

COLLECTIVE AGREEMENT

BETWEEN:



**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 1719**

**CORE
(Secretaries, Librarians, Custodians, Mechanics & Maintenance)**

- AND -

TURTLE MOUNTAIN SCHOOL DIVISION

TERM OF AGREEMENT:

JULY 1, 2023 TO JUNE 30, 2027

INDEX

ARTICLE 1 – PREAMBLE.....	1
ARTICLE 2 – RECOGNITION & NEGOTIATION	1
ARTICLE 3 – NO DISCRIMINATION	2
ARTICLE 4 – CHECK-OFF OF UNION DUES.....	2
ARTICLE 5 – LABOUR MANAGEMENT COMMITTEE	2
ARTICLE 6 – LABOUR MANAGEMENT BARGAINING RELATIONS	3
ARTICLE 7 – RESOLUTIONS & REPORTS OF BOARD	4
ARTICLE 8 – GRIEVANCE PROCEDURE	4
ARTICLE 9 – ARBITRATION	5
ARTICLE 10 – DISCHARGE, SUSPENSION, DISCIPLINE.....	6
ARTICLE 11 – SENIORITY	7
ARTICLE 12 – PROMOTION AND STAFF CHANGES.....	8
ARTICLE 13 – LAY-OFFS AND RECALLS.....	9
ARTICLE 14 – HOURS OF WORK.....	10
ARTICLE 15 – OVERTIME	10
ARTICLE 16 – HOLIDAYS	11
ARTICLE 17 – VACATIONS	12
ARTICLE 18 – SICK LEAVE PROVISIONS	13
ARTICLE 19 – LEAVE OF ABSENCE.....	15
ARTICLE 20 – JOB CLASSIFICATION & RECLASSIFICATION	17
ARTICLE 21 – PAYDAYS	18
ARTICLE 22 – SAFETY AND HEALTH.....	18
ARTICLE 24 – NEW EMPLOYEES.....	19
ARTICLE 25 – BULLETIN BOARDS	19
ARTICLE 26 – BENEFIT PLANS	19
ARTICLE 27 – INTERPRETATION.....	20
ARTICLE 28 – TERM OF AGREEMENT	20
ARTICLE 29 – STORM DAYS	21
SCHEDULE A	23
LETTER OF UNDERSTANDING	26
RE: INDEMNIFICATION	26
LETTER OF UNDERSTANDING	27
RE: TOOL REQUIREMENT FOR BUS MECHANICS.....	27
IMMEDIATE SUPERVISORS	28

ARTICLE 1 – PREAMBLE

THIS AGREEMENT made

BETWEEN: TURTLE MOUNTAIN SCHOOL DIVISION
(hereinafter referred to as the “Division” of the first part)

AND: CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 1719
(hereinafter referred to as the “Union” of the second part)

1:01 This agreement covers all employees as outlined by Manitoba Labour Board certificate numbers 2702 and 6148 as issued by the Manitoba Labour Board and/or as listed in Schedule A.

ARTICLE 2 – RECOGNITION & NEGOTIATION

2:01 The Division has the right to operate the School and to direct the staff covered by this Agreement as it may deem necessary for the most effective use of its facilities insofar as it is consistent with this agreement. Such operation and direction includes the right to hire, suspend, or discharge for just cause; to assign to jobs; to classify; to promote; to transfer or reorganize staff, both permanent and temporary; and to determine the necessary service, subject to the terms of this agreement. The question of whether any of these rights is limited by this agreement shall be decided through grievance and arbitration procedure.

In administering this agreement, the Employer shall act reasonably, fairly, in good faith, and in a manner consistent with the agreement as a whole.

2:02 The Division or anyone authorized to act on its behalf approves and recognizes the Turtle Mountain School Division employees classified and covered by this agreement, and hereby consents and agrees to negotiate with the Union, or any authorized committee thereof in any and all matters affecting the relationship between the two parties to this Agreement, looking towards a peaceful and amicable settlement of any difference that may arise between them.

2:03 No Other Agreements

No employee within the bargaining unit shall be required or permitted to make a written or verbal agreement with the **Division** or **their** representative which may conflict with the terms of this **Collective Agreement**.

ARTICLE 3 – NO DISCRIMINATION

- 3:01 The Union and the Division agree that there shall be no discrimination against any employee by reason of membership or non-membership in the Union or in accordance with *The Human Rights Code*.

ARTICLE 4 – CHECK-OFF OF UNION DUES

- 4:01 The Division shall deduct from the earnings of each employee an amount equal to the regular monthly membership dues, as established by the Union.
- 4:02 Deductions shall be made from each month and shall be forwarded to the Secretary-Treasurer of this Union not later than the 15th day of the next month, along with a list of employees from whom deductions have been made.
- 4:03 The Union agrees to and does hereby indemnify and save the Board harmless for all claims, demands, actions and the proceedings of any kind and from all costs which may arise or be taken against the Board by reason of the Division making the deduction of union dues as provided in Article 401.
- 4:04 The **Division** shall include the amount of Union dues paid by each employee during the relevant year on the Income Tax T4 slips.

ARTICLE 5 – LABOUR MANAGEMENT COMMITTEE

- 5:01 The parties hereto agree to a joint committee being set up to deal with such matters of mutual concern as may arise from time to time in the operation of the School Division.
- 5:02 The Committee shall be composed of equal representation from the School Division and Local Union with total representation not to exceed six (6) members. The Local Union Committee may at any time have representation from the Canadian Union of Public Employees. The Division may at any time have representation from its Association or other advisors.
- 5:03 The Committee shall meet as and when required upon the request of either party.

