

**2015 – 2020  
Collective Agreement**

**concluded between**

**the Management Negotiating Committee  
for English-language School Boards (CPNCA)**

**and**

**the Syndicat des employées et employés professionnels-les  
et de bureau (SEPB-Québec)  
affiliated with the Québec Federation of Labour (QFL)  
on behalf of the unions representing support staff  
of English-language school boards of Québec**

Produced by the Management Negotiating  
Committee for English-language School Boards  
(CPNCA)  
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**CHAPTER        1-0.00        OBJECTIVE OF THE AGREEMENT, DEFINITIONS, RESPECT  
FOR HUMAN RIGHTS AND FREEDOMS, SEXUAL  
HARASSMENT, PSYCHOLOGICAL HARASSMENT AND  
WORKPLACE VIOLENCE**

**1-1.00        OBJECTIVE OF THE AGREEMENT**

The objective of the agreement shall be to establish smooth relations between the parties, to determine the employees' working conditions as well as to establish the appropriate procedures for resolving difficulties which may arise.

**1-2.00        DEFINITIONS**

Unless the context indicates otherwise, for the purposes of applying the agreement, the words, terms and expressions defined hereinafter have the meaning respectively attributed to them.

**1-2.01        QESBA**

Quebec English School Boards Association.

**1-2.02        Seniority**

Defined in article 8-1.00.

**1-2.03        Fiscal year**

Period from July 1 of one year to June 30 of the following year.

**1-2.04        Provincial Relocation Bureau**

Relocation bureau made up of all the school boards, the Ministère and the QESBA.

**1-2.05        Class of employment**

Any of the classes of employment the titles of which appear in the salary scales in Appendix I of the agreement and those which could eventually be created under clause 6-1.13.

**1-2.06        Board**

The school board bound by the agreement.

**1-2.07 Spouse**

Persons:

- a) who are married or joined in civil union and cohabit; or
- b) who are living together in a conjugal relationship and are the father and mother of the same child; or
- c) of the same or opposite sex who have been living together in a conjugal relationship for at least one year.

The dissolution of the marriage or civil union by divorce or annulment as well as any de facto separation for more than three (3) months in the case of persons living together in a conjugal relationship shall entail the loss of status as spouse.

**1-2.08 Agreement**

This collective agreement.

**1-2.09 Grievance**

Any disagreement regarding the interpretation or application of the agreement.

**1-2.10 Ministère**

The Ministère de l'Éducation et de l'Enseignement supérieur (MEES).

**1-2.11 Transfer**

Movement of an employee from one position to another within the same class of employment or to another class of employment in which the maximum of the salary scale is identical or in classes of employment remunerated according to a single salary rate in which the rate is identical.

**1-2.12 Provincial negotiating parties**

- a) Employer group: the Management Negotiating Committee for English-language School Boards (CPNCA) established under the Act respecting the process of negotiation of the collective agreements in the public and parapublic sectors (CQLR, chapter R-8.2)
- b) Union group: the Syndicat des employées et employés professionnels-les et de bureau (SEPB-Québec) affiliated with the Québec Federation of Labour (QFL)

**1-2.13 Adaptation period**

Work period following a promotion.

**1-2.14 Probation period**

Period of employment which a newly hired employee, other than a temporary employee, must undergo in order to become a regular employee. The probation period shall be seventy-five (75) days actually worked. However, it shall be one hundred and five (105) days actually worked for employees who occupy a position in the subcategory of technical support positions.

Employees in a part-time position shall undergo a probation period equal in duration to that prescribed above, where applicable, or a probation period equal in duration to nine (9) consecutive months, whichever is the lesser.

If a temporary employee working as a replacement obtains, according to the provisions of article 7-1.00, the position which he or she held as a replacement, without any interruption between the time he or she was working as a replacement and the time the position became permanently vacant, the probation period to become a regular employee shall be reduced by half if the time worked as a replacement is equal to at least fifty percent (50%) of the probation period.

Any absence during the probation period shall be added to the said period.

However, an employee shall not be required to undergo a probation period when he or she obtains, in the context of article 7-1.00, the position in which he or she replaced an employee for an uninterrupted period of over twelve (12) months, immediately prior to obtaining the position.

**1-2.15 Tenure**

Status acquired by a regular employee who has completed at least two (2) full years of active service with the board in a full-time position, whether he or she is covered by accreditation or not, since being hired by the board.

Acquisition of tenure by an employee shall be delayed in proportion to the period during which his or her active service is interrupted, provided that there has been no break in his or her employment ties.

As an exception to the rule for acquiring tenure, the employee who holds a part-time position shall maintain his or her status as a tenured regular employee if he or she acquired it in accordance with the preceding provisions and as long as there has been no break in his or her employment ties since acquiring his or her tenure.

**1-2.16 Employee**

The terms "employee", "employees", "any employee", whether singular or plural, signify and include the employees defined hereinafter and to whom one or more provisions of the agreement apply in accordance with article 2-1.00.

**1-2.17 Probationary employee**

The employee who was hired but who has not completed the probation period prescribed in clause 1-2.14 in order to become a regular employee.

**1-2.18 Employee in the special education sector**

An employee who is hired as such to carry out specific work in one of the following classes of employment: attendant for handicapped students, Braille technician, special education technician and interpreter-technician.

