7.6 Trips 14
7.7 Bus Cancellations/Not Running 15
7.8 Allowances 15
7.9 Examinations and Medical Costs 16
7.10 Failure to Maintain Qualifications 16
ARTICLE 8 – PAY ADMINISTRATION 16
8.1 Compensation 16
8.2 Pay Day 16
8.3 Increments 17
8.4 Rate of Pay on Promotion, Demotion, and Transfer 17

8.5 Temporary Performance of Other Duties 17
8.6 Salary Supplements 18
ARTICLE 9 - BENEFITS 18
9.1 Employee Group Plan 18
9.2 Pension Plan 18
ARTICLE 10 – ANNUAL VACATION AND PAID HOLIDAYS 19
10.1 Academic Year Employees 19
10.2 Calendar Year Employees 19
10.3 General Provisions 20
ARTICLE 11 – SICK LEAVE 21
11.1 Definition 21
11.2 Entitlement 21
11.3 Proof of Illness 22
11.4 Statement 22
11.5 Substitution 22
11.6 WCB Top Up 22
11.7 Saskatchewan Government Insurance Leave 22
ARTICLE 12 – LEAVES OF ABSENCE 23
12.1 General Leave 23
12.2 Union Leave 23
12.3 Negotiation Leave 23
12.4 Jury/Witness Duty 24
12.5 Maternity, Parental, and Adoption Leave 24
12.6 Compassionate Leave 24
12.7 Bereavement Leave 25
12.8 Courses and Professional Development 25
12.9 Education Leave 26
12.10 Personal Leave with Pay 26
ARTICLE 13 – ALLOWANCES AND FEES 26
13.1 Travel Allowance 26
13.2 Social Worker Fees 26
13.3 Immunizations 26
ARTICLE 14 – UNIFORMS AND CLOTHING 27
14.1 Initial Supply 27
14.2 Replacement 27
14.3 Safety Boots 27
14.4 Uniform Regulations 27
14.5 Shorts in Summer 27
ARTICLE 15 – GRIEVANCE PROCEDURE 28
15.1 Filing a Grievance 28
15.2 Informal Resolution 28
15.3 Procedure 28
15.4 Decision of the Board Arbitration 29
15.5 Time Limits 29
15.6 Expenses of the Board 29
15.7 Logistics 29
ARTICLE 16 – DISCIPLINE 30
16.1 Discipline 30
ARTICLE 17 – TERMINATION AND RESIGNATION 30
17.1 Termination 30
17.2 Termination of Permanent or Temporary Employment by Employer 30
17.3 Termination of Probationary Employees 30
17.4 Resignation 30
ARTICLE 18 – NO DISCRIMINATION 31
18.1 Definition 31
18.2 Responsibility 31

ARTICLE 19 – Legislation 31
19.1 Occupational Health and Safety and Technological Change 31
ARTICLE 20 – TERM OF AGREEMENT
20.1 Duration 31
20.2 Written Notice 31
SALARY SCHEDULE "A" – Full Time Equivalent Hours of Work by Classification 32
SALARY SCHEDULE "B" – Facilities 34
SALARY SCHEDULE "C"- Transportation 35
SALARY SCHEDULE "D" – Support Staff 37
SALARY SCHEDULE "E" – Substitute Pay 40
APPENDIX A 42
LETTERS OF UNDERSTANDING 43
#2 – Paid Holiday 43
#4 – Caretaking Allowance 44
#7 – Designated Rural Bus Driver 45
#31 – Rover Position 46
#35 – Multi-Classification Employment 47

PREAMBLE

The Board of Education and CUPE 4195 affirm their commitments to a culture that holds the greater good of publicly funded education at the forefront of their behaviors.

The relationships in this culture are characterized by co-operation, trust, mutual respect and transparency while seeking common understandings.

PURPOSE

The purpose of this agreement aims to foster positive and harmonious labor relations, ensure fair employment terms, encourage collaboration with the Board, protect workers and property, and provide a clear process for resolving disputes and grievances.

ARTICLE 1 - RECOGNITION

1.1 Description of Bargaining Union

The Board recognizes the Canadian Union of Public Employees, Local 4195, as the sole and exclusive collective bargaining agent of all employees employed by the Board of Education of the Saskatchewan Rivers School Division No. 119 of Saskatchewan except:

a) Positions excluded by mutual agreement between the parties which are management in nature and/or that act in a confidential capacity with respect to the industrial relations of the employer, or as determined by the Labour Relations Board;
b) Payroll Positions**;**
c) Teachers employed and functioning as such;
d) Students employed or involved in an educational program; and
e) Other positions which are not funded by the Board of Education.

1.2 New Employees

The Board will advise all new employees that a union agreement is in effect, and specifically, will advise all new employees of the following provisions:

a) Union Security

Every employee who is now or hereafter becomes a member of the Union shall maintain membership in the Union as a condition of employment, and every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement of employment, apply for and maintain membership in the Union, and maintain membership in the Union as a condition of employment, provided that any employee in the appropriate bargaining unit who is not required to maintain membership or apply for and maintain membership in the Union shall, as a condition of employment, tender to the Union the periodic dues uniformly required to be paid by members of the Union.

b) Check-Off

The Board agrees that monthly dues shall be deducted for and on behalf of all employees who are members of the Union, and such monies shall be paid to the Secretary-Treasurer of the Union not later than the fifth (5^{th}) working day of each month, accompanied by a list of the names of all employees for and on behalf of whom such deductions have been made. Upon request by the Union statements showing the names of all additions and deletions of staff shall also be forwarded to the Secretary-Treasurer of the Union. The Union shall **receive from** the Board **a completed CUPE Membership Declaration form signed by the employee.**

c) CUPE Representative

The employer shall inform the Union President of all new employees upon their commencement of employment. Upon receipt of notification, the Union may provide the employee with a Union information package.

1.3 Union Management Co-operation

a) Responsibility

Both parties agree to promote and uphold the regulations as set out by the Board to do everything possible to retain and create harmony and goodwill between the Union and the Board and to create good public relations with every person or organization to whom the Board may be responsible.

b) Union Sponsored Education

The Board shall allow the Union, upon written request, to sponsor educational functions for the benefit of members of the bargaining unit such as seminars, workshops, lectures, etc., to be held on school premises during the employee lunch periods or following the regular working day provided that these functions do not interfere with the educational program of the school.

c) Management Rights

The Union recognizes that it is the function of the Board to manage, subject to the terms of this Agreement, the affairs of the School Division and that employees will perform work in accordance with Division policy. For example, the Union acknowledges that it is the function of the Board to hire, discipline, transfer, promote, demote or discharge employees.

d) Representative of Canadian Union of Public Employees

The Union shall have the right to have the assistance of representatives of the Canadian Union of Public Employees when meeting with the Board pursuant to this Agreement. The Representative shall be allowed to investigate and assist in the settlement of a grievance and, if requested, to represent members involved as complainant and/or defendant in a harassment, discrimination or workplace violence investigation. If the representative requires access to Board property, the representative shall first make their request to the appropriate supervisor or the Director or Designate, but shall not interfere with the Board's employee(s) during working hours or interfere in any manner with progress of the work.

1.4 Communication

a) Correspondence
All correspondence between the parties arising out of this Agreement shall pass to and from the Director and the President of the Union unless otherwise specified in this Agreement.

b) Bulletin Board
The Union shall have a right to post notices of meetings and such other union notices of interest to the membership on existing bulletin boards or on bulletin boards provided for those purposes which are accessible to employees.

c) Board Policy Consultation
The Board will provide to the Union a copy, electronically or otherwise, of any suggested change to those Board policies which confer a direct benefit on employees at least one (1) month prior to the Board's formal consideration of the policy proposal in order to allow the Union an opportunity to make a submission to the Board at the meeting which will consider the new or revised policy. A copy of Board minutes will be sent to the Union President.

1.5 Employee Files

a) Statement of Access
There shall be one (1) personnel file maintained by the Board for each employee. The appropriate **Director/Designate** must be present when an employee is reviewing their file. **The union may be present upon the employees request.**

b) Personnel File
Upon prior arrangements with Director/Designate, an employee shall have access to and review their personnel file with the exception of pre-employment references contained therein. An employee shall have the right to obtain copies of any material, excluding pre-employment references, in their personnel file.

1.6 Job Security

The Board may contract out work provided that no employee covered by this Agreement shall suffer a lay off or reduction in their hours of work as a directly related result of the contracting out of work.

ARTICLE 2 - DEFINITION OF TERMS

2.1 Definitions

a) Academic Year - that portion of the school year commencing on the first school day and ending on the last school day of that school year as those dates are determined by the Board of Education of the school division as defined in the Education Act.

b) Academic Year Employee – employee who is automatically laid off for school vacation breaks.

c) Benefits – all benefits except Group Benefits.

d) Calendar Year – January 1 to December 31 of any year

e) Calendar Year Employee – employee who works year round

f) City Driver - a bus driver whose route is primarily within the city limits of Prince Albert.

g) Demotion - when an employee successfully applies, voluntarily demotes, or exercises their reversion rights to a position with a maximum rate of pay which is lower than their previous position.

h) Designated Rural Drivers – drivers who start their run in the rural and complete their run in Prince Albert and are required to leave their bus in the city.

i) Group Benefits – as listed in Article 9.1 – Employee Group Benefits Plan.

j) Internal Applicant - one who has successfully completed a probationary period within the School Division and is applying to a competition.

k) Modified Work Arrangement -an arrangement whereby the employer and employee agree to average the hours of work so as not to exceed a total of 160 hours over a specified four-week period.

l) Permanent Employee - an employee in the bargaining unit who has successfully completed a probationary period in accordance with Article 3.4 a).

m) Probationary Employee - **a newly-hired** employee serving a probationary period.

n) Promotion - when an employee moves from one position to another with a higher maximum rate of pay.

o) Rural Driver - drivers who only drive in the rural or drive primarily in the rural area and who complete their run in Prince Albert and are not required to leave their bus in the city.

p) School Year - the period commencing on July 1st in one calendar year and ending June 30th in the next calendar year as defined in the Education Act.

q) Students with Intensive Needs - students who require assistance getting on and off the school bus and who also require assistance to be safely secured on the bus.

r) Substitute Employee - an employee who replaces another employee or is placed in a position for a period of less than seventy (70) consecutive working days not including scheduled school vacation periods for employees who work on the basis of the academic year.

s) Temporary Employee - an employee in a temporary position who replaces another employee or is placed in a position for a period of more than seventy (70) consecutive working days.

t) Temporary Position – a position that exists for a defined period of time of more than seventy (70) consecutive working days.

u) The Parties – includes the Board of Education of Saskatchewan Rivers School Division and CUPE Local 4195.

v) Transfer – when an employee moves from one position to another with the same maximum rate of pay, they shall maintain their rate of pay and increment date.

w) **Trip - travel from work location to given destination(s) and then returning back to work location is one trip.**

x) Work Group - Classification groups as defined in Schedule "F".

y) Working Days – **hours of operation that** the Education Centre is open.

ARTICLE 3 - STAFFING

3.1 Posting **and Filling of Vacancies**

The Employer will consult with the Union prior to posting a vacancy, if it has changed from when the position was vacated.

a) When a position is vacant for a specified term for more than seventy (70) days, the position shall be posted immediately unless new information comes forward to the employer that states the employee on leave will return within the next (4) weeks. The Board shall post a notice of the vacancy on the School Division Webpage. The notice will be posted for a minimum of four (4) working days to allow the existing employees to make an application to the Human Resources Department. At the same time as those vacant positions are advertised internally, they may also be advertised publicly.

b) When a permanent employee bids successfully for a temporary position, the permanent employee's position does not require posting. When the temporary position becomes redundant, the employee shall be returned to the employee's original or similar position.

c) The posting shall contain information regarding the nature of the position, the required qualifications, knowledge, education, skills and abilities, compensation, hours of work, location, and the closing date for applications.

d) If the hours of work for the posted position could potentially be adjusted upon mutual agreement between the employee and the immediate supervisor, this information shall be noted on the posting. Notification of this arrangement will be provided to the Union.

e) If the successful candidate receives another job or withdraws within a period of up to six (6) weeks following the appointment date, a new posting shall not be required, provided there are suitable additional applicants.