- 5:04 The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this collective agreement. The Committee shall not supersede the activities of any committee of the Union or of the School Division and does not have the power to bind either the Union or its members or the School Division to any discussions or conclusions reached in their discussions. The Committee may make recommendations to the Union and the School Division with respect to its discussions and conclusions.

ARTICLE 6 – LABOUR MANAGEMENT BARGAINING RELATIONS

6:01 **Union Bargaining Committee**

A Union Bargaining Committee shall consist of not more than five (5) members of the Union. The Union will advise the Employer of the Union nominees to the Committee.

6:02 **Function of Bargaining Committees**

All matters pertaining to rate of pay, hours of work, collective bargaining, and other working conditions, shall be referred by the Union Bargaining Committee to the Employer for discussion and settlement.

6:03 **Representative of the Canadian Union of Public Employees**

The Union shall have the right at any time to have the assistance of a representative of the Canadian Union of Public Employees when dealing or negotiating with the Employer. The Division may at any time have the assistance of representatives of its Association or advisors.

6:04 **Meeting of Committee**

In the event either party wishes to call a bargaining meeting, the meeting shall be held at a time and place by mutual agreement. However, such meeting must be held not later than thirty (30) calendar days after the next regular board meeting after the request has been given unless otherwise **mutually** agreed to by both parties.

6:05 **Time Off for Meeting**

Five (5) representatives of the Union Bargaining Committee, who are in the employ of the Division, shall have the right to attend negotiating meetings with the Division held within working hours and shall be without loss of remuneration.

ARTICLE 7 – RESOLUTIONS & REPORTS OF BOARD

- 7:01 Copies of all resolutions **passed** by the Division which affect this agreement shall be forwarded to the Union **and posted on the Division website.**

ARTICLE 8 – GRIEVANCE PROCEDURE

- 8:01 The Division acknowledges the right of the Union **President or local officers to represent members.**
- 8:02 Should a dispute arise between the Division and employee(s) regarding the interpretation, meaning, operation, or application of this Agreement, including any question as to whether a matter is arbitrable or should an allegation be made that this Agreement has been violated, or should any dispute arise, an earnest effort shall be made to set out the dispute in the following manner:

Step 1 – All grievances shall be submitted to the Chairperson of the Union grievance committee within ten (10) working days of the alleged incident. In the event of a grievance originating while an employee is on an approved leave of absence from work, such grievance shall be lodged within ten (10) working days of the employee's return to work.

Step 2 – If the grievance committee of the Union considers the grievance to be justified, the employee concerned together with their steward or member of the grievance committee shall within fifteen (15) working days of the alleged incident submit the grievance to the employee's supervisor.

Step 3 – Failing satisfactory settlement within ten (10) working days after the dispute was submitted under Step 2, the employee(s) concerned, together with the Grievance Committee, will submit to the Superintendent of the Division, a written statement of the particulars of the complaint and redress sought. The Secretary-Treasurer of the Division shall declare the Employer's position and render a decision within ten (10) working days after receipt of such notice.

Step 4 – Failing agreement being reached in Step 3, application may be made to the Division in writing through the Superintendent of the Division, stating the grievance concerned, and a hearing shall be granted within fifteen (15) working days after the next regular meeting of the Division following the application.

- 8:03 Where a dispute involving a question of general application or interpretation occurs, or in cases of discharge or suspension, the Division and the Union may agree to bypass Steps 1 and 2 of this Article.
- 8:04 Replies to grievances shall be in writing at all stages.
- 8:05 The Division will supply the necessary accommodation for the grievance meetings.
- 8:06 The time limits as set out in the various steps may be extended by mutual agreement **in writing**.

ARTICLE 9 – ARBITRATION

- 9:01 Failing satisfactory settlement of a grievance through provisions of Article 8, either party may submit the dispute to arbitration within fifteen (15) working days.

9:02 **Composition of Board of Arbitration**

When either party requests that a grievance be submitted to arbitration, the request shall be made in writing, addressed to the other party to the Agreement. Within ten (10) working days of receipt of the referral of the grievance to arbitration the parties shall attempt to mutually agree upon a Sole Arbitrator to resolve the grievance. Failing agreement on a Sole Arbitrator within ten (10) working days thereafter, each party shall name an arbitrator to an Arbitration Board and notify the other party of the name and address of the appointee. The two (2) so named shall within ten (10) working days select a third person to act as Chairperson of the Board of Arbitration, but should they not do so within ten (10) working days, either party may apply to the Labour Board to appoint a person to act as Chairperson.

9:03 **Disqualification of Certain Individuals**

No person who has a pecuniary interest in a matter before the Arbitration Board, or who is acting, or has, within a period of one (1) year prior to the date on which notice of desire to submit the matter to arbitration is given, acted as solicitor, counsel, or agent of any of the parties to the arbitration, is eligible for appointment as a member of the arbitration board or shall act as a member of the arbitration board.

9:04 The Board may determine its own procedure, but shall give full opportunity to all parties to present evidence and make representation to it. It shall hear and determine the difference or allegations and render a decision. The decision of the majority shall be the decision of the Board.

9:05 Decision of the Board

The decision of the Board of Arbitration shall be final, binding and enforceable on both parties, but in no event shall the Board of Arbitration have the power to alter, modify or amend this Agreement in any respect. Should the parties disagree as to the meaning of the decision, either party may apply to the Chairperson of the Board of Arbitration to reconvene the Board in order to clarify the decision, which it shall do within **twenty (20) calendar days**.