**1-2.19 Regular employee**

- a) An employee who has completed the probation period prescribed in clause 1-2.14.
- b) An employee who, in the service of the board or boards (institutions) to which this board is the successor, had acquired the status of regular employee or the equivalent.

**1-2.20 Temporary employee**

- a) An employee who is hired to perform particular work in order to handle a temporary increase in workload or an unforeseen event for a maximum period of five (5) months, unless there is a written agreement with the union.

Failing agreement, the employee whose period of employment exceeds the period stipulated in the preceding paragraph shall obtain the status of regular employee. The board shall thus create a position in accordance with the provisions of clause 7-1.18. The position created is a full-time position if the temporary employee held a full-time position or a part-time position if the temporary employee held a part-time position. The employee shall automatically become a candidate for that position and his or her candidacy shall be considered in the step mentioned in subparagraph c) of paragraph 2 of clause 7-1.18. If the employee does not obtain the position, he or she shall be laid off as soon as the position is filled.

- b) The board may hire a temporary employee to replace an absent employee for the duration of the absence.

The board shall terminate a temporary employee's employment when the employee whom he or she was replacing resumes his or her position, resumes his or her assignment in the special project or when the position becomes permanently vacant or is abolished.

- c) An employee who is hired to carry out particular work in the context of a special project.

**1-2.21 Classification Plan**

The Classification Plan for technical and paratechnical, administrative and labour support positions (November 10, 2015 edition) prepared by the provincial negotiating employer group after consultation of the provincial negotiating union group, including any change made or new class that may be added during the term of the agreement.

**1-2.22 Position**

Specific assignments of an employee to perform duties assigned to him or her by the board, it being specified that, subject to article 7-3.00, each employee may hold more than one regular position and that a position constitutes a specific assignment.

**1-2.23 Full-time position**

Position in which the weekly working hours are equal to or greater than seventy-five percent (75%) of the duration of the regular workweek.

In its staffing plan, the board shall favour the merger of part-time positions in the same class of employment, based on the organization's needs, so as to create full-time positions. However, the board shall not be obliged to combine part-time positions if it entails travel time, travel expenses or schedule conflicts or has the effect of creating a position in which the number of hours is greater than the number of hours of the regular workday or workweek.

**1-2.24 Part-time position**

Position in which the weekly working hours are less than seventy-five percent (75%) of the duration of the regular workweek.

The board may not divide a position, other than a part-time position, into several part-time positions, unless there is a written agreement with the union.

**1-2.25 Promotion**

Movement of an employee from one position to another in another class of employment in which the maximum of the salary scale is higher than that of the class of employment he or she is leaving or in a class of employment remunerated according to a single salary rate in which the rate is higher than that of the class of employment he or she is leaving.

**1-2.26 Demotion**

Movement of an employee from one position to another in another class of employment in which the maximum of the salary scale is less than that of the class of employment he or she is leaving or in a class of employment remunerated according to a single salary rate in which the rate is less than that of the class of employment he or she is leaving.

**1-2.27 Education sector**

The school boards and colleges defined in the Act respecting the process of negotiation of the collective agreements in the public and parapublic sectors (CQLR, chapter R-8.2).

**1-2.28 Public and parapublic sectors**

The school boards, colleges, institutions and government agencies defined in the Act respecting the process of negotiation of the collective agreements in the public and parapublic sectors (CQLR, chapter R-8.2) as well as the ministries and other agencies of the government referred to in the Public Service Act (CQLR, chapter F-3.1.1).

**1-2.29 Active service**

Period of time during which the employee's salary is maintained or during which he or she actually worked in the service of the school board or boards (institutions) to which this board is the successor since he or she was last hired. An employee shall acquire one year of active service if his or her salary is maintained or if he or she actually worked for two hundred and sixty (260) days, except for an employee in a part-time position, in which case, the calculation shall be made proportionally.

**1-2.30 Union**

The union bound by the agreement.

**1-2.31 Salary**

Amount paid to an employee under articles 6-1.00, 6-2.00 and 6-3.00, excluding all lump sums, except for those prescribed in clauses 6-2.16, 6-2.18 and in subparagraph c) of clause 7-3.18.

**1-3.00 RESPECT FOR HUMAN RIGHTS AND FREEDOMS****1-3.01**

The board and the union recognize every employee's right to exercise, in complete equality, the rights and freedoms affirmed in the Charter of Human Rights and Freedoms (CQLR, chapter C-12).

The board and the union specifically agree to respect in their actions and decisions, the practice, in full equality, of the employee's rights and freedoms without distinction, exclusion or preference which could lead to discrimination within the meaning of the Charter mentioned in the preceding paragraph.

**1-3.02**

It is agreed that there will be no threat, constraint, discrimination or reprisal on the part of the board, the union or their respective representatives against an employee because of race, religious beliefs or lack thereof, sex, sexual orientation, language, colour, nationality, social origins, political opinions, age, unless stipulated by law, the fact that an employee is pregnant, social status, marital status, or the fact that he or she is a handicapped person or exercising a right granted to him or her under the agreement or by law.

**1-4.00      SEXUAL HARASSMENT****1-4.01**

A work environment must be free from sexual harassment.

