

LOCAL ARRANGEMENTS

BETWEEN

THE RIVERSIDE SCHOOL BOARD

AND

THE SERVICE EMPLOYEES UNION

LOCAL 800

JUNE 2023

TABLE OF CONTENTS

3-1.00 POSTING

3-2.00 UNION MEETINGS AND USE OF BOARD PREMISES FOR UNION PURPOSES

3-3.00 DOCUMENTATION

3-5.00 UNION REPRESENTATION

4-1.00 LABOUR RELATIONS COMMITTEE

5-1.00 SPECIAL LEAVES

5-2.00 PAID LEGAL HOLIDAYS

5-3.00 LIFE, HEALTH, AND SALARY INSURANCE PLANS

5-6.00 VACATION

5-7.00 TRAINING AND PROFESSIONAL IMPROVEMENT

5-10.00 LEAVE OF ABSENCE WITHOUT SALARY

6-5.00 PREMIUMS

6-6.00 LOAN AND RENTAL OF ROOMS OR HALLS

6-7.00 PAYMENT AND COMPENSATION

7-3.00 SECURITY OF EMPLOYMENT

8-2.00 WORKWEEK AND WORKING HOURS

8-3.00 OVERTIME

8-5.00 HEALTH AND SAFETY

8-6.00 CLOTHING AND UNIFORMS

9-1.00 PROCEDURE FOR SETTling GRIEVANCES

ANNEXE A

3-1.00 POSTING

The following clause shall replace clause 3-1.01 and 3-1.03 of the agreement.

3-1.01 The board shall provide bulletin boards at the disposal of the union in the dining or meeting rooms of the employees.

3-1.03 If the school board has a web site, available positions will be posted on the web site.

Employees absent from work will be required to check the web site for any positions that might be vacant.

3-2.00 UNION MEETINGS AND USE OF BOARD PREMISES FOR UNION PURPOSES

The following paragraph shall be added to clause 3-2.04 of the agreement.

3-2.04 The room shall be equipped with a lockable file cabinet, a desk, chairs, a table, an IP telephone and Internet access. The Union shall be consulted in the event there is a need to relocate the union office.

3-3.00 DOCUMENTATION

The following clause shall be added to the agreement.

3-3.08 With the exception of the list of union dues provided in clause 3-7.03, all correspondence and documents relating to the application of the agreement shall be sent to the President of the local bargaining unit.

3-5.00 UNION REPRESENTATION

The following clause shall be added to the agreement.

3-5.05 When local union representatives are obliged to attend meetings outside their regular working hours, at the board's request, the board shall grant them leave of equivalent duration from work, without loss of pay.

4-1.00 LABOUR RELATIONS COMMITTEE

The following clause shall replace clause 4-1 .02 of the agreement.

4-1.02 This committee shall be composed of three (3) union representatives and three (3) board representatives. If necessary, it may call upon another employee to discuss a specific topic. This committee's composition can be modified if the parties have an agreement as long as parity is respected.

5-1.00 SPECIAL LEAVES

The following clause shall replace clause 5-1.01 h) of the agreement.

5-1.01 h) The employee can break down his personal days into working hours.

i) a maximum of three (3) working days per year for events that oblige the employee to be absent from his work, such as:

- i. Acts of God (disaster, fire flood, etc.);
- ii. Personal emergencies, when immediate action by the employee is required;
- iii. Adverse weather conditions, which make it impossible for the employee to report for work if their place of work is open;
- iv. Medical and dental appointments that cannot be arranged outside working hours;

In each case, the employee shall give advance notice of 24 hours, whenever possible, and provide reason/proof as to why activity had to be done during work hours.

- v. One (1) day during the Christmas holidays.
- vi. The board will accommodate the use of a maximum of two (2) days for religious holidays. This request needs to be made at the beginning of the year identifying the religious holiday and the date.

5-2.00 PAID LEGAL HOLIDAYS

In accordance with clause 5-2.05, the employee shall be entitled to a fourteenth day of leave with pay and one day pursuant to clause 5-1.01 h) v), between Christmas Day and New Year's Day.

The board shall ensure that no employee is obliged to work between Christmas Day and New Year's Day.