9:06 Expenses of the Board

Each party shall pay:

1. the fees and expenses of the arbitrator it appoints;
2. one-half (½) the fees and expenses of the Chairperson;
3. one-half (½) the expenses of the Arbitration Board for clerical assistance, supplies and rent of a place to meet.

9:07 Amending of Time Limits

The time limit in both the grievance and arbitration procedure may be extended by consent of the parties to this Agreement **in writing**.

9:08 Witnesses

At any stage of the grievance or arbitration procedure, the parties may have the assistance of the employee(s) concerned as witnesses or other witnesses and all reasonable arrangements will be made to permit the conferring parties or the arbitrator(s) to have access to any part of the Board's premises in order to view any working conditions which may be relevant to the settlement of the grievance.

ARTICLE 10 – DISCHARGE, SUSPENSION, DISCIPLINE

10:01 Employees shall be given disciplinary warnings **in writing**, unless circumstances justify immediate discipline or discharge.

In the event of a claim that an employee has been disciplined, suspended or discharged unjustly, the grievance procedure as in Article 8 shall be followed except as excluded by Article 11.02. An employee will be disciplined or discharged for just cause only.

- 10:02 The employee shall have the right to be accompanied by a Union representative.**

ARTICLE 11 – SENIORITY

- 11:01 Seniority is defined as the term of continuous employment, within this Collective Agreement, with the Division and shall be one of the factors in determining preference or priority for promotion, transfer, demotions, lay-offs, or recalls. Other determining factors shall be skill, ability and qualifications.**

- 11:02 Probation for Newly Hired Employees**

A newly hired employee shall be on probation for a period of six (6) months from the date of hiring. During the probationary period, the employee, except in the case of discharge or suspension, shall be entitled to all rights and benefits of this Agreement.

The Division may extend the probation period another three (3) months if the Division deems it necessary. In such cases, the Division will notify the Union in writing.

- 11:03 A seniority list shall be sent to the President of the Local by January 30th of each year.**

- 11:04 Without limiting the generality of the foregoing, an employee's seniority shall be forfeited and their employment shall be deemed to be terminated and there shall be no obligation to rehire under the following conditions:**

- a) The employee is discharged and is not reinstated;**
- b) The employee resigns in writing;**
- c) The employee fails to return to work following an authorized leave of absence;**
- d) The employee does not return to work from layoff within ten (10) working days of being notified by registered mail to do so.**

11:05 An employee shall retain and accrue seniority if they are absent from work because of:

- a) Illness or accident covered by sick days under the collective agreement;**
- b) Authorized leave of absence up to thirty (30) working days;**
- c) Maternity or parental leave or compassionate care leave granted under *The Employment Standards Code*.**

ARTICLE 12 – PROMOTION AND STAFF CHANGES

12:01 When a vacancy occurs or a new position is created inside the bargaining unit, the Division shall post notice of the position in the Division Offices and shops for a minimum of five (5) working days so that all members will know about the vacancy or new position.

12:02 The Employer may advertise outside for any vacancy provided all internal applicants are given first consideration provided they qualify under Article 12:03.

12:03 When choosing an applicant for a vacant position the Division shall base its decision on the applicants' qualifications and their ability to satisfactorily perform the duties of the position. If qualifications and ability are equal, seniority shall prevail.

12:04 Any employee covered by this Agreement who has given good and faithful service to the Division and who through advancing years or temporary disablement is unable to perform their regular duties shall be given the preference of any light work available at the salary payable at the time for the position to which they are assigned.

12:05 In the event that an employee is temporarily placed in a higher paid position, they shall be entitled to the minimum rate in the scale higher than their current rate.

12:06 The Division agrees to notify the Union of all changes in permanent staff, promotions, lay-offs, recalls, transfers and new employees.

12:07 Any employee upgraded to a higher classification shall be considered to be on a trial basis in **their new classification for a period of three (3) months. If within this trial period, the employee advises the Division in writing of **their** wish to revert to **their** former position, or in the event of**

unsatisfactory performance in this new classification during the trial period, **they** shall be returned by the Division to a position similar to that previously held without loss of seniority or wages. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to the employee's former position or the equivalent with the same wage or salary rate and without loss of seniority.

ARTICLE 13 – LAY-OFFS AND RECALLS

13:01 Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a lay-off, employees shall be laid off in the reverse order of their bargaining-unit-wide seniority within a classification, providing that those employees retained have the necessary qualifications and ability to perform the duties of the remaining positions.

13:02 **Lay-off Procedure for Custodians**

In the event of a lay-off, custodians shall be laid off in the reverse order of seniority within their specific classification (i.e., pay grade), providing that those employees retained have the necessary qualifications and ability to perform the duties of the remaining positions. If the laid-off custodian chooses to, **they** may move into the next lower custodian classification level and into a position filled by an employee with the least amount of seniority in that classification level (reverse order of seniority) provided that employee has less seniority than the original custodian displaced.

If the original laid off custodian cannot displace into a position in the next lower classification, they may follow the same procedure for any lower Custodian classifications that may be still available.

If the original laid-off custodian is unable to displace another custodian in another classification, they will be placed on the recall list. If the employee chooses not to displace another employee, then Article 13.04 will apply.

13:03 An employee on the recall list shall remain on the list for a period of six (6) months. After the six (6) month period, the employee will lose their seniority and their employment relationship with the Division will be terminated.