**1-4.02**

It is forbidden to publish or distribute posters, notices or pamphlets which do not comply with this article.

**1-4.03**

No one may sexually harass another person.

**1-4.04**

The union may submit any problem regarding sexual harassment to the Labour Relations Committee and propose preventive measures.

**1-4.05**

An employee who claims to have been sexually harassed may file a grievance according to the grievance procedure described in article 9-1.00.

**1-5.00      PSYCHOLOGICAL HARASSMENT****1-5.01**

The board and the union recognize that every employee has a right to a work environment free from psychological harassment as prescribed in the Act respecting labour standards (CQLR, chapter N-1.1).

**1-5.02**

The board and the union recognize that psychological harassment is a reprehensible act and shall collaborate in preventing situations of psychological harassment.

**1-6.00      WORKPLACE VIOLENCE****1-6.01**

A work environment must be free from all types of violence.

**1-6.02**

The board and the union recognize that any type of workplace violence is a reprehensible act and shall work together to prevent it.

**1-6.03**

The union may submit to the Labour Relations Committee any problem related to violence and recommend prevention measures, notably training and development of protocols.

**1-7.00      USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES****1-7.01**

The board may use information and communication technologies to forward information or documents to employees.

**1-7.02**

The board must, in each institution, place a computer at the disposal of employees who do not use a computer in performing their duties so that they may access and consult information and documents forwarded by the board. To this end, the board must take the necessary measures to protect the confidentiality of the information and documents consulted by employees.



**CHAPTER 2-0.00 FIELD OF APPLICATION AND RECOGNITION****2-1.00 FIELD OF APPLICATION****2-1.01**

The agreement applies to all the employees, within the meaning of the Labour Code (CQLR, chapter C-27) and covered by accreditation, subject to the following partial applications:

**a) Probationary employees**

A probationary employee shall be covered by the clauses of the agreement, except those concerning the right to the procedure for settling grievances and arbitration in the event of dismissal or if his or her employment terminates; in these cases, the board shall give this employee a notice equal to at least one pay period.

**b) Temporary employees mentioned in paragraphs a) and b) of clause 1-2.20**

- 1) A temporary employee shall be entitled to the benefits of the agreement as regards the following clauses or articles only:

1-1.00	Objective of the Agreement
1-2.00	Relevant definitions
1-3.00	Respect for Human Rights and Freedoms
1-4.00	Sexual Harassment
1-5.00	Psychological Harassment
1-6.00	Workplace Violence
1-7.00	Use of Information and Communication Technologies
2-2.01	Definitions
2-3.00	Recognition
3-1.00	Posting
3-2.00	Union Meetings and Use of Board Premises for Union Purposes
3-3.00	Documentation
3-4.00	Union System
3-7.00	Union Dues
5-2.00	Paid Legal Holidays (provided that he or she has worked ten (10) days since he or she was last hired prior to the paid legal holiday)
5-8.00	Civil Responsibility
6-1.00	Classification Rules
6-2.00	Determination of Step
6-3.00	Salary
6-4.00	Travel Expenses
6-5.00	Premiums
6-6.00	Loan and Rental of Rooms or Halls
6-7.00	Payment of Salary
7-1.11 to 7-1.15	Priority of Employment List

- |           |                                                                                                                                                                                          |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7-1.18    | Procedure for filling a permanently vacant or newly created position: part-time position (subparagraph f) of paragraph 2)); full-time position (subparagraphs f) and i) of paragraph 2)) |
| 7-1.22 e) | Procedure for filling a temporarily vacant position, an increase in workload and a special project                                                                                       |
| 7-1.27 d) | Procedure for filling a temporarily vacant position, an increase in workload and additional hours                                                                                        |
| 8-1.00    | Seniority                                                                                                                                                                                |
| 8-2.00    | Workweek and Working Hours                                                                                                                                                               |
| 8-3.00    | Overtime                                                                                                                                                                                 |
| 8-5.00    | Health and Safety                                                                                                                                                                        |
| 8-6.00    | Clothing and Uniforms                                                                                                                                                                    |
| 10-1.00   | Employees Working Within the Framework of Adult Education or Vocational Education Courses                                                                                                |
| 11-3.00   | Local arrangements dealing with clauses or articles listed in this paragraph                                                                                                             |
| 11-4.00   | Interpretation of Texts                                                                                                                                                                  |
| 11-5.00   | Coming into Force of the Agreement                                                                                                                                                       |
| 11-7.00   | Relevant Appendices                                                                                                                                                                      |
| 11-8.00   | Printing, Distribution and Translation of the Agreement                                                                                                                                  |
- 2) A temporary employee who has worked for an uninterrupted period of at least six (6) months since he or she was hired or within the framework of two (2) or more immediately consecutive hirings<sup>1</sup> shall also be entitled to the provisions of the following clauses and articles:
- |        |                                                                                                                       |
|--------|-----------------------------------------------------------------------------------------------------------------------|
| 2-2.00 | Fringe benefits of the position granted to an employee who holds or occupies one or more positions                    |
| 3-5.00 | Union Representation                                                                                                  |
| 3-6.00 | Leaves for Union Activities (except long-term leaves for union activities and participation in provincial committees) |
| 5-1.00 | Special Leaves                                                                                                        |
| 5-3.00 | Life, Health and Salary Insurance Plans                                                                               |
| 5-4.00 | Parental Rights: according to the terms and conditions prescribed in Appendix VIII                                    |
| 5-6.00 | Vacation                                                                                                              |
| 5-9.00 | Work Accidents and Occupational Diseases (except clauses 5-9.12 to 5-9.18)                                            |

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<sup>1</sup> One or more justified absences for a maximum of five (5) days during the reference period including Saturdays, Sundays, paid legal holidays, pedagogical days, spring break, summer shutdown period prescribed in paragraph a) of clause 5-6.04, temporary layoff and vacation periods do not constitute an interruption of work.

