

Executive Summary amendments to the 2018-2020 Collective Agreement.

HIGHLIGHTS:

Salary Changes:

Salary Increases:

September 1, 2020	0%
September 1, 2021	0%
September 1, 2022	0%
June 1, 2023	1.25%
September 1, 2023	1.00% Market Correction
February 1, 2024	1.50%

1. Effective as of September 1, 2023

- Delete step 1 for Category 2 through Category 6
- Current steps 2, 3, 4, 5, 6, 7, 8, and 9 become Steps 1, 2, 3, 4, 5, 6, 7, and 8; and
- Add new Step 9 above Step 8

2. August 31, 2024 (to be effective September 1, 2024)

- Delete Step 1 and 2 for Category 2 through 6
- Current steps 3, 4, 5, 6, 7, 8, and 9 become Steps 1, 2, 3, 4, 5, 6, and 7; and
- Add new Step 8 and 9 above Step 7

See attached.

Staffing Rounds – starting around August 15. All staff who are on layoff and recall must participate in all rounds – can write and say none of the posted positions are of interest to you.

Hours of Work – if you work exactly 5 hours you will now have one extra 15 minute unpaid break added to the 15 minute paid break.

National Day of Truth and Reconciliation has been added as a paid day off provided it lands on a work day.

Vacation Pay will be paid twice a year – last pay in November and first pay in May.

General Leave – up to 1 year – do not work during an unpaid leave without written permission.

Maternity Leave – now eligible after 90 calendar days of employment (was 26 weeks) can have up to an additional 16 weeks leave with pay topping up EI benefits

Bereavement Leave extended to 5 days for everyone regardless of where funeral or memorial service is.

Compassionate Leave – 5 days – including to care for ill family member.

Health Spending increase to \$500.00 January 2024

Mileage Allowance – confirmed that all employees are eligible to receive if required to drive to a different work site whether it is for a position or compulsory training.

EXECUTIVE SUMMARY NOTES

CCSD will now be referred to as Calgary Roman Catholic Separate School Division

Within the preamble of the agreement, the Land Acknowledgement will be included.

The Contract complies with the Alberta Employment Standards Code.

Article 5 has been amended to include a the AP170 addressing discrimination, harassment, violence, and bullying in the workplace

Article 6 - Probationary period has been clarified that there is only one probationary period. Clarified language 6 calendar months with the exclusion of holidays/breaks.

Article 7 Seniority – employees now have 2 months from the time of receiving the list to question or grieve any inaccuracy.

Article 8 – Job Postings, Promotions, and Trial Periods.

8.5 to be deleted.

Changes reflect the move to eRecruit – vacancies will be posted for 3 (three) working days – down from 5 working days.

Clarified language regarding successful to selected based on qualifications, ability, and seniority.

Competition report will be provided every 14 calendar days vs. 10 working days.

Article 9 – Layoff, Staffing Rounds, Recall, and Displacement

Article has been renamed to delete automation (entire article 9.2 has been deleted) and electronic to refer to Staffing Rounds

When hours are reduced by more than 5 hours per week layoff and recall will apply.

9.3 Staffing Rounds – changes based on the success of the pilot project this school year. Also reflects use of eRecruit rather than written notice.

All staff are required to participate in all staffing rounds, either by applying to positions of interest or providing a written indication that they are not interested in the current positions posted.

Staffing rounds will begin August 15. In May of each year – the District will determine number, dates, and frequency of staffing rounds. A memorandum will be sent to affected regular employees prior to the end of June.

Article 13 – Hours of Work

Employee breaks remain the same for employees who work 4 hours but less than 5 hours and for employees who work more than 5 hours and up to 7 hours. For employees who work exactly 5 hours – the change is as follows: employees are to be scheduled for a 30 minute rest period – 15 minutes to be

paid and 15 minutes to be unpaid. If agreement between employee and the District, the rest period can be divided into 2 – 15 minute breaks with one being paid.

