

COLLECTIVE AGREEMENT

between the

**THE SOCIETY FOR THE EDUCATION OF CHILDREN
WITH SPECIFIC LEARNING DISABILITIES
(KENNETH GORDON SCHOOL)**

and the

B.C. GENERAL EMPLOYEES' UNION (BCGEU)

Effective from September 01, 2022 to August 31, 2026

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DEFINITIONS

In this agreement:

- (a) "*Continuing Contract*" shall mean a contract of employment that is in force from year to year.
- (b) "*Counselors*" are certified professionals employed to provide counselling to students regarding their social and emotional concerns while at school.
- (c) "*IEP*" shall mean an Individualized Education Plan.
- (d) "*LAST*" shall mean Language Arts Support Teacher.
- (e) "*Head of School*" shall mean the Head of School of the School. The Head of School is the senior administrator at the School and it is understood that the Head of School may designate and delegate functions to other administrative staff, including the Deputy Head of School.
- (f) "*Regular*" or "*Continuing*" employee shall mean an employee who holds a continuing contract.
- (g) "*School*" shall mean The Society For The Education of Children with Specific Learning Disabilities and Kenneth Gordon Maplewood School. It is understood that the School designates and delegates administrative functions to its administrative staff.
- (h) "*Teacher On Call (TOC)*" shall mean a teacher who provides day to day teaching that is less than 20 consecutive teaching days in any one teaching position. An "*On Call employee*" may also refer to other classifications.
- (i) "*Temporary Contract*" shall mean a contract of employment, which is in force for a specific duration or purpose and for a specific percentage of time, which shall begin and end in the same school year.
- (j) "*Temporary Contract Teacher*" shall mean a teacher who teaches a minimum of 20 consecutive school days as a replacement for a teacher who will be returning to the school and shall also include filling a vacancy that occurs after the commencement of the school year for the duration of that school year.
- (k) "*Temporary Contract Tutor*" shall mean a tutor who tutors for a minimum of 20 consecutive school days as a replacement for a tutor who will be returning to the school and shall also include filling a vacancy that occurs after the commencement of the school year for the duration of that school year.
- (l) "*Tutor*" Wherever Tutor is used in this agreement, it is understood to mean Orton-Gillingham Academic Therapeutic Tutor.
- (m) "*Tutor On Call (TOC)*" shall mean a tutor who provides day to day tutoring that is less than 20 days in any one tutoring position.
- (n) "*Union*" shall mean the B.C. General Employees' Union. It is understood that the Union designates and delegates functions to the President and other officers and members of the Union.
- (o) "*Deputy Head of School*" shall mean the Deputy Head of School of the School, who is an administrator at the School.

ARTICLE 1 - PREAMBLE**1.1 Purpose of Agreement**

- (a) The purpose of this agreement is to establish and maintain orderly collective bargaining procedures between the School and the Union. It is recognized by this agreement to be the duty of the

School and of the employees to cooperate fully, both individually and collectively, for the advancement of these purposes.

(b) The parties to this agreement share a desire to maintain the high level of service being provided to the students of the School. Accordingly, they are determined to establish an effective working relationship between the employees and the School.

1.2 Recognition of Objectives and Principles

The School and the Union acknowledge and recognize the following mutual objectives and principles:

STATEMENT OF PURPOSE

(a) The School exists for the benefit of its students. The foundation of the school is a conviction that a school environment organized specifically for the needs of children with specific learning disabilities is more academically effective and emotionally supportive for these children than mainstream schools.

(b) In managing and directing the activities of the School, the Board of Directors and administrators strive to further its founding goals and traditions as a Canadian independent school for children with specific learning disabilities.

The School welcomes and requires parent and alumnae involvement in the life of the School.

1.3 Future Legislation

In the event that any future legislation renders null and void any provision of this agreement, the remaining provisions shall remain in effect for the term of the agreement, and the parties shall consult with a view to reaching mutually agreeable provisions to be substituted for the provisions rendered null and void.

In the event any future legislation materially alters the intent of any clause in this agreement, either party may request consultation with a view to seeking an amendment or clarification of the clause.

1.4 Singular and Plural Gender

Wherever the singular is used in this agreement, the same shall be construed as meaning the plural if the context requires unless otherwise specifically stated.

Whenever they/them/their is used it is considered to be used in the singular or plural as applicable.

ARTICLE 2 - MANAGEMENT RIGHTS

2.1 Management Rights

It is recognized and acknowledged that the management and direction of the employees and activities of the School are vested exclusively with the School through the Board of Directors, the Head of School and the Deputy Head of School, except as otherwise provided in this agreement. Without limiting the generality of the foregoing, it is the function of the School to:

(a) maintain order, discipline and efficiency and make, alter and enforce reasonable rules, regulations, policies and practices;

(b) select, hire, discipline, discharge, assign, reassign, transfer, evaluate, classify, and promote employees;

- (c) establish, modify or eliminate job functions, job content, teaching assignments, and job descriptions;
- (d) determine the services and courses to be provided and to alter, eliminate, establish or change services, courses and objectives;
- (e) determine the size and location of its operation;
- (f) effect changes in methods, operations, organization, facilities, systems and equipment; and
- (g) set the school year calendar and determine the hours of the School;

provided, however, the provisions of this article will be exercised consistently with the other provisions of this agreement and not be used for the purpose of discrimination against employees.

2.2 Union Rights

Article 2.1 shall not restrict, limit or nullify those rights and obligations specifically granted to the Union pursuant to this agreement.

ARTICLE 3 - DUTIES AND RESPONSIBILITIES OF TEACHERS

3.1 Conduct of Teachers

Teachers shall at all times conduct themselves in accordance with the objectives and principles as set forth in Article 1 of this agreement.

3.2 Standards of Excellence and Professional Competence

Teachers shall endeavour to develop in their students an appreciation of standards of excellence and shall strive at all times to achieve and maintain the highest degree of professional competence and to uphold the honour, dignity and ethical standards of the teaching profession.

3.3 Student Focus

Teachers are expected to be student focused: that is, to be responsive to the diverse learning styles, needs and abilities of students; to speak towards students with respect and dignity; and to regard as their first duty the effective education of the students.

3.4 Student Welfare

Teachers shall concern themselves with the welfare of their students including their safety, emotional and physical security, while they are under their care.

3.5 Standards of Performance

Teachers are expected to demonstrate a superior standard of performance in all areas of their daily work such as: knowledge of subject matter, understanding of students' needs, daily and long range planning, varied teaching methods and strategies, evaluation of students' work, recording and reporting of students' work, and classroom management including the Orton-Gillingham methodology of instruction and the School Program.

3.6 Professional Responsibilities

Teachers' professional responsibilities in addition to classroom duties include: conferences and meetings with the Head of School and Deputy Head of School, tutors, parents, employees, students and other professionals; in-service training; report cards and government forms.

3.7 Supervision of Students

Teachers shall provide such assistance as the Head of School considers necessary for the supervision of students at the School and at school functions whenever and wherever held.

3.8 Supervision of Teachers

Teachers work under the supervision of the Head of School and Deputy Head of School.

3.9 Teacher Preparation Time

- (a) Teachers shall have 200 minutes of preparation time per 5-day workweek, scheduled during instructional time.
- (b) Teachers shall have 150 minutes to be used solely for the purpose of student/classroom preparation and an additional 50 minutes that, may at the discretion of the Head of School, Deputy Head of School or designate to be used for the purposes of meetings, professional development or collaboration.
- (c) Preparation time is prorated for Teachers working less than 1.0 FTE.

ARTICLE 4 - DUTIES AND RESPONSIBILITIES OF TUTORS**4.1 Conduct of Tutors**

Tutors shall at all times conduct themselves in accordance with the objectives and principles as set forth in Article 1 of this agreement.

4.2 Role in Implementing Programs

Tutors play a key role in implementing the School Program, and the Orton-Gillingham methodology of instruction.

4.3 Knowledge of Remedial Programs

Tutors shall exhibit accurate and up-to-date knowledge of the components of the remedial program and teach through all modalities: visual, auditory, kinesthetic and tactile.

4.4 Student Focus

Tutors are expected to be student focused: that is, to be responsive to the diverse learning styles, needs and abilities of students; to speak to students with respect and dignity; and to regard as their first duty the effective education of the students.

4.5 Supervision of Tutors

Tutors shall work under the general supervision of the Deputy Head of School and the Head of School, and shall meet with those persons as required.

4.6 Role of Tutors in Evaluating Students

Tutors are responsible for providing progress reports on their work with students.

4.7 Tutors' Paid Day

- (a) Full-time tutors will work a 37 ½ hour week.
- (b) Tutor mentors will receive one compensatory block each day for mentor duties.

4.8 Tutor Preparation Time

Tutors shall be provided with eight days per year (allocated each month except January and June) to be used solely for the purpose of student planning.

ARTICLE 5 - UNION SECURITY

5.1 Membership

All employees in the bargaining unit who, on April 5, 2007 were members of the Union or thereafter became members of the Union shall, as a condition of continued employment, maintain such membership (subject to the provisions of Section 17 of the *Labour Relations Code* of British Columbia).

5.2 Continued Employment

All employees hired on or after April 5, 2007 shall, as a condition of continued employment, become members of the Union and maintain such membership, upon completion of 30 days as an employee (subject only to the provisions of Section 17 of the *Labour Relations Code* of British Columbia).

5.3 Employee Prior to 2007

Nothing in this agreement shall be construed as requiring a person who was an employee prior to April 5, 2007 to become a member of the Union.

ARTICLE 6 - CHECK-OFF OF UNION DUES

6.1 Deduction of Union Dues

The School shall, as a condition of employment, deduct from the monthly wages or salary of each employee in the bargaining unit, whether or not the employee is a member of the Union, the amount of the regular dues payable to the Union by a member of the Union.

6.2 Deduction of Assessments

The School shall deduct from any employee who is a member of the Union any assessments levied in accordance with the Union Constitution and/or Bylaws and owing by the employee to the Union.

6.3 Deductions Made on Payroll

Deductions shall be made in each payroll period and membership dues or payments in lieu thereof shall be considered as owing in the period for which they are so deducted.

6.4 Remittance of Union Dues and Assessments

- (a) The Employer will submit union dues remittance by EFT and will include the EFT date and dollar amount.
- (b) Each EFT email will also include:
 - (1) Employer Name;
 - (2) Pay period type (e.g. monthly, semi-monthly, biweekly, etc);
 - (3) Pay period number;
 - (4) Pay period end date, and
 - (5) Pay period pay date.

(c) All deductions shall be remitted to the President of the Union by electronic transfer to the Union's financial department on the 15th day of the month following the month of which the deductions were made. The Employer will provide to the Union with every regular dues remittance the information provided in the chart below. The information will be provided electronically in the file formats ".csv".

Column Order	Name	Format	Format Description
1	Employee ID	XXXXXXXXXX	digits, no dashes or spaces
2	Member Last Name		
3	Member First Name		
4	Dues	XXXX.XX	No commas or dollar signs
5	Gross Wages for Period	XXXX.XX	No commas or dollar signs
6	Job/Position Title		
7	Service Start Date	yyyymmdd	
8	Appointment Code		Regular, Auxiliary, etc.
9	Work Location Name		
10	Work Location Address		
11	Member Address		
12	Member Work Phone	XXXXXXXXXX	10 digits, no dashes or spaces
13	Member Home Phone	XXXXXXXXXX	10 digits, no dashes or spaces
14	Member Cell Phone	XXXXXXXXXX	10 digits, no dashes or spaces
15	Member Home Email		

6.5 Union to Notify School

Before the School is obliged to deduct any amount under Section 1 of this article, the Union must advise the School in writing of the amount of its regular dues. The amount so advised shall continue to be the amount to be deducted until changed by further written notice to the School signed by the President of the Union. Upon receipt of such notice, such changed amount shall be the amount deducted.

6.6 Authorization for Deductions

An employee shall, as a condition of continued employment, complete an authorization form providing for the deduction from an employee's monthly wages or salary the amount of the regular dues payable to the Union by a member of the Union.

6.7 Cease Employment Report

The Employer will provide to the Union on a quarterly basis a report of employees who have ceased employment and the Record of Employment (ROE) Code used in Block 16 of the ROE from for each of those employees.

ARTICLE 7 - UNION RECOGNITION RIGHTS

7.1 Bargaining Unit Defined

(a) The bargaining unit shall consist of all employees covered by the Certificate of Bargaining issued by the Labour Relations Board.

(b) The parties recognize that referral to the legislated authority is the ultimate step to resolve a dispute and that the parties will make every attempt to freely and fully negotiate the matter of exclusions and to resolve the issues as expeditiously as possible.

(c) Where the School seeks to exclude a position, representation shall be made to the Union in writing. Where agreement is not reached within 14 days of receipt of initial representation or such other time as may be agreed, the matter shall be submitted to the Labour Relations Board for adjudication.

(d) Where the parties fail to agree and pending a decision by the Labour Relations Board, the position can be filled and worked. The incumbent will not be considered in the unit until determination is made by the Labour Relations Board. Established or upgraded positions in the bargaining unit shall not be excluded except by mutual agreement or a decision of the Labour Relations Board.

7.2 Bargaining Agent Recognized

The School recognizes the B.C. General Employees' Union as the exclusive bargaining agent for all employees to whom the certification issued by the Labour Relations Board on April 5, 2007 applies.

7.3 Shop Stewards

The School recognizes shop stewards selected by the Union to represent employees and agrees that shop stewards shall not be obstructed or interfered with while representing employees.

The Union agrees that its shop stewards shall make every effort to conduct union business outside of instructional time except where permitted under the terms of this collective agreement.

Shop stewards may request release time from instructional duties from their immediate supervisors in order to attend to emergent situations without loss of pay. Based on operational requirements, such permission shall not be unreasonably withheld.