The employee referred to in this subparagraph shall still benefit from these provisions if the board rehires him or her within a period of ten (10) working days immediately following the last period of employment during which he or she was entitled to these provisions or if he or she performs work immediately before and after the temporary layoff prescribed in clause 7-2.03.

- 3) The temporary employee hired for a predetermined period of over six (6) months shall be entitled, as of the first day, to the working conditions prescribed in subparagraph 2) of paragraph b) of this clause. The employee shall continue to participate in the basic health insurance plan and the complementary plans determined by the parity insurance committee for an additional period of ten (10) days following his or her layoff. The board shall collect the required premium prior to the layoff according to the terms and conditions agreed by the parity insurance committee.
- 4) Every temporary employee shall also be entitled to the grievance procedure and arbitration if he or she feels wronged with respect to the rights to which he or she is entitled under the terms of the agreement.

**c) Employees in a part-time position**

When a part-time position is filled by a probationary employee, a temporary employee or a regular employee, the relevant provisions apply; however, whenever such provisions are applied in proportion to the regular hours paid, specific terms, if any, are provided in each article.

**d) Employees assigned to a special project**

**1) Special project**

Temporary project of a maximum duration of three (3) school years beginning on the date on which the special project started. The duration cannot be extended. When the board decides to convert one or more assignments in a special project into regular positions, within that period, it shall proceed according to the provisions of clause 7-1.18.

Notwithstanding the foregoing, upon the expiry of the three (3)-school year period from the beginning of the special project, the board shall create a regular position for each employee who keeps his or her assignment. To fill the position, it shall proceed according to the provisions of clause 7-1.18. However, the temporary employee who was assigned to a special project shall automatically obtain the position thus created as well as the status of regular employee.

In addition, within twelve (12) months of the expiry of the three (3)-school year period prescribed in the first paragraph, the board shall create a regular position when it assigns a person to a project of the same nature as that of a previous special project involving the same employment category in the same office, department, school or centre. To fill the position, it shall proceed according to the provisions of clause 7-1.18.

When the board must create a position by the application of the provisions of the preceding two paragraphs, the position shall be full-time if the employee assigned to the special project was working full-time<sup>1</sup> or part-time if the employee assigned to the special project was working part-time<sup>1</sup>.

## **2) Consultation**

Before implementing a special project, the board must consult the union beforehand. The consultation must deal with the nature, objective, staff required, work schedule foreseen, source of financing and duration of the project.

## **3) Reduction in staff, interruption or termination of a special project**

When the board decides to reduce the staff of a special project or to interrupt or terminate a special project, it shall inform the employee concerned at least ten (10) working days before the date on which the decision becomes effective. A copy of the notice shall be forwarded to the union.

When reducing staff, the board shall first proceed by class of employment, according to the inverse order of seniority of temporary employees, second, from among the employees covered by Chapter 10-0.00 and third, from among regular employees. However, every employee who remains in the special project must have the required qualifications and meet the other requirements of the assignment.

### **Regular employees and employees covered by Chapter 10-0.00 assigned to a special project**

On the effective date on which one of the events mentioned in the first paragraph of subparagraph 3) occurs, an employee shall return to his or her position or employment under the same conditions and with the same rights had he or she actually occupied that position or employment. The employee concerned shall benefit, as a priority, from a right to return to his or her assignment to the special project for a three (3)-school year period from the beginning of the special project.

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<sup>1</sup> Employee working full-time: employee whose weekly working hours were equal to or greater than seventy-five percent (75%) of the thirty-five (35) hours for technical and paratechnical support positions and administrative support positions and thirty-eight hours and forty-five minutes (38 h 45 min) for labour support positions.

Employee working part-time: employee whose weekly working hours were less than the working hours defined in the preceding paragraph.

However, within the context of a special project, an employee whose assignment includes fewer months of work per year than his or her regular position or employment and whom the board decides not to return to his or her regular position or employment for the remaining months shall choose:

- i) a temporary assignment to other duties related to his or her qualifications and experience. The temporary assignment shall be decided by the board, but cannot entail a reduction in the employee's salary nor an assignment to more than fifty (50) kilometres by road from his or her domicile or place of work nor a reduction in his or her working hours. The temporary assignment shall apply for the period during which he or she would have been laid off temporarily only;
- ii) a temporary layoff for the period prescribed for the assignment to the special project.