3.2 Appointment

In filling a permanent vacancy or new position, or a temporary term of more than seventy (70) days, the appointment shall be made of the applicant who has the required qualifications, knowledge, education, skills and abilities acceptable to the Board for the position to perform the duties of the available position. In the event that there are two or more qualified applicants, seniority shall be the deciding factor in the appointment. Information regarding the hiring of the successful applicant shall be sent to the Union within fourteen (14) calendar days of the hire.

3.3 **Staffing Request Preferences**

a) **All 10-month and substitute employees interested in transferring to a different job site or changing employment status for the upcoming school year shall submit to Human Resources within seven (7) calendar days of them sending out staffing request forms, a prioritized list of their preferred vacancies, and any potential vacancies of interest that may arise during this process. This staffing process will be used up to August 31 of the current school year. Any vacancies remaining will be posted as per Article 3.1.**

b) Employees shall be selected based on their stated interest in a vacancy and possession of the required qualifications, knowledge, education, skills, and abilities. If two or more employees have stated their interest and meet the minimum requirements, seniority shall be the deciding factor.

3.4 Probation and Trial Period

a) Probation

A newly hired permanent or temporary employee shall be on probation for a period of six (6) active months. During the probationary period, the employee shall be entitled to all rights and benefits as stated in this Agreement, excluding seniority rights, which will only be applied after the probationary period has been served. The employees' performance shall be assessed by the appropriate supervisor during this time. The probationary period may be extended, upon **mutual** agreement of the Board and the Union.

b) Trial Period

The successful Internal Applicant shall be notified within one (1) week of the appointment to the permanent or temporary position. A trial period of three (3) months shall be served by the successful Internal Applicant. Conditional on satisfactory performance, the employee shall remain in the permanent or temporary position as applied to. In the event the successful applicant proves unsatisfactory in the position during the Trial Period, or if the employee requests to be returned to their former position, the employee shall be returned to their former position, wage or salary rate, and without loss of seniority. The Trial Period may be extended, upon **mutual agreement between** the Board **and** the Union**.** Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to the employee's former position, wage or salary rate, without loss of seniority.

3.5 Temporary Out of Scope Appointment

An employee temporarily filling an out-of-scope position for less than 12 consecutive months shall continue to have Union dues deducted from each pay period for the purpose of seniority accrual and the employee being entitled to the rights and benefits provided by this Agreement upon their return to their union position.

3.6 Substitute List

a) The Board shall establish annually a Substitute List for the purposes of this Agreement. When a vacancy is to be filled temporarily, for a period of seventy (70) consecutive working days or less in the same position, the Board may appoint someone from the Substitute List. **Updated Substitute Lists shall be provided to the Union in September and March.**

b) An employee on recall in accordance with Article 4.4 **-** "Recall" shall be placed on the Substitute List, upon written request. However, any time worked as a substitute employee will extend the time limit on recall identified in Article 5.4 c) - "Seniority Lost" by the actual time worked as a substitute employee. The employer will provide to the Union the names of employees on recall as changes occur.

c) An employee on recall shall be given preference when a substitute employee is required, provided that the employee on recall has the required qualifications, knowledge, education, skills and abilities for the substitute position.

ARTICLE 4 – LAY OFF AND RECALL

4.1 Automatic Lay Off

Employees who work on the basis of the academic year shall be deemed to be laid off for the school vacation periods. Recall following the school vacation periods shall be automatic unless the Board has served termination or indefinite lay-off notice under Article 4.2 - "Notice of Lay Off". This Article will serve as notice of lay off and recall for the school vacation periods. Article 4.2 - "Notice of Lay Off" does not have application in these situations.

4.2 Notice of Lay Off

Except for just cause other than shortage of work, the Board shall not lay off an employee who has been employed by the Board for at least three (3) continuous months without giving that employee at least:

a) Two (2) week's written notice, if the period of employment is less than three (3) years;

b) Four (4) week's written notice, if the period of employment is three (3) years or more but less than five (5) years;

c) Six (6) week's written notice, if the period of employment is five (5) years or more but less than ten (10) years; or

d) Eight (8) week's written notice, if the period of employment is ten (10) years or more.

4.3 Lay Off

a) Where a staff reduction is necessitated, in all classifications the Board will serve a lay- off notice to the least senior employee in that classification in that school or facility; and

i) Where the redundant employee is a permanent full time employee, the employee has the option of accepting the lay-off or of selecting the least senior permanent full time position in that classification in the Division. The subsequent redundant employee has the option of accepting the lay-off or of selecting the least senior permanent part time position in that classification in the Division; or

ii) Where the redundant employee is a permanent part time employee, the employee has the option of accepting the lay-off or of selecting the least senior permanent part time position in that classification in the Division.

In each situation the employee must have the required qualifications, education, knowledge, skills and abilities for the position that the employee has selected.

4.4 Recall

a) Employees who have the required qualifications, education, knowledge, skills and abilities for the position will be recalled in order of seniority. The employee recalled may decline the recall without loss of seniority and placement on the recall list if the position(s) they are recalled to is more than seventy (70) km from the school or facility where they were last employed and if the date of lay-off does not exceed twenty-four (24) months**.**

b) If a vacancy is not filled by Article 4.4 a), then notice of the permanent vacancy shall be sent by registered mail to all laid-off employees who have the required qualifications, education, knowledge, skills and abilities for the position.

c) The Board may recall a laid-off employee subject to Article 4.4 a) above to a substitute position of seventy (70) working days or less. Any time worked as a substitute will only extend the time limit on recall identified in Article 5.4 c) "Seniority Lost" by the actual time worked as a substitute.

d) An employee shall, during a lay-off, maintain but not accrue all seniority, sick leave credits, vacation increment and rates of pay for a period of twenty-four (24) months from the date of the lay-off.

ARTICLE 5 – SENIORITY

5.1 Definition

a) Seniority shall be determined on the basis of continuous service that a permanent or temporary employee has accumulated commencing on the first (1st) day of uninterrupted service with the Board provided there has not been a break in service as per Article 5.4 – "Seniority Lost".

b) Seniority for substitute employees shall be recognized for competition purposes only upon the

completion of seventy (70) working days provided they have not had a break in service as per Article 5.4 d).

c) Scheduled school vacation periods shall not constitute a break in service for academic year employees.

d) Seniority shall be applied upon **the** successful completion of the probationary period.

e) Where two or more employees have the same amount of seniority, preference shall be in accordance with the date of application.

5.2 Calculation of Seniority

a) All employees who work more than four (4) hours per day for the amount of work days per year as specified in the annual calendar for their classification shall earn 260 days seniority per school year provided they do not take a leave of absence for which seniority does not accrue.

b) All employees who work four (4) hours or less per day for the amount of work days per year as specified in the annual calendar for their classification shall earn 130 days seniority per school year provided they do not take a leave for which seniority does not accrue.

c) All employees who work less than the amount of days per year as specified in the annual calendar for their classification shall earn seniority as listed below. For calculation purposes, one day = 260 days divided by the number of work days specified in the annual calendar for their classification:
   - One day of seniority for each day worked in excess of four (4) hours (this is considered full time).
   - One half day of seniority for each day worked four (4) hours or less (this is considered half [.5] time).

d) All substitute employees shall accrue seniority for each day or partial day worked as a substitute once they are eligible to apply seniority as per Article 5.1 b). Seniority shall be calculated as identified in c) above. On becoming a temporary or permanent employee their substitute seniority, as calculated on the date of appointment, shall be added to their total seniority.

5.3 Seniority Report

a) The Board shall provide a seniority report as of June 30th of the most recent School Year to the Union on or before September 30th of each year. It shall contain the employee's name, classification, and seniority earned.

b) Seniority earned shall be expressed in terms of accumulated days up to the conclusion of the previous school year and the days earned at the completion of the most recent school year.

c) A correction **to seniority** shall be made upon proof of error being provided by the employee in writing within **thirty (30)** working days of receipt of the request.

5.4 Seniority Lost

An employee shall only lose seniority in the event that the employee:

a) Resigns; retires; or is discharged for just cause and not reinstated;

b) Fails to return to work following a lay off or after being recalled to a position(s) within seventy (70) km of the employee's previous place of employment within five (5) working days of being notified by registered mail to do so. It shall be the responsibility of the employee to keep the Board informed of the employee's current address. If the employee fails to do this, the Board will not be responsible for failure of a notice to reach the employee;

c) Is laid off or on an unpaid leave of absence for a continuous period in excess of twenty-four (24) months;

d) Has not worked for the Board as a Substitute Employee for a period of seventy-five (75) working days excluding, only for employees who work on the basis of the Academic year, the scheduled school vacation periods;

e) Fills an out-of-scope position as per Article 1.1 "Description of Bargaining Unit" on a permanent basis; or

f) Relieves in an out-of-scope temporary position with the employer for more than twelve (12) consecutive months.

ARTICLE 6 - HOURS OF WORK

6.1 General

Except for the hours of work of caretakers as set out in Article 6.6 - "Caretaking and Maintenance Employees", and bus maintenance facility employees as set out in Article 6.5 - "Bus Maintenance Facility Employees"**,** the Principal or applicable supervisor will schedule all other employees such that:

a) Maximum Hours
The Principal or applicable supervisor will schedule employees, such that the maximum number of hours to be worked by each employee:
   i) In any given week shall not exceed eight (8) hours in a given day or forty (40) hours in a given week; and
   ii) In any scheduled day will be the hours set forth in Schedule "A" - "Full Time Equivalent Hours of Work by Classification".

Prior to the application of any overtime provision.

b) Regularly Scheduled Classifications
The Principal or applicable supervisor will schedule each employee's hours such that the regular hours of work for all classifications will be Monday to Friday between the hours of 7:00 a.m. and 5:00 p.m.

c) Summer Hours of Work
Summer hours for Calendar Year employees other than caretakers, maintenance tradespersons, mechanics, lead mechanic, and garage helper will be scheduled between 8:00 a.m. and 3:00 p.m. with no scheduled meal break.

6.2 Scheduling

Subject to Article 6.6 - "Caretaking and Maintenance Employees" and Article 6.1 - "General", the days to be worked and the daily hours of work, including starting time, meal and rest breaks and finishing times shall be determined by the Principal or the applicable supervisor after consultation with the employee and shall be communicated to the employee.

Each employee shall be entitled to an unpaid meal break of at least thirty (30) minutes when scheduled to work five (5) hours or more, and have a rest break of fifteen (15) minutes within each scheduled three (3) hour period of work. The fifteen (15) minutes shall be taken at a time to be determined by the appropriate supervisor.

The Board will post calendars on the SRSD website outlining the days to be worked for each academic year classification, prior to the beginning of the Academic Year.

6.3 Overtime

All time authorized in advance by the Principal or applicable supervisor, worked beyond the normal hours scheduled pursuant to Article 6.1 - "General", will be considered as overtime and will be compensated at the rate of double time (2X) or where mutual agreement between the employee and their immediate supervisor is achieved time in lieu can be taken at a rate of double time (2X).

6.4 Work Beyond Scheduled Hours of Work

Where the Board requires an employee to return to work for emergency situations, the Board will pay the employee a minimum of three (3) hours pay at double (2X) time.

6.5 Bus Maintenance Facility Employees

a) Regular Hours of Work
The Transportation Supervisor will schedule each employee's hours such that the regular hours of work at the bus garage for the Lead Mechanic, Mechanics and Garage Helper shall be from Monday to Friday, between the hours of 7:00 a.m. and 5:00 p.m. or other such mutually agreed to ongoing arrangement between the employee and their immediate supervisor. Notification of this arrangement will be provided to the Union.

b) Hours of Work During School Breaks

The Transportation Supervisor may approve one of the following options requested by the Lead Mechanic, Mechanics or Garage Helper during set school breaks:

i) Monday to Thursday between the hours of 7:00 a.m. and 6:00 p.m.; or

ii) Such other mutually agreed to ongoing arrangement between the employee and their immediate supervisor. Notification of this arrangement will be provided to the Union.