13:04 In the event of subsequent recalling of employees, employees shall be called back to work as required beginning with the most senior employee provided that, in the opinion of the Division, the most senior employee has the qualifications and ability to satisfactorily perform the duties of the position.

ARTICLE 14 – HOURS OF WORK

- 14:01 a) The work week for **librarians** shall be up to five (5) days per week with two (2) days off. The hours worked shall be up to **thirty-seven point five (37.5) hours per week not including Winter, Spring, and Summer Break.**
- b) The normal hours of work for kitchen staff shall be up to twenty-seven point five (27.5) hours per week and overtime will be paid for hours worked in excess of eight (8) hours in a day or up to forty (40) hours per week.
- 14:02 The work week for all other regularly scheduled employees shall be five (5) days per week, up to eight (8) hours per day with two (2) consecutive days off.
- 14:03 Custodians of schools with less than an eight (8) hour per day rating **except for Minto School** shall work those hours as required to properly service and maintain the cleanliness of their school grounds **not including Winter, Spring, and Summer Break.**
- 14:04 Custodians shall work those hours as scheduled by the Division or the Maintenance Supervisor.
- 14:05 It shall be the duty of the Head Custodian of each school to check and tend the heating systems while such units are in operation.
- 14:06 All employees shall be permitted a ten (10) minute rest period in the first half and the second half of any full shift worked. A full shift consists of at least five (5) hours.
- 14:07 Provisions will be made for one (1) hour lunch break on the day shift and a thirty (30) minute lunch break on the evening and night shifts.

ARTICLE 15 – OVERTIME

- 15:01 Overtime shall not be performed or paid for unless authorized by the **Division.**
- 15:02 Time and one-half (1½ x) will be paid for all time worked over the eight (8) hours per day or the forty (40) hours in any one week for all employees except librarians.
- a) Librarian employees shall be paid at the rate of time and one-half (1½) for all time worked over seven and one-half (7½) hours per

day or thirty-seven and one-half (37½) hours per week.

15:03 Employees called out in case of an emergency shall be paid a minimum of three (3) hours at the rate of time and one-half (1½).

15:04 All employees shall be entitled to approved banked overtime at their option, in lieu of pay to a maximum of two (2) days per school year of **their regularly scheduled shift** to be taken at a time mutually agreeable to the employee and the supervisor. Additional banked time to be with the prior approval of the **Division**. Banked time must be used by July 31st **following** the school year in which it was earned. Any banked time not used by July 31st will be paid out at the prior year's contractual rate.

Secretarial staff may realign hours of work from September to June, reduce hours July and August, Christmas and Spring Break, and any other days that school is not in session.

ARTICLE 16 – HOLIDAYS

16:01 All employees shall have the following holidays at their regular rate of pay:

New Year's Day	Louis Riel Day	Good Friday
Victoria Day	Canada Day	Terry Fox Day
Labour Day	Thanksgiving Day	Christmas Day
Boxing Day	Orange Shirt Day (National Day for Truth and Reconciliation)	

and any other day proclaimed as a holiday by the Federal ~~or~~ Provincial Governments.

16:02 The observance of Remembrance Day in Manitoba is subject to the provisions of *The Remembrance Day Act* and shall be observed on the day it occurs.

16:03 When any of the above noted holidays falls on a Saturday or Sunday and is not proclaimed as being observed on some other day, the following Monday shall be deemed to be the holiday for the purpose of this agreement if it is a school holiday.

16:04 An employee who is not scheduled to work on the above holiday shall receive holiday pay equal to one (1) day's pay plus time and one-half (1½) for any hours worked on that day.

16:05 When any of the above-noted holidays fall on an employee's scheduled day off the employee shall receive another day off with pay at a time

mutually agreed upon with the Supervisor.

- a) In addition to the above with reasonable notice to the **Division**, employees will be granted two (2) days (of their regularly scheduled shift), of paid personal leave per year. Employees may carry forward one (1) day of personal leave to the following year.
- b) Employees may not be allowed to take this leave on Professional Development days.

ARTICLE 17 – VACATIONS

- 17:01 a) Employee shall earn vacation in accordance with their years of service as at their anniversary date as follows. All anniversary dates shall be grandfathered to June 30, 2009.
- i) start date to the first full year of continuous service, one point two five (1.25) days earned per month;
 - ii) after completion of a full year of continuous service, three (3) weeks;
 - ii) after completion of six (6) years of continuous service, four (4) weeks;
 - iv) after completion of twelve (12) years of continuous service, five (5) weeks;
 - v) after completion of twenty (20) years of continuous service, six (6) weeks.
- b) Vacation days accumulated during a school year of July 1st to June 30th shall be taken during the following period of July 1st to June 30th.
- 17:02 If a paid holiday falls or is observed during an employee's vacation period, the employee shall be allowed an extra day of vacation with pay to be added to the start or end of the vacation period taken.
- 17:03 **Employees hired on a ten (10) month or less per year basis shall be paid on each pay cheque vacation pay allowance as follows, based on January and June increments only:**
- a) **Four (4) per cent vacation pay;**

- b) **After completion of one (1) year of continuous service, six (6) per cent vacation pay;**
- c) **After completion of six (6) years of continuous service, eight (8) per cent vacation pay;**
- d) **After completion of twelve (12) years of continuous service, ten (10) per cent vacation pay;**
- e) **After completion of twenty (20) years of continuous service, twelve (12) per cent vacation pay.**

ARTICLE 18 – SICK LEAVE PROVISIONS

18:01 Sick Leave Defined

Sick leave means the period of time an employee is absent from work with full pay by virtue of being sick or disabled or because of an accident for which compensation is not payable under *The Workers' Compensation Act*. Sick leave is not payable for an injury received while gainfully employed at another job for which there is or would normally be eligibility for Workers' Compensation benefits.