5-3.00 LIFE, HEALTH AND SALARY INSURANCE PLANS

5-3.39 Any days remaining in an employee's bank of seven (7) redeemable sick days on June 30th of every school year may be converted to vacation days at the request of the employee. These converted vacation days must be taken during the Christmas and/or March break of the following school year.

A written request to convert projected remaining days must be forwarded to the Human Resources department, by May 15th of every year. Upon confirmation of the number of days available as of June 30th, the employee shall confirm the dates during the following school year, Christmas and/or March break where the days will be redeemed as vacation days.

In the event that no written request is made, the Board shall redeem said days as per the provisions of 5-3.39 of the provincial entente.

5-6.00 VACATION

The following clause shall replace clause 5-6.04 of the agreement.

5-6.04 The vacation period shall be determined in the following manner.

- a) Before May 15 of each year, the employees shall choose the dates on which they wish to take their vacation and the latter shall be distributed by taking into account the seniority of the employees in the same office, department, school or centre, where applicable. The employees' choices shall be submitted to their immediate superior who shall take into account the needs of the office, department, school or centre concerned when granting approval. Once approved, the choices will be forwarded to Human Resources;
- b) Once the vacation period has been approved, one change is possible when requested by an employee if the administrative unit's needs, so allow, and if the change does not affect the vacation periods of other employees; however, upon request, the immediate superior may authorize two (2) employees who are in the same class of employment, who work in the same office, department, school or centre and who have the same number of vacation days to exchange vacation periods;
- c) The employees usually take their vacation during the months of June, July and August; however, the immediate superior shall make an effort to accommodate requests for vacation leave outside this period;
- d) The board shall make an effort to enable spouses to take vacation leave at the same time;
- e) The board shall not have a summer shutdown period directly related to maintenance employees.

5-7.00 TRAINING AND PROFESSIONAL IMPROVEMENT

The following paragraph shall be added to clause 5-7.04 of the agreement.

5-7.04 The PIC committee shall designate at least one (1) day per fiscal year for development. Half of the day shall be set aside for an information session for the union. By exception, the work schedule of all employees shall be adjusted to allow them to attend the day's activities. This change in work schedule will have no effect on the salary otherwise paid for that day.

5-10.00 LEAVE OF ABSENCE WITHOUT SALARY

Add to the second paragraph to clause 5-10.10:

Leave of absence without salary is granted according to the School Board policy.

6-5.00 PREMIUMS

6-5.05 Verification of furnaces and buildings

The following shall replace the second sentence of clause 6-5.05.

The employee shall receive, for each verification, an indemnity of \$ 65 for Centennial Regional High School, St. Johns, St-Lambert International and St. Lawrence. The employee must remain in the building at least 45 minutes. An indemnity of \$ 75 for Heritage. The employee must remain in the building at least one hour and will verify other sections of the building to ensure the security of the building during this one hour period.

The indemnity payable for all other schools is \$55. The employee must remain in the building at least one half hour and will verify other sections of the building to ensure the security of the building during this one half hour period.

The Board shall prepare a schedule of dates for such verification at least seven (7) days in advance of any holiday and/or weekend.

6-6.00 LOAN AND RENTAL OF ROOMS OR HALLS

6-6.01 In accordance with clause 6-6.01 the union has selected Plan I.

6-7.00 PAYMENT AND COMPENSATION

6-7.02 The pay slip and T4s shall be provided in electronic form only.

7-3.00 SECURITY OF EMPLOYMENT

Locality shall be defined as the territory of the school board.

8-2.00 WORKWEEK AND WORKING HOURS

8-2.07 The following clause shall replace clause 8-2.07 of the agreement:

The board shall maintain the work schedules in effect on the date of the coming into force of the local arrangements. At the same time, an inventory will be made of all work schedules using the form in Annex D and a copy of this inventory will be given to the union.

8-2.08 The following paragraph shall be added to clause 8-2.08 of the agreement.

It is recognized that there may be other valid reasons for a modification to an existing work schedule. A request for such a modification may be made to the Labour Relations Committee by either an employee or his immediate superior. The request must be in writing and be accompanied by the reasons motivating it. The Labour Relations Committee will advise the parties concerned whether or not the request has been approved. If the request is approved, a written agreement to that effect will be signed by the union and the board.

8-2.09 Pursuant to clause 8-2.09 the following provisions are maintained.