6.6 Caretaking and Maintenance Employees

a) Adjustment Notification

In the event of addition or deletion of square footage at a school, the Board shall provide thirty calendar (30) days' notice of such change to the caretaker and to the Union. The adjustment in compensation shall take effect as of the date on which the change is effective.

b) Modified Work Arrangement

The Parties acknowledge that Part II Section 19 (Modified Work Arrangement) of *The Saskatchewan Employment Act* may have application from time to time and will be the subject of discussions between the Caretaker, or the Building Operator and the Supervisor of Facilities. The Union hereby authorizes each caretaker to provide, on the Union's behalf, any consent that may be required of it pursuant to *The Saskatchewan Employment Act*.

c) Regular Hours of Work

i. Caretakers

- Day Shifts except Carlton – shall be between the hours of 6:00 a.m. and 6:00 p.m., Monday to Friday.
- Carlton Day Shift – shall be between the hours of 7:30 a.m. and 4:30 p.m., Monday to Sunday.
- Afternoon Shifts except Carlton – shall be between the hours of 3:00 p.m. and 11:00 p.m., Monday to Friday.
- Carlton Afternoon Shift – shall be between the hours of 3:00 p.m. and 11:00 p.m., Monday to Sunday.
- Bus Garage – shall be between the hours of 6:00 a.m. and 6:00 p.m., Monday to Friday.

Note: All schools will have at least one Caretaker on the Day Shift.

ii. Maintenance Employees

Maintenance employees, shall work between the hours of 7:00 a.m. and 5:00 p.m., Monday to Friday or from 3:00 p.m. to 11:00 p.m. as mutually agreed to by the employee and their immediate supervisor. Notification of this arrangement will be provided to the Union.

Note: only one Maintenance employee will be on the Afternoon Shift at Carlton at any given time.

d) Hours of Work During School Breaks

Pursuant to Article 6.2 - "Scheduling" and Article 6.6 b) – "Caretaking and Maintenance Employees – Modified Work Arrangement", the Superintendent of Facilities, or designate, may approve one of the following options, requested by all of the caretakers in a school or an individual maintenance tradesperson:

i) Monday to Thursday between the hours of 7:00 a.m. and 6:00 p.m.; or
ii) Such other mutually agreed to ongoing arrangement between the employee and their immediate supervisor. Notification of this arrangement will be provided to the Union.

e) Afternoon Shift
Caretakers who are scheduled on an afternoon shift **shall receive shift differential.**

f) Shift Change Consultation
Prior to moving an employee to another shift, the employer will consult with the employee and the union. The consultation process will include providing the employee with the reasons for the change as well as specific information about various options that are available to the employee.

6.7 Flextime

a) Flextime arrangements may be made by prior mutual agreement between the employee and their supervisor. Requests may be initiated by either the employee or the supervisor and may be personal or work-related. No replacement shall be hired.

b) Employee and Supervisor must sign off on mutually agreed flextime.

c) Flextime is intended as an hour-for-hour arrangement, shall not exceed adjustments or accumulations of one-half (1/2) day, and shall not be carried forward from one school year to the next.

d) Accumulated Flextime must be used up within three months after being accumulated.

e) Flextime hours worked by an employee is not to be considered overtime.

f) Flextime may not be used in situations covered by sick leave or medical leave, even if an employee does not have any sick leave credits.

g) Flextime may not be accumulated during regularly scheduled hours which are a part of an employee's typical day/week.

h) The supervisor is responsible for monitoring and administering flextime. It is not required to be reported to the division office and does not need to be recorded on timesheets.

ARTICLE 7 - BUS DRIVER OPERATING GUIDELINES

7.1 Responsibilities

The normal daily responsibilities of a driver are from the time they prepare to commence their run at the beginning of the day until they complete the proper shut down at the end of the day. This includes, but is not limited to, responsibility for cleaning, warming up, plugging in, fueling up, and daily vehicle check. Drivers shall operate and maintain their vehicles in accordance with Board policy.

7.2 Approved Drivers

No person shall operate a school vehicle except the driver assigned, or another person approved by the Board. The regular driver will select a substitute driver from the approved substitute list in the event that the regular driver is unable to perform their duties.

7.3 Designated Rural Drivers

Designated Rural drivers shall be determined by the Transportation Supervisor. An allowance pursuant to Salary Schedule "C" - "Transportation" shall be provided.

7.4 Covering Other Routes

A regular driver who at the request of management, assists in covering in full or in part another driver's route, will receive a commensurate percentage of the driver's regular rate and any applicable allowances normally paid for that route. The percentage paid will be in line with the portion of the route covered, to the nearest 25%.

7.5 Substitute Drivers

a) Use

A regular driver may access the substitute bus driver list when a substitute driver is required in accordance with this Agreement and for a period not to exceed four (4) consecutive working days. The regular driver will give preference to a substitute driver on the substitute driver's list who resides in the same attendance area. Where the period of absence will be greater than four (4) consecutive working days the regular bus driver shall consult the Transportation Supervisor. The Supervisor will give preference to the senior substitute driver from that attendance area. That substitute driver will be compensated for travel to and from the bus pickup location for the actual kms travelled or a total of forty (40) kms per day, whichever is less. If the senior substitute driver from the same attendance area is not available, the Supervisor may access any available substitute driver.

b) Payment

All payments to substitute drivers shall be processed by the Payroll Department. When a driver is granted a personal leave without pay, the driver may be responsible for any additional costs (i.e., travel) incurred by the Board in providing for a substitute driver in accordance with Article7.5 a) - "Substitute Drivers - Use". The Transportation Supervisor and the Secretary-Treasurer will determine any applicable additional cost.

7.6 Trips

a) Saskatchewan Rivers School Division Bus Maintenance Facility

i) Trips made to the Saskatchewan Rivers School Division Bus Maintenance Facility to service buses shall be recorded on forms supplied and Drivers shall be paid in accordance with Salary Schedule "C" - "Transportation" to take buses for service.

ii) Drivers shall make themselves available for any work they are qualified to help with, on their own buses, within reason, regarding work that does not involve or require a change of clothing, etc.

b) Extra-Curricular

i) Where an extra-curricular trip is for transportation to and from a specified location in addition to the Driver's regular daily route, the Driver shall be paid their regular daily amount plus the Hourly Rate as per Schedule "C" - "Extra-Curricular Trips" for one of the following:
   - For each hour of the trip from start to finish; or
   - A minimum of one hour for transportation to the specified location and one hour for the return trip. If they only do a one way trip, they will only receive one times the Hourly Rate.

ii) Where a Driver is hired for an extra-curricular trip and does not complete their daily route, they shall be paid the Hourly Rate as per Schedule "C" - "Extra-Curricular Trips" for each hour of the trip from start to finish. In addition, if the trip is three (3) hours in length or less, they shall receive the Half Day Trip Rate and if the trip is more than three (3) hours, they shall be paid the Full Day Trip Rate, as per Schedule "C" - "Extra-Curricular Trips".

iii) Where a Driver completes either the morning or the afternoon run of their regular bus route, they will be paid half of their regular daily amount plus the Hourly Rate for each hour of the trip from start to finish and the Half Day Trip Rate as per Schedule "C" - "Extra-Curricular Trips".

iv) **Bus Drivers shall be paid a meal per diem equal to the SRSD rates for each meal occurring outside of work hours.**

Note: Regular Daily Amount is the Total Daily Rate as shown on the employee's most current Salary Calculation Form.

7.7 Bus Cancellation/Bus Not Running

a) When bus runs are cancelled by the Transportation Supervisor due to inclement weather, regular drivers shall receive their daily rate, as identified in Schedule "C" and where applicable, the student with intensive needs allowance, and designated rural driver supplement. Substitute drivers shall receive their daily rate only for the first day of cancellation.

b) When bus runs are cancelled by the individual driver due to inclement weather or bus not running, they shall receive their daily rate, as identified in Schedule "C" and, where applicable, the student with intensive needs allowance, and designated rural drivers supplement.

7.8 Allowances

Eligibility for the following allowances shall be determined by the Transportation Supervisor on an individual case basis and paid in accordance with Salary Schedule "C" - "Transportation":

a) Washing Buses - rural and city bus drivers;
b) Students with intensive needs;
c) Plug-Ins;
d) Garage Service rural drivers only;
e) Designated Rural Driver Supplement; and
f) Required In-service.

7.9 Examination and Medical Costs

a) Examinations

When required by law, and upon successful completion, the Board shall reimburse the employee the costs associated with obtaining or renewing an employees' school bus endorsement.

b) Medical

The Board shall be responsible for the costs of driver medical examinations as required by law to a maximum of **one hundred and twenty five ($125.00)** per occasion. Any costs over and above this rate shall be the responsibility of the driver.

7.10 Failure to Maintain Qualifications

a) Drivers will be required to maintain valid driver's licenses and school bus driver endorsements and provide the Board with a copy of the driver's license and school bus endorsement prior to the respective expiry dates.

b) Failure to provide valid copies of the license and endorsement three (3) working days prior to the expiry date will result in a two (2) day suspension from duties, without pay. This suspension shall commence the first day following the expiry date.

c) A driver who drives a Board vehicle without having the valid current required license shall be deemed to have been terminated. In the event that the driver is of the view that this Article has been applied upon a mistake of fact, the driver may have the opportunity to meet with the Board within thirty (30) calendar days of the termination where the driver may bring evidence of the alleged mistake of fact.

ARTICLE 8 - PAY ADMINISTRATION

8.1 Compensation

Calendar year employee salaries are inclusive of vacation and paid holiday pay. Academic year (paid hourly) employee's and Bus Driver's wages are exclusive of vacation and paid holiday pay. Academic year (paid monthly) employee's wages are exclusive of vacation and inclusive of paid holiday pay. Substitute employees will be paid according to Schedule E.

8.2 Pay Day

The Board shall pay the basic salary or wage on the last banking day prior to the fifteenth (15^{th}) day of each month and on or before the twenty-eighth (28^{th}) day of each month in accordance with the applicable Salary Schedule "B" - "Salary Schedule - Facilities", "C" - "Salary Schedule - Transportation" or "D" - "Salary Schedule - Support Staff".

The Board shall pay any additional or supplementary payments beyond the basic salary or wage on or before the last day of each month. On each payday each employee shall be provided with an itemized statement of the employee's salary or wages and other supplementary pay and deductions.

8.3 Increments

a) Permanent employees will receive an increment at the first pay period following the completion of the full-time equivalent hours of work for their current position in accordance with Schedule "A" - "Full Time Equivalent Hours of Work by Classification" subject to the following:
    i) Actual time worked that is half time or less will be considered as half (0.5) time; and
    ii) Actual time worked that is greater than half (0.5) time will be considered full time.

b) Temporary employees will receive an increment at the first pay period, after continuously working the equivalent of one (1) year in the same classification. The full-time equivalent shall be calculated according to Schedule "A".

c) Substitute Employees will receive an increment on August 1 of each year if, as of that date, they have worked the equivalent of one (1) year in the classification they are currently substituting in. The full-time equivalent shall be calculated according to Schedule "A".

Note: "continuously working" shall include the time required to fill a subsequent position in the same classification that is posted prior to the expiration of the employees' existing temporary contract.

8.4 Rate of Pay on Promotion, Demotion, and Transfer

a) Promotion - when an employee is the successful applicant in a competition to a position in a classification which has a higher rate of pay, the employee shall be placed at the lowest experience step in the new classification which generates a higher rate than the employee's current rate of pay. The date of appointment to the new position shall become the anniversary date for the calculation of any subsequent increment.

b) Demotion - when an employee moves to another position which is by definition a demotion and the employee's previous pay rate is higher than the maximum of the new position, they shall be paid at the maximum of the new position. If the employee's previous pay rate falls between steps of the new position, they shall be paid at the step which is above their previous pay rate and shall also retain their increment date.

c) Transfer – when an employee moves from one position to another with the same maximum rate of pay, they shall maintain their rate of pay and increment date.