18:02 Amount of Sick Leave

Sick leave to be granted to regular employees and regular part-time employees on the following basis:

- one and two-thirds (1⅔) days per month for the first (1st) and second (2nd) year of employment to a maximum of twenty (20) days accumulation in each year.
- three (3) days per month commencing the third (3rd) year of employment and thereafter to a maximum of one hundred thirty (130) days.

An employee may regain any sick leave which they have used at the rate of one and two-thirds (1⅔) days per month in the first (1st) and second (2nd) year of employment and the rate of three (3) days per month in the third (3rd) year and thereafter to a maximum of one hundred thirty (130) days.

18:03 Deductions for Sick Leave

In any one (1) year in which an employee has not had sick leave, or has

had only a portion thereof, they shall be entitled to an accrual of all the unused portion of sick leave to a maximum of one hundred thirty (130) days. A deduction shall be made from accumulated sick leave of all days absent for sick leave as defined in 18:01.

18:04 Proof of Illness

An employee will be required to produce a certificate from a duly qualified practitioner for any illness three (3) consecutive days, or longer, certifying that such employee is unable to carry out their duties due to illness.

18:05 To be eligible for sick leave, **all employees** must report to the **Division one (1) hour prior to their scheduled shift** on the day they are unable to report for work due to illness. **Once the employee notifies the Division, the employee is also required to submit a leave via the Division's absent management system (Employee Connect).**

18:06 Employees returning to work following a lengthy illness may be asked to submit a doctor's certificate stating that the employee is able to return to their regular duties.

18:07 Suspected abuses of sick leave provisions will be investigated and proven instances will result in severe disciplinary action and may result in discharge. **Principle of progressive discipline will be considered.**

18:08 If an employee is prevented from performing their regular duties with the Employer due to an occupational accident associated with their employment, and this accident is recognized by *The Workers' Compensation Act* as compensable within the meaning of the Act, the Employer agrees to maintain its share of cost of the employees benefits as if they had remained on the job.

18:09 Where an employee qualified for sick leave, involving hospitalization during their period of vacation, there shall be no deduction from vacation credits for such absence providing proof of hospitalization is submitted. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date.

18:10 Each employee shall be entitled to use up to five (5) days of accumulated sick leave per year to attend to the illness and injury or medical appointment of that employee's spouse, parents, children or dependents. In the case of child or dependent where both parents are employees within the scope of this agreement, both employees shall not have access to this provision concurrently, except where the said child or dependent is involved in an emergency illness or injury involving hospitalization.

- 18:11** When an employee has suffered an illness or injury resulting from a motor vehicle accident and is in receipt of paid sick leave from the Division, if the employee receives a wage loss replacement benefit from Manitoba Public Insurance, the employee shall reimburse the Division the amount of sick time received from the Division during this leave to the extent that the MPI wage loss benefits cover the sick time paid to the employee. Such reimbursement to the Division shall be applied to reimburse the Employee's accrued sick leave.
- 18:12** Whenever possible, employees shall attempt to schedule medical appointments to minimize the time away from the workplace. Such leave shall be counted against the employee's accumulated sick leave.

ARTICLE 19 – LEAVE OF ABSENCE

19:01 **Bereavement Leave**

An employee shall be granted up to five (5) days bereavement leave without loss of salary in the case of death of a father, **step-father**, mother, **step-mother**, sister, **step-sister**, brother, **step-brother**, **child**, **step-child**, wife, husband, sister-in-law, brother-in-law, father-in-law, mother-in-law, grandparent, grandchild, **step-grandchild**, and other cases at the discretion of the Division.

- 19:02** One-half (½) day leave may be granted upon request without loss of salary or wages to attend a funeral as pallbearer or mourner.

- 19:03** An employee may be granted leave of absence without pay if:

- a) they request it in writing from the Division, and
- b) the leave is for good reason and does not interfere unduly with the operation of the Division. In emergency situations leave may be granted through verbal notification from the Division's representative.

- 19:04** An employee shall qualify for maternity/**parental** leave as set forth in *The Employment Standards Code*.

19:05 **Leave for Citizenship Ceremony**

An employee shall be allowed **one (1) day** off with pay to attend their **Citizenship Ceremony**, upon written request to the Division.

19:06 The Employer recognizes the right of an employee to participate in public affairs. Therefore, upon written request the Employer shall allow leave of absence without loss of benefits so that the employee may be a candidate in federal, provincial or municipal elections. If elected, the leave may be extended.

19:07 Grievance and Arbitration Pay Provisions

Representatives of the Union shall not suffer any loss of pay or benefits for the total time involved in grievances and arbitration procedures.

19:08 Leave of Absence for Union Function

Upon **written** request to the **Division** an employee elected or appointed to represent the Union at conventions shall be allowed leave of absence without pay and benefits. Leave of absence without pay but without loss of benefits shall be allowed employees to attend Executive and Committee meetings of CUPE, its affiliated or chartered bodies.

The **Division** shall, if requested by the Union, continue to pay the employees during periods of leave of absence without pay as if they had remained at work. The **Division** will then bill the Union an amount equal to the employee's salary and benefits.