### **Temporary employees**

A temporary employee shall be laid off when staff is reduced or a special project is interrupted. At the end of the special project, the board shall terminate the employee's employment. If need be, the name of the employee shall be registered or reregistered on the priority of employment list of the class of employment concerned under the terms and conditions specified. A laid-off employee shall be recalled, as a priority, for the special project for a three (3)-school year period from the beginning of the project. In addition, when the layoff is for an anticipated period of three (3) months or less, the employee shall be covered by the life and health insurance plans provided that he or she pay his or her share of the annual premium according to the terms and conditions to be determined by the local parties.

### **4) Workweek**

A workweek is from Monday to Sunday. However, a workweek cannot exceed thirty-five (35) hours for technical and paratechnical support positions and administrative support positions or thirty-eight hours and forty-five minutes (38 h 45 min) for labour support positions and includes two (2) consecutive days off.

### **5) Overtime**

Article 8-3.00 of the agreement applies by making the following changes:

Clause 8-3.01 is replaced by the following:

- "Hours worked by an employee at the specific request of his or her immediate superior in addition to the thirty-five (35) hours of his or her regular workweek or, where applicable, in addition to the thirty-eight hours and forty-five minutes (38 h 45 min) of his or her regular workweek".

Paragraph a) of clause 8-3.06 is replaced by the following:

- "at the basic hourly rate increased by one half (150%) for all hours worked in addition to the thirty-five (35) hours of his or her workweek or, where applicable, in addition to the thirty-eight hours and forty-five minutes (38 h 45 min) of his or her workweek".

Paragraph c) of clause 8-3.06 is replaced by the following:

- "at double his or her hourly rate (200%) for all hours worked during the second weekly day off".

**6) Working conditions applicable to regular employees assigned to a special project only**

In addition to the provisions of subparagraphs 1) to 5) of paragraph d) of clause 2-1.01, a regular employee, mentioned in subparagraphs a), b), c) and d) of clause 7-1.22, assigned to a special project, shall maintain his or her status and inherent working conditions except articles 8-2.00 and 8-3.00.

**7) Working conditions applicable only to temporary employees mentioned in paragraph c) of clause 1-2.20 and employees covered by Chapter 10-0.00 assigned to a special project**

In addition to the provisions of subparagraphs 1) to 5) of paragraph d) of clause 2-1.01, an employee benefits from the following:

1-1.00	Objective of the Agreement
1-2.00	Relevant definitions
1-3.00	Respect for Human Rights and Freedoms
1-4.00	Sexual Harassment
1-5.00	Psychological Harassment
1-6.00	Workplace Violence
1-7.00	Use of Information and Communication Technologies
2-2.00	Fringe benefits of the position granted to an employee who holds or occupies one or more positions
2-3.00	Recognition
3-1.00	Posting
3-2.00	Union Meetings and Use of Board Premises for Union Purposes
3-3.00	Documentation
3-4.00	Union System
3-5.00	Union Representation
3-6.00	Leaves for union activities (except long-term leaves for union activities and participation in provincial committees) provided that, in the context of clause 3-6.09, the employee resumes, upon his or her return, the duties performed, if they still exist
3-7.00	Union Dues
4-1.00	Labour Relations Committee

4-2.00	Committees Provided for Under the Education Act (CQLR, chapter I-13.3)
5-1.00	Special Leaves
5-2.00	Paid Legal Holidays
5-3.00	Life, Health and Salary Insurance Plans
5-4.00	Parental rights for the prescribed period of employment excluding the leave of absence without salary or part-time leave of absence without salary to extend a maternity leave, a paternity leave or an adoption leave mentioned in paragraph a) of clause 5-4.38
5-5.00	Participation in Public Affairs
5-6.00	Vacation (at the local parties' choice): eight percent (8%) allowance or application of article 5-6.00 in its entirety
5-7.00	Training and Professional Improvement
5-8.00	Civil Responsibility
5-9.00	Work Accidents and Occupational Diseases except for clauses 5-9.12 to 5-9.18. However, the employee shall resume, upon his or her return, the duties performed upon his or her departure, if they still exist
6-1.00	Classification Rules
6-2.00	Determination of Step
6-3.00	Salary
6-4.00	Travel Expenses
6-5.00	Premiums
6-6.00	Loan and Rental of Rooms or Halls
6-7.00	Payment of Salary
7-1.18	Procedure for filling a permanently vacant or newly created position: part-time position (subparagraph f) of paragraph 2)); full-time position (subparagraphs f) and i) of paragraph 2))
8-1.00	Seniority
8-2.06	Rest Period
8-4.00	Disciplinary Measures (this article applies to a temporary employee after a period of sixty (60) days actually worked)
8-5.00	Health and Safety
8-6.00	Clothing and Uniforms
8-7.00	Technological Changes
8-8.00	Software Changes
9-1.00	Procedure for Settling Grievances
9-2.00	Arbitration
9-3.00	Grievances and arbitration dealing with matters which could be the subject of a local arrangement only
9-4.00	Accelerated Arbitration
9-5.00	Disagreement
9-6.00	Prearbitration Mediation
11-1.00	Contributions to a Savings Institution or Credit Union
11-2.00	Contributions to the Fonds de solidarité des travailleurs du Québec
11-3.00	Local Arrangements
11-4.00	Interpretation of Texts

11-5.00	Coming into Force of the Agreement
11-6.00	Reprisals and Discrimination
11-7.00	Relevant Appendices
11-8.00	Printing, Distribution and Translation of the Agreement

**e) Employees working exclusively within the framework of adult education or vocational education courses**

Employees shall benefit from the provisions of article 10-1.00 of the agreement only, unless otherwise provided.