8.5 Temporary Performance of Other Duties

An employee assigned by the Board to temporarily perform the duties of another classification that:

a) Pays a higher rate of pay, shall receive the rate of pay at the higher classification and at the Year which represents an increase for the period of the assignment; or

b) Pays a lower rate of pay, the rate of pay shall not be reduced.

8.6 Salary Supplements

Upon mutual agreement, the parties may implement salary supplements to address recruitment / retention issues. When a salary supplement is established, the following shall apply:

a) The salary supplement shall be reviewed annually on or before August 1st of each year;

b) The salary supplement shall be established in the same format as the current salary schedule;

c) When a salary supplement is introduced or increased, current employees affected will be paid at their current Year (1, 2 or 3) of the established salary supplement;

d) When the salary supplement is reduced or terminated, the employees affected shall maintain the salary supplement but not be entitled to any economic adjustments or negotiated adjustments until such time as the salary supplement maximum is exceeded by the regular salary maximum for their classification; and

e) If a salary supplement is required for a continuous period of three (3) years, the salary supplement shall become the regular rate for that classification.

ARTICLE 9 - BENEFITS

9.1 Employee Group Benefits Plan

A Group Benefits Plan will operate as follows:

Benefit	Premium
a) Life Insurance	100 % Employee
b) Long Term Disability	100% Employee
c) Accidental Death & Dismemberment	20% Employee / 80% Board
d) Extended Health Care	20% Employee / 80% Board
e) Vision Care	20% Employee / 80% Board
f) Dental Care	20% Employee / 80% Board

9.2 Pension Plan

The Saskatchewan Rivers School Division and CUPE Local 4195 are participating parties in the Municipal Employee's Pension Plan (MEPP). MEPP is administered by the Public Employees Benefits Agency (PEBA) and this includes setting the contribution rate.

ARTICLE 10 - ANNUAL VACATION AND PAID HOLIDAYS

10.1 Academic Year Employees

a) Vacation Pay Entitlement

The Board recognizes the following as the annual vacation pay entitlement for academic year employees paid in accordance with this Article:

i) Up to and including the first (1st) year of continuous employment - 3/52nds of earnings;

ii) After the first (1st) year of continuous employment and up to and including the sixth (6th) year of continuous employment - 3/52nds of earnings;

iii) After the sixth (6th) year of continuous employment and up to and including the fifteenth (15th) year of continuous employment - 4/52nds of earnings; and

iv) After the fifteenth (15th) year of continuous employment and **up to and including the twenty-third (23rd) year of continuous employment** - 5/52nds of earnings**; and**

v) **After the twenty-third (23rd) year of continuous employment and every year of continuous employment thereafter – 6/52nds of earnings**

b) Paid Holidays

The Board recognizes the following as paid holidays for academic year employees for those days which fall within their work year:

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

c) Payment

i) The Board will pay the vacation pay entitlement and the paid holiday pay entitlement subject to this Article on a monthly basis for academic year employees.

ii) For Bus Drivers, the Board will calculate the paid holiday pay entitlement on the combination of the daily rate plus the daily kilometer rate per driver.

10.2 Calendar Year Employees

a) Vacation Entitlement

The Board recognizes the following as the annual vacation entitlement of calendar year employees paid in accordance with this Article:

i) Up to and including the first (1st) year of continuous employment - one and one-quarter (1 ¼) days per month;

ii) After the first (1st) year of continuous employment and up to and including the sixth (6th) year of continuous employment - three (3) weeks' vacation;

iii) After the sixth (6th) year of continuous employment up to and including the fifteenth (15th) year of continuous employment - four (4) weeks' vacation; and

iv) After the fifteenth (15th) year of continuous employment and **up to and including the twenty-third (23rd) year of continuous employment** – five (5) weeks' vacation**; and**

v) **After the twenty-third (23rd) year of continuous employment and every year of continuous employment thereafter – six (6) weeks' vacation**

b) Vacation Scheduling

All vacation requests must be submitted to the appropriate supervisor no later than April 15th. Vacation schedules shall be posted by May 1st of each year and shall not be changed unless mutually agreed between the employee and the supervisor concerned. **Request for vacation will be considered given the circumstances of the request and operational feasibility.**

c) Paid Holidays

The Board recognizes the following as paid holidays for calendar year employees paid in accordance with this Article:

Canada Day	Saskatchewan Day	Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day	Near Year's Day
Family Day	Good Friday	Easter Monday	Victoria Day

10.3 General Provisions

a) Termination of Employment

The Board will pay to an employee whose employment has terminated the earned vacation pay to which the employee is entitled pursuant to Article 10.2 a) - "Calendar Year Employees - Vacation Entitlement".

b) Paid Holiday During Annual Vacation

The Board will approve vacation schedules pursuant to Article 10.2 b) - "Calendar Year Employees - Vacation Scheduling" to ensure that the vacation leave is increased in length by any of the paid holidays identified in this Article 10.2 c) - "Calendar Year Employees - Paid Holidays".

c) Scheduling and Compensation of Paid Holidays.

The following provisions apply to the paid holidays identified in Article 10.1 b) - "Academic Year Employees and Bus Drivers - Paid Holidays" and Article 10.2 c) - "Calendar Year Employees - Paid Holidays".

i) Paid Holidays on a Scheduled Day Off

When any of the paid holidays falls on a permanent or temporary employee's scheduled day off and the paid holiday is not proclaimed as being observed on another day by the Board, the employee shall receive another day off with pay at a time mutually agreed to by the employee and their immediate supervisor.

ii) Work on a Paid Holiday

Article 10.3 c) i) - "General Provisions - Paid Holidays on a Scheduled Day Off" does not apply in the following circumstances:

- Regularly Scheduled Work

  An employee who is regularly scheduled to work on a paid holiday identified in this Article shall be paid double (2X) time in addition to regular wages for that day.
- Scheduled Work

  An employee who is not regularly scheduled to work on a paid holiday identified in this Article but is scheduled to work shall be paid double (2X) time.

- Application to Shifts
  The double (2X) time pay will apply only to a shift in which the majority of the hours fall within the day of the paid holiday, in which case it will apply to the entire shift.

d) Paid Holidays Falling on Saturday or Sunday
When a paid holiday falls on a Saturday and/or Sunday and it is the employee's designated day off, it shall be observed on **either the Friday prior to the holiday or the Monday following the holiday.** If the paid holiday in question is not the employee's designated day off, the paid holiday shall remain on its original date.

ARTICLE 11 - SICK LEAVE

11.1 Definition

a) Sick leave is defined as the period of time an employee is absent from work with pay by virtue of being sick or disabled or because of an accident for which compensation is not payable under *The Workers' Compensation Act, 1979* or *The Automobile Accident Insurance Act*.

b) Where medical appointments for the employee or the employee's spouse, dependent children or dependent parents**, dependent parents in law,** cannot be made outside of daily hours of work, or where specialist appointments outside the school division are required, a claim may be made against the Sick Leave Entitlement identified in Article 11.2 - "Entitlement" to a maximum of two (2) working days per month.

11.2 Entitlement

a) Academic Year Employees
Academic year employees shall be granted sick leave with pay at the rate of two (2) days per month to a maximum of twenty (20) working days per year.

b) Calendar Year Employees
Calendar year employees shall be granted sick leave with pay at the rate of two (2) days per month to a maximum of twenty-four (24) working days per year.

c) Accumulation
The unused portion of an employee's sick leave shall accrue to the employee's credit; the accumulation shall not exceed one hundred and eighty (180) days as of August 31 of each year.

d) Calculations
No employee shall accumulate sick leave credits when that employee is:
- Sick in excess of thirty (30) calendar days; or
- On a leave in excess of thirty (30) calendar days without pay pursuant to Article 11 - "Leaves of Absence"; or
- Laid off pursuant to Article 4.1 - "Automatic Lay Off" or Article 4.2 - "Notice of Lay Off".

e) Proportionate Sick Leave Accrual
The sick leave credits identified in this Article shall accrue on a prorated basis for those employees who work less than the full time equivalent hours identified in the applicable Schedule for that classification.

11.3 Proof of Illness

Every employee claiming sick leave with pay may be required**, after five (5) days,** to obtain and present a doctor's certificate acceptable to the Board from a medical practitioner. The Board may require additional **information** at the expense of the Board.

11.4 Statement

Each employee's sick leave balance shall be on their Statement of Earnings.

11.5 Substitution

Employees who are on annual vacation can substitute vacation time with accumulated sick leave, if hospitalized or if confined to bed under a doctor's order for a minimum of three (3) consecutive days, while on vacation. A request will be made in writing to the Board with appropriate medical evidence within three (3) days of the employee's return to work. The Board may require additional evidence at the expense of the Board.

11.6 WCB Top Up

Where an employee is absent from work for medical reasons due to an accident, and is eligible for income replacement pursuant to The Worker's Compensation Act, 1979, the Board shall continue to pay the employee full wages for a maximum of one (1) year per claim and the employee shall accrue seniority for a maximum of one year. Worker's Compensation income replacement will be paid directly to the Board for 12 month employees and directly to the Board for 10 month employees during the employee's work schedule and payment shall be made by Worker's Compensation directly to the employee during the scheduled school breaks.

11.7 Saskatchewan Government Insurance Leave

Where an employee is absent from work for medical reasons due to an accident and is eligible for income replacement from Saskatchewan Government Insurance (SGI), the Board shall continue to pay the employee full wages until the date the employee has depleted their sick leave or one (1) year has elapsed, whichever comes first. Income replacement paid by SGI to the employee must be reimbursed to the Board. Sick leave will be recorded as SGI leave and the percentage of leave that is not reimbursed by SGI will be deducted from the employee's sick leave.

ARTICLE 12 - LEAVES OF ABSENCE

12.1 General Leave

An employee **shall** be granted a general leave of absence without pay, subject to operational feasibility. The request will be made, in writing, to the Principal or supervisor, as applicable. Employees granted leave under this Article shall retain all benefits accumulated to the commencement of the leave.

a) Short Term Leave
If the leave is less than twenty (20) continuous working days, seniority will continue to accrue.

b) Long Term Leave If the leave is of twenty (20) continuous working days or more, effective the first (1st) day of the leave, seniority, sick leave credits, vacation leave credits, days towards an increment date, and time served in a probationary or trial period will not be lost or accrue. The employee has the option of purchasing their group benefits at 100% of the benefit premiums and of purchasing their pension service.

c) Subsequent to and Consecutive with Maternity, Parental and Adoption Leave Employees granted general leave subsequent to and consecutive with a maternity, parental or Adoption Leave as per Article 12.5 - "Maternity, Parental and Adoption Leave" shall accrue seniority for the period of the extended leave.

12.2 Union Leave

a) The Board shall grant a leave of absence with pay to an employee elected or selected by the Union to attend **to union business**:
   i) The Union agrees to reimburse the Board for all pay, and Board portions for deductions, pension, and group benefits during the period of absence;
   ii) A minimum of seven (7) days' notice has been provided **unless it is an emergent situation;** and
   iii) It is operationally feasible.

   The President shall be granted two (2) days leave per week and the vacancy created will be posted as a temporary contract for the duration of the academic year.

b) 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 pay and without loss or accrual of seniority for a period of up to one (1) school year.

c) Where sufficient written notice is provided by the employee and subject to operational feasibility and in accordance with Article 6.2 - "Scheduling" the principal or applicable supervisor will attempt to schedule the hours of work around union meetings held in the evening.

12.3 Negotiation Leave

If the bargaining committees agree to meet to conduct negotiations during working hours, the Board will provide leave with pay for five (5) employees for their time spent in negotiations. The Union will advise the Board of the membership of the Union Bargaining Committee

12.4 Jury/Witness Duty

An employee who is absent from work as a result of being subpoenaed to be a witness in court, or of being required to serve on a jury shall be paid the employee's normal salary while absent for the actual time required for court purposes subject to the following conditions:

a) The employee shall pay to the Board any remuneration, other than expenses, which the employee receives for such absence. With respect to the Court of Queen's Bench, the employee, if appearing as a witness, shall make application in accordance with "The Court of Queen's Bench Fees Regulations" for witness fees.

b) The employee shall notify the Board as soon as possible after receipt of notice for such absence.

c) This Article does not apply to an employee who:
   i) Has a direct or indirect interest in the outcome of any proceedings; or
   ii) Appears as an accused in any proceedings.