The duties of the stewards shall include, but are not restricted to:

- (a) Investigation of complaints;
- (b) Investigation of grievances and assisting any employee whom the steward represents in preparing and presenting a grievance in accordance with the grievance procedure;
- (c) Carrying out duties within the realm of assigned safety responsibilities for stewards who are members of safety committees;
- (d) Supervision of ballot boxes and other related functions during ratification votes;
- (e) Attending meetings at the request of the Employer; and
- (f) Other responsibilities as needed.

7.4 Bulletin Board

The School shall provide a bulletin board in each staff room for the exclusive use of the Union.

7.5 No Other Agreement

No employee covered by this agreement shall be required or permitted to make or maintain a written or oral agreement with the School or its representatives, which may conflict with the terms of this agreement.

7.6 List of Shop Stewards

The Union will provide the School with a list of the employees designated as shop stewards and indicate the jurisdiction of each shop steward.

Shop stewards shall obtain the permission of their immediate supervisor before leaving their work to perform duties as a shop stewards. On resuming their normal duties, shop stewards shall notify their supervisor.

ARTICLE 8 - EMPLOYER-UNION RELATIONS**8.1 Staff Orientation**

- (a) Within 30 days of employment, all employees new to the School will be offered an orientation provided by the School. The orientation will acquaint new employees with the basic operation of the School.
- (b) The School agrees to provide a copy of the collective agreement to each new employee. Shop stewards will be provided with an opportunity to meet with new employees for 30 minutes within 30 school days of hire for the purpose of acquainting the new employees with the provisions of the collective agreement. Such meetings will be scheduled at a mutually agreed time by all parties and shall not interfere with the scheduled duties and responsibilities of the shop stewards or the new employees.
- (c) The Union will be notified in writing by the School of the hiring of new employees who are employed for a minimum of 20 school days within five days of their appointment.
- (d) The School agrees to provide the name and work contact information of the steward to all newly hired employees.
- (e) The Union is permitted to conduct up to two one-hour meetings per at the School. The Union agrees to provide the School with two weeks' notice of the meeting. Such meetings shall be conducted after school.

8.2 Union Representatives

The School agrees that access to the School and temporary use of School space will be granted to external union representatives for the purpose of preparing for contract negotiations and contract administration provided that:

- (a) the excluded designated supervisor is notified in advance; and
- (b) there is no interference with the operation of the school or with the scheduled duties and responsibilities of any employee.

8.3 Use and Access to Facilities

The Union shall have access to school facilities and equipment for the purpose of communication with the membership and union business or activities providing the School bears no additional cost and providing such use shall not conflict with regular instructional and related school activities or any other scheduled event or activity at the School.

8.4 Access to Information

The School agrees to provide to the Union within a reasonable period of time, the following:

- (a) employee information including a list of employees and a list of Teachers, Tutors, and other employees on call that are available for callout showing their names, a school staff assignment list and a substitute employment journal;
- (b) notifications of hirings, discipline, resignations, retirements, deaths, employment advertisements for teaching personnel, letters of notification of evaluation, and minutes of the Joint Consultation Committee meetings; and
- (c) copies of general mailings from the School to parents or members of the School and the audited financial statements will be made available on the School's electronic drive within three business days from the date of original distribution. A hard copy will be made available upon request.

ARTICLE 9 - JOINT CONSULTATION COMMITTEE

9.1 Joint Consultation Committee Defined

In accordance with Section 53 of the *Labour Relations Code*, the parties shall form a Joint Consultation Committee, which shall meet at least once every 60 days or at the call of either party at a mutually agreeable time and place to discuss issues at the School that affect the parties to this collective agreement.

9.2 Composition of Committee

The Joint Consultation Committee shall be composed of representatives equal in number. The minimum size of the Consultation Committee shall be two representatives from the School and two representatives from the bargaining unit. The Consultation Committee may call upon additional persons for technical information or advice. The Consultation Committee may establish subcommittees or ad hoc committees as it deems necessary and shall set guidelines and operating procedures for such committees.

9.3 Purpose of Committee

The purpose of the Consultation Committee is to promote the co-operative resolution of workplace issues, to respond and adapt to changes in the economy, to foster the development of work related skills and to promote workplace productivity.

9.4 Chair of Committee

A school representative and a union representative shall alternate in presiding over meetings.

9.5 Limitations on Committee

The Committee shall not have jurisdiction over wages or any other matter of collective bargaining, including the administration of this agreement. The Committee shall not supersede the activities of any other committee of the Union or of the School and shall not have the power to bind either the Union or its members or the School to any decisions or conclusions reached in their discussions.

9.6 Authority to Make Recommendations

The Committee shall have the power to make recommendations to the Union and the School on the following general matters:

- (a) reviewing matters, other than grievances, relating to the maintenance of good relations between the parties;
- (b) correcting conditions causing grievances and misunderstanding;

- (c) reviewing the establishment, modification or elimination of job functions, job content, teaching assignments, and job descriptions; and
- (d) reviewing the changes in methods, operations, organization, facilities, systems and equipment.

ARTICLE 10 - DISCRIMINATION AND HARASSMENT

The School and the Union agree that all individuals deserve to be treated with respect and dignity.

10.1 Discrimination and Harassment

- (a) The School and the Union recognize the right of employees to work in an environment free from discrimination and harassment, and the School shall take such actions as are necessary respecting an employee engaging in harassment workplace.
- (b) The School and the Union subscribe to the principles of the British Columbia *Human Rights Code*.
- (c) The School, except where there is a bona fide occupational requirement, shall not discriminate against employees with respect to terms or conditions of employment because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression or age as defined in the *Human Rights Code*.
- (d) Harassment means objectionable conduct by any employee, excluded employee, parent or student either repeated or persistent, or a single serious incident that an individual would reasonably conclude:
 - (1) creates a risk to a person's psychological or physical well-being, causes substantial distress or results in humiliation or intimidation. Harassment may be verbal, non-verbal, written, physical, deliberate or unintended.
 - (2) Is discriminatory behaviour that causes substantial distress and is based on a person's race colour, ancestry, place of origin, political beliefs, religion, martial status, physical or mental disability, sex, age, sexual orientation, indigenous identity or gender identity; or
 - (3) Is seriously inappropriate, is unwelcome, which the person knows or should reasonably know would be unwelcome and serves no legitimate work-related purpose.
- (e) Good faith actions of an administrator relating to the management and direction of employees - such as assigning work, providing feedback to employees on work performance, and taking reasonable disciplinary action - do not constitute harassment.

10.2 Sexual Harassment

- (a) For the purposes of this article, sexual harassment shall be defined as:
 - (1) any comment, look, suggestion, physical contact, or real or implied action of a sexual nature which creates an uncomfortable working environment for the recipient, made by a person who knows or ought reasonably to know such behaviour is unwelcome;
 - (2) any circulation or display of visual material of a sexual nature that has the effect of creating an uncomfortable working environment;
 - (3) an implied promise of reward for complying with a request of a sexual nature;
 - (4) a sexual advance made by a person in authority over the recipient that includes or implies a threat or an expressed or implied denial of an opportunity which would otherwise be granted

or available and may include a reprisal or a threat of reprisal made after a sexual advance is rejected;

(5) verbal harassment or abuse, such as sexist jokes told or carried out after having been advised that the conduct is embarrassing or offensive, and sexist jokes that are by their nature embarrassing or offensive;

(6) unwelcome or unnecessary remarks about a person's body, clothing or sexual activities; and

(7) displays or distribution of pictures, posters, calendars, objects, literature or other materials that are sexually suggestive, demeaning or pornographic.

(b) The legitimate study, display, use or distribution of topics, material or art forms of a sexual nature that are within appropriate academic norms is not considered sexual harassment.

(c) The School and the Union agree that proven sexual harassment is a violation of an employee's rights, dignity and personal well-being. Where complaints of sexual harassment are substantiated, appropriate disciplinary action which may include a verbal warning, written warning, suspension or dismissal are supported and endorsed by the parties.

10.3 Complaint Procedure

For purposes of this article, an employee who believes that they have a complaint founded upon an allegation of discrimination or sexual harassment shall be referred to as the "*Complainant*". The person who is alleged to have committed an act or acts of discrimination, harassment or sexual harassment shall be referred to as the "*Respondent*". The "*Respondent*" may include a School Employee, Contractor, Parent, and/or a Head of School or Deputy Head of School. Where the Complainant and/or Respondent is an employee covered by this agreement, they may elect to be accompanied by a shop steward at any stage of this procedure.

(a) A harassment complaint is not a grievance. The Complainant must follow this complaint process.

(b) A formal complaint must be submitted in writing within 60 days of the last alleged occurrence.

(c) *Informal Resolution*

In all cases, the Complainant is encouraged, but not required, to discuss allegations of sexual harassment or discrimination with the alleged Respondent. If the matter is resolved to the Complainant's satisfaction through such discussion, no further steps need be taken.

Alternatively, the Complainant may request the Head of School, Deputy Head of School or union shop steward assist with resolving a complaint through discussion or other dispute resolution strategies. If the matter is resolved to the Complainant's satisfaction through this process, the matter shall be deemed to be resolved.

(d) *Formal Resolution*

In cases where no informal resolution is achieved, or where the Complainant elects in their sole discretion not to proceed informally, the Complainant may bring a formal complaint in writing to the Head of School. Alternatively, if the formal complaint names the Head of School as a Respondent, then the formal complaint shall be brought in writing to the Chair of the Board of Directors.

When the Head of School or the Chair of the Board of Directors has received a complaint, they will notify the respondent and the Union Staff Representative of the substance of the complaint in writing within 15 school days – excluding school closure and designated holidays.

The complaint must contain the specific instance(s) and date(s) that the alleged harassment occurred, the names of any witnesses, an explanation of how the action constitutes a violation of Article 10 - Discrimination and Harassment, and the remedy sought.

In either case, the person to whom the formal complaint is brought shall contact an investigator to undertake a confidential investigation of the complaint. For the term of this collective agreement, the parties shall mutually agree to an investigator.

The investigator shall produce a written report of their findings of fact and their final and binding conclusion as to whether the complaint is well-founded. This report will be provided to the Union, the Complainant, and the Respondent within 30 school days of the complaint submission, excluding school closure and designated holidays. The investigator's report shall specifically advise the Head of School or Chair of the Board, as the case may be, whether the findings of fact constitute a breach of this article or the provisions of the *Human Rights Code*.

Where the investigator concludes that the findings of fact constitute a breach of this article or the provisions of the *Human Rights Code*, the School shall determine appropriate consequences with due regard to the nature of the conduct for an employee, parent or student. The Chair of the Board of Directors shall determine appropriate consequences with due regard to the nature of the conduct should the respondent be the Head of School.

(e) All complaints will be kept confidential by the complainant, the respondent, the Employer, the Union and witnesses and shall not be disclosed to any person except where disclosure is required by law.

(f) The school will take action to resolve the complaint within 10 school days of receiving the investigator's report, excluding school closure and designated holidays.

(g) Where a complaint is determined by the Investigator to be of a frivolous, vindictive, malicious or vexatious nature, the School will take appropriate action which may include discipline, up to and including termination.

(h) The clause shall not preclude an employee from filing a complaint under the *Human Rights Code*. A complaint of sexual harassment or discrimination shall be dealt with solely by this article and shall not form the basis of a grievance.

10.4 Union Activity

The School or any person acting on its behalf shall not seek by intimidation, by threat of dismissal or any other kind of threat or promise or by threat of imposition of a penalty to compel or to induce an employee to refrain from:

- (a) becoming or remaining a member or officer of the Union;
- (b) participating in any lawful activities of the Union; and
- (c) exercising any right under this agreement, the *Labour Relations Code* or other statute.

10.5 Falsely Accused Employee Assistance

Where a false accusation of child abuse or sexual misconduct, arising from an employee performing their duties and responsibilities results in an employee requiring assistance to deal with the negative effects of the allegation, the employee and a shop steward will meet with a member of the administration and together they will endeavour to establish a plan of assistance for the employee and, if requested by the employee, provision of agreed to information to parents by the School.

10.6 Arbitrator

(a) Where either party to the proceeding is not satisfied with the Head of School's or Board of Directors' response under Article 10.3 above, the complaint will, within 60 days of that response, be put before a mediator-arbitrator as per Section 105 of the *Labour Relations Code*.

Should the parties agree, the mediator-arbitrator shall have the remedial powers of an arbitrator board under Section 89 of the *Labour Relations Code* and shall have the right to:

- (1) dismiss the complaint;
 - (2) determine the appropriate level of discipline to be applied to the offender when the offender is within the bargaining unit; and
 - (3) make a further order as is necessary to provide a final and conclusive settlement of the complaint.
- (b) An alleged offender under this clause shall not be entitled to grieve disciplinary action taken by the School which is consistent with the decision of Head of School, Board of Directors, or the Arbitrator.
- (c) The Employer and the Union shall select an arbitrator as set for in Article 12.1 – Assignment of an Arbitrator. Selection of an arbitrator shall be made at least 14 days after the date of referral.

ARTICLE 11 - GRIEVANCE PROCEDURE

11.1 Grievance Procedure

The School and the Union recognize that grievances may arise concerning:

- (a) differences between the parties respecting the interpretation, application, operation or any alleged violation of a provision of this agreement, or arbitral award, including a question as to whether or not a matter is subject to arbitration; and
- (b) the dismissal, discipline, suspension or significant increases to the workload of an employee bound by this agreement.

The procedure for resolving a grievance shall be the grievance procedure in this article.

11.2 Step 1

The Union or the employee shall begin by attempting to resolve the grievance informally through discussions with the Administrator directly responsible. The request for informal resolution must be made in writing within 15 teaching days after the alleged violation, or the date when the grievor ought reasonably to have become aware of the alleged violation, whichever is later. Following receipt of such request, the parties will meet and attempt to resolve the grievance. Where the grievor is an employee, they may elect to be accompanied by a shop steward during any discussions held at this step.