Summer work schedule

Evening shift employees shall work regular day shift hours during the months of July and August and during any other period established on the basis of the school calendar and the needs of the school that make such an arrangement possible.

The board shall determine the specific dates on which the summer schedule begins and ends following consultation with the Union.

By June 15th of each year all employees must chose an option for their summer schedule. This schedule will be for the duration of the entire summer period set by Riverside school board and cannot be changed.

Part time employees must indicate the start and end time of their schedule.

Maintenance Class II employees who chose to work while no other employees are at work will remain at their present class of employment.

Employees normally eligible for a shift premium will continue to receive it during the summer work schedule.

Employees working 38.75 hours per week

A) 6:00 a.m. to 3:00 p.m. - Monday to Thursday (30 minute meal break and two 15 minute health breaks)

6:00 a.m. to 10:45 a.m. – Friday (No meal break and one 15 minute health break)

B) 7:00 a.m. to 4:00 p.m. - Monday to Thursday (30 minute meal break and two 15 minute health breaks)

7:00 a.m. to 11:45 a.m. – Friday (No meal break and one 15 minute health break)

Employees working the evening shift

A) 2:00 p.m. to 11:00 p.m. – Monday to Thursday (30 minute meal break and two 15 minute health breaks)

2:00 p.m. to 6:45 p.m. – Friday (No meal break and one 15 minute health break)

Employees working between 30 hours up to but not including 38.75 hours per week

6:00 a.m. start time Monday to Thursday (30 minute meal break and two 15 minute health breaks) maximum number of hours per day is 8.5 hours.

7:30 a.m. start time Monday to Thursday (30 minute meal break and two 15 minute health breaks) maximum number of hours per day is 8.5 hours.

The schedule may result in a compressed work week whereby the employee is off on Fridays.

Employees working less than 30 hours per week

A fixed and consistent schedule must be established between the school principal and the employee.

Employees working in this category are also entitled to benefit from reduced hours on Fridays.

8-3.00 OVERTIME

Each June the school board will survey its caretakers in order to determine the individual's interest to do overtime. The survey form that will be used for this purpose is annex B and Annex C for the employees of the shop. After three (3) refusals the employee's name may be struck from the overtime list.

On request, regular salaried caretaking employees may accumulate time to a maximum of three (3) days, 23.25 hours of equivalent straight time per school year within their school or center. Accumulated time can be taken on days when staff and students are not in the building notably during the March Break, the Holiday and/or the summer periods. Prior arrangements must be made with their school administrator 48 hours preceding to the absence.

Compensation time is not cumulative from one school year to another and must be taken no later than the return of teaching personnel from the summer break.

8-5.00 HEALTH AND SAFETY

The following clause shall be added to the agreement.

8-5.10 The board shall supply (and replenish as needed) a first-aid kit to be kept in or near the caretaker's room.

The Board will ensure that protective eye wear is at the disposal of all employees to wear anytime there is potential risk.

For employees working as trades men/women the need for eye protection is more frequent. Due to precision work and increased risk those employees who wear prescription eye wear may be compensated up to a maximum of 400\$ for the purchase of prescription safety glasses. This amount is allocated once every 3 years upon presentation of the receipt.

8-6.00 CLOTHING AND UNIFORMS

The following clauses shall replace clause 8-6.04 of the agreement.

8-6.04 In each fiscal year, each employee shall be entitled to an allocation for safety shoes. As of July 1st, 2022 this amount will be of \$160 and starting July 1st 2023 it will be \$165. An increase of \$5 will be applicable to each fiscal year thereafter until the coming into force of the new local arrangements.

In each fiscal year, each employee shall be entitled to an allocation for safety shoes.

It is mandatory to wear protective footwear. Employees found at work without the protective footwear will be sent home without pay in order to change into their protective shoes.

8-6.05 Upon written request, the board shall provide a winter jacket for the employee responsible for snow removal at the school.

8-6.06 All items of clothing supplied by the board according to clauses 8-6.05 and 8-6.07 shall remain the property of the board and be replaced only as needed. They shall be used exclusively at the school unless having prior authorisation for their use elsewhere.

The full value of any items of clothing not returned at the time of an employee's departure from the Board shall be deducted from the employee's final pay.