12.5 Maternity, Parental, and Adoption Leave

a) The Parties agree that leave will be provided in accordance with *The Saskatchewan Employment Act, Part II, Section 49, 50 & 51.* The Parties further agree that the employee will accrue seniority, maintain or accumulate those benefits specifically identified in *The Saskatchewan Employment Act, Part II, Section 49, 50 & 51*, and maintain those benefits specifically identified in this Agreement. A copy of the appropriate sections of *The Saskatchewan Employment Act* will be posted on the website. The employee on maternity leave who is medically unfit for work due to pregnancy, delivery or post-delivery may apply for sick leave benefits for that portion of their maternity leave granted in accordance with Article 11.1 a) – "Definition – Sick Leave".

b) A leave of absence for a period greater than that provided for in *The Saskatchewan Employment Act* will be considered by the Board pursuant to Article 12.1 c) - "General Leave - Subsequent to and Consecutive with Maternity, Parental and Adoption Leave".

c) On a day when an employee is scheduled to work, one (1) day leave with pay will be granted to attend the employee's spouse during childbirth if the birth occurs on the employee's scheduled work day. The leave shall be deducted from the employee's sick leave bank.

12.6 Compassionate Leave

a) Definition
For the purpose of this section, immediate family is defined to include spouse, father, mother, brother, sister, child, parent-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandchild, grandparent and parent surrogate.

b) Leave
In the event of critical illness in the immediate family leave with pay shall be granted to all employees who have been employed for a continuous period of three (3) months with the Board up to a maximum of five (5) working days per School Year. The Board may request proof of relationship.

c) Additional Leave
The Director may, upon written request, grant additional compassionate leave with or without pay**.**

d) Compassionate Care Leave
An employee shall also be entitled to a leave of absence without pay as outlined by the provincial statute, in order to care for a critically ill family member who is dependent on the employee for care. An employee shall apply in writing, providing proof of the nature of the dependent relationship and the critical illness of the family member.

12.7 Bereavement Leave

a) Definition
For the purpose of this section, immediate family shall include spouse, father, mother, brother, sister, child, grandchild, grandparent, parent-in-law, sister-in-law, brother-in- law, son-in-law, daughter-in-law, grandparent-in-law, niece, nephew, first cousin, aunt, uncle and parent surrogate.

b) Leave
In the event of death in the immediate family**,** leave with pay shall be granted to all employees up to a maximum of five (5) working days per incident. The Board may request proof of relationship and date of death. Such leave to be taken within the period of fourteen (14) calendar days of notification of the death. Should the initial prayer service, wake, funeral, or interment for an immediate family member occur outside of the fourteen (14) calendar day window, pre-approval is required.

c) Additional Leave
The Director or designate may, upon written request, grant additional bereavement leave with or without pay.

d) Pallbearer's Leave
The Director or designate may grant upon written request up to one (1) day without loss of salary or wages to attend a funeral as a pallbearer.

12.8 Courses and Professional Development

a) Where the Director or designate requires an employee to take a specific course, the Board will pay the associated costs. Where the employee does not successfully complete the course the employee may be required to repay the associated costs.

b) Where the Director or designate approves a written application from an employee to take a work related course or to write an upgrading examination; the employee will be reimbursed the cost of the course as per the current Board approved rates upon proof of successful completion.

c) Where time away from work is required for the purposes of this Article, including the time to write an exam, the employee will be provided with a leave with pay.

12.9 Education Leave

Employees may apply for unpaid education leave under Article 12.1 - General Leave.

12.10 Personal Leave with Pay

a) Permanent employees shall be entitled to receive two (2**)** working days per school year subject to this Article as personal leave. Leave will be granted upon written application to the Principal or supervisor, as applicable, on a day mutually agreed to by the employee and their immediate supervisor.

b) Permanent employees who commence employment on or after January 1st shall be entitled to one personal day in that school year.

c) Temporary employees shall be entitled to receive one (1) working day per school year subject to this Article as personal leave. Leave will be granted upon written application to the Principal or supervisor, as applicable, on a day mutually agreed to by the employee and their immediate supervisor.

d) Temporary employees who commence employment on or after January 1 shall be entitled to one-half (.5) a personal day in that school year.

e) Employees that do not use their personal days shall not be permitted to carry over any days.

ARTICLE 13 - ALLOWANCES AND FEES

13.1 Travel Allowance

Employees who as a condition of their employment are required or who are required from time to time to use their own vehicle for the Board's business will be paid according to Board policy per kilometer, but shall not be less than the minimum of $5.00 per trip as identified in Schedule "D" - "Salary Schedule - Support Staff".

13.2 Social Worker Fees

The Board upon written request shall pay the annual provincial social worker fees and the required Canadian Association of Social Workers liability insurance. The request shall be accompanied by the necessary forms and shall be made no later than one month prior to the deadline for payment.

13.2 Immunizations

Employees, who in the normal course of their duties are directly exposed to blood and/or bodily fluids, shall be reimbursed the balance of preventative immunizations for Hepatitis A, B or a combination Hepatitis vaccine. Claims for this coverage must first be made to the Extended Health Care provider and then to the Board. Expenses eligible for reimbursement shall not include yearly deductibles. Request for such reimbursement must be accompanied by a receipt.

ARTICLE 14 - UNIFORMS AND CLOTHING

This clause applies to each employee assigned to a position where the Board requires such employees to wear a Board approved uniform or specialized clothing.

14.1 Initial Supply

Where the employee is successful in a permanent or temporary full-time position, they will be allowed one (1) shirt. Upon completion of the probationary period, the Board will supply the following clothing to each respective employee:

a) First Year of Employment
   - three (3) pairs of trousers
   - three (3) shirts
   - two (2) pair of overalls, where applicable
   - smocks, where applicable
   - such other items as may be approved by the Board.

b) Second Year of Employment
   - two (2) pairs of trousers plus replacement if needed
   - two (2) shirts plus replacement if needed.

c) Third Year of Employment
   - one (1) pair of trousers plus replacement if needed
   - one (1) shirt plus replacement if needed.

14.2 Replacement

Employees shall receive replacement of supplied clothing by submitting a request to their Supervisor. Items shall be replaced on an as needed basis upon return of the unsuitable article of clothing.

14.3 Safety Boots

Employees required to wear safety boots shall be reimbursed for purchases upon presentation of receipts to a maximum of **$225.00** annually.

14.4 Uniform Regulations

Subject to Board Policy, uniform clothing must be worn at all times when on duty. If neglect or misuse damages uniform clothing, the employee concerned will be required to replace the uniform clothing at the employee's cost.

14.5 Shorts in the summer

Shorts must be approved by supervisor

ARTICLE 15 - GRIEVANCE PROCEDURE

15.1 Filing a Grievance

a) Definition
A grievance shall be defined as any difference or dispute between the Board and any employee or the Union arising out of the interpretation, application or alleged violation of any specific provision of this Agreement.

b) Process
All grievances shall follow the steps as outlined in this Article except grievances with respect to a termination which will be initiated at Article 15.3 b) – "Procedure – Step 2" and must be filed within ten (10) working days of the termination.

15.2 Informal Resolution

Employees and their supervisors are encouraged to attempt to resolve differences that may arise through discussion. Where an employee requires such assistance, a representative of the Union may accompany the employee. Where the matter is one of general concern to the Union informal discussion between the Union representative(s) and the appropriate human resource personnel is encouraged.

15.3 Procedure

The Board and the Union agree that the following procedure is to be followed quickly in order to resolve disputes:

a) Step 1

i) As soon as possible while allowing for the informal resolution of disputes, and in any case within thirty (30) working days of the event giving rise to the dispute, the Union shall file a grievance with the appropriate human resource personnel, specifying the offended article or articles and the remedy sought.

ii) The employee or employees concerned and a union representative(s) shall meet with the appropriate human resource personnel, to discuss the grievance within ten (10) working days of the receipt of the written grievance.

iii) The appropriate human resource personnel, shall render a written decision to the employee or employees and the Union within ten (10) working days of such discussion.

b) Step 2

i) Failing agreement in Step 1, the Union may appeal in writing the decision of the appropriate human resource personnel, within ten (10) working days of its receipt, to the Director of Education.

ii) The employee concerned and a Union representative(s) shall meet with the appropriate representatives of management to discuss the grievance within ten (10) working days of its receipt.

Should the employee provide medical evidence acceptable to the Board that they are medically unfit to attend the meeting, Article 15.3 b) ii) shall be waived.

iii) The Director shall render a written decision to the employee with a copy to the Union, within ten (10) working days of such discussion.

c) Step **3**

i) Grievances which cannot be resolved through the above may be referred to a Board of Arbitration within twenty (20) working days following receipt of the **Director's** decision at Step **2**.

ii) The Board of Arbitration shall consist of one (1) member appointed by the Union, one (1) member appointed by the Board, and a chairperson, jointly named by the two members so appointed.

iii) Where the appointees of the parties fail to agree, within twenty (20) working days of the second nominee's appointment, on the appointment of a chairperson either party may request the chairperson of the Labour Relations Board to appoint the third member.

15.4 Decision of the Board of Arbitration

The Board of Arbitration shall:

a) Not have the power to change this Agreement, or to alter, modify, or amend any of its Articles;

b) Be limited to dealing with issues which are submitted to it for arbitration; and

c) Make every effort to render a final and binding decision within sixty (60) working days of the arbitration hearing.

15.5 Time Limits

The time limits fixed in the grievance and arbitration procedure may be extended by mutual consent of the parties to this Agreement.

15.6 Expenses of the Board

The Union and the Board shall each pay one-half (.5) of the remuneration and expenses of the Chairperson of the Board of Arbitration.

15.7 Logistics

The parties shall have the assistance of any employee concerned as a witness and any other witnesses that may be required. The employee concerned and a local union representative as identified in Article 15.3 - "Procedure" shall suffer no loss in pay in attending the discussions and meetings, specified under Article 15.3 a), b), c) and d) which occur during their hours of work. The Union recognizes that a local union representative is employed to perform full-time work for the Board. The Board recognizes that a local union representative has a responsibility to negotiate the settlement of grievances as they relate to this Agreement in such a way as to not disrupt the activities of the school.

ARTICLE 16 - DISCIPLINE

16.1 Discipline

When the Board is affecting a disciplinary measure with respect to an employee, no action shall be taken other than in the presence of a Union representative unless the employee has waived their right to union representation. The employee will be advised in writing, with a copy to the Union, of any disciplinary measures taken as a result of the disciplinary meeting. The parties recognize the process of progressive discipline as a fair guideline when affecting a disciplinary measure.

ARTICLE 17 – TERMINATION AND RESIGNATION

17.1 Termination

An employee terminated for just cause shall be given the reason(s) for the termination in writing. The employee will be advised that if the employee so desires, a local union representative may be present. The Union shall be advised promptly in writing of the reasons for the termination.

17.2 Termination of Permanent or Temporary Employment by Employer

a) Notice

Except for just cause other than shortage of work, the Board shall not terminate an employee who has been employed by the Board for at least six (6) continuous months without giving that employee at least:

i) Four (4) week's written notice, if the period of employment is less than four (4) years;
ii) Six (6) week's written notice, if the period of employment is four (4) years or more but less than ten (10) years; or
iii) Eight (8) week's written notice, if the period of employment is ten (10) years or more.

b) Severance Pay

Within twenty (20) calendar days of a written notice of the termination of a permanent employee, if the employee signs an agreement to terminate employment, the Board will pay severance pay of one (1) weeks' pay at the employees' rate of pay on the day of termination, for every year or partial year of service to a maximum of six (6) months' pay.