11.3 Step 2

If the grievance is not resolved within 20 teaching days of the date the request was made for informal resolution at Step 1, the Union shall present the grievance in writing to the Head of School within five days. The written grievance shall clearly set forth full particulars of the alleged violation, including the article(s) involved and the remedy sought. The Head of School shall meet with the Union within 15 teaching days of receipt of the written grievance and shall issue a reply in writing within five days of that meeting.

11.4 Step 3

If the grievance is not resolved at Step 2, the Union may forward the grievance to the Joint Consultation Committee within 10 teaching days following receipt of the Head of School's written reply. The Joint Consultation Committee shall meet to discuss the grievance within 10 teaching days of receipt of such referral.

11.5 Arbitration

If the grievance is not resolved at Step 3, it may be referred to arbitration. The party wishing to refer the grievance to arbitration shall notify the other party in writing of its desire to submit the grievance to arbitration within 20 teaching days after the completion of the Step 3 meeting.

11.6 Failure to Act

If the Union does not present a grievance to the next higher level within the prescribed time limits, or the School fails to address a grievance at any step within the prescribed time limits, the grievance shall be deemed to be abandoned by the Union or conceded by the School, whichever party is in violation of the time limits. However, any grievance concluded in this manner shall not be deemed to have prejudiced the position of either party on any future grievance. Any grievance concluded in this manner shall be consistent with the terms of this agreement and if there is a dispute, the settlement shall be subject to review by an arbitrator.

11.7 Time Limit to Submit to Arbitration

Failing satisfactory settlement at Step 3, and pursuant to Article 12, the Union may inform the School of its intention to submit the dispute to arbitration within 30 days. Alternatively, either party may apply for expedited arbitration pursuant to the *Labour Relations Code*.

11.8 Administrative Provisions

- (a) Notification to arbitrate may be delivered by fax or hand.
- (b) Grievances, replies and notification shall be deemed to be presented and received on the day they were delivered or faxed to the School or the Union.

11.9 Deviation from Grievance Procedure

The School agrees that, after a grievance has been initiated by the Union, the School's representatives will not enter into discussion or negotiation with respect to the grievance, either directly or indirectly, with the aggrieved employee without the consent of the Union.

11.10 Policy Grievance

Where either party to this agreement disputes the general application, interpretation or alleged violation of an article of this agreement, the dispute shall be discussed initially with the School or the Union, as the case may be, within 60 days of the occurrence. Where no satisfactory agreement is reached, either party may submit the dispute to arbitration, as set out in Article 12 of this agreement.

11.11 Amending of Time Limits

The time limits fixed in this grievance procedure may be altered by mutual consent of the parties, but the same must be in writing. Any request for an extension of time limits shall not be unreasonably denied by the other party.

11.12 Summer Vacation

During the summer vacation, the periods set forth in this article shall read four calendar weeks instead of 20 teaching days.

ARTICLE 12 - ARBITRATION**12.1 Assignment of an Arbitrator**

In any case in which an arbitrator shall be required under this agreement, a single arbitrator shall be selected by mutual agreement of the parties. In the event that the parties are unable to agree on an arbitrator, the collective agreement Arbitration Bureau shall be requested to select the Arbitrator.

12.2 Arbitration Procedure

The Arbitrator may determine their own procedure in accordance with the *Labour Relations Code* and shall give full opportunity to all parties to present evidence and make representations. The Arbitrator shall hear and determine the difference or allegation and shall make every effort to render a decision within 30 days of the conclusion of the hearing.

12.3 Arbitration Expenses

The expenses of the Arbitrator and of the place of hearing shall be borne in equal shares by the Union and the School.

12.4 Witness Fees and Allowances

Witness fees and allowances shall be paid by the party calling or appointing such witnesses.

12.5 Decision of the Arbitrator

No costs of arbitration shall be awarded to or against either party. The Arbitrator shall deliver their award in writing to each of the parties. Such award shall be binding on the parties but in no event shall the Arbitrator have the power to alter, modify or amend this agreement in any respect.

12.6 Expedited Arbitration

By mutual agreement, the parties may submit the dispute to an expedited arbitration process as mutually agreed by the parties.

12.7 Alternate Grievance Resolution Procedure

- (a) The parties may mutually agree to the following procedure as an alternative to submitting matters of dispute to the formal arbitration procedure or an expedited arbitration procedure.
- (b) If a difference arises between the parties relating to the dismissal, discipline or suspension of an employee, or to the interpretation, application, operation or alleged violation of this agreement, including any question as to whether a matter is arbitrable, during the term of the collective agreement, John Kinzie or Chris Sullivan or a substitute agreed to by the parties, shall at the request of either party:

- (1) investigate the difference;
- (2) define the issue in the difference; and
- (3) make written recommendations to resolve the difference

within 30 days of the date of receipt of the request; and, for that 30 day period, time does not run in respect of the grievance procedure.

(c) The parties agree that these hearings shall be conducted on a without prejudice basis and that the written recommendations of the third party shall be of no precedential value and shall not thereafter be referred to by the parties in respect of any other matter.

(d) Should a dispute not be resolved through the above procedure, either party may submit the matter to arbitration.

ARTICLE 13 - DISCIPLINE, SUSPENSION AND DISMISSAL

13.1 Discipline, Suspension or Dismissal

The School shall not discipline, suspend or dismiss an employee except for just and reasonable cause. However, during the probationary period, an employee shall be considered as being employed on a trial basis and may be dismissed by the School, in its sole discretion, based on the test of suitability. The School may with the agreement of the Union, extend the probationary period at their discretion.

13.2 Burden of Proof

In all cases of discipline, the burden of proof of just cause shall rest with the School.

13.3 Notice of Suspension or Dismissal

Notice of suspension or dismissal shall be in writing and shall set forth the reasons for said discipline. All notices of suspension and dismissal shall be submitted to the Union within 10 school days or 15 working days over school holidays.

13.4 Right to have Shop Steward Present

An employee shall have the right to have their shop steward present at any discussion with supervisory personnel which the employee believes might be the basis of disciplinary action. Where the School intends to interview an employee for disciplinary purposes, the School shall ensure that the employee is notified in advance of the purpose of the interview in order that the employee may contact their shop steward unless the safety or welfare of students is at risk.

13.5 Right to Grieve Disciplinary Action

In the event of any disciplinary measure being taken against an employee, the employee may follow the grievance procedure set forth in Article 11 of this agreement.

ARTICLE 14 - CONFIDENTIALITY OF STUDENT INFORMATION

14.1 Student Information

Employees shall treat all information concerning students as confidential and shall collect, use and disclose such information only for purposes authorized by the School.

14.2 Disclosure of Student Information

Notwithstanding the provisions of Article 14.1, unless otherwise required by operation of law or court order, student information shall not be disclosed to third parties or outside agencies by employees unless such disclosure is first authorized by the Head of School or Deputy Head of School.

14.3 Teacher's Responsibility to Report

This article does not modify or derogate from a teacher's responsibility to report regularly and to provide information as requested to parents/guardians of a student.

ARTICLE 15 - EVALUATION

15.1 Purpose of Evaluation

Evaluation of the performance of employees is conducted in order to achieve the following goals:

- (a) to promote and maintain the highest professional standards and to commend strong performance;
- (b) to foster professional growth, share expertise, and assess employee effectiveness;
- (c) to provide suggestions and strategies for improving skills and promoting professional growth and, when needed, to assist and support the employees in meeting the School's standards of performance as identified in Articles 15.4 and 15.5; and
- (d) to assist in assessing employee competency.

15.2 Methods of Evaluation

The School recognizes that where employment decisions may be affected by the outcome of an evaluation process, a fair and formal process as set out in Article 15.7 must be followed. It further recognizes that the process to assist and encourage professional growth by employees as referred to in Article 16.1 does not form part of such formal process.

15.3 Frequency of Formal Evaluations

After completion of the probationary period, a continuing contract employee shall be evaluated:

- (a) during the first year following successful completion of the probationary period;
- (b) within three School months of the employee's request; or
- (c) at the initiative of the Head of School or the Deputy Head of School.

An evaluation may be delayed or cancelled by mutual agreement of the employee and the evaluator.

15.4 Criteria for Teachers

Criteria for evaluation shall be:

- (a) *Knowledge of Specific Learning Disabilities*
 - (1) demonstrates an appropriate depth of knowledge for teaching students with specific learning disabilities, including Orton-Gillingham methodologies and the School Program;
 - (2) is aware of appropriate developments, research and trends in the specific learning disabilities field including Orton-Gillingham methodologies and the School Program; and

(3) works at insuring their knowledge of recent developments in student education in their field.

(b) *Understanding of Student Needs*

(1) seeks knowledge of the social, emotional, intellectual, cultural and physical characteristics of students with the objective of furthering their educational growth;

(2) adapts and modifies instruction to suit the diverse learning styles of students;

(3) works to develop skills and stimulate thought through student centred experiences and activities, with due consideration for individual differences including Orton-Gillingham methodologies and the School Program; and

(4) fosters a climate of mutual respect between employees and students.

(c) *Preparation and Planning*

(1) plans with definite purposes and clear objectives in mind, including, where appropriate, Orton-Gillingham methodologies and the School Program;

(2) develops long-term, short-term, and daily objectives which provide a variety of learning experiences;

(3) plans for individual differences;

(4) utilizes appropriate material and personnel resources;

(5) creates a physical setting that contributes to learning;

(6) provides plans and clear direction for Teachers On Call;

(7) provides general supervision to students' tutors coordinated with individual student needs and classroom instruction as set out in Article 4.5; and

(8) is responsible for preparation and implementation of the collaborative IEP.

(d) *Instructional Skills*

(1) uses a variety of instructional techniques and modalities that are suitable to the age, needs, readiness and abilities of students and the subject matter being taught including Orton-Gillingham methodologies and the School Program;

(2) motivates students to achieve their potential;

(3) uses various resources to promote questioning, reflection, speculation, and creativity;

(4) uses relevant classroom displays and displays of student work to promote learning;

(5) presents skills and content clearly and cogently;

(6) asks questions which promote a higher order of thinking skills;

(7) monitors individual understanding effectively;

(8) creates assignments which utilize, reinforce or expand upon the content of the lesson; and

(9) communicates lesson purposes and objectives to the students effectively.

(e) *Classroom Management*

- (1) practises classroom management suitable to the growth and development of the student;
- (2) encourages students to assume responsibility for their own actions, to practise self-discipline, and to develop positive self-concept;
- (3) establishes consistent routines and clear expectations for student conduct appropriate to the activity;
- (4) maintains an environment conducive to learning; and
- (5) reinforces the school code of conduct through positive behaviour support.

(f) *Student Achievement and Evaluation*

- (1) establishes appropriate procedures for assessing, recording and reporting student performance to parents;
- (2) interprets and utilizes the results of student performance assessments to plan for future instruction; and
- (3) maintains appropriate, accurate records of student achievement, attendance and other necessary data.

(g) *Professional Responsibilities*

- (1) participates in the development and implementation of the philosophy and practices of the School and works in co-operative ways with colleagues to promote the welfare of students;
- (2) participates in the establishment and maintenance of an atmosphere of collegial support;
- (3) models and encourages honest and open communication in and out of the classroom in a constructive manner;
- (4) participates actively with colleagues and the School's leadership to work toward solutions in the design and implementation of curriculum within the context of the School's overall program;
- (5) seeks to communicate with and involve parents in their child's educational process;
- (6) co-operates with colleagues and associated personnel in utilizing existing educational services and resources for the benefit of the students;
- (7) reviews at appropriate times, with colleagues, students and their parents the practices employed in discharging professional responsibility; and
- (8) participates in activities outside the classroom in a manner consistent with the responsibilities of a professional educator.

15.5 Criteria for Tutors

Criteria for evaluation of tutors shall be:

(a) *Knowledge of Learning Disabilities and the Kenneth Gordon program*

- (1) demonstrates an appropriate depth of knowledge for teaching students with specific learning disabilities, including Orton-Gillingham methodologies and the School Program;

(2) is aware of appropriate developments, research and trends in the learning disabilities field; and

(3) works at keeping knowledge and recent developments current in their field and students' education.

(b) *Understanding of Student Needs*

(1) seeks knowledge of the social, emotional, intellectual, cultural and physical characteristics of students with the objective of furthering their educational growth;

(2) adapts and modifies as needed instruction to suit the diverse learning styles of students;

(3) works to develop skills and stimulate thought through student centred experiences and activities, with due consideration for individual differences; and

(4) fosters a climate of mutual respect between the tutor and students.

(c) *Preparation and Planning*

(1) in collaboration with the student's case manager(s), tutors may share observations, collaborate on common student goals and report on student progress;

(2) tutors prepare a Monthly Preview for each student, based on the student's goals and individual needs, using the KGMS Orton- Gillingham methodology and the KGMS Tutor Order of Presentation;

(3) plans with definite purposes and clear objectives in mind;

(4) develops long-term, short-term, and daily objectives which provide a variety of learning experiences through the collaborative IEP;

(5) plans for individual differences;

(6) utilizes appropriate materials;

(7) creates a physical setting that contributes to learning; and

(8) provides plans and clear direction for Tutors On Call.

(d) *Instructional Skills*

(1) uses a variety of instructional techniques and modalities that are suitable to the age, needs, readiness and abilities of students and the content being taught including Orton-Gillingham methodologies and the School Program;

(2) motivates students to achieve their potential;

(3) displays student work to promote learning;

(4) presents skills and content clearly and cogently;

(5) asks questions which promote a higher order of thinking skills;

(6) monitors individual understanding effectively; and

(7) communicates lesson purposes and objectives to the students effectively.

(e) *Student Management*

- (1) practises management skills suitable to the growth and development of the student;
- (2) encourages students to assume responsibility for their own actions, to practise self-discipline, and to develop positive self-concept;
- (3) establishes consistent routines and clear expectations for student conduct appropriate to the activity; and
- (4) maintains an environment conducive to learning.

(f) *Student Achievement*

- (1) follows appropriate procedures for assessing, recording and reporting student performance to the classroom teacher;
- (2) interprets and utilizes the results of student performance assessments to plan for future instruction; and
- (3) maintains appropriate, accurate records of student achievement and other necessary data.