8-6.07 The school board will supply all employees 5 work shirts. The type of shirts will be at the discretion of the school board. The uniform will be mandatory for all employees. The employee is responsible for the cleaning of the uniform. It is not mandatory to wear the uniform in the summer when there are no students in the schools. The uniform is to be worn only during scheduled work days. Employees found at work not wearing their uniforms may be sent home without pay to change into their uniform.

8-6.08 The school board recognizes the need for certain personal work related clothing that is particular to individual employee. Each regular full time employee will be allocated an amount of \$150 per fiscal year. This amount is prorated by the percentage of the position for part time employees.

The amount of the allocation is cumulative up to a maximum of \$250 and it has to be spent at the end of three years. This amount is prorated by the percentage of the position for part time employees.

Employees who wish to purchase items must present their request to their immediate superior in writing for approval. Approved items will be reimbursed upon presentation of sales receipt. Whenever possible the school board will issue a purchase order for purchase from one of our suppliers.

The following is a list of items that would fall under this category, but is not limited to these items;

- Replacement shirts
- Gloves
- Rubber boots
- Cover all's
- Non-prescription safety glasses
- Tuque (excluding baseball caps...)
- Rain jacket
- Bermuda or cargo style shorts*
- Dark blue or black jeans

* Shorts must fall a maximum of 10 cm above the knee. Light colored, faded, cut or torn jeans are not permitted. Only shorts or jeans meeting these criteria will be reimbursed.

Employees found at work wearing shorts or jeans that do not respect these standards will be sent home without pay to change into suitable attire.

9-1.00 PROCEDURE FOR SETTLING GRIEVANCES

The following paragraph shall replace the last paragraph of clause 9-1.03:

The period from July 1 to September 1 shall not be taken into account when calculating the time limits prescribed in this clause.

The above terms and conditions shall enter into force on the date of signature of this agreement and shall remain in force until they are renewed.

It is agreed that an English version of these local arrangements shall be made available to all parties concerned.

IN WITNESS WHEREOF, the parties to these local arrangements have signed at Saint-Hubert, Quebec, on this 6th day of the month of December, 2023.

FOR THE RIVERSIDE SCHOOL BOARD

**FOR THE SERVICE EMPLOYEES UNION,
LOCAL 800**

Lucie Roy, Director General

Gerald Rapone, President Local 800

Kim Barnes, Director of Human Resources

Brent McGuire, Vice President Local 800

Melanie Lazure, Assistant Director of
Human Resources

Jacqueline Anciaes, Union Representative

ANNEXE A

Special Provisions Regarding the Presence of Employees When Conditions Necessitate the Closure of a School

Pursuant to clause 5-1.07, the following conditions shall apply whenever a school is closed due to inclement weather, or other circumstances, which necessitate the closure of a school.

- A. When a school is closed by the Board to teaching staff and pupils, prior to the start of the day, a maintenance employee scheduled to work shall not be obliged to come to work and this without loss of pay. This provision shall also apply to casuals working in a replacement position for a pre-determined period of 5 days or more. This provision shall not apply to a casual working on a sporadic basis.
- B. When a school is closed to teaching staff and pupils after the start of the day, maintenance employees shall be permitted to leave and this without loss of pay, after having made satisfactory arrangements with the school administration and having secured the building, and receiving authorization to leave the premises.

In the event that an employee is required to remain at work after the dismissal of the other members of the school staff, the employee shall be compensated, in time or pay, for the hours worked.

- C. If a power failure which results in inadequate lighting to continue with one's work responsibilities extends beyond a forty-five (45) minutes period, the employee may leave the building after contacting and receiving authorization from the person in charge, and having secured the building before their departure.
- D. Should a situation arise which necessitates the closure of the school, when the school administration is not present, the employee may leave the building, without loss of pay. Prior to leaving, the employee shall secure the building and inform the school administration or school board, whenever possible.

E. STUDENTS ATTENDANCE

In the event that students are present, or scheduled to arrive at the school, at a time where school administration is not present, the employee shall inform the school administration or the board of the situation. The employee shall cooperate with the latter in making satisfactory arrangements for the safety of the students, which may include the employee remaining at the school .

In the event that an employee is required to remain at work because of these circumstances, the employee shall be compensated, in time or pay, for the hours worked.