**f) Student supervisors and cafeteria employees working fifteen (15) hours or less per week**

Employees shall benefit from the provisions of article 10-2.00 of the agreement only, unless otherwise provided.

**g) Employees working fifteen (15) hours or less**

A regular employee whose workweek is fifteen (15) hours or less shall be covered by the provisions of the agreement. The employee shall be entitled to the parental rights prescribed in article 5-4.00 under the applicable terms and conditions.

Subject to subparagraph 6) of paragraph d) of this clause, the salary rate of an employee assigned to a special project, a regular employee and a temporary employee covered by the provisions of subparagraph 2) of paragraph b) of clause 2-1.01 whose workweek is fifteen (15) hours or less shall be increased by eleven percent (11%) in lieu of the fringe benefits prescribed in articles 5-1.00, 5-2.00 and 5-3.00 and by eight percent (8%) in lieu of the vacation prescribed in article 5-6.00.

This provision applies to a regular employee after he or she obtains a position under the security of employment provisions of article 7-3.00 until the security of employment provisions are applied the following year. However, the employee shall no longer be covered by that provision in the following situations:

- 1) when, following the application of clause 7-1.18, he or she obtains a new position in which the regular workweek is over fifteen (15) hours;
- 2) when, following the application of clause 7-1.22, he or she obtains a promotion, a temporarily vacant position of a predetermined duration corresponding to the school year or longer, including more than fifteen (15) hours per week for the duration of the temporary assignment.

The workweek of a day care employee which is fifteen (15) hours or less shall be determined by taking into account the hours worked during the first complete workweek following October 15 or based on the hours assigned when a new employee is hired after October 15 of the fiscal year. This provision applies for a period of twelve (12) consecutive months. Notwithstanding the foregoing, the provincial negotiating parties may agree on another date and another reference period.



**2-1.02**

A person who receives a salary from the board and to whom the agreement does not apply shall not normally perform the work of an employee governed by the agreement.

The use of the services of volunteers or trainees must not entail the layoff, placement in surplus, demotion, reduction in the working hours or abolition of a regular employee's position.

The board shall inform the union in advance, in writing, of the duration and location of the training sessions as well as the trainees' schedule. An employee may, on a voluntary basis, participate in the planning of the training sessions and in the evaluation of the trainees concerned.

**2-2.00 FRINGE BENEFITS OF THE POSITION GRANTED TO AN EMPLOYEE WHO HOLDS OR OCCUPIES ONE OR MORE POSITIONS****2-2.01 Definitions**

For the sole purposes of applying this article, the words, terms and expressions defined hereafter have the meaning and application respectively assigned to them.

a) Fringe benefits of position

The fringe benefits of the position are the benefits prescribed in the following articles:

- 5-1.00 Special Leaves
- 5-2.00 Paid Legal Holidays
- 5-3.00 Life, Health and Salary Insurance Plans
- 5-6.00 Vacation

It being understood that the employee is entitled to them according to the terms and conditions specified in clause 2-1.01 and that, in certain cases, the benefits associated with the fringe benefits of the position can be broken down into the following percentages:

- eleven percent (11%) in lieu of the benefits prescribed in articles 5-1.00, 5-2.00 and 5-3.00;
- eight percent (8%) in lieu of the benefits prescribed in article 5-6.00.

The fringe benefits of the position granted to an employee are based on the position or positions he or she holds or occupies.

b) Position held by employee

Position held by an employee under clause 1-2.22.

c) Position occupied by employee

Employee assigned to a position he or she does not hold under paragraph b) of this clause.

## d) Primary position

- 1) the only position held by the employee or the only position occupied by the employee;
- 2) in the case of the employee who holds more than one position or occupies more than one position for more than six (6) months in the following order<sup>1</sup>:
  - the regular employee's full-time position;
  - the regular employee's part-time position with more than fifteen (15) hours;
  - the position whose benefits are those specified in subparagraphs 2) and 3) of paragraph b) of clause 2-1.01;
  - the employee's position with the greatest number of hours.

## e) Secondary position

Any other position held by the employee or any other position occupied by the employee not identified as a primary position under paragraph d) of this clause.

Employees hold or occupy a primary position, including temporary employees and employees covered by Chapter 10-0.00. Employees may also hold or occupy one or more secondary positions.

During the year, an employee's primary or secondary position as well as the fringe benefits of the position may be modified under this article and in accordance with article 7-1.00.

**2-2.02 Fringe benefits of position**

An employee who holds or occupies a primary position shall be granted the fringe benefits of the primary position.

An employee who holds or occupies primary and secondary positions shall be granted the fringe benefits of the primary position for his or her secondary position. This shall not have the effect of merging the employee's positions or changing his or her status.

However, the employee who occupies a secondary position whose benefits are those enumerated in subparagraph 1) of paragraph b) of clause 2-1.01 or the employee hired under Chapter 10-0.00 and for whom the duration of the secondary position is not longer than six (6) months or has not been predetermined as being for longer than six (6) months is not entitled to the fringe benefits of the primary position<sup>2</sup> for this position.