(g) *Professional Responsibilities*

- (1) participates in the development and implementation of the philosophy and practices of the School and works in co-operative ways with colleagues to promote the welfare of students;
- (2) participates in the establishment and maintenance of an atmosphere of collegial support;
- (3) models and encourages honest and open communication in and out of the classroom in a constructive manner;
- (4) participates actively with colleagues and the School's leadership to work toward solutions in the design and implementation of curriculum within the context of the School's overall program;
- (5) co-operates with colleagues and associated personnel in utilizing existing educational services and resources for the benefit of the students;
- (6) reviews at appropriate times, with teachers and parents the practices employed in discharging professional responsibility; and
- (7) participates in activities outside the classroom in a manner consistent with the responsibilities of a professional educator.

15.6 Procedure/Process

- (a) Evaluation reports of employees shall be prepared by the Head of School with input, as appropriate from the Deputy Head of School and, if requested by the Head of School, from the Head Tutor. Other employees should not be involved in evaluation reports unless agreed to by the person being evaluated.
- (b) Where an evaluator does not possess necessary qualifications in a particular discipline that is relevant to the subject matter of the evaluation, the evaluator with the agreement of the employee may seek additional input into the evaluation process from a person agreed to by both parties who possesses the necessary qualifications.

- (c) Employees shall be notified at least 10 school days prior to the commencing of classroom observations that an evaluation is to be conducted.
- (d) The observation period may not commence prior to September 30th in any one school year. Formal observations must be completed no later than May 31st. In extenuating circumstances it is agreed that an evaluation that has been commenced in a previous school year may be continued and concluded at any time in the next school year.
- (e) The employee shall meet with the evaluator in a pre-observation conference before classroom observations begin to collaborate on the following:
 - (1) the criteria of evaluation;
 - (2) the classroom observation process;
 - (3) the data gathering sharing process; and
 - (4) the expected time line of the process.
- (f) Subsequent pre-observation conferences shall be held prior to each formal classroom observation if requested by the employee. These conferences may be combined with the post-observation conferences.
- (g) A post observation conference shall be held at an appropriate time as soon as practicable after each formal classroom observation. During this conference the observations from the classroom visit shall be reviewed and discussed with the objective of identifying specific strengths to be maintained and/or areas that need improvement.
- (h) Data related to the stated criteria shall be gathered and analyzed by the evaluator through a number of formal and informal classroom observations.
- (i) Each report shall be based on not less than three formal classroom observations.
- (j) Data shall be collected over a reasonable period of time allowing an opportunity for the employee to incorporate suggestions for improvement.
- (k) At least one of the formal visits shall be at a time mutually agreed upon between the employee and the evaluator.
- (l) Where applicable, formal classroom observations should cover a representative sample of subjects, classes and grade levels.

15.7 Evaluation Report

- (a) A draft report shall be written, presented and discussed with the employee at least three school days prior to the preparation of the final report. The employee shall have the opportunity to suggest amendments to the report.
- (b) Evaluation reports shall be prepared by the evaluator based on all relevant information.
- (c) Specific strengths, weaknesses and recommendations for improvement will be included in the report. Where an evaluation reflects needs for improvement the evaluator shall prepare a statement for the employee which suggests specific remedial steps, actions or changes that address the problem(s) identified by the evaluator. The employee must indicate in writing a response to the statement from the evaluator.
- (d) The employee upon receiving an evaluation report is required to sign the evaluation report to acknowledge receipt of the report. The employee, by signing, is not agreeing to its contents. If the employee believes that the evaluation report does not accurately or fully reflect their performance, the employee may provide a response within 30 days of receipt of the report which shall be attached to the

report. Acknowledging receipt of the report and providing a response that is attached to the report shall not preclude the employee from initiating a grievance pursuant to Article 11.

(e) One copy of the final report shall be given to the employee at the time of filing, one copy shall be retained by the evaluator, and one copy placed in the employee's personnel file.

15.8 Supervision

It is recognized that the Administration of the School shall, except as limited by this agreement, continue to exercise their normal discretion in supervising and advising regarding instruction in the School.

15.9 Procedures When a Report is Less Than Satisfactory

(a) When an evaluation report concludes that performance is less than satisfactory, at the request of the employee, the Union shall have the right to meet with the evaluator and to recommend remedial action in a peer collaboration or other growth process. Individuals used in a peer collaboration process shall not be called upon by either party as witnesses in any resulting arbitration.

(b) Where an employee receives a less than satisfactory report, the employee may request one year unpaid leave of absence for the purpose of taking a program of professional or academic instruction aimed at correcting the identified deficiencies. Such request shall not be unreasonably denied.

15.10 Dismissal For Less Than Satisfactory Performance

(a) The test of just and reasonable cause for dismissal shall be a test of suitability of the employee for continued employment to the position appointed.

(b) If the School intends to dismiss an employee pursuant to this article, the employee and the appropriate union representative will be provided with written notification prior to such action.

(c) The decision to dismiss an employee for less than satisfactory performance will be based on a minimum of three less than satisfactory reports prepared in accordance with this article. The reports shall be prepared by at least two different evaluators.

(d) Where an employee is dismissed pursuant to this article, any salary that has accrued and is scheduled to be paid during the following summer vacation period will be paid to the employee.

(e) Disputes resulting from dismissal under this article shall be subject to Step 3 of the grievance procedure.

(f) If the matter is not resolved at Step 3, the dispute may be referred to arbitration under Article 12 of this agreement. In the event that the Arbitrator determines that the evaluation was not conducted honestly and in good faith, the Arbitrator may grant as a remedy in substitution for reinstatement to the employee a severance amount based on applicable judicial guidelines.

ARTICLE 16 - PROFESSIONAL GROWTH

Evaluators and employees are responsible for giving and receiving information in a constructive spirit which acknowledges and assists improvement in all areas including areas of identified weakness. Recognizing that continual improvement of instruction is a major goal of the School, the parties commit themselves to an ongoing supervision, assessment and growth program which incorporates active involvement and reflecting self-assessment on the part of the employee. This program is intended to be developmental, providing for professional growth within a co-operative, supportive environment.

In this context employees are strongly encouraged to participate in the following:

- (a) peer collaboration or collegial coaching;
- (b) development of a professional growth plan in consultation with the Head of School;
- (c) development of goals and objectives for each school year in consultation with the Head of School; and
- (d) where necessary, each participating employee, on an annual basis shall be provided with an equivalent of one-half (½) day release time to participate in professional growth activities outlined in this article.

ARTICLE 17 - PERSONNEL FILES

17.1 Personnel File

There shall be only one personnel file for each employee maintained in the School office.

17.2 Access to Personnel File

After receiving a request from an employee, the Head of School shall grant access to that employee's file by appointment.

17.3 Viewing Personnel File

A member of the Administration shall be present when an employee views their file and the employee may be accompanied by an individual of their choosing.

17.4 Right to Grieve

The School agrees that only material relevant to the employment and performance of the employee or substantiated critical material shall be maintained in personnel files. In the event that the employee believes that any material in the files does not meet these criteria and the appropriate Administration official does not agree to the removal of the specified material, the employee may file a grievance pursuant to Article 11 of this agreement.

17.5 Adverse Reports or Reprimands

Where material critical of the employee, or in the nature of a reprimand, is placed in the file:

- (a) the employee shall be informed and receive a copy;
- (b) the employee may elect to attach an addendum to the material; and
- (c) provided there is no further documentation of discipline, upon the request of an employee, material critical of the employee or in the nature of a reprimand shall be removed from the file 12 months after the filing unless the documentation is related to performance evaluation, a criminal offence, or gross misconduct.

17.6 Use of Personnel Files at Arbitration

No disciplinary from an employee's file shall be used as evidence in cases of discipline unless the employee was notified by the School of the material in writing. An employee shall be provided sufficient opportunity to acknowledge this discipline in writing at the time the discipline is provided. Where the Employer is unable to obtain written acknowledgement and has demonstrated reasonable efforts to obtain said acknowledgement, the discipline may be used as evidence.

ARTICLE 18 - SENIORITY

18.1 Definition

(a) In this agreement, "*seniority*" shall mean the length of continuous service as a regular or continuing employee of the School. For the purposes of calculating length of service, part-time service shall be reduced to its full-time equivalent (FTE).

Upon successful completion of probation, an employee's seniority shall be established from the date upon which probation commenced.

(b) Seniority shall continue to accrue in the following circumstances:

- (1) approved exchange program;
- (2) approved educational leave;
- (3) jury duty;
- (4) union leave;
- (5) pregnancy and parental leave; and
- (6) secondment.

18.2 Seniority List

(a) The School shall maintain a staff seniority list. The seniority list shall show the date each employee commenced employment with the School, and their classification(s). The up-to-date seniority list shall be sent to the Union on an annual basis.

(b) Errors in the seniority lists must be brought to the attention of the Head of School within 30 calendar days of receipt of the list by the Union.

(c) Corrections shall be effective as of the date of notification and shall be included in the next publication of the seniority lists.

18.3 Loss of Seniority

(a) A regular or continuing employee on leave of absence without pay shall not accrue seniority for leave periods over 30 calendar days.

(b) Seniority shall be lost in the following situations:

- (1) dismissal for just cause; and
- (2) voluntary termination of employment or abandonment of position by the employee.

18.4 Re-Employment

An employee who is re-employed by the School as a regular or continuing employee within 60 days of resignation shall retain any seniority previously accrued.

18.5 Seniority Tie Breaker

The School and the Union agree that where there is a tie in seniority between two or more employees, a determination of seniority shall be made in the following manner:

(a) Where two or more employees have the same date of commencement of employment, their order of seniority will be determined by the time and date of receipt of their acceptance of an appointment.

- (b) Where a seniority tie is not resolved by (a) above, a game of chance shall be administered jointly by the shop steward and the Head of School.

ARTICLE 19 - STAFF CHANGES AND POSTINGS

19.1 Postings

- (a) When the School intends to fill one of the following:

- (1) a regular vacancy;
- (2) a new full-time, part-time or contract position is created within the bargaining unit, or
- (3) a stipend position.

The School shall notify the Union in writing and post notice of the position on the staff bulletin board(s) for the School for a minimum of seven days and send an email to all employees. External advertisements may occur at the same time.

- (b) Such notice shall contain the following information: classification, qualifications, experience, required knowledge and education, skills, wage or salary rate or range.

- (c) All job postings shall state "*this position is open to applicants of any gender*", except in those situations where gender is a bone fide occupational requirement.

- (d) Notwithstanding the above, the Employer reserves the right to utilize, at its discretion in appropriate circumstances, the exemption contained in Section 41 of the *BC Human Rights Code* which allows the Employer, operating as a non-profit educational facility, the ability to grant a preference of employment to Indigenous people.

- (e) Where operational requirements make it necessary, the Employer may fill a temporary vacancy with a qualified employee on call or may make a temporary appointment pending the positing and consideration of union personnel pursuant to Articles 15.4 – Criteria for Teachers and 15.5 – Criteria for Tutors.

A temporary appointment may not exceed 90 calendar days in duration, however, by written mutual agreement between the School and the Union, the temporary appointment period may be extended.

19.2 Appointment

- (a) All appointments shall be based on merit. The factors used to determine merit shall be education, skills, knowledge, experience, years of continuous employment, and any other matters that are necessary or desirable, having regard to the nature of the duties to be performed and consistent with the position description requirements.

- (b) At the time of hire, all employees shall be provided with a letter outlining specific duties, responsibilities and rates of pay. The Union shall be provided with a copy of the letter within 30 days.

19.3 Notification

Unsuccessful applicants from the bargaining unit to posted positions will be notified of the name of the successful applicant. Upon request, the unsuccessful applicants shall be advised verbally of the reasons they were unsuccessful and, upon further request, the reasons will be given in writing.

19.4 Promotions

- (a) A Teacher who is promoted to or currently holds an existing supervisory position outside the bargaining unit shall retain the right to return to their former teaching position or a similar teaching position within the bargaining unit for which they are qualified notwithstanding any provision of this article.
- (b) A Tutor who is promoted to or currently holds an existing supervisory position outside the bargaining unit shall retain the right to return to their former Tutor position or a similar Tutor position within the bargaining unit for which they are qualified for notwithstanding any provision of this article.
- (c) Any other employee covered by this collective agreement who is promoted to or currently holds an existing supervisory position outside of bargaining unit shall retain the right to return to their former position or a similar position within the bargaining unit for which they are qualified for notwithstanding any provision of this article.

19.5 New and Reclassified Positions

If the Employer creates a new position, they shall establish the salary structure and then give written notice to the Union. If the Employer reclassifies a position as a result of a change in job content, they shall establish the salary structure and then give written notice to the Union. When an employee alleges that their present job does not properly reflect either the classification, grade, or the salary established by memorandum of agreement with the Union, the employee may process a grievance under Article 11. If the Union objects to the salary structure established by the Employer, or by negotiation succeeds in revising the salary structure, the revised salary structure shall be retroactive to the employee's date of employment in the new position.

ARTICLE 20 - PROBATION

20.1 Probation Period Defined

An employee in other than a Temporary Contract, Teacher On Call or Tutor On Call position will be on probation during the first 12 months of employment.

20.2 Extension of Probationary Period

The probationary period shall be extended by the length of any periods of approved leave, including, but not limited to, pregnancy and/or parental leave.

20.3 Notice of Unsuitability

If, in the opinion of the School;

- (a) any aspect of the probationary employee's conduct is inconsistent with the duties and responsibilities set out in this collective agreement and/or the employee's job description;
- (b) any aspect of the learning situation provided by the probationary employee is less than satisfactory; and
- (c) the probationary employee is in any way unsuitable for continued employment by the School

the probationary employee shall be advised in writing on or before the first day of the eighth month of active employment.

20.4 Rejection on Probation

The School may reject any probationary employee for just cause. The standard of just cause for rejection of a probationary employee shall be that of suitability for continued employment in the position to which the probationary employee has been appointed as determined by and in the sole discretion of the School. A rejection during the probationary period shall not be considered or deemed to be a dismissal for purposes of Article 13.