17.3 Termination of Probationary Employees

Except in the case of dismissal for misconduct, an employee holding a probationary appointment in a position from which their services are to be terminated shall be given seven (7) calendar days' notice of such termination provided that, if such notice is not given, a sum equal to seven (7) calendar days salary shall be paid to such employee in lieu of notice. This payment shall be in addition to the payment in lieu of earned vacation leave.

17.4 Resignation

Whenever possible, employees shall give a minimum of two (2) weeks written notice of resignation

ARTICLE 18 - NO DISCRIMINATION

18.1 Definition

Subject to any order or approval of the Human Rights Commission, the Board and the Union agree that there shall be no discrimination with respect to any employee in accordance with *The Saskatchewan Human Rights Code*. The Board and the Union further agree that there shall be no discrimination with respect to any employee by reason of activity or membership in the Union.

18.2 Responsibility

The Employer and the Local of the Union agree and recognize their responsibility to create a discrimination-free workplace. The Employer(s) agrees that there shall be no discrimination exercised or practiced with respect to any employee in the matter of hiring, assigning wage rates, training, upgrading, promotion, transfer, layoff, reemployment, discipline, classification, discharge or any other action by reason of age, race, creed, colour, ancestry, national origin, religion, political affiliation or activity, sexual orientation, gender identity/expression, sex, marital status, family status, place of residence, disability (subject to bona fide occupational requirements), nor by reason of their membership or activity in the Union.

ARTICLE 19 - LEGISLATION

19.1 Occupational Health and Safety and Technological Change

The parties agree to adhere to the relevant portions of **the** Saskatchewan Employment Act **and the Occupational Health and Safety Regulations.**

ARTICLE 20 - TERM OF AGREEMENT

20.1 Duration

This Agreement shall be effective from **August 1st, 2025** and shall remain in force up to and including **July 31st, 2029** and from year to year thereafter unless written notice is given pursuant to Article 19.2 - "Written Notice".

20.2 Written Notice

Either party may, not less sixty (60) days nor more one hundred twenty (120) days before the expiry date hereof, give notice in writing to the other party to terminate this Agreement or negotiate a revision thereof.

SALARY SCHEDULE "A" – Full Time Equivalent Hours of Work by Classification

Classifications - Schedule "B"	**Year**		**Hrs / Day**
Caretaker	Calendar		8.0
Caretaker 1	Calendar		8.0
Caretaker 2	Calendar		8.0
Caretaker 3	Calendar		8.0
Building Systems Technician	Calendar		8.0
Maintenance Tradesperson	Calendar		8.0
Maintenance Tradesperson 1	Calendar		8.0
Truck Driver / Helper	Calendar		8.0
Labourer	Calendar		8.0
Classifications - Schedule "C"	**Year**		**Hrs / Day**
Mechanic	Calendar		8.0
Mechanic 1	Calendar		8.0
Lead Mechanic	Calendar		8.0
Garage Helper / Parts Person	Calendar		8.0
Bus Driver	Academic		186 day (minimum) does not include paid holidays
For the purposes of the Human Resources/Payroll database, the daily hours of work for City and Rural Bus Drivers shall be recorded as six 6 hours per day.			

Salary Schedule "A" - Continued					
Full Time Equivalent Hours of Work by Classification					
Classifications - Schedule "D"	**Year**		**Hrs / Year**	**Days / Year**	**Hrs / Day**
Secretary 1	Academic		1456	208	7.0
Secretary 2	Calendar				7.0
Records Management Clerk	Calendar				7.5
Accounting Clerk	Calendar				7.0
Shipper/Receiver	Calendar				7.0
Library Assistant	Academic		1300	200	6.5
Library Clerk	Academic		1300	200	6.5
Library Technician 2	Academic		1300	200	6.5
Library Technician 3	Academic		1300	200	6.5
Language Assistant - Uncertified	Academic		1267.5	195	6.5
Language Assistant	Academic		1267.5	195	6.5
Educational Associate - Student Support Services	Academic		1274	196	6.5
Educational Associate 1 - Student Support Services	Academic		1274	196	6.5
Educational Associate – Prekindergarten	Academic		1372	196	7.0
Educational Associate 1 – Prekindergarten	Academic		1372	196	7.0
School Social Worker	Academic		1351	193	7.0
Software Support	Calendar				7.0
Computer Technician 1	Calendar				7.0
Computer Technician 2	Calendar				7.0
Database Technician 2	Calendar				7.0
Cook	Academic		1455	194	7.5
NOTES:					
1. Secretary 1, Library Assistant, Library Clerk, Library Technician 2, **Library Technician 3** and Cook may be scheduled to work up to 10 additional days in an academic year.					
2. Educational Associates and School Social Workers may be scheduled to work up to 3 additional days in an academic year.					
3. Twelve Month Recognition Factor: Employees required to work 12 months per year shall be compensated using the average yearly hours worked divided into twelve equal installments. This calculation will equal 173.93 hours per month for an eight (8) hour daily employee, pro rated for classifications working less than 8 hrs/day.					

SALARY SCHEDULE "B" – Facilities

Note: all salaries include recognition factor for 12-month employees.

		August 1, 2025 3.25%		August 1, 2026 2.75%		August 1, 2027 2.50%		August 1, 2028 3.25%	
		Hour	Month	Hour	Month	Hour	Month	Hour	Month
Caretaker	Yr 1	$24.49	$4,259.09	$25.16	$4,376.21	$25.79	$4,485.62	$26.63	$4,631.40
	Yr 2	$24.91	$4,333.61	$25.60	$4,452.78	$26.24	$4,564.10	$27.09	$4,712.43
	Yr 3	$25.64	$4,457.83	$26.35	$4,580.42	$27.01	$4,694.93	$27.89	$4,847.52
Caretaker 1	Yr 1	$26.23	$4,561.01	$26.95	$4,686.44	$27.62	$4,803.60	$28.52	$4,959.72
	Yr 2	$26.67	$4,637.43	$27.40	$4,764.96	$28.09	$4,884.08	$29.00	$5,042.81
	Yr 3	$27.38	$4,763.53	$28.13	$4,894.53	$28.83	$5,016.89	$29.77	$5,179.94
Caretaker 2	Yr 1	$26.94	$4,685.19	$27.68	$4,814.03	$28.37	$4,934.38	$29.29	$5,094.75
	Yr 2	$27.36	$4,759.72	$28.11	$4,890.61	$28.81	$5,012.88	$29.75	$5,175.80
	Yr 3	$28.08	$4,883.93	$28.85	$5,018.24	$29.57	$5,143.70	$30.53	$5,310.87
Caretaker 3	Yr 1	$27.47	$4,778.82	$28.23	$4,910.24	$28.94	$5,033.00	$29.88	$5,196.57
	Yr 2	$27.98	$4,864.82	$28.75	$4,998.60	$29.47	$5,123.57	$30.43	$5,290.09
	Yr 3	$28.64	$4,983.28	$29.43	$5,120.32	$30.17	$5,248.33	$31.15	$5,418.90
Building Systems Technican	Yr 1	$38.82	$6,751.37	$39.89	$6,937.03	$40.89	$7,110.46	$42.22	$7,341.55
	Yr 2	$40.65	$7,070.79	$41.77	$7,265.24	$42.81	$7,446.87	$44.20	$7,688.89
	Yr 3	$42.57	$7,403.52	$43.74	$7,607.12	$44.83	$7,797.30	$46.29	$8,050.71
Maintenance Tradesperson	Yr 1	$30.03	$5,222.13	$30.86	$5,365.74	$31.63	$5,499.88	$32.66	$5,678.63
	Yr 2	$31.42	$5,464.80	$32.28	$5,615.08	$33.09	$5,755.46	$34.17	$5,942.51
	Yr 3	$32.83	$5,711.28	$33.73	$5,868.34	$34.57	$6,015.05	$35.69	$6,210.54
Maintenance Tradesperson 1	Yr 1	$34.65	$6,024.65	$35.60	$6,190.33	$36.49	$6,345.09	$37.68	$6,551.31
	Yr 2	$36.37	$6,326.55	$37.37	$6,500.53	$38.30	$6,663.04	$39.54	$6,879.59
	Yr 3	$38.18	$6,641.84	$39.23	$6,824.49	$40.21	$6,995.10	$41.52	$7,222.44
Truck Driver/Helper	Yr 1	$26.94	$4,685.19	$27.68	$4,814.03	$28.37	$4,934.38	$29.29	$5,094.75
	Yr 2	$27.36	$4,759.72	$28.11	$4,890.61	$28.81	$5,012.88	$29.75	$5,175.80
	Yr 3	$28.08	$4,883.93	$28.85	$5,018.24	$29.57	$5,143.70	$30.53	$5,310.87
Summer Student Labourer	Yr 1	$17.87		$18.36		$18.82		$19.43	
	Yr 2	$18.42		$18.93		$19.40		$20.03	
	Yr 3	$18.97		$19.49		$19.98		$20.63	
Shift Differential:	/hr		$1.25		$1.25		$1.25		$1.25
Weekend/Afternoon			$1.25		$1.25		$1.25		$1.25

Pay one Caretaker "Leadhand Differential" where there are more than six (6) Caretakers on an Afternoon Shift. Leadhand to be assigned on a rotational basis to the Caretakers on the Afternoon Shift for those who agree to accept the Leadhand role and who have the qualifications. If no Caretaker accepts the offer, the Superintendent of Facilities shall assign it based on qualifications and seniority

- Tradesperson Apprentice shall be paid the following percentages of the Maintenance Tradesperson 1 Year 1 rate:

Year 1 (indentured) - 50%

Year 2 (successfully completed year 1) - 60%

Year 3 (successfully completed year 2) - 75%

Year 4 (successfully completed year 3) - 90%

SALARY SCHEDULE "C"- Transportation

		August 1, 2025		August 1, 2026		August 1, 2027		August 1, 2028	
		3.25%		2.75%		2.50%		3.25%	
		Hour	Month	Hour	Month	Hour	Month	Hour	Month
Mechanic	Yr 1	$30.03	$5,222.13	$30.86	$5,365.74	$31.63	$5,499.88	$32.66	$5,678.63
	Yr 2	$31.42	$5,464.80	$32.28	$5,615.08	$33.09	$5,755.46	$34.17	$5,942.51
	Yr 3	$32.83	$5,711.28	$33.73	$5,868.34	$34.57	$6,015.05	$35.69	$6,210.54
Mechanic 1	Yr 1	$34.65	$6,024.65	$35.60	$6,190.33	$36.49	$6,345.09	$37.68	$6,551.31
	Yr 2	$36.37	$6,326.55	$37.37	$6,500.53	$38.30	$6,663.04	$39.54	$6,879.59
	Yr 3	$38.18	$6,641.84	$39.23	$6,824.49	$40.21	$6,995.10	$41.52	$7,222.44
Lead Mechanic	Yr 1	$38.82	$6,751.37	$39.89	$6,937.03	$40.89	$7,110.46	$42.22	$7,341.55
(shop manager)	Yr 2	$40.65	$7,070.79	$41.77	$7,265.24	$42.81	$7,446.87	$44.20	$7,688.89
	Yr 3	$42.57	$7,403.52	$43.74	$7,607.12	$44.83	$7,797.30	$46.29	$8,050.71
Garage Helper	Yr 1	$24.49	$4,259.09	$25.16	$4,376.21	$25.79	$4,485.62	$26.63	$4,631.40
	Yr 2	$24.91	$4,333.61	$25.60	$4,452.78	$26.24	$4,564.10	$27.09	$4,712.43
	Yr 3	$25.64	$4,457.83	$26.35	$4,580.42	$27.01	$4,694.93	$27.89	$4,847.52
Rural Bus Driver	Yr 1		$87.12		$89.51		$91.75		$94.73
	Yr 2		$91.03		$93.53		$95.87		$98.99
	Yr 3		$94.97		$97.58		$100.02		$103.27
City Bus Driver	Yr 1		$98.18		$100.88		$103.40		$106.76
	Yr 2		$101.48		$104.27		$106.87		$110.35
	Yr 3		$104.77		$107.65		$110.34		$113.93