In all cases of such leave, the Division shall be notified as soon as possible and in no case less than ten (10) working days prior to the commencement of such leave. In extenuating circumstances the ten (10) working days may be waived by the Division.

19:09 When **an employee** has been legally called to serve on a jury or to appear as a subpoenaed witness in court proceedings, **other than a court proceeding occasioned by the employee's private or personal affairs**, the Division will continue to pay their salary during the time of such proceedings. Further to this, the member agrees to submit to the Division any wages received from the courts for their services while in court. The employee shall immediately notify the Division upon becoming aware of **their** requirement to attend court and will keep the Division informed of the anticipated absence and return date.

19:10 At the birth of **their** child, an employee shall be entitled to one (1) day leave of absence during the period of confinement at no loss of pay.

19:11 Compassionate Care Leave

All employees shall be entitled to Compassionate Care Leave in accordance with *The Employee Standards Code*.

19:12 All reference to "days" of leave within the **Collective Agreement** are based on the employees' regular hours of work per day.

19:13 **Interpersonal Violence Leave**

Employees shall be entitled to interpersonal violence leave as per The Employment Standards Code.

ARTICLE 20 – JOB CLASSIFICATION & RECLASSIFICATION

20:01 **Job Description**

The **Division** agrees to draw up job descriptions for all positions and classifications for which the Union is the bargaining agent. These descriptions shall be presented to the Union and shall become the recognized job descriptions unless the Union presents written objection within thirty (30) days.

20:02 **No Elimination of Present Classification**

Existing classification shall not be eliminated without prior agreement with the Union.

20:03 In the event that the School Division establishes or proposes to establish a new classification, or if there is a substantial change in the job content of an existing classification and provided that the new or revised classification falls within the bargaining unit, the Employer shall within thirty (30) days supply the Union with a new or revised job description covering the new or reclassified position and the Union and Employer will at a mutually agreed upon time commence negotiations for a new or revised rate of pay if applicable. Any dispute as to whether a new or revised classification falls within the bargaining unit may be referred to the Manitoba Labour Board for determination.

20:04 **When a new position that falls within the scope of the Bargaining unit is established by the Division or an existing position is amended, the rate of pay shall be subject to negotiations between the Division and the Union. The Division shall have the right to temporarily establish a rate of pay until the regular rate of pay for the classification has been agreed upon. If the Parties are unable to agree on the rate of pay, such disagreement shall be submitted to arbitration as provided for under this Agreement. If the new classification is established or position amended within eighteen (18) months prior to the expiry of the Collective Agreement, and the Employer and the Union cannot reach an agreement on the rate of**

pay, then the Parties agree to resolve the matter in collective bargaining. Should the result be an increase to the classification, the affected employee(s) will receive full retroactive pay to the date of the implementation of the new classification.

ARTICLE 21 – PAYDAYS

- 21:01 a) The Employer shall pay bi-weekly wages in accordance with Schedule A.
- b) Employees laid off at the end of the school term shall receive their pay on the following pay date after the lay-off date.
- 21:02 This **Collective Agreement** is fully applicable to all regular part-time or temporary employees performing jobs in the bargaining unit. All regular full-time and regular part-time employees shall receive the wage rates, conditions of employment and perquisite on a pro-rata basis according to their hours of work.

ARTICLE 22 – SAFETY AND HEALTH

- 22:01 **The Division and Union recognize the duties and responsibilities of the Employer, supervisors, and employees under The Workplace Safety & Health Act and regulations thereto. Further, the Division and the Union acknowledge The Workplace Safety and Health Act contains specific provisions which cover the roles and responsibilities of workplace committees and agree to work co-operatively within this legislated mandate.**
- 22:02 All employees that require safety shoes will be reimbursed up to **two hundred and twenty-five dollars (\$225.00)** per school year with receipts. This includes both safety shoes and/or boots.
- 22:03 Due to the frequent occasions when those employees who are required to work in or around equipment that causes unusually severe wear and tear on employees' personal clothing, the Division has agreed to supply coveralls on site according to the following schedule:

	Summer	Winter
Bus Garage-Killarney	2	2
Killarney School	2	2
Bus Garage-Boissevain	2	2
Boissevain School	2	2
Minto School	1	1

ARTICLE 23 – JOB SECURITY

23:01 Restrictions on Contracting Out

In order to provide job security for the members of the bargaining unit, the Employer agrees that all work or services performed by the employees shall not be subcontracted, transferred, leased, assigned, or conveyed, to any other plant, person, company, or non-unit employee, in such a manner that would deprive present employees of their employment.

ARTICLE 24 – NEW EMPLOYEES

24:01 The Employer agrees to acquaint new employees with the fact that a union agreement is in effect and all employees must pay union dues by virtue of the Manitoba Labour Board, Certificate No. 2702 and 6148. The Employer further agrees to provide the new employee with the name of their Union Steward or Representative.

24:02 The Union shall notify the Secretary-Treasurer in writing of the names of its Stewards and representatives.

ARTICLE 25 – BULLETIN BOARDS

25:01 The Union shall have the right to use Division bulletin boards, with due regard to other users, for the purpose of posting notices of interest to the employees.

ARTICLE 26 – BENEFIT PLANS

26:01 Employees shall be eligible to participate in the following benefit plans under the terms and conditions of such plans or as they may be amended from time to time by the trustees of that plan:

- The Manitoba Public Schools Employees **Benefits Plans**
- Manitoba School Boards' Association (M.S.B.A.) Non-Teaching Employees Pension Plan.