20.5 Right to Grieve

If a probationary employee has been rejected pursuant to Article 20.4, the employee may appeal the decision through the grievance procedure set out in Article 11 of this agreement. If the matter is not resolved and is referred to arbitration, the sole issue to be determined by the Arbitrator shall be whether the School's decision to reject the probationary employee was arbitrary, discriminatory or made in bad faith.

20.6 Successful Completion of Probationary Period

Employees who are retained in employment following the expiry of the probationary period are considered to be employed pursuant to a continuing contract.

20.7 Reduced Probationary Period

Any person offered a continuing contract after completion of two or more consecutive full-time, year-long Temporary Contracts in a comparable position shall have the probationary period reduced from 12 months to six months.

ARTICLE 21 - LAYOFF

21.1 Cause

In the event of the need to lay off employee(s) as a result of a decrease in the amount of work to be done for reasons including decreased student enrolment, program redundancy or program elimination, reduction or change, a change in the organisational structure of the School, or the amount of available operating funds, the School shall give the employee(s) affected written notice, including the reason and the specialization in which the layoff is to take place, and shall advise the Union in writing of the employee(s), number of employee(s), reason, and specialization(s) in which the layoff is to take place.

21.2 Pre-Layoff Canvass

(a) Where the School identifies to the Union a need to proceed with a layoff of employees pursuant to Article 21.1, the School shall, prior to issuing a layoff notice to any employee under Article 21, canvass any employee or group of employees within the area identified for reduction in order to invite on a voluntary basis:

- (1) placement of an employee(s) into a vacant position(s); and
- (2) resignation of an employee(s) with severance pursuant to Article 21.3.

(b) Where an employee(s) selects an option or accepts an offer of placement, which shall be confirmed in writing by the School, such acceptance is final and binding on the employee.

(c) Responses from employees to the Pre-Layoff Canvass will only be received by the School for consideration if submitted within 10 days of issuance of a written notice of the Pre-Layoff Canvass to the Union and to the employee or group of employees within the area identified for reduction.

(d) Where the number of employees choosing to exercise their options under this provision exceeds

the number of positions to be reduced, the determination shall be by the School based on the needs of the School and the merit of the employees.

21.3 Severance

- (a) A regular employee may opt to receive severance pay on the date the layoff was scheduled to occur or on another mutually agreeable earlier date, in which case the employee shall be deemed to have resigned and shall forfeit all seniority and right to recall.
- (b) A regular employee with less than one year's service seniority who has elected severance pay pursuant to this article shall be entitled to severance pay in an amount equal to two weeks' straight-time pay.
- (c) In the event of a layoff, a regular employee with one or more year's service seniority who opts for severance pay shall receive two weeks' current straight-time pay for each completed year of service to a maximum of 14 weeks.

21.4 Determination of Layoff

The order of layoff will be in the reverse order of seniority provided that the remaining employees have the necessary specialization or merit as referred to in Article 19.2 to fill the remaining positions.

21.5 Notice of Layoff

The School shall give each employee it intends to lay off pursuant to this article 60 days' notice in writing prior to the effective date of the layoff or make a payment equivalent to the employee's salary for the number of days the actual notice is less than 60 days in lieu of the full 60 days' notice. Such notice shall state the reason for the layoff. The School shall concurrently forward a copy of such notice to the Union.

21.6 Recall

- (a) Regular employees on layoff shall retain recall rights commencing with the date of layoff for a period of one year.
- (b) In the event an employee performs on call work during their period of layoff, the on call time worked will be added to the one year period of recall eligibility specified in Article 21.6(a).
- (c) Recall shall be in order of service seniority, regular employees preceding on call employees, providing the regular employee has the necessary qualifications, ability and experience to fill the position and the recall would not constitute a promotion.
- (d) In the event the employee is recalled to their former position or to a position at the same pay level as their former position, the employee, at the time of recall, will be placed at the same step in the pay level that they were in at the time of layoff.
- (e) An employee's right to recall under this article is lost if the employee refuses to accept two positions, for which the employee possesses the necessary merit as defined in Article 19.2 to perform the work, offered in writing by the School or 24 months elapse from the date of layoff notice and the employee has not been re-engaged.
- (f) When a position becomes available, the School shall send out a notice of the vacancy to all employees on the recall list. The employee who possesses the necessary merit and who is senior on the recall list shall be offered the position.

(g) An employee who is offered recall shall inform the School whether or not the offer is accepted within three working days of the receipt of such offer. If the employee declines the offer, the position shall be offered to the employee who has the next greatest seniority and who possesses the necessary merit.

ARTICLE 22 - VACATION PAY

Annual vacation for salaried employees will normally be taken during the summer months. The Employer will make its best efforts to accommodate an employee's request for vacation scheduling outside of these months.

ARTICLE 23 - STATUTORY HOLIDAYS

Statutory holidays that fall within days of instruction are accounted for within the 187 days as stipulated in the collective agreement.

New Year's Day	Labour Day
Family Day	National Day for Truth and Reconciliation
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day

Statutory holidays that fall outside of the academic calendar year are as follows:

BC Day

School is not in session on the following observed holidays as they fall outside of the academic calendar:

Easter Monday
Boxing Day
Canada Day
Christmas Day

ARTICLE 24 - SUPERVISION

24.1 Outdoor Supervision

(a) Tutors providing outdoor supervision during their breaks will be permitted to take their break at another time during the workday.

ARTICLE 25 - PREGNANCY, PARENTAL AND ADOPTION LEAVE

25.1 Pregnancy Leave

(a) Upon request, a pregnant employee will be granted unpaid leave for a period of not more than 17 consecutive weeks. Such employee shall also be entitled to parental leave pursuant to Article 25.3.

(b) The period of pregnancy leave shall commence on a date determined by the employee, but no sooner than 13 weeks prior to the expected date of delivery, and end no later than 17 weeks after the leave begins.

(c) The request to take pregnancy leave must be made, in writing, at least four weeks prior to the proposed commencement of the leave, and include the expected date of delivery.

- (d) An employee on commencement of pregnancy leave shall provide the School with their return-to-work date.
- (e) The period of pregnancy leave shall abut any period of parental leave taken under the provisions of Article 25.3.
- (f) Pregnancy leave shall be extended for up to an additional six consecutive weeks or such longer period that ends at a natural break in the school year, for illness of the new-born child(ren) where a doctor's certificate is presented, or for reasons related to the birth or the termination of the pregnancy.
- (g) An employee who qualifies for health benefits pursuant to other provisions of this agreement may claim such benefits for any period of time prior to commencement of or following the completion of pregnancy leave.
- (h) Prior to commencement of pregnancy leave, illness arising due to pregnancy may be covered by normal sick leave.
- (i) Sick leave may be used by any pregnant employee, authorized by the receipt of a qualified medical practitioner's statement to the School, wherein the medical practitioner's opinion, there is a disease or a condition in the School which is likely to be harmful to the pregnancy.
- (j) An employee may use their sick leave until it is exhausted, at which time, the shall be entitled to an unpaid leave of absence until it is safe to return to work. This language does not preclude both parties from exploring a medical condition should it be agreed to by both parties.

25.2 Early Return and Emergency Situations

- (a) In the case of an incomplete pregnancy, death of a child or other special situations, an employee may return to duty earlier than provided in the agreed-upon leave provided that a minimum of two weeks' written notice is given to the School.
- (b) The employee intending to make an early return to duty will submit a written application together with a medical certificate stating that the employee is fit to return to work.

25.3 Parental Leave/Adoption Leave

- (a) An employee who requests parental/adoption leave shall be entitled to:
 - (1) for a birth mother immediately after the end of the pregnancy leave up to 61 consecutive weeks of unpaid leave beginning after the end of the pregnancy leave unless the employee and the School agree otherwise;
 - (2) for a birth mother who does not take pregnancy leave in relation to the birth of the child with respect to whom the parental leave is to be taken, up to 62 consecutive weeks of unpaid leave beginning after the child's birth and within 78 weeks after that event;
 - (3) for a birth father or common-law partner, up to 62 consecutive weeks of unpaid leave beginning after the child's birth and 78 weeks after that event, and
 - (4) for an adopting parent, up to 62 consecutive weeks beginning within 78 weeks after the child is placed with the parent.
- (b) Where both parents are employees of the School, the employees shall determine the apportionment of parental leave between them subject to the agreement of the School. The total parental leave when shared between both parents shall not exceed 78 weeks.

(c) The request to take parental leave must be made, in writing, at least four weeks prior to the proposed commencement of the leave, and be accompanied by:

- (1) a certificate of a medical practitioner or other evidence stating the date of birth of the child(ren) or the expected date of birth of the child(ren); or
- (2) a letter from the agency placing the child(ren) providing evidence of adoption of the child(ren).

25.4 Annual Leave

The services of an employee who is on a pregnancy, adoption or parental leave are deemed continuous for the purposes of calculating annual vacation entitlement and any pension, medical or other plan beneficial to the employee.

25.5 Rights on Return to Work

On return to work from pregnancy, adoption or parental leave, an employee shall be placed either in the position the employee held before taking the leave or in a comparable position.

25.6 Benefit Period Allowance

- (a) For a regular employee who has passed their probation and who qualifies for parental/ adoptive leave pursuant to Clause 25.3, the School shall pay 75% of the employee's current salary for the one week waiting period prescribed by Employment Insurance (EI) and where the employee is eligible to receive EI benefit, the difference between 75% of their current salary and the amount of EI benefits received by the employee for a further 17 weeks.
- (b) An employee must provide the School with proof of their application and eligibility to receive Employment Insurance benefits pursuant to the *Employment Insurance Act* and notify the Employer if they are disentitled or disqualified for receipt of Employment Insurance benefits.
- (c) An employee may opt to have the payment occur between Tuesday after Labor Day and the last school day in each school year, or they may opt to have payment ongoing.
- (d) Entitlement to parental leave allowance and/or adoption leave allowance, as described in Clause 25.3, an employee must sign an agreement that they will return to work and remain in the School's employment for a period of at least three months after their return to work. Should the employee fail to comply with this agreement, the employee shall reimburse the School for the parental leave allowance/ adoption leave allowance received.

25.7 Aggregate Leave

The aggregate amount of leave of absence from employment that may be taken by an employee under Article 25.1 - Pregnancy Leave and 25.3 - Parental Leave/Adoption in respect of the birth or adoption of any one child will not exceed 78 weeks, except as provided under Article 25.8 - Extended Child Leave.

25.8 Extended Child Leave

- (a) Upon written notification, no later than four weeks prior to the expiration of the aggregate leave taken pursuant to Article 25.1 - Pregnancy Leave and 25.3 - Parental Leave/Adoption Leave, an employee will be granted a further unpaid leave of absence not to exceed one year.
- (b) An employee wishing continued coverage under any applicable benefit plans will pay the total premium costs while on extended childcare leave.

- (c) An employee on extended childcare leave will make every effort to provide the Employer with at least five month's written notice, but no later than three months' notice, of return from such leave.
- (d) The employee may choose to return to work on the last day of summer break, the last day of winter break or a date the School and the employee agree to.
- (e) Upon return from extended childcare leave, an employee will be placed in their former position or a similar position for which they are capable and qualified to do.

ARTICLE 26 - LEAVES

26.1 Request for Leave

- (a) All requests for leave shall be in writing.
- (b) If there are emergent or extenuating circumstances which prevent a written request prior to the leave being taken an explanation in writing must be provided after the fact.
- (c) The School reserves the right to refuse to grant any leave requested pursuant to this article provided such refusal is not arbitrary, discriminatory, or in bad faith except those leaves designated as "*The School Shall*."

26.2 Job Share

A job share arrangement may be approved by the School in consultation with the Union on such terms and conditions as may be mutually agreed upon in writing.

- (a) All requests for jobs shares shall be in writing.
- (b) The School reserves the right to refused to grant the request for job share pursuant to this article provided such refusal is not arbitrary, discriminatory, or in bad faith.

26.3 Bereavement Leave

- (a) In the event that an employee suffers bereavement in their immediate family, they shall be granted up to three consecutive days, which may include teaching and non-teaching days leave of absence with pay to make preparations for and/or attend the funeral. An employee may request up to an additional two consecutive days of leave with pay, normally based on travel consideration, with the approval of the Head of School. Immediate family is defined as: spouse or equivalent, child, parents, parent-in-law and siblings.
- (b) In the event that an employee suffers bereavement in their immediate relatives (grandparents, grandparents-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt and uncle) they shall be granted leave of absence up to a maximum of three consecutive days which may include teaching and non-teaching days inclusive of travel time.

26.4 Compassionate Care Leave

- (a) For the purpose of this article, "*family member*" means individuals referred to in Section 52.1 of the *BC Employment Standards Act*.
- (b) The School recognizes that the *BC Employment Standards Act* provides for unpaid compassionate care leave for eligible employees. An employee may request this leave form the School pursuant to terms laid out in the *Act*. Such leave request shall not be unreasonably withheld if the employee meets the requirements set out in the *BC Employment Standards Act*.

- (c) The employee must provide the School with a certification from a medical practitioner or nurse practitioner as defined in the *Act*.
- (d) An employee wishing to continue coverage under any applicable School benefit plans shall advise the School and pay the total premium costs of the plans while on Compassionate Care leave.

26.5 Jury Duty

An employee who is subpoenaed for jury duty shall continue to receive full pay for the first two weeks of absence only. The employee will sign over to the School any funds received during the first two weeks for the jury duty.

26.6 Family Responsibility Leave

Leave shall be granted to a maximum of five workdays and without pay in any one school year for the purposes of meeting responsibilities related to the care, or help or education of a child in the employee's care or the care or help of any other member of the employee's immediate family.

26.7 Leave Without Pay

Leave may be granted without pay for good and sufficient reason. Such leave shall not be unreasonably withheld. Upon request, the School will give written reasons for withholding approval.