DRIVER ALLOWANCES

- City Driver km. rate	**0.15**
- Rural Driver km. rate	**0.15**
- Drivers with Intensive Needs	$11.00
- Designated Rural Driver Supplement	$34.87
- plug-ins (per year)	**$300.00**
- bus wash (1 hour minimum except for Designated Rural Drivers)	**Minimum Wage + $4.00**
- garage service (Rural Drivers Only – **1** hour minimum)	**Minimum Wage + $4.00**
- required in-service	
*** Minimum wage as of September 1st of each year.**	**Minimum Wage + $4.00**

SALARY SCHEDULE "C"- Transportation - Continued

EXTRA CURRICULAR TRIPS – Drivers

- Hourly Rate **Minimum Wage + $4.00**
  *** Minimum wage as of September 1st of each year.**

- Trip Rate
  - Half Day - $37.50
  - Full Day - $75.00

"Drivers with Intensive Needs Students" shall also apply for Extra Curricular Trips

Mechanic Apprentice enrolled in a recognized Apprenticeship program shall be paid the following percentages of the Mechanic 1 Year 1 rate:

- Year 1 (indentured) – 50%
- Year 2 (successfully completed year 1) – 60%
- Year 3 (successfully completed year 2) – 75%
- Year 4 (successfully completed year 3) – 90%

SALARY SCHEDULE "D" – Support Staff

		August 1, 2025		August 1, 2026		August 1, 2027		August 1, 2028	
		3.25%		2.75%		2.50%		3.25%	
		Hour	Month	Hour	Month	Hour	Month	Hour	Month
Secretary 1	Yr 1	$26.27	$3,824.51	$26.99	$3,929.68	$27.66	$4,027.92	$28.56	$4,158.83
	Yr 2	$26.75	$3,894.89	$27.49	$4,002.00	$28.18	$4,102.05	$29.10	$4,235.37
	Yr 3	$27.42	$3,994.05	$28.17	$4,103.89	$28.87	$4,206.49	$29.81	$4,343.20
Secretary 2	Yr 1	$27.29	$4,152.81	$28.04	$4,267.01	$28.74	$4,373.69	$29.67	$4,515.83
	Yr 2	$28.09	$4,274.86	$28.86	$4,392.42	$29.58	$4,502.23	$30.54	$4,648.55
	Yr 3	$29.00	$4,413.63	$29.80	$4,535.00	$30.55	$4,648.38	$31.54	$4,799.45
Secretary 3	Yr 1	$34.68	$5,653.16	$35.63	$5,808.62	$36.52	$5,953.84	$37.71	$6,147.34
	Yr 2	$35.88	$5,850.20	$36.87	$6,011.08	$37.79	$6,161.36	$39.02	$6,361.60
	Yr 3	$37.40	$6,097.39	$38.43	$6,265.07	$39.39	$6,421.70	$40.67	$6,630.41
Records Management Clerk	Yr 1	$27.29	$4,449.43	$28.04	$4,571.79	$28.74	$4,686.08	$29.67	$4,838.38
	Yr 2	$28.09	$4,580.21	$28.86	$4,706.17	$29.58	$4,823.82	$30.54	$4,980.59
	Yr 3	$29.00	$4,728.87	$29.80	$4,858.91	$30.55	$4,980.38	$31.54	$5,142.24
Accounting Clerk	Yr 1	$26.25	$3,994.00	$26.97	$4,103.84	$27.64	$4,206.44	$28.54	$4,343.15
	Yr 2	$28.78	$4,378.52	$29.57	$4,498.93	$30.31	$4,611.40	$31.30	$4,761.27
	Yr 3	$31.30	$4,763.04	$32.16	$4,894.02	$32.96	$5,016.37	$34.03	$5,179.40
Shipper Receiver	Yr 1	$25.38	$3,863.58	$26.08	$3,969.83	$26.73	$4,069.08	$27.60	$4,201.33
	Yr 2	$27.93	$4,248.10	$28.70	$4,364.92	$29.42	$4,474.04	$30.38	$4,619.45
	Yr 3	$30.46	$4,634.30	$31.30	$4,761.74	$32.08	$4,880.78	$33.12	$5,039.41

Salary Schedule "D" – Support Staff – Continued

		August 1, 2025		August 1, 2026		August 1, 2027		August 1, 2028	
		3.25%		2.75%		2.50%		3.25%	
		Hour	Month	Hour	Month	Hour	Month	Hour	Month
Library Assistant	Yr 1	$26.27	$3,414.74	$26.99	$3,508.65	$27.66	$3,596.37	$28.56	$3,713.25
	Yr 2	$26.75	$3,477.56	$27.49	$3,573.19	$28.18	$3,662.52	$29.10	$3,781.55
	Yr 3	$27.42	$3,566.11	$28.17	$3,664.18	$28.87	$3,755.78	$29.81	$3,877.84
Library Clerk	Yr 1	$26.27	$3,414.74	$26.99	$3,508.65	$27.66	$3,596.37	$28.56	$3,713.25
	Yr 2	$26.75	$3,477.56	$27.49	$3,573.19	$28.18	$3,662.52	$29.10	$3,781.55
	Yr 3	$27.42	$3,566.11	$28.17	$3,664.18	$28.87	$3,755.78	$29.81	$3,877.84
Library Tech 2	Yr 1	$26.31	$3,420.45	$27.03	$3,514.51	$27.71	$3,602.37	$28.61	$3,719.45
	Yr 2	$27.63	$3,591.83	$28.39	$3,690.61	$29.10	$3,782.88	$30.05	$3,905.82
	Yr 3	$29.01	$3,771.77	$29.81	$3,875.49	$30.56	$3,972.38	$31.55	$4,101.48
Library Tech 3	Yr 1	$27.63	$3,591.83	$28.39	$3,690.61	$29.10	$3,782.88	$30.05	$3,905.82
	Yr 2	$29.01	$3,771.77	$29.81	$3,875.49	$30.56	$3,972.38	$31.55	$4,101.48
	Yr 3	$30.46	$3,958.86	$31.30	$4,067.73	$32.08	$4,169.42	$33.12	$4,304.93
Language Assistant -	Yr 1	$32.54	$4,124.47	$33.43	$4,237.89	$34.27	$4,343.84	$35.38	$4,485.01
Uncertified	Yr 2	$33.74	$4,277.62	$34.67	$4,395.25	$35.54	$4,505.13	$36.70	$4,651.55
	Yr 3	$35.27	$4,469.79	$36.24	$4,592.71	$37.15	$4,707.53	$38.36	$4,860.52
Language Assistant	Yr 1	$34.68	$4,394.59	$35.63	$4,515.44	$36.52	$4,628.33	$37.71	$4,778.75
	Yr 2	$35.88	$4,547.77	$36.87	$4,672.83	$37.79	$4,789.65	$39.02	$4,945.31
	Yr 3	$37.40	$4,739.92	$38.43	$4,870.27	$39.39	$4,992.03	$40.67	$5,154.27
Educational Associate -	Yr 1	$24.13	$3,074.91	$24.79	$3,159.47	$25.41	$3,238.46	$26.24	$3,343.71
Student Support Services	Yr 2	$25.35	$3,230.26	$26.05	$3,319.09	$26.70	$3,402.07	$27.57	$3,512.64
	Yr 3	$26.61	$3,389.83	$27.34	$3,483.05	$28.02	$3,570.13	$28.93	$3,686.16
Educational Associate 1 -	Yr 1	$26.31	$3,352.03	$27.03	$3,444.21	$27.71	$3,530.32	$28.61	$3,645.06
Student Support Services	Yr 2	$27.63	$3,519.98	$28.39	$3,616.78	$29.10	$3,707.20	$30.05	$3,827.68
	Yr 3	$29.01	$3,696.32	$29.81	$3,797.97	$30.56	$3,892.92	$31.55	$4,019.44
Educational Associate -	Yr 1	$24.13	$3,311.44	$24.79	$3,402.50	$25.41	$3,487.56	$26.24	$3,600.91
Prekindergarten	Yr 2	$25.35	$3,478.74	$26.05	$3,574.41	$26.70	$3,663.77	$27.57	$3,782.84
	Yr 3	$26.61	$3,650.58	$27.34	$3,750.97	$28.02	$3,844.74	$28.93	$3,969.69
Educational Associate 1 -	Yr 1	$26.31	$3,609.87	$27.03	$3,709.14	$27.71	$3,801.87	$28.61	$3,925.43
Prekindergarten	Yr 2	$27.63	$3,790.76	$28.39	$3,895.01	$29.10	$3,992.39	$30.05	$4,122.14
	Yr 3	$29.01	$3,980.68	$29.81	$4,090.15	$30.56	$4,192.40	$31.55	$4,328.65
School Social Worker	Yr 1	$43.60	$5,890.74	$44.80	$6,052.74	$45.92	$6,204.06	$47.41	$6,405.69
	Yr 2	$44.93	$6,071.81	$46.17	$6,238.78	$47.32	$6,394.75	$48.86	$6,602.58
	Yr 3	$46.61	$6,295.92	$47.89	$6,469.06	$49.09	$6,630.79	$50.69	$6,846.29

Salary Schedule "D" – Support Staff – Continued

		August 1, 2025		August 1, 2026		August 1, 2027		August 1, 2028	
		3.25%		2.75%		2.50%		3.25%	
		Hour	Month	Hour	Month	Hour	Month	Hour	Month
Software Support	Yr 1	$25.38	$3,863.58	$26.08	$3,969.83	$26.73	$4,069.08	$27.60	$4,201.33
	Yr 2	$27.93	$4,248.10	$28.70	$4,364.92	$29.42	$4,474.04	$30.38	$4,619.45
	Yr 3	$30.46	$4,634.30	$31.30	$4,761.74	$32.08	$4,880.78	$33.12	$5,039.41
Computer Tech 1	Yr 1	$29.03	$4,418.64	$29.83	$4,540.15	$30.58	$4,653.65	$31.57	$4,804.89
	Yr 2	$31.56	$4,803.16	$32.43	$4,935.25	$33.24	$5,058.63	$34.32	$5,223.04
	Yr 3	$34.11	$5,189.36	$35.05	$5,332.07	$35.93	$5,465.37	$37.10	$5,642.99
Computer Tech 2	Yr 1	$35.99	$5,478.57	$36.98	$5,629.23	$37.90	$5,769.96	$39.13	$5,957.48
	Yr 2	$39.81	$6,058.70	$40.90	$6,225.31	$41.92	$6,380.94	$43.28	$6,588.32
	Yr 3	$43.63	$6,640.50	$44.83	$6,823.11	$45.95	$6,993.69	$47.44	$7,220.98
Database Tech 2	Yr 1	$35.99	$5,478.57	$36.98	$5,629.23	$37.90	$5,769.96	$39.13	$5,957.48
	Yr 2	$39.81	$6,058.70	$40.90	$6,225.31	$41.92	$6,380.94	$43.28	$6,588.32
	Yr 3	$43.63	$6,640.50	$44.83	$6,823.11	$45.95	$6,993.69	$47.44	$7,220.98
Cook	Yr 1	$23.53	$3,422.49	$24.18	$3,516.61	$24.78	$3,604.53	$25.59	$3,721.68
	Yr 2	$23.98	$3,489.01	$24.64	$3,584.96	$25.26	$3,674.58	$26.08	$3,794.00
	Yr 3	$24.36	$3,543.89	$25.03	$3,641.35	$25.66	$3,732.38	$26.49	$3,853.68

ALLOWANCES:

Required overnight stay allowance **for training purposes:** $ 50.00

Board approved travel minimum trip: $5.00

SALARY SCHEDULE "E" – Substitute Pay

SUBSTITUTE PAY

The rate of substitute pay in each classification shall be as described below. Substitutes must have the required education, knowledge, qualifications and experience.

Please also refer to Article 8.3 c)

1. Secretary 1 and Secretary 2

   A substitute Secretary shall receive the rate of Secretary 1, Year 1. for the first ten consecutive days in the same assignment. After the tenth day in the same assignment, the substitute will receive Year 1 in the classification of the employee being replaced by the substitute.