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<sup>1</sup> If the positions have the same number of hours, the board shall determine the primary position.

<sup>2</sup> In this case, the fringe benefits of the employee's secondary position are maintained in accordance with the provisions of the agreement, independent of the primary position.

**2-3.00 RECOGNITION****2-3.01**

The board recognizes the union as the only representative and agent of the employees covered by the agreement regarding the application of matters relative to working conditions.

**2-3.02**

The board and the union recognize the provincial negotiating parties' right to deal with issues relating to the interpretation and application of the agreement.

In the case where the same kind of grievance is filed in several boards, the provincial negotiating parties must, at the request of one of them, meet in order to deal with it within sixty (60) days of the request.

The provincial negotiating parties shall not be entitled to the grievance or arbitration procedures, unless stipulated otherwise.

**2-3.03**

Following the coming into force of the agreement, any individual agreement between an employee and the board regarding working conditions different from those prescribed in the agreement must receive the union's approval in writing in order to be valid.

**2-3.04**

The provincial negotiating parties agree to meet in order to discuss any issue relating to the employees' working conditions and to adopt the appropriate solutions. Any solution accepted in writing by the provincial negotiating parties may subtract from, add to or alter any provision of the agreement. These provisions must not be interpreted as constituting a revision of the agreement which could lead to a dispute as defined in the Labour Code (CQLR, chapter C-27).

**CHAPTER 3-0.00 UNION PREROGATIVES****3-1.00 POSTING****3-1.01**

The board shall place bulletin boards at the disposal of the unions, in prominent places in its buildings, usually those or near those used by the board for its own documents or near the employees' entrance and exit areas.

**3-1.02**

The union may use these bulletin boards to post a notice of a meeting or any other document issued by the union provided that it is signed by a union representative and that a true copy is given to the person designated by the board.

**3-1.03**

A board that has an Internet site shall post available positions on the site.

**3-2.00 UNION MEETINGS AND USE OF BOARD PREMISES FOR UNION PURPOSES****3-2.01**

All union meetings must be held outside the regular working hours of the group of employees concerned.

However, following a written request of the union and after having obtained permission from the board, a union meeting may be held during the employees' regular working hours without loss of salary.

**3-2.02**

With the agreement of the board or its designated representative, an employee who must usually work during a meeting of his or her union may be absent from work to attend the meeting provided that he or she make up the hours during which he or she was absent in addition to the number of hours of his or her regular workweek or regular workday or outside the hours prescribed in his or her work schedule. An employee shall not be entitled to any additional remuneration on this account.

**3-2.03**

At the union's written request, the board shall provide free of charge, if available, a suitable room in one of its buildings for the union meetings of the members of the bargaining unit. The board must receive the request forty-eight (48) hours in advance. It shall be the union's responsibility to see that the room used is left in the condition in which it was found.

**3-2.04**

The board which already provides a room for the union secretariat at no cost to the union shall continue to do so. If the use of such a room is withdrawn, the board shall provide another room under the same conditions.

In other cases, the board shall provide a room, if available, for the union secretariat at no cost to the union within thirty (30) days of the date of the coming into force of the agreement.

If the use of such a room must be withdrawn, the board shall notify the union within a reasonable time period and the parties shall meet in order to discuss the terms and conditions for replacing the room by another room, if available.

If the board cannot provide an available room within thirty (30) days of the date of the coming into force of the agreement, the parties shall meet to assess the situation.

**3-3.00      DOCUMENTATION****3-3.01**

In addition to the documentation that must be provided according to the other provisions of the agreement, the board and the union shall provide the documentation mentioned in this article.

**3-3.02**

No later than November 30 of each year, the board shall provide the union with a computer file<sup>1</sup> containing the complete list of employees to whom the agreement applies and indicating for each: surname and given name, status (probationary, tenured regular, regular, temporary), the position held, whether the position held is on a full-time or part-time basis, the class of employment, salary and premiums, if any, the department or school to which he or she is assigned, date of birth, home address, telephone number and identification number, the foregoing as brought to the board's attention as well as any other information previously provided. The board shall continue to provide the list of employees' names in alphabetical order if it was doing so prior to the date of the coming into force of the agreement.

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<sup>1</sup> Files in which the data can be processed.

**3-3.03**

The board shall provide the following information monthly in a computer file<sup>1</sup>:

- a) the names of new employees, the date on which they were hired and the information stipulated in clause 3-3.02 as well as the seniority during the preceding month of all temporary employees;
- b) the names of employees who left the employment of the board and the date of termination of employment;
- c) the names of employees who changed positions, the title of the new position, the salary and the date on which this change took place;
- d) the changes of address and telephone number of employees as brought to its attention;
- e) the information mentioned in clause 7-1.19 for all employees in surplus who were reassigned to a vacant position during the preceding month, for all employees who benefited from a right to return to a vacant position during the preceding month and for all employees who were reclassified during the preceding month;
- f) the names of employees whose status changed (regular, tenured regular, temporary) and, if need be, who changed position (full-time or part-time);
- g) any other information agreed to between the board and the union.

**3-3.04**

At the same time, the board shall forward to the union a copy of all the directives sent to an employee, a group of employees or to all the employees to whom the agreement applies.