- (a) Unpaid leave of absence shall not exceed one year in duration.
- (b) The employee may choose to return to work on the last day of summer break, the last day of winter break or a date the School and the employee agree to.
- (c) An employee wishing to continued coverage under any School benefit plans will pay the total premium costs while on leave.

26.8 Deferred Salary Leave

Deferred salary leave for up to two employees per school year shall be granted.

26.9 Workers' Compensation Board Leave

An employee who qualifies for Workers' Compensation Board payments shall not be entitled to claim sick leave for such period of qualification.

During the period of absence the School shall continue to pay its share of dental, medical services plan, extended health benefit and group life insurance premiums.

26.10 Time Off for Negotiations

Leave shall be granted, subject to operational requirements of the School, for three employees who are appointed members of the Union's bargaining committee to carry on negotiations with the School. To facilitate the administration of this article when leave is granted, the leave shall be given with basic pay and the Union shall reimburse the School for the on call employee costs.

The Union shall provide the School with reasonable notice prior to the commencement of leave under this article. The School shall grant a request for union leave provided that the needs of the students in the School are not adversely affected by the leave.

26.11 Full-Time Union Leave

- (a) The School shall grant, on written request, leave of absence without pay for employees selected for, or elected to, a full-time position with the Union or any body to which the Union is affiliated for a period of two years.
- (b) The Employer shall grant, on written request, leave of absence without pay and without loss of seniority:
 - (1) For employees to seek election in a municipal, provincial, federal, First Nation or other Aboriginal election for a maximum period of 90 days;
 - (2) For employees elected to a public office for a maximum period of five years.
- (c) Upon return from full-time union leave, an employee will be placed in their former position or a similar position for which they are capable and qualified to do.

26.12 Educational Leave

The School supports the concept of leave for the purposes of advanced or special training which will be of benefit to the employee and the School, and in certain cases for programs of independent study and/or research where criteria for evaluating the employee's performance on such leave can be established. Such leave shall be without pay.

Educational leave granted by the School to regular employees requesting such leave shall be in accordance with the following provisions:

- (a) the duration of educational leave granted to regular employees to take advanced or special training which will be of benefit to the employee and the School may be for varying periods from two weeks up to one year, which may be renewed by mutual agreement;
- (b) in certain cases, educational leave may be approved for programs of independent study and/or research when the criteria for evaluating the employee's performance on such leave can be clearly established and can be shown to be of significant benefit to the employee and the School;
- (c) applications for educational leave of three weeks or more in duration shall be submitted by the employee at least five months prior to the starting date requested for the leave (except in emergency situations);
- (d) the applicant shall be advised of the School's decision within two months from the date of the original application. If the application is denied, the applicant shall be given the reasons in writing;
- (e) if an employee wishes to grieve the School's decision, the grievance shall commence at Step 3 of the grievance procedure; and
- (f) upon return from educational leave, an employee will be placed in their former position or a similar position for which they are capable and qualified to do.

26.13 Leave for Detached Duty

The School may grant leave with pay provided the needs of the School are not adversely affected by the leave, not normally to exceed 20 days per school year, to employees for services requested by the Ministry of Education, Faculties of Education or other organizations provided that all costs to the School are borne by the requesting organization.

26.14 Leave for Exchange Programs

Employees wishing to participate in exchange programs shall advise the Head of School in writing a minimum of one year prior to the commencement of the program. The details of the exchange shall be discussed and mutually agreed between the parties prior to the exchange occurring.

Upon return from the leave for Exchange Programs, and employee will be placed in their former position or a similar position for which they are capable and qualified to do.

26.15 Joint Consultation Committee

Employees appointed by the Union as union representatives to the Joint Consultation Committee as specified in this agreement to attend meetings of the Committee shall not suffer any loss of regular earnings while attending such meetings.

26.16 Personal Need Leave

The School shall grant each full-time regular or continuing employee three days leave without loss of pay each school year non-cumulative to meet a personal need requirement subject to administrative guidelines for the implementation of the article. Part-time employees shall be entitled to this leave in proportion to the percentage of time that they work.

26.17 Quarantine Leave

- (a) If an employee is exposed to a health risk within the scope of their work duties, and in accordance with an order of the Provincial Health Officer, and/or an order made under the *Quarantine Act (Canada)*, and/or guidelines established by the BC centre for Disease Control or Public Health Agency of Canada mandates self-isolation or quarantine, the Employer shall provide paid leave for the entire duration of the isolation/ quarantine period.
- (b) Any leave availed under this provision shall not be deducted from the employee's accrued sick leave entitlements, ensuring full compensation during the mandated absence in compliance with BC labour regulations.
- (c) Employees shall be granted quarantine leave with pay for time lost through quarantine when the employee provides the Employer with documentation from one of the authorities outline in 26.17(a).

26.18 Gender - Affirming Medical Leave

- (a) An employee is required to provide a certificate from a medical practitioner indicating the employee requires a leave of absence in order to undergo the medical procedure(s) related to a physical change from one gender to another.
- (b) Should an employee be unable to schedule their transition medical procedure or gender affirming medical procedure(s) and revision(s) during a school break, the Employer will grant an employee up to maximum of eight weeks per calendar year of unpaid leave.
- (c) Should an employee have existing sick leave available, they may opt to use this leave to cover days taken for this leave.
- (d) Requests shall be in writing and an employee shall provide the Employer with a minimum of three months' notice.

ARTICLE 27 - SICK LEAVE AND LONG-TERM DISABILITY**27.1 Regular Employee Sick Leave**

- (a) A full-time employee will earn paid sick leave at the rate of one day for each month of employment, for a total of 10 days per school calendar year (September to June).
- (b) Part-time employees shall be entitled to earn sick leave in proportion to the percentage of time that they work.
- (c) Unused sick leave may be accumulated to a maximum of 50 working days.
- (d) Returning employees will carry forward all accumulated sick leave up to maximum of 50 days.
- (e) Sick leave means the period of time that an employee is permitted to be absent from work while ill or disabled, because of an unavoidable medical appointment, or because of a non-work related accident except an absence for which compensation is payable under the *Workers Compensation Act*.
- (f) Any days during which the employee has been absent with full pay for reasons of illness, disability, or non-work related accident shall be charged against any sick leave accumulated by the employee.
- (g) Employees may be required to provide an acceptable medical certificate in relation to any absence due to illness and shall be required to provide an acceptable medical certificate in relation to any absence due to illness in excess of five consecutive workdays.
- (h) Where it is not possible for an employee to schedule necessary medical, dental and/or midwife appointments outside regular scheduled working hours, reasonable time off for such appointments shall be permitted.
- (i) Scheduled medical/dental or midwife appointment shall be deducted from leave entitlement Article 26.16 – Personal Need Leave or remaining sick leave in half day increments, as communicated by the employee.
- (j) Where an employee is on full-time sick leave, the School shall endeavour to accommodate the employee and may grant a return to duty on partial sick leave where the employee produces a certificate from a medical practitioner stating that the employee while medically unable to work full-time is capable of working part-time.
- (k) An employee on partial sick leave shall earn sick leave proportionately for the portion of time worked. Deduction of sick leave shall be made proportionately for the time not worked.
- (l) A record of all unused sick leave will be kept by the School. The School shall advise each employee by September 30th of each year of the amount of their accumulated sick leave as at June 30th of the same year. Any employee shall be advised upon application of the amount of their sick leave accumulation.

27.2 Probationary Employee Sick Leave

- (a) In the first year of employment, new employees shall be credited in advance with five paid sick leave days at the beginning of their employment, as per *BC Employment Standards Act*.
- (b) This is not in addition to any entitlement that may be accrued in Article 27.1(a). Subsequent amendments to the *BC Employment Standards Act* sick leave provisions shall be incorporate into this article to maintain statutory compliance without creating additional entitlements.

27.3 Sick Leave Overpayment

In the event that the employee uses more sick leave days than they accrued, the School may deduct the unearned sick leave days from the employee's salary payment, as agreed to in the *BC Employment Standards Act*.

27.4 Long-Term Disability Plan

- (a) Regular or continuing employees shall be covered by a Long-Term Disability Plan upon completion of three months of active continuous employment.
- (b) Premiums for the Long-Term Disability Plan shall be paid in full by employees through deductions from salary payments. No changes to the Long-Term Disability Plan shall be made without the express agreement of the designated union representative.
- (c) Coverage in the Plan is a condition of employment.
- (d) In the event an employee while covered by the Plan becomes disabled for 120 calendar days, the employee shall be eligible to receive monthly benefits in accordance with the terms of the Plan.

27.5 Doctor's Certificate of Inability to Work

The School (at its cost) may require an employee to attend for an independent medical examination where the School, in its sole discretion is not satisfied with the medical evidence provided by the employee.

The School (at its cost) may require an employee to provide medical evidence of fitness to return to work.

27.6 Employee to Inform Employer

The employee shall inform the School as soon as possible of their inability to report to work because of illness or injury. The employee shall inform the School of the date of return to duty, in advance of that date, in order that coverage can be scheduled.

ARTICLE 28 - HEALTH AND WELFARE**28.1 Extended Health**

The Employer shall pay 100% of the premium cost of extended health benefits as outlined in Appendix 3.

28.2 Dental Plan

The Employer shall pay 100% of the premium cost for a dental plan outlined in Appendix 3.

28.3 Group Life

The Employer shall pay 100% of the premium cost for a group life plan which provides:

- Two times (2x) the annual earnings to a maximum of \$120,000.

28.4 General Transition Policy

The School and the Union agree to the following general transition policy to cover transgender and transitioning employees at work and will ensure this policy follows the *BC Human Rights Code*. The School and the Union will make every effort to protect the privacy and safety of transgender and transitioning employees at all times.

(a) Upon request, the School will update all employee records and directories to reflect the employee's name and gender change and ensure that all current and future workplace-related documents are also amended. This may include nametags, employee IDs, email addresses, organizational charts, health care coverage, schedules and human resources documents. No record of the employee's previous name, sex, gender or transition will be maintained unless required by law.

(b) The School and the Union recognizes that a transitioning or transgendered employee has the right to use the washroom of their lived gender, regardless of whether or not they have sought or completed surgeries, or completed legal name or gender changes.

(c) Upon notification by an employee wishing to transition or in need of a gender support plan, or at the request of the Union, the School will work with the employee in conjunction with the Union to tailor a transition or support plan appropriate to the employee's needs.

ARTICLE 29 - BC TARGET BENEFIT PENSION PLAN

29.1 Eligibility

All new employees will join the BC Target Benefit Pension Plan once they complete the probationary period.

29.2 Contributions

The Employer will contribute to the BC Target Benefit Pension Plan on a basis that matches the employee's contribution to a maximum of:

- (a) September 1, 2023, 8% of gross earnings;
- (b) September 1, 2024, 8% of gross earnings;
- (c) September 1, 2025, 8% of gross earnings.

The minimum mandatory employee contribution is 3% of gross earnings at date of ratification.

Employees may make additional voluntary contributions to a maximum of the CRA pension contribution limits (less the combined percentage of mandatory contributions). Voluntary contributions will not be subject to Employer matching contributions.

29.3 Group RRSP Plan

The Employer will maintain the Group RRSP for all employees who remain enrolled in it. Contribution levels for both the Employer and employees remaining in the Group RRSP Plan (MOU #1) will be the same as those in the pension plan.

29.4 Remittance of Contributions

All employer and employee required contributions shall be paid to the BC Target Benefit Pension Plan no later than 10 days after the end of the payroll period in respect of which the contributions are applicable. The remittance shall be made in accordance with statutory regulations contained in the applicable Provincial Legislation.

The pension remittance report shall be submitted electronically to the BC Target Benefit Pension Plan by the Employer in an excel spreadsheet.

The information will be provided as follows:

- (a) SIN;
- (b) Name;
- (c) Employee contribution amount;
- (d) Employer contribution amount;
- (e) Employee voluntary contribution amount.

ARTICLE 30 - ADJUSTMENT PLAN

30.1 Notice and Process

If the School introduces or intends to introduce a measure, policy, practice or change that affects the terms, conditions or security of employment of a significant number of its employees covered by this collective agreement:

- (a) the School shall give notice to the Union at least 60 days before the date on which the measure, policy, practice or change is to be effected, and
- (b) after notice has been given, the School and Union shall meet, in good faith, and endeavour to develop an adjustment plan, which may include provisions respecting any of the following:
 - (1) consideration of alternatives to the proposed measure, policy, practice or change, including amendment of provisions in the collective agreement;
 - (2) human resource planning and employee counselling and retraining;
 - (3) notice of termination;
 - (4) severance pay;
 - (5) entitlement to pension and other benefits including early retirement benefits; and
 - (6) a bipartite process for overseeing the implementation of the adjustment plan.

30.2 Effect of Adjustment Plan

If, after meeting in accordance with Article 30.1, the School and the Union have agreed to an adjustment plan, the adjustment plan will form part of this collective agreement.

30.3 Technological Change

The School agrees to provide employees with appropriate training to qualify employees to perform their regular duties whenever the School introduces new technology at the School.

ARTICLE 31 - GENERAL CONDITIONS

31.1 Copies of Agreements

The Union will print copies of the agreement for members of the bargaining unit and the School.

ARTICLE 32 - HEALTH AND SAFETY

32.1 Conditions

The School and the Union agree that regulations made pursuant to the *Workers Compensation Act* or any other statute of the Province of British Columbia pertaining to the working environment shall be fully complied with. First aid kits shall be supplied in accordance with this section.