Article 14 – Overtime = for clarity, the Time off in Lieu Planner is to be completed by the employee, signed by the supervisor, and kept at the worksite. Employee Time Report has been deleted from this clause.

Article 15 = General Holidays – National Truth and Reconciliation is added to the list of dates and similar to Remembrance Day, it will only be paid when it falls during the normal work week.

Article 16 – vacation pay will be received the last week of November and the first pay period in May = rather than 3 times per year – following Christmas, Easter, and the end of May.

Article 17 - General Leave – employees can apply for an unpaid leave for up to 1 year – benefit coverage will be conditional on the employee paying the full cost of the plan. There will be no accumulation of vacation entitlement, sick leave credits, or seniority. While on leave the employee shall not accept employment elsewhere or engage in self-employment for immediate or deferred financial gain without prior written approval.

Article 19 – Maternity, Adoption, Parental, and Paternity Leave

Maternity leave is unpaid for 16 weeks provided employment for 90 calendar days (down from 26 weeks) prior to the leave.

Clarified that the District can within the 12 calendar weeks immediately preceding the estimated date of delivery, require the employee to commence leave without pay.

Clarified that the District would like notification of return to work in writing and/or 4 weeks written notification of the desire to terminate employment.

19.2 Supplemental Benefits Plan – payable to the employee if not receiving EI for the 1 week waiting period. Payment will continue to a maximum of 16 weeks.

19.3 Parental Leave – employees who have been employed for at least 90 calendar days get the benefits of parental leave including no more than 62 weeks leave, and to the father or adoptive parents who has been employed at least 90 calendar days not more than 62 consecutive weeks within 78 weeks after birth. If both parents work for the District, the leave can be shared with the 2 leaves not to exceed 62 weeks.

Requires 4 weeks written notice to return to work.

Article 20 Bereavement Leave – change to recognize funeral or memorial service. All cases may be granted up to 5 days leave with pay. (up from 3 days in the city)

Article 21 Compassionate Leave

Clarified language:

major surgery (any surgical procedure that involves general anaesthetic, spinal anaesthetic, or respiratory assistance).

Critical illness – emergent or life-threatening situation or significant risk of death – within 26 weeks.

Family Emergency – defined as an urgent and unforeseen requirement to attend to the care or health of a member of the employee’s immediate family.

Can also request to use vacation or unpaid days for this purpose.

Article 27 – Deduction of Dues and Union Business

27.4 membership list will be provided to the Local on a quarterly rather than monthly basis.

27.5 Unifor charity is called the Social Justice fund

Article 29 – Mileage Allowance

Clarified that all employees will receive mileage for use of their car for work assignments at different locations including compulsory training.

Article 30 – Protective Clothing – included PPE within the clause

Article 33 – Benefits – removed Alberta Health Care premiums.

33.6 changed to reflect WCB rules regarding top up of salary using sick time. As this is not allowed under WCB rules, the District will top up WCB to 100% of net salary for a period not to exceed their sick leave entitlement without impairment to their sick leave entitlement.

Article 34 Salary Administration – recognizing additional hours received through allocation in the clause.

APPENDIX B – PROFESSIONAL SUPPORT STAFF

Article 8 – 8.1 postings on eRecruit for 3 working days.

8.2 – trial period for employees will be 6 months worked which may be extended for up to 3 months worked. If unsatisfactory, will return to former position of record.

Article 9 – Layoff, Staffing Rounds, Recall, and Displacement. – deleted reference to automation.
Deleted e and f –

34.3 – temporary employee shall receive an increment after 12 months worked and a satisfactory performance evaluation.

Categories, Classifications, and Pay Schedules attached =

Letters of Understanding – renewed Exempt Positions, deleted the ME TOO clause, and added Position Profiles –

Position Profiles Letter of Understanding – states that within 30 days of ratification the 3 members of the District and 3 members of the Local will meet to review EA, EAll, EA, Complex Needs, and Severe Behaviour profiles with the view of addressing and suggesting amendments to profiles to reflect the changing student and classroom complexities.