2. Library Assistant, Library Clerk, Library Technician 2, Library Technician 3

   A library substitute shall receive the rate of Library Assistant, Year 1. for the first ten consecutive days in the same assignment. After the tenth day in the same assignment the substitute will receive Year 1 in the classification of the employee being replaced by the substitute.

3. Educational Associate, Educational Associate I, (Student Support Services, and Prekindergarten)

   An Educational Associate substitute shall receive the rate of Educational Associate, Year 1.

4. School Social Worker, Shipper Receiver, Accounting Clerk, Cook, Truck Driver, Labourer, Records Management Clerk.

   A substitute in each of the above classifications shall receive the Year 1 rate in the classification of the employee being replaced by the substitute.

5. Computer Technician 1 and Computer Technician 2

   A substitute in the above classifications shall receive the rate of Computer Technician 1, Year 1.

6. Caretaker, Caretaker 1, Caretaker 2, Caretaker 3

   A substitute in the above classifications shall receive the rate of Caretaker, Year 1. for the first ten consecutive days in the same assignment. After the tenth day in the same assignment the substitute will receive Year 1 in the classification of the employee being replaced by the substitute.

7. Building Systems Technician

A substitute Building Systems Technician shall receive the Building Systems Technician rate, effective when the duties of Building Systems Technician are officially assigned to the substitute employee.

8. Bus Drivers

Rural Substitute Bus Drivers shall be paid at Year 1 of the Rural Bus Driver daily rate plus the applicable Driver Allowances and where required, the designated rural driver supplement.

City Substitute Bus Drivers shall be paid at Year 1 of the City Bus Driver daily rate plus the applicable Driver Allowances.

APPENDIX A

For reference:

The Saskatchewan Employment Act

The Saskatchewan Human Rights Code

The Local Authority Freedom of Information and Protection of Privacy Act

The Freedom of Information and Protection of Privacy Act

The Employment Insurance Act

The Occupational Health & Safety Regulations

The Workers' Compensation Act

The Automobile Accident Insurance Act

Municipal Employee's Pension Plan (MEPP)

Manulife Financial (Health Benefits)

Leave of Absence Guidelines & Codes

Admin Procedure 420 – Leaves of Absence

Saskatchewan School Boards Association (SSBA)

SRPSD Transportation Manual

EA Handbook

Pension & Group Benefits

The Education Act

LETTERS OF UNDERSTANDING

#2 – Paid Holiday

LETTER OF UNDERSTANDING

#2 - PAID HOLIDAY

BETWEEN

THE BOARD OF EDUCATION
OF THE SASKATCHEWAN RIVERS SCHOOL DIVISION
NO. 119 OF SASKATCHEWAN
(Hereinafter called the "Board")

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 4195
(Hereinafter called the "Union")

Effective the date of signing the CUPE Local 4195 Agreement those individuals employed on the basis of an academic year and who are entitled to payment for July 1st (Canada Day) prior to January 1, 1998, will continue to be paid for July 1st (Canada Day) as long as they remain employed in their current position, with the exception of a transfer, or until they provide the Board with a written request to cease payment.

Dated this 1 day of June, 2005 at Prince Albert, Saskatchewan.

ON BEHALF OF THE
CANADIAN UNION OF PUBLIC
EMPLOYEES LOCAL 4195

Karen Carle
Karen Carle, President

Sherry Rishchynski
Sherry Rishchynski, Chairperson

ON BEHALF OF THE BOARD
OF EDUCATION FOR THE
SASKATCHEWAN RIVERS
SCHOOL DIVISION NO. 119

George McHenry
George McHenry, Board Vice Chair

Dennis Moniuk, Secretary Treasurer

#4 – Caretaking Allowance

LETTER OF UNDERSTANDING

#4 – CARETAKING ALLOWANCE

BETWEEN

THE BOARD OF EDUCATION
OF SASKATCHEWAN RIVERS SCHOOL DIVISION
NO. 119 OF SASKATCHEWAN
(Hereinafter called the "Board")

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 4195
(Hereinafter called the "Union")

The Board will continue to pay to the caretakers identified in this Letter of Understanding the amount specified until they cease to be employed by the Board in the position that they occupied on March 31st, 2001, or in another position to which they have been involuntarily transferred by the Board.

Name	School/Facility	Amount per Annum
~~Perry Ksyniuk~~	~~John Diefenbaker~~	~~$480.00~~
Kelly Corrigal	Riverside	$360.00

Dated this ____ day of March, 2016 at Prince Albert, Saskatchewan

AS REVISED AND SUPERCEDES THE PREVIOUS LOU #4 DATED JUNE 1, 2005, APRIL 25, 2009 AND JUNE 17, 2013.

ON BEHALF OF THE
CANADIAN UNION OF PUBLIC
EMPLOYEES LOCAL 4195

John Kunard, President

Sharon Gosselin, Recording Secretary

ON BEHALF OF THE BOARD OF
EDUCATION FOR SASKATCHEWAN
RIVERS SCHOOL DIVISION

Barry Hollick, Board Chair

Donald Lloyd, Chief Financial Officer

#7 – Designated Rural Bus Drivers

LETTER OF UNDERSTANDING

#7 – DESIGNATED RURAL BUS DRIVERS

BETWEEN

THE BOARD OF EDUCATION
OF SASKATCHEWAN RIVERS SCHOOL DIVISION
NO. 119 OF SASKATCHEWAN
(Hereinafter called the "Board")

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 4195
(Hereinafter called the "Union")

It is mutually agreed that drivers employed prior to January 1, 1994 and formerly designated as city drivers will be renamed designated rural bus drivers and shall receive the allowance of designated rural bus driver pursuant to Salary Schedule "C" entitled "Transportation until and unless the route is eliminated, the route no longer comes to Prince Albert, the driver changes routes in accordance with the agreement or the driver is no longer employed by the Board.

List of designated rural bus drivers prior to January 1, 1994.

Darryl Koivisto

Dated this 17th day of June, 2013 at Prince Albert, Saskatchewan

AS REVISED AND SUPERCEDES THE PREVIOUS LOU #7 DATED JUNE 1, 2005.

ON BEHALF OF THE
CANADIAN UNION OF PUBLIC
EMPLOYEES LOCAL 4195

John Kunard, President

Sharon Gosselin, Recording Secretary

ON BEHALF OF THE BOARD OF
EDUCATION FOR SASKATCHEWAN
RIVERS SCHOOL DIVISION

Barry Hollick, Board Chair

Donald Lloyd, Chief Financial Officer

#31 – Rover Position

LETTER OF UNDERSTANDING

#31 – ROVER POSITION

BETWEEN

THE BOARD OF EDUCATION
OF SASKATCHEWAN RIVERS SCHOOL DIVISION NO. 119
(Hereinafter called the "Board")

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 4195
(Hereinafter called the "Union")

The Rover position shall:

1. Effective April 1, 2013, be classified as a Permanent Full-Time Caretaker 1.

2. Not be entitled to Temporary Performance of Other Duties regardless of the caretaking position he is substituting in.

3. Be assigned a home school for reporting purposes. He will report to the home school and perform regular caretaking duties at the home school and at least one other school, unless he is advised by the Caretaking Services Manager that he is to report to a different location(s). This will be done with as much advance notice as possible.

4. Follow the Administration Procedure Regarding CUPE Travel Allowance dated September, 2012. In addition, if the Rover is required to travel to schools outside of the City of Prince Albert, with the exception of East Central, Osborne, Red Wing, Spruce Home, and West Central, he shall be paid mileage as per the Board approved rate.

This Letter of Understanding shall only expire upon inclusion in the body of the Collective Agreement or upon 60 days written notice given by either party.

Dated this 16 day of May, 2013 at Prince Albert, Saskatchewan

ON BEHALF OF THE
CANADIAN UNION OF PUBLIC
EMPLOYEES LOCAL 4195

John Kunard, President

Sharon Gosselin, Recording Secretary

ON BEHALF OF THE BOARD OF
EDUCATION FOR SASKATCHEWAN
RIVERS SCHOOL DIVISION

Barry Hollick, Board Chair

Donald Lloyd, Chief Financial Officer

#35 – Multi-Classification Employment

#35 – MULTI-CLASSIFICATION EMPLOYMENT

BETWEEN

THE BOARD OF EDUCATION OF SASKATCHEWAN RIVERS SCHOOL DIVISION NO. 119
(Hereinafter called the "Board")

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 4195
(Hereinafter called the "Union")

Multiple Classifications and the Averaging of Hours to Replace LOU #30

It is agreed between the two parties to implement a modified schedule to allow for a workday of up to twelve (12) hours allowing employees to work additional hours in multiple classifications to maximize hours worked, to a total of one hundred sixty (160) hours each 4 week period.

1. Effective March 1, 2014 following the signing of this Letter of Understanding, multi-classification employment shall be implemented based on the following terms and conditions:

   a) Qualified employees who wish to engage in a multi-classification arrangement in the service of the Employer will be considered for the opportunity to do so

   b) This arrangement will be for a trial period only and will expire after 30 days written notice given by either party to terminate this agreement

   c) The hours of work shall be as follows:
      i) will be based on the averaging of 160 hours accumulated on a 4 week period
      ii) the average number of hours worked by an employee over 4 weeks does not exceed 8 hours in any day or 40 hours in any week
      iii) The multi class employee must ensure they do not work more hours than what is outlined in 1cii as overtime is to be avoided

   d) Employees will be paid as per the following:
      i) in the event where a multi class employee exceeds 8 hours per day and/or 40 hours per week, overtime will not paid as their total hours worked shall fall within the averaged allotment of 160 hours per 4 week period
      ii) Employees will be paid as per the respective Pay Schedule for specific job classifications being performed

e) Full time employees only have the option of multi class in a casual capacity assuming that it does not negatively impact their regular assignment.
   i. Employees will not be entitled to accrue sick leave, pay increment and vacation increment entitlements, and seniority beyond the entitlement of an eight (8) hour day, forty (40) hour week employee

Averaging Period:

The averaging period start and end dates for each 160 hour period shall be posted for the calendar year and a copy sent to the union.

Dated this 10 day of February, 2014 at Prince Albert, Saskatchewan

ON BEHALF OF THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 4195

John Kunard
President

Sharon Gosselin
Recording Secretary

ON BEHALF OF THE BOARD OF EDUCATION FOR SASKATCHEWAN RIVERS SCHOOL DIVISION

Barry Hollick
Board Chair

Dr. Donald Lloyd
Chief Financial Officer

MEMORANDUM OF AGREEMENT
RE: Effective Dates

It is mutually agreed that:

All articles, including new, revised and unchanged articles, in the Saskatchewan Rivers School Division CUPE 4195 Bargaining Agreement, dated August 1, 2025 to July 31, 2029, shall come into effect as of the first of the month following ratification of the CUPE 4195 Bargaining Agreement, which is October 1st, 2025.

The exceptions to the above statement are listed below:

Schedule A, B, C, D
For all employees, these schedules will take effect August 1, 2025.

5.6 e) Afternoon Shift Meal Break
All Caretakers scheduled on an afternoon shift will receive shift differential effective August 1, 2025.

9.1 a) Vacation Pay Entitlement and 9.2 a) Vacation Entitlement
Any 10 month and 12 month employees who have achieved 23 years of service will receive their enhanced vacation entitlement effective August 1, 2025.

Signed on behalf of THE CANADIAN CUPE UNION OF PUBLIC EMPLOYEES LOCAL 4195 employees employed by Saskatchewan Rivers School Division No. 119

Sandie Kennedy
President

Bonnie Kuppenbender
Vice President

Vicki Johnson

Shelley Stefanowich

Barry Kennedy

Signed on behalf of the Board of Education of Saskatchewan Rivers School Division No. 119

Jeff Court
Superintendent of Schools

Jamie Henry
Human Resources Manager

Jerrold Pidborochynski
Chief Financial Officer

Date: September 30/2025