32.2 Safety Committee

- (a) The School and the Union agree to establish an Occupational Health and Safety Committee which shall be of equal representation from the Union and Management. Union representatives shall be appointed by the Union. The Committee's composition and duties will be carried out as set out in the *BC Workers Compensation Act*. Worker representative alternates will also be appointed to the Committee by the Union and will be afforded the same right and responsibilities as a regular member of the Committee.
- (b) The Committee will meet pursuant to the Workers' Compensation Board Industrial Health and Safety Regulations at regular intervals to be determined by the Committee to make recommendations on unsafe, hazardous or dangerous conditions with the aim of preventing and reducing risk of occupational injury and illness. A copy of all minutes of the Occupational Health and Safety Committee shall be sent to the Union and the School, and posted on the Occupational Health and Safety Committee notice board.
- (c) Employees who are representatives of the Occupational Health and Safety Committee shall continue to receive the rate of pay they would have been receiving had they not been attending an Occupational Health and Safety Committee meeting.
- (d) Each union-appointed committee member is entitled to eight paid hours of mandatory training as soon as is practicable after their appointment. Committee members are entitled to a further eight paid hours of annual occupational health and safety training during their first year on the Committee and each year thereafter, pursuant to the *BC Workers Compensation Act*.

32.3 Unsafe Work Conditions

- (a) The School recognizes that employees have the right to a safe workplace and that an employee has the right to refuse work when the employee has reasonable cause to believe that such work would create an undue hazard to the health and safety of any person. The Employer recognizes that in extreme cases, student behaviour can create an undue hazard.
- (b) Investigation of the condition which resulted in an employee refusing to work shall be carried out in accordance with the regulations of the Workers' Compensation Board.

32.4 Work Environment

The School agrees to meet health and safety statutory standards for temperature, ventilation, lighting, humidity, sound level, and other physical conditions at the School. The Employer will ensure that parking lots and sidewalks are clear of ice and snow and salted adequately.

32.5 Investigation of Accidents

The Occupational Health and Safety Committee shall be notified of each accident, injury, or near-miss involving an employee represented by the Union, and the nature and cause of the accident or injury pursuant to the *BC Workers Compensation Act*. In the event of a fatality, the School shall immediately notify the President of the Union or their delegate of the nature and circumstances of the accident.

32.6 Procedure in Case of an Emergency in a Worksite

Where an employee considers that there is an immediate danger in the School to employee(s) or student(s), the employee shall immediately report the situation to the Head of School.

32.7 Unsafe Workplace Closure

In the event that the School closes the School or a portion of the School because the School is deemed to be unsafe or potentially unsafe to occupy, employees shall not be required to enter into or occupy the sections of the School which have been deemed to be unsafe or potentially unsafe.

32.8 Industrial First Aid Requirements

Where the School requires an employee to perform first aid duties in addition to normal requirements of the employee's position, the cost of obtaining and renewing the Industrial First Aid Certificate shall be borne by the School.

Employees designated to perform Industrial First Aid duties shall receive an additional payment of \$72.25 per month (September through June inclusive) increased by the annual percentage increase for the person receiving the stipend.

32.9 Earthquake Preparedness

The School shall ensure that all employees receive appropriate earthquake preparedness training within six months of the ratification of this agreement.

32.10 Student Medication

Employees covered by this agreement shall not be called upon to administer medication or administer other medical procedures on a regular basis unless:

- (a) the employee volunteers to administer the medication procedure;
- (b) written authorization and instructions for administration of medication has been received from the student's attending physician confirming that medication is required while the student is attending school;
- (c) the student's parent or guardian has made a written request for the School's assistance and has discussed the situation with School Administration; and
- (d) adequate instruction and training, if necessary, has been received from a qualified health care professional.

The School shall indemnify and save harmless any employee against claims arising from the administration of medication, supervision of self-administration, or performance of medical or physical procedures that are carried out pursuant to the instructions and requests received as referred to in this article.

32.11 Behavioural Intervention Training

Teachers and tutors will receive behavioural intervention training at the Employer's expense to support them in responding to students whose behaviour presents a risk of harm to themselves and others.

32.12 Workplace Violence

The Employer agrees that they have a responsibility to protect employees from workplace violence. The Employer will develop and implement a policy on safe work procedures to increase employee awareness, education, and training in the prevention of injury or illness from exposure to workplace violence.

32.13 Unanticipated Responses to a Pandemic

In the event a pandemic is declared by Public Health Officer, and if an Adjustment Plan is required, the parties will meet within 60 calendar days of the declaration to discuss an Adjustment Plan for employees.

ARTICLE 33 - PAYMENT OF SALARY AND ALLOWANCES**33.1 Pay Periods**

- (a) Employees shall be paid on or before the 15th day of each month and on or before the last business day of each month.
- (b) Payments will be electronically deposited by the School to any chartered bank or credit union in the province of British Columbia chosen and authorized by the employee.
- (c) No employee shall suffer a reduction in salary as a result of implementation of this agreement.
- (d) A comprehensive statement detailing payments, allowances and deductions will be provided in each pay period. The statements will include a listing of (rate, units and amount paid) and the cumulative amount of sick leave credits earned.

33.2 Partial Payments and Deductions

- (a) The rate of deduction for a day without pay shall be defined as $\frac{1}{187}$ th of the current annual salary of the teacher or tutor.
- (b) A teacher or tutor who is employed full-time for less than a complete school year shall be paid on the basis of $\frac{1}{187}$ th of the applicable annual salary for each instructional day taught by the teacher or tutor.
- (c) Part-time teachers or tutor shall be paid according to their placement on the basic salary schedule, prorated according to their percentage of the FTE assignment.

33.3 Initial Placement of Teachers on Salary Grid

- (a) Initial placement on the teacher salary grid is determined by the category assigned by the Teacher Qualification Service (TQS) and years of previous teaching experience save and except that notwithstanding any other provision of this article or this agreement, the category assigned by TQS or years of previous teaching experience.
- (b) Where a teacher does not possess the necessary qualifications to be assigned a category by TQS or is not eligible for TQS, the School shall publish a set of criteria based on TQS requirements for determining appropriate placement on the teacher salary grid.
- (c) At the time of appointment, the School shall advise each teacher, in writing, of the documentation required to establish initial placement on the teacher salary grid.
- (d) Pending receipt of the necessary documentation, the teacher shall be placed at Step 1 (experience) and category 4PC (professional training).
- (e) Each teacher shall submit all documentation required by the School to establish placement within two months of commencement of employment.
- (f) In the event that the necessary documentation is provided within the specified period of time, salary adjustment shall be made retroactive to commencement of employment.

- (g) The teacher shall be responsible for advising the School, in writing, of delays which occur in obtaining the documentation necessitating an extension of the time limits. The School shall not refuse a reasonable written request for an extension of time limits.
- (h) In the event that an extension is not granted, salary adjustment shall occur the month following receipt of the documentation.
- (i) The School shall notify the teacher, in writing, of the category and experience placement that has been assigned.
- (j) In the event that a teacher wishes to appeal their placement on the salary grid, the teacher must apply, in writing, to the Head of School giving reasons as for the application for review. In the event that the matter is not satisfactorily resolved, the teacher may refer the matter immediately to Step 3 of the Grievance Procedure in Article 11.

33.4 Increment Credit

- (a) *For initial placement:*
 - (1) full increment credit will be granted for approved exchange teaching and appropriately certified full-time teaching experience acquired while employed in a public school system as defined in the appropriate legislation in Canada, the commonwealth, and the United States, in any Canadian, commonwealth or United States faculty of education or federal, provincial, or state ministry of education in private schools in Canada which are licensed under legislation similar to the *British Columbia Independent School Act* or accredited by a recognized body such as the *Canadian Accredited Independent Schools* or independent/private schools accredited by recognized bodies in other countries;
 - (2) one increment will be recognized for every 10 FTE school months of teaching experience in schools described in Subsection (a)(1); and
 - (3) the School may recognize experience in addition to the teaching experience provided for in Subsection (a)(1) for the granting of increments.
- (b) After initial appointment to the School, an increment shall be granted for each 10 FTE school months of teaching at the School.
- (c) The anniversary date on which an increment for teaching experience will be credited for all teachers is the first day of September.

33.5 Professional Improvement

Teachers or tutors who are entitled to reclassification to a higher category shall receive the higher salary upon receipt of the TQS statement. For independent school teachers or tutors who are not eligible for TQS, the School shall grant requests for reclassification to a higher category upon receipt of necessary documentation based on the School's published criteria. The salary adjustment shall be paid retroactively to September 1st of the current school year providing the revised TQS card, latest university transcripts, or required documentation have been submitted to the School no later than November 30th of that school year. Independent school teachers or tutor who are not eligible for TQS, and who are denied reclassification by the School may appeal the decision through the grievance procedure.

33.6 Initial Placement of Tutors on Salary Grid

- (a) Tutors holding a current BC Certified Teaching Certificate will be placed on the Appendix 1 Salary Grid using the same criteria and processes as outline in Article 33.3 - Initial Placement of Teachers on Salary Grid.
- (b) Tutors who do not hold a current BC Certified Teaching Certificate will be placed on the Appendix 1 Salary Grid, Category 4. Tutors may be placed higher than Step 1 of the Salary Scale, depending on their verifiable years of experience.
- (c) Tutor who are employed on the date of ratification of this agreement will be placed on Appendix 1 Salary Grid at their current step.

33.7 Initial Placement of Counselors on Salary Grid

- (a) Counselors who are not qualified teachers shall be placed on the teacher salary grid in Category 5, Category 6PA (without Masters) or 6M (with Masters) depending on their education, and verifiable years of related counselling experience.
- (b) Counselors who are qualified teachers shall be placed on the teacher salary grid in accordance with their qualifications depending on their combined verifiable years of experience both teaching and related counselling experience.

33.8 Meal Allowance

Employees shall be entitled to a meal allowance while on authorized school business where meal(s) are not provided.

- (a) Authorized school business is defined as off-site attendance at a school-sanctioned activity, meeting or excursion. A planned school activity shall not be deemed authorized school business.
- (b) Reasonable receipted meal costs in excess of the stipulated amounts in this article may, when incurred outside British Columbia, be reimbursed up to the maximum current per diem rates posted by the Canada Revenue Agency.

Breakfast	\$15.00
Lunch	\$17.50
Dinner	\$30.00

33.9 Vehicle Allowance

Where an employee is required to use their own vehicle in the performance of their duties or on the School's business, the employee shall receive a vehicle allowance of 62¢ per kilometre where the distance travelled is in excess of 16 kilometres in a single round trip. Use of a personal vehicle for school business must be pre-approved by a School Administrator.

33.10 Substitution Pay

An employee shall be paid substitution pay when the employee performs duties of a higher paying position, outside of the duties outlined in their employee contract letter.

ARTICLE 34 - DURATION AND TERM OF AGREEMENT**34.1 Term of Agreement**

The term of the contract shall be from September 1, 2022 to August 31, 2026.

34.2 Notice to Bargain

Should either party give written notice by registered mail to the other party, or should such notice be deemed to be given by operation of law, this agreement shall thereafter continue in full force and effect until the Union shall give notice of strike and a legal strike has commenced, or the School gives notice of lockout and a legal lockout has commenced, or the parties conclude a renewal or revision of the agreement or a new agreement.

34.3 Labour Relations Code

The parties agree that the operation of Sections 50(2) and 50(3) of the *Labour Relations Code* is excluded from the agreement.

34.4 Commencement of Bargaining

Where a party to this agreement has given notice under Article 34.2, the parties shall within 14 days after the notice was given commence collective bargaining.

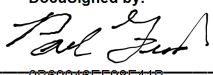
34.5 Change of Agreement

Any change deemed necessary in this agreement may be made by mutual agreement at any time during the life of the agreement.

34.6 Agreement to Continue in Force

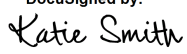
Both parties shall adhere fully to the terms of this agreement during the term of bona fide collective bargaining.

SIGNED ON BEHALF OF THE UNION:

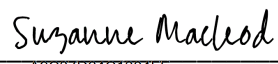
DocuSigned by:

 0B69046EF98F41B...
 Paul Finch
 President

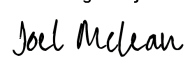
Signed by:

 E0324EABE34C4D1...
 Matthew Gridley
 Bargaining Committee

DocuSigned by:

 43A880BFE181485...
 Katie Smith
 Staff Representative

SIGNED ON BEHALF OF THE EMPLOYER:

DocuSigned by:

 A9C37D64C1304FE...
 Suzanne MacLeod
 Head of School

DocuSigned by:

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 Joel McLean
 Board of Directors

Dated: June 9, 2026

APPENDIX 1 Salary Scales

Category Placement – Teacher Qualification Service (TQS)

Category 3

This category applies to Educational Support Staff without Teacher certification.

Category 4 – Equivalent to a category 4 TQS card

- (a) 4-year professional certificate.
- (b) Teachers that would be paid at a lower rate than Category 4 would be teachers without a university degree.
- (c) This category applies to Tutors without Teacher certification.

Category 5 – Equivalent to a category 5 TQS card

- (a) 5 year professional basic.

Category 5+

- (a) Equivalent to a category 5+ TQS card.
- (b) Previously – PB + 15 or PB + 30 – post-baccalaureate 5-year professional certificate.

A "*post-baccalaureate diploma*" is defined as standard-alone undergraduate credential intended to qualify a candidate for consideration for entry into a master's program.

- (c) The requirements for this category are two or more acceptable programs totalling six or more years of academic and professional studies.

Category 6/M

- (a) Equivalent to a category 6 TQS card.