It is understood between the parties that the employees are responsible for and will continue to be responsible for their portion of all premiums that are currently being paid by such employees.

ARTICLE 27 – INTERPRETATION

- 27:01 In this Agreement, unless the context otherwise requires, the expression “employee” signifies a person who is employed by the Division within the scope of this Agreement:
- a) “regular full-time employee” means an employee who works the full prescribed hours of work per week;
 - b) “regular part-time employee” means an employee who is scheduled to work less than the full prescribed hours per week on a regular and recurring basis;
 - c) “casual employee” means an employee who is employed on an irregular and unscheduled basis. A casual employee is not covered by this Agreement. However, the Employer agrees to pay not less than the start rate of the position to which the person is assigned.
 - d) “temporary employee” means an employee hired for a specific period of time or for the completion of a specific job or until the occurrence of a specified event.
 - e) **The provisions of this Collective Agreement are intended to be gender-neutral and gender inclusive. A word used in the singular applies also in the plural, unless the context otherwise requires.**

ARTICLE 28 – TERM OF AGREEMENT

- 28:01 This Agreement shall remain in full force and effect and be binding on the parties hereto commencing on July 1, **2023**, and up to and including June 30, **2027**, and shall continue from year to year thereafter subject to revision upon notice being given as hereinafter provided.
- 28:02 If either party to this agreement desires to renew, revise or terminate this agreement, then not less than thirty (30) days or more than ninety (90) days prior to the expiry date such party shall give written notice to the other party of their intent. Should either party deem it necessary to negotiate changes during the term of this agreement such changes may be made by mutual agreement and shall be covered by letters of understanding.

ARTICLE 29 – STORM DAYS

29:01 Inclement Weather

In all circumstances where schools are open, employees must make reasonable effort to attend at their school or work site. If, however, due to inclement weather and related travel conditions, an employee is unable to attend, the employee will not be deducted salary for the absence provided that the employee notifies their immediate supervisor or designate that they cannot attend and,

- a) the RCMP has closed the highway(s) within the Division on the employee's normal route to work; and
- b) the School Division has cancelled buses and/or classes or closed schools and work sites.

For clarification purposes the following will be adhered to in relation to the above:

If the buses are cancelled and the schools are open the following process will be utilized:

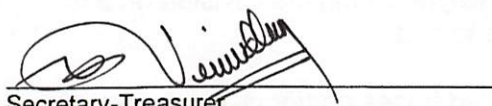
- c) **Employees who live out of town must make a reasonable effort to attend their place of work. If an employee chooses to stay home for safety reasons, they must notify the Division of their decision and they will not be deducted salary.**
- d) All **employees** who live in town are expected to attend school. If the **employee** chooses to stay home, **they** must notify the school administration and take a leave for absence for that day, which may include banked time if the employee has scheduled days off to trade.
- e) **If the RCMP has closed the roads or highways and the school is closed due to inclement weather, then regardless of if they live in town or out of town, they shall not be deducted pay.**

IN WITNESS WHEREOF the parties have caused these presents to be executed the
3RD day of JUNE, 2025.

ON BEHALF OF THE EMPLOYER:
TURTLE MOUNTAIN SCHOOL
DIVISION



Board Chair

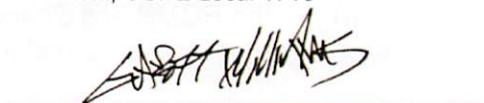


Secretary-Treasurer

ON BEHALF OF THE UNION:
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 1719



President, CUPE Local 1719



CUPE National Representative

GW.pnt/aj COPE491
23 May 2025

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 1719
TURTLE MOUNTAIN SCHOOL DIVISION
(Secretaries, Librarians, Custodians, Mechanics & Maintenance)**

SCHEDULE A

	July 2023 2.75%	July 2024 2.75%	July 2025 3.0%	July 2026 3.0%
Market Adjustment	-	-	\$0.25	\$0.25
SECRETARY				
Start	21.10	21.68	22.58	23.51
1 st Year	21.58	22.17	23.09	24.03
2 nd Year	22.15	22.76	23.69	24.65

	July 2023 2.75%	July 2024 2.75%	July 2025 3.0%	July 2026 3.0%
Market Adjustment	-	-	\$0.25	\$0.25
LIBRARIAN				
Start	21.10	21.68	22.58	23.51
1 st Year	21.58	22.17	23.09	24.03
2 nd Year	22.15	22.76	23.69	24.65

Certified School Secretary or Librarian

School Secretaries or Librarians who hold the following certification shall receive a premium in the amount of one dollar and sixty cents (\$1.60) per hour:

- Two (2) year Library and Information Technology Diploma; or
- One (1) year Library Technician Certificate; or
- Administrative Assistant Certification from RRC Polytech or Assiniboine College.

Certified will mean in receipt of a certified program, recognized by Turtle Mountain School Division, as stated above and delivered by a recognized post-secondary institution.

School Secretaries and Librarians shall have their new wages recognized upon receipt of their certification and will be paid effective the first day of the following pay period.

