

LOCAL ARRANGEMENTS

BETWEEN



**COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD**

THE SIR WILFRID LAURIER SCHOOL BOARD

AND



**THE SYNDICAT DES EMPLOYÉES ET EMPLOYÉS
PROFESSIONNEL-LES ET DE BUREAU - FTQ
LOCAL 577, SWLSB**

In accordance with

ARTICLE 11-3.00

OF THE 2005-2010 COLLECTIVE AGREEMENT (S-10)

Effective on December 10, 2008

2-1.00 **FIELD OF APPLICATION**

2-1.01d) Duration of employment of the employee working in a special project is recognized for the time worked in the special project, in the same manner as it is recognized for any other regular or temporary employee.

3-1.00 **POSTING**

3-1.02 The union may use these bulletin boards, or electronic mail, to post a notice of meeting or any other document issued by the union provided that it is signed by a union representative and that a true copy is given to the person designated by the board. The board will allow the documents to be distributed according to established procedure in areas accessible to all support staff.

3-2.00 **USE OF SCHOOL BOARD PREMISES FOR UNION PURPOSE**

3-2.04 The board shall provide an office if one is available in one of its buildings which is centrally located and agreed upon between the union and the board. This office equipped with a desk and chairs will be for the exclusive use of the union.

The board shall install a computer line in this office upon written request from the union.

3-3.00 **DOCUMENTATION**

3-3.01 The board shall provide the union with the employee's name; place of work, service, department or school, and with the assignment, in accordance with paragraph (g) of clause 7-3.13.

3-3.03 In the event that the school board cannot furnish the required information via compatible computer format, it shall send a paper version of said information.

3-3.05 The union shall be consulted on the board calendar.

3-4.00 **UNION SYSTEM**

3-4.04 The board shall supply a copy of this agreement to all employees hired after the date of the coming into force of the agreement.

3-7.00

UNION DUES

3-7.03

The board shall also remit to the local unit, the same information in computer form, as provided in said article.

4-0.00

LABOUR RELATIONS COMMITTEE AND COMMITTEES PROVIDED FOR UNDER THE EDUCATION ACT

4-1.05

At a subsequent meeting of the Labour Relations Committee, the union representatives may ask the board representatives to explain a decision of the board regarding a subject which was previously discussed by the Labour Relations Committee.

5-1.00

SPECIAL LEAVES

5-1.01 h)

An annual maximum of three (3) working days to cover the following occurrences which require the employees to be absent from work:

- 1) "force majeure", such as disaster, fire or flood;
- 2) the emergency illness of a spouse, child, father or mother ;

For the following occurrences, provided that a forty-eight (48) hour prior notification is given by the employee:

- 3) the day of the university graduation of the employee or the employee's spouse, child, father or mother - a maximum of one (1) working day;
- 4) a maximum of three (3) days for the observance of the following identified religious holidays when they fall on a week day:
 - i) for an employee professing the Jewish faith and celebrating Rosh Hashanah and Yom Kippur;
 - ii) for an employee who, for reasons of faith, observes Christmas Day and Good Friday on the dates established by the Julian Calendar and Good Friday on the Gregorian calendar;
 - iii) for an employee who, for reasons of faith, observes Hindu or Islamic holy days;
 - iv) holy days of all other faiths;

- v) two (2) days during the holiday season for the employee who does not benefit from the above mentioned religious holidays.
- 5) when required by the Minister of Immigration to obtain Canadian citizenship - the day of the event;
- 6) when required to be in court for a case in which he is a party;
- 7) to conduct legal business which cannot be transacted outside the employee's regular work hours.

Moreover, the board may authorize an employee to be absent without loss of salary within the three (3) workdays referred to in clause 5-1.01 h) on the following occasions:

- 1) an appointment for his or her child with a health professional when the moneyable bank of days is empty;
- 2) a visit to a health professional whose working schedule is only during the employee's working hours and when this employee is not sick and the moneyable bank of days is empty.

5-3.00 **LIFE, HEALTH and SALARY INSURANCE PLANS**

5-3.39 The balance of the seven (7) redeemable days may be converted to vacation days at the request of the employee. This request must be made to the board at the latest May 15th of every year. In the event that no request is made, the board shall pay the said redeemable days in a lump sum as provided by the Collective agreement.

5-6.00 **VACATION**

5-6.06 The employee on vacation shall continue to receive the salary regularly paid to him under article 6-7.00. The employee will continue to receive his salary on the regular pay schedule unless he requests, 21 days in advance, that the salary shall be paid to him before his departure for the duration of his vacation period provided it is for five (5) days or more.

6-7.00 **PAYMENT OF SALARY**

6-7.01 The board's proposed payment schedule for all support staff categories for the next fiscal year shall be forwarded to the union and posted in the board's buildings prior to June 15th of each year.

6-7.03 A form is to be used whereby all of the pertinent information regarding the reimbursement is indicated therein, indicating namely, the amount owed, the employee's gross salary, date, repayment schedule agreed with the employee and the Union, etc. The union shall receive a copy of said reimbursement form duly dated and completed by the parties.

7-0.00 **MOVEMENT OF PERSONNEL and SECURITY OF EMPLOYMENT**

7-1.15 During the school year, the priority list should be maintained on a monthly basis and forwarded to the union.

11-3.00 **LOCAL ARRANGEMENTS**

11-3.03 b) The board shall give each employee a copy of the present local arrangements.

IN WITNESS WHEREOF the parties have signed this agreement relative to local arrangements in Rosemere, Quebec, this 30th day of Jan., 2008

For the

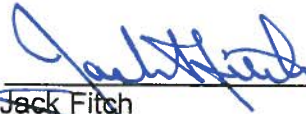
Sir Wilfrid Laurier School Board



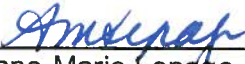
Steve Bletas
Chairman of the Council of Commissioners

For the

SEPB Local 577, SWLSB



Jack Fitch
President



Anne-Marie Lepage
Director General



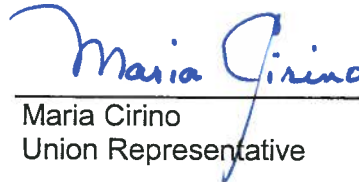
Linda Di Domenico
Interim Director of Human Resources



Susan O'Keeffe
Secretary



Luc Cauchon
Interim Assistant Director of Human Resources



Maria Cirino
Union Representative