Effective September 1, 2022:

Step	Cat 3	Cat 4	Cat 5	Cat 5 +	TQS 6/M
1	-	48,880.32	53,672.64	58,066.56	58,964.16
2	-	52,299.72	57,391.70	62,096.40	63,003.50
3	-	54,772.86	60,111.12	65,079.96	65,987.06
4	-	57,244.12	62,832.42	68,062.58	68,969.68
5	-	59,717.26	65,551.84	71,046.14	71,953.24
6	-	62,189.46	68,270.32	74,028.76	74,935.86
7	-	54,659.78	70,991.62	77,011.38	77,918.48
8	-	67,131.98	73,711.04	79,995.88	80,902.04
9	-	69,605.12	76,431.40	82,977.56	83,885.60
10	-	72,784.25	79,151.76	85,961.12	86,868.22
11	-	73,876.02	85,136.74	92,046.68	93,268.68

Effective September 1, 2023:

Step	Cat 3	Cat 4	Cat 5	Cat 6/PA	TQS 6/M
1	-	52,696.04	57,862.71	62,599.05	63,565.66
2	48,880.32	53,771.18	59,968.49	64,884.42	65,832.25
3	49,613.52	56,313.91	62,810.01	68,001.94	68,949.77
4	50,357.73	58,854.70	65,653.49	71,118.47	72,066.30
5	51,113.09	61,397.42	68,495.01	74,235.99	75,183.82
6	51,879.79	63,939.17	71,335.54	77,352.52	78,300.35
7	52,657.99	66,479.00	74,179.02	80,469.06	81,416.89
8	53,447.86	69,020.75	77,020.54	83,587.56	84,534.40
9	54,249.57	71,563.47	79,863.04	86,703.11	87,651.92
10	55,063.32	74,799.06	82,705.54	89,820.63	90,768.45
11	-	77,939.20	88,959.23	96,179.42	97,456.28

Effective September 1, 2024:

Step	Cat 3	Cat 4	Cat 5	Cat 6/PA	TQS 6/M
1	-	-	-	-	-
2	51,324.34	56,459.74	62,966.91	68,128.64	69,123.86
3	52,094.20	59,129.60	65,950.51	71,402.04	72,397.25
4	52,875.61	61,797.43	68,936.16	74,674.40	75,669.62
5	53,668.75	64,467.29	71,919.76	77,947.79	78,943.01
6	54,473.78	67,136.13	74,902.32	81,220.15	82,215.37
7	55,290.89	69,802.95	77,887.97	84,492.51	85,487.73
8	56,120.25	72,471.79	80,871.57	87,766.94	88,761.12
9	56,962.05	75,141.65	83,856.19	91,038.27	92,034.52
10	57,816.48	78,539.02	86,840.82	94,311.66	95,306.88
11	-	81,836.16	93,407.20	100,988.39	102,329.10

Effective September 1, 2025:

Step	Cat 3	Cat 4	Cat 5	Cat 6/PA	TQS 6/M
1	-	-	-	-	-
2	53,890.55	59,282.73	66,115.26	71,535.08	72,580.05
3	54,698.91	62,086.08	69,248.03	74,972.14	76,017.12
4	55,519.39	64,887.30	72,382.97	78,408.12	79,453.10
5	56,352.19	67,690.65	75,515.74	81,845.18	82,890.10
6	57,197.47	70,492.94	78,647.43	85,281.16	86,326.14
7	58,055.43	73,293.09	81,782.37	88,717.14	89,762.12
8	58,926.26	76,095.38	84,915.14	92,155.28	93,199.18
9	59,810.16	78,898.73	88,049.00	95,590.18	96,636.24
10	60,707.31	82,465.97	91,182.86	99,027.24	100,072.22
11	-	85,927.97	98,077.56	106,037.81	107,445.55

Notwithstanding the above wage schedule, the minimum hourly pay rate for any position in the bargaining unit will be the current BC Minimum Wage plus 1.9%, rounded up to the nearest penny.

APPENDIX 2

Teachers/Tutors On Call

1.1 Rate of Pay

- (a) Teacher and Tutors on call shall be paid at the rate of pay they are entitled to on the salary grid found in Appendix 1 as determined by the Head of School.
- (b) The minimum assignment for a Teacher or Tutor On Call shall be one-half (½) day.
- (c) A Teacher or Tutor On Call who is called in to an assignment in excess of one-half (½) day and a period shorter than one full day shall be paid the daily rate for the assignment.

1.2 Application of Collective Agreement

The following articles of the collective agreement shall apply to Teachers and Tutors On Call:

- Article 2 - Management Rights
- Article 3 - Duties and Responsibilities of Teachers
- Article 4 - Duties and Responsibilities of Tutors
- Article 5 - Union Security
- Article 6 - Check-off of Union Dues
- Article 7 - Union Recognition Rights
- Article 8 - Employer-Union Relations appendices
- Article 9 - Joint Consultation Committee
- Article 10 - Discrimination and Harassment
- Article 11 - Grievance Procedure
- Article 12 - Arbitration
- Article 13 - Discipline, Suspension and Dismissal

APPENDIX 3

Benefit Summary

This is a general summary of the coverage provided under your group plan and should be read together with the information contained in your booklet. For more information, including exclusions, limitations and other conditions, please refer to the appropriate sections of your booklet.

General Information

- Waiting period: three months of continuous employment
- Termination: Termination of coverage may vary from benefit to benefit as indicated in this Summary. Coverage may also end on an earlier date, as specified in the *General Information* section of your booklet

Extended Health Care

- (a) Benefit Year - January 1st to December 31st
- (b) Deductible - None
- (c) Drug Card Plan - Included

Reimbursement level:

- (i) *Prescription Drugs* - 80% eligible expenses in excess of 1,000 per person per benefit year will be covered at 100%
- (ii) *Drug substitution limit* - Charges in excess of the lowest priced equivalent drug are not covered unless specifically approved by Sun Life. To assess the medical necessity of a higher priced drug, Sun Life will require the covered person and the attending doctor to complete and submit an exception form
- (iii) *In-province hospital* - 80% of the difference between the cost of a ward and a semi-private hospital room
- (iv) *Convalescent hospital* - 80% up to \$20 per day for a maximum of 180 days for treatment of an illness due to the same or related causes
- (v) *Out-of-province* - 100%
- (vi) *Emergency services* - Emergency Travel Assistance included. Maximum of 60 days per trip. Lifetime maximum of \$1,000,000 per person for out-of-Canada services
- (vii) *Out-of-province referred services* - 80%
- (viii) *Medical services and equipment* - 80%
- (ix) *Paramedical services* - 80% up to a maximum of \$500 per person per specialty in a benefit year for the paramedical specialists listed below:
 - licensed psychologists or social workers
 - licensed massage therapists, when ordered by a doctor
 - licensed speech therapists
 - licensed physiotherapists
 - licensed naturopaths
 - licensed acupuncturists
 - licensed audiologists
 - licensed dieticians
 - licensed occupational therapists
 - licensed osteopaths or osteopathic practitioners, including a maximum of one x-ray examination each benefit year
 - licensed chiropractors, including a maximum of one x-ray examination each benefit year
 - licensed podiatrists or chiropodists, including a maximum of one x-ray examination each benefit year
- (x) *Vision care* - 100% up to a maximum of \$150 in any 12-month period for a person under age 18 or in any 24-month period for any other person
- (xi) *Termination* - When you retire or reach age 70, whichever is earlier

Dental Care

- (a) Benefit year - from January 1st to December 31st
- (b) Deductible - Individual - \$50 per benefit year, Family - \$100 per benefit year
- (c) Fee Guide - The current fee guide for general practitioners in your province of residence

Plan should include the following coverage:

- (i) 80% of preventative and basic procedures
- (ii) 60% of prosthetic appliance, crown and bridgework
- (iii) 50% orthodontics, with no limit

Maximum benefit:

- (iv) *Benefit year maximum* - \$1,000 per person (not applied to orthodontics)
- (v) *Late applicant maximum* - If you apply for coverage either for yourself or your dependants more than 31 days after becoming eligible, the maximum benefit is \$100 per person during the first year for all expenses
- (vi) *Termination* - When you retire or reach age 70, whichever is earlier.

APPENDIX 4**Duties and Responsibilities of Counselors****1.1 Conduct of Counselors**

Counselors shall at all times conduct themselves in accordance with the objectives and principles as set forth in Article 1 of this agreement.

1.2 Standards of Excellence and Professional Competence

Counselors shall endeavour to develop in their students an appreciation of standards of excellence and shall strive at all times to achieve and maintain the highest degree of professional and ethical competence.

1.3 Student Focus

Counselors are expected to be student focused: that is, to be responsive to the diverse learning styles, needs and abilities of students; to speak towards students with respect and dignity; and to regard as their first duty the social and emotional safety of the students.

1.4 Student Welfare

Counselors shall concern themselves with the welfare of their students, including their safety, emotional and physical security, while they are under their care.

1.5 Standards of Performance

Counselors are expected to demonstrate a superior standard of performance in all areas of their daily work such as: knowledge of various therapeutic strategies, understanding of students' needs, recording of counselling sessions, and confidentiality of all student information.

1.6 Professional Responsibilities

Counselors professional responsibilities include: individual meetings with students, conferences and meetings with the Head of School and Deputy Head of School, tutors, parents, employees, and other professionals; in-service training; and government forms.

1.7 Supervision of Students

Counselors shall provide such assistance as the Head of School considers necessary for the supervision of students at the School and at school functions whenever and wherever held.

1.8 Supervision of Counselors

Counselors work under the supervision of the Head of School and Deputy Head of School.

1.9 Counselor Preparation Time

Counselors shall have 200 minutes of preparation time per week, to be used solely for the purpose of individual counseling needs of students such as file reviews, preparing for counselling sessions, and collection of counselling materials.

MEMORANDUM OF UNDERSTANDING 1 BC Target Benefit Pension Plan

The Employer will enroll all new employees who meet the eligibility requirements for membership in the BC Target Benefit Pension Plan. The Group RRSP program will not be available to new employees.

Eligibility

For existing employees to be eligible to participate in the BC Target Benefit Pension Plan, they must first complete the probationary period.

Contributions

Employees may at their own discretion make additional voluntary unmatched contributions to the BC Target Benefit Pension Plan.

The Employer agrees to pay employees, 71 years of age or older, the Employer's minimum contribution to the BC Target Plan.

Eligible employees who are not participating in the Group RRSP and employees who are ineligible to participate in the Group RRSP will have the ability to enroll in the BC Target Benefit Pension Plan if they meet the eligibility criteria of that Plan. Such employees will not have the ability to enroll in the Group RRSP.

The Employer will contribute all funds in accordance with the BC Target Benefit Pension Plan and applicable Provincial Legislation.

The Employer will maintain the Group RRSP for all employees who remain enrolled in it.

Remittance of Contributions

- (1) All employer and employee required contributions shall be paid to the BC Target Benefit Pension Plan no later than 10 days after the end of the payroll period in respect of which the contributions are applicable. The remittance shall be made in accordance with statutory regulations contained in the applicable Provincial Legislation.
- (2) The pension remittance report shall be submitted electronically to the BC Target Benefit Pension Plan by the Employer in an excel spreadsheet.
- (3) The information will be provided as follows:
 - (a) SIN
 - (b) Name
 - (c) Employee contribution amount
 - (d) Employer contribution amount
 - (e) Employee Voluntary contribution amount

MEMORANDUM OF UNDERSTANDING 2
KGMS Pension

In recognition that the existing collective agreement language may not accurately reflect current practices, the parties have agreed to meet no later than 60 days from the date of ratification to Article 29 – BC Target Benefit Pension Plan and Memorandum of Understanding 1.

Any agreed to amendments by the parties shall be confirmed in Memorandum of Agreement and shall be considered to be the current collective agreement language at the agreed date.

MEMORANDUM OF UNDERSTANDING 3
Stipend Position Allowance

The Director position is a position created by the Employer and offered to an existing employee to take on extra responsibilities, in addition to their educational duties. These positions will be posted according to Article 19 – Staff Changes and Postings.

- (a) The Union will be informed as to which members hold Directors' positions.
- (b) An allowance for the performing of the Director position will be paid on an annual basis.
- (c) The stipend for an employee who holds a Director position will be \$5000.00 annually.
- (d) New Director positions or vacant Director positions shall be posted as per the collective agreement.
- (e) Director positions shall be renewed annually.
- (f) The Employer may at its discretion for any of Director positions provide a reduced workload in addition to the allowance.
- (g) The Employer will provide the Union with reasonable notice should a Director position be created or eliminated or should they seek to make any changes to the stipend amount.

MEMORANDUM OF UNDERSTANDING 4

Benefits Summary

The School will, upon expiration of our current benefits covering in June 2024, increase paramedical service from the current coverage of \$500.00 per person speciality to an annual coverage of \$1000 per person per speciality in a benefit year for following paramedical services:

- licensed psychologists or social workers
- licensed massage therapists, when ordered by a doctor
- licensed speech therapists
- licensed physiotherapists
- licensed naturopaths
- licensed acupuncturists
- licensed audiologists
- licensed dieticians
- licensed occupational therapists
- licensed osteopaths or osteopathic practitioners, including a maximum of one x-ray examination each benefit year
- licensed chiropractors, including a maximum of one x-ray examination each benefit year
- licensed podiatrists or chiropodists, including a maximum of one x-ray examination each benefit year

The Employer agrees to determine if it is viable to remove the requirement to have an order from a doctor to see a licensed massage therapist. Should this be possible, this entitlement shall be added to an employee's paramedical services.

MEMORANDUM OF AGREEMENT 1

The parties agree that all Educational Support Staff hired prior to the ratification of the current agreement shall be legaced at the wage and step they are currently placed at and shall maintain all entitlements under the collective agreement. All Educational Support Staff hired after the ratification of this agreement shall be placed on the appropriate step of Category 3, Appendix 1, at the discretion of the Employer.

MEMORANDUM OF AGREEMENT 2

The parties agree to create a workload review committee comprised of equal union and employer representatives who shall meet no later than 90 days from the date of ratification to create a term of reference that shall be shared with the employees of the school.

The purpose of the Committee shall be to consider the equitable distribution of work and address systemic workload situations that have been identified. This committee will convene when a systemic workload situation is identified.

This committee shall have the authority to recommend any workload solutions to the Head of School or their designate in order to address identified workload situations.

MEMORANDUM OF AGREEMENT 3

In recognition that the existing collective agreement language may not accurately reflect current practices, the parties have agreed to meet no later than 90 days from the date of ratification to amend Articles 15.4 - Criteria for Teachers, 15.5 - Criteria for Tutors, and 4.8 - Tutor Preparation Time.

Any agreed to amendments by the parties shall be confirmed in a Memorandum of Agreement and shall be considered to be the current collective agreement language at the agreed date.