		July 2023 2.75%	July 2024 2.75%	July 2025 3.0%	July 2026 3.0%
Market Adjustment		-	-	\$0.25	-
CUSTODIANS					
Class 1		24.57	25.25	26.26	27.05
Class 1 & Power Engineering		27.08	27.82	28.90	29.77
Class 2		22.90	23.53	24.49	25.22
Class 3	Start	21.31	21.90	22.81	23.49
	6 months	21.58	22.17	23.09	23.78
	1 st Year	21.94	22.54	23.47	24.17
	2 nd Year	22.25	22.86	23.80	24.51
	3 rd Year	22.55	23.17	24.12	24.84

		July 2023 2.75%	July 2024 2.75%	July 2025 3.0%	July 2026 3.0%
Market Adjustment		-	-	\$0.75	\$0.50
CUSTODIANS					
Class 4		18.10	18.60	19.91	21.01

		July 2023 2.75%	July 2024 2.75%	July 2025 3.0%	July 2026 3.0%
Market Adjustment		-	-	\$0.25	
BUS GARAGE					
Mechanic		27.08	27.82	28.90	29.77

		July 2023 2.75%	July 2024 2.75%	July 2025 3.0%	July 2026 3.0%
Market Adjustment		-	-	\$0.50	\$0.50
BUS GARAGE					
Mechanic with Journeyman Certificate	Start	28.12	28.89	30.26	31.67
	1 st Year	30.73	31.58	33.03	34.52
	2 nd Year	33.56	34.48	36.01	37.59

		July 2023 2.75%	July 2024 2.75%	July 2025 3.0%	July 2026 3.0%
Truck & Transportation Certified Mechanic		39.00	40.07	41.27	42.51
Certified Mechanics who also hold an Inspection Mechanic Certificate will receive a premium in the amount of one dollar (\$1.00) per hour.					

	July 2023 2.75%	July 2024 2.75%	July 2025 3.0%	July 2026 3.0%
Market Adjustment	-	-	\$0.25	-
FOOD SERVICES				
Food Services Worker I	20.01	20.56	21.43	22.07
Food Services Worker II	18.10	18.60	19.41	19.99

	July 2023 2.75%	July 2024 2.75%	July 2025 3.0%	July 2026 3.0%
ALLOWANCES				
Heat System per annum in December	1,283.07	1,318.35	1,357.90	1,398.64
Boiler Mechanics	6,695.64	6,879.77	7,086.16	7,298.74
Fireman's Papers	109.61	112.62	116.00	119.48

GW:prf/aj  COPE-491
23 May 2025

LETTER OF UNDERSTANDING

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1719
(Secretaries, Librarians, Custodians, Mechanics & Maintenance)

AND

TURTLE MOUNTAIN SCHOOL DIVISION

RE: INDEMNIFICATION

The Employer has purchased and will maintain insurance coverage to provide its employees protection as follows:

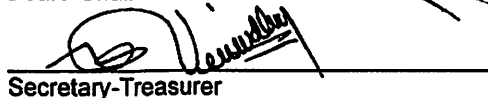
The Employer shall indemnify and save harmless all employees from legal liability for bodily injury or property damage, including protection in the event of claims arising from the administration, of "medical-type" services, in an emergency type situation. This clause shall apply whether or not a teacher/administrator is present or is directing the administration, providing that the employee is acting within the best interest of the person involved.

The Employer will provide legal defense costs and where the interest of the Employer and employee(s) are not synonymous; the employee(s) will be entitled to receive independent legal defense(s) at no cost to the employee.

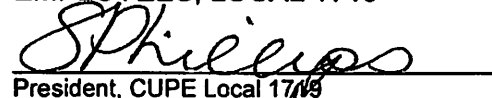
SIGNED this 3rd day of June, 2025.

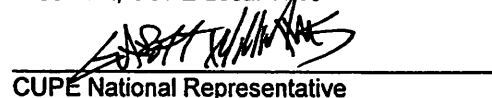
ON BEHALF OF THE EMPLOYER:
TURTLE MOUNTAIN SCHOOL
DIVISION


Board Chair


Secretary-Treasurer

ON BEHALF OF THE UNION:
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 1719


President, CUPE Local 1719


CUPE National Representative

GW:pnl/aj COPE491
23 May 2025

LETTER OF UNDERSTANDING

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1719
(Secretaries, Librarians, Custodians, Mechanics & Maintenance)

AND

TURTLE MOUNTAIN SCHOOL DIVISION

RE: TOOL REQUIREMENT FOR BUS MECHANICS


Mechanics shall supply and utilize a hand tool assortment as would be required to work on buses.

The Turtle Mountain School Division shall provide replacement insurance on each mechanic's tools. Mechanics shall provide the Turtle Mountain School Division with a complete inventory of the tools upon request.

Bus mechanics shall each be provided with a four hundred dollar (\$400.00) tool allowance annually to upgrade their hand tools, which are a condition of employment. Mechanics must provide original receipts for payment. Annual funds will apply to individual budget years and may not be carried forward.

SIGNED this 3rd day of June, 2025.

ON BEHALF OF THE EMPLOYER:
TURTLE MOUNTAIN SCHOOL
DIVISION




Board Chair

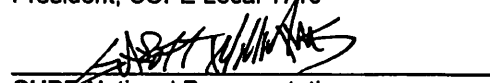


Secretary-Treasurer

ON BEHALF OF THE UNION:
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 1719



President, CUPE Local 1719



CUPE National Representative

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1719
(Secretaries, Librarians, Custodians, Mechanics & Maintenance)**

AND

TURTLE MOUNTAIN SCHOOL DIVISION

IMMEDIATE SUPERVISORS

Employee Group	Immediate Supervisors
Secretary	Principal
Librarian	Principal
Custodian	Principal (Teaching Days) Supervisor of Transportation and Maintenance (Non-Teaching Days)
Mechanics	Supervisor of Transportation and Maintenance
Food Service Workers	Principal