**3-3.05**

The board shall forward the union a copy of all regulations or resolutions, within fifteen (15) days of their adoption, concerning an employee, a group of employees or all the employees to whom the agreement applies.

Upon the union's request, the board shall forward to the latter a copy of any other public document from the board concerning support staff.

The board must consult the union within a reasonable time limit concerning any policy or regulation concerning support staff.

The board shall notify the union of the draft school calendar.

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<sup>1</sup> Files in which the data can be processed.

**3-3.06**

The union shall provide the board with the names of its representatives, their job titles, the name of the committee on which they sit within fifteen (15) days of their appointment, if applicable, and shall advise the board of any change.

**3-3.07**

The board shall forward to the union the names of the employees who obtained a leave of absence without salary of more than one month or a leave mentioned in article 5-4.00 and shall indicate the anticipated duration of the absence. The union shall be notified of any extension.

The board shall also forward to the union the names of the employees on disability leave for one month or more, and the names of the employees who suffered a work accident or employment injury.

**3-3.08**

The union may use the internal mail service to send union or professional documents to its members according to the procedures in effect at the board.

**3-4.00      UNION SYSTEM****3-4.01**

The employees who are members of the union on the date of the coming into force of the agreement and those who become members thereafter, must so remain, subject to the provisions of clause 3-4.03.

**3-4.02**

An employee who is hired after the coming into force of the agreement must become a member of the union, subject to the provisions of clause 3-4.03.

**3-4.03**

The fact that an employee is refused, expelled or resigns from the union shall in no way affect his or her employment ties with the board.

**3-4.04**

For the purposes of applying this article, the board shall give an application form for membership in the union to the employee who is hired after the coming into force of the agreement in accordance with the aforementioned union system provisions. The employee hired after the coming into force of the agreement shall complete and return the form to the union through the board. The union shall provide the board with membership application forms.

**3-5.00 UNION REPRESENTATION****Union delegate****3-5.01**

The union may appoint one employee per work institution as a union delegate whose duties shall consist in meeting with any employee of the said institution who has a problem regarding his or her working conditions which may give rise to a grievance.

In keeping with the preceding provisions, the board shall authorize the employee and the union delegate to temporarily interrupt their work for a valid reason without loss of salary or reimbursement.

However, if, in the same institution, there are three (3) or fewer than three (3) employees in a bargaining unit, the union may appoint a delegate for a group of employees included in its jurisdiction, which must not exceed a 3.2-kilometre radius.

If the union delegate is unable to act or is absent, the union representative may take his or her place.

**Union representative****3-5.02**

The union may appoint, on behalf of all employees who are members of the union, a maximum of three (3) union representatives who are board employees, whose duties consist in assisting an employee before or after a grievance has been formulated to obtain, where applicable, the information necessary for the meeting mentioned in paragraph a) of clause 9-1.03.

The board shall inform the union of an employee whom it has convened concerning a disciplinary measure, an administrative measure or an inquiry dealing with fraud, immoral behaviour, a criminal act or harassment. The employee may request to be accompanied by a union representative. However, during an inquiry, the union representative shall act as an observer.

A union representative may, in performing his or her duties, temporarily interrupt his or her work for a limited time without loss of salary or reimbursement after having obtained permission from his or her immediate superior. Permission cannot be refused without a valid reason.



A union representative may also be absent from work without loss of salary or reimbursement if he or she is required to meet with the employee and a board representative in order to see to the application of the provisions of clause 9-1.01 after having informed his or her immediate superior of the name of the representative with whom he or she is to meet.

The union representative shall be one of the members of the grievance committee mentioned in clause 9-1.03. The members of the committee may be accompanied by a union advisor to the meeting mentioned in subparagraph a) of clause 9-1.03.

### **3-5.03**

The union shall provide the board with the name and the area of activities of each delegate and of the union representatives within fifteen (15) days of their appointment and shall also inform it of any change.

### **3-5.04**

The union advisor may participate in the joint committees provided for in the agreement.

The competent authority of the institution must be advised of all visits to the institution by the union advisor beforehand within a reasonable time period.

## **3-6.00 LEAVES FOR UNION ACTIVITIES**

### **Section I Leaves of absence without loss of salary or reimbursement by the union**

#### **3-6.01**

Any union representative appointed to a joint committee provided for in the agreement may be absent from work without loss of salary or reimbursement in order to attend the committee's meetings or to carry out work required by the parties on the committee.

#### **3-6.02**

Any union representative appointed to a joint committee not provided for in the agreement but the establishment of which is accepted by the board and the union or by the provincial negotiating parties may be absent from work without loss of salary or reimbursement in order to attend the committee's meetings or to carry out work required by the parties on the committee.

#### **3-6.03**

The expenses incurred by the union representative appointed to a joint committee shall be reimbursed by the party he or she represents, unless otherwise provided. Thereby, he or she shall not be entitled to any additional remuneration.

**3-6.04**

The union representative must give his or her immediate superior a two (2)-working day advance notice informing him or her of the name of the committee on which he or she is requested to sit and of the anticipated duration of the meeting.

**3-6.05**

Any union representative may be absent from work without loss of salary for the purpose of the meeting between the board and the union within the framework of clause 9-1.03 of the agreement.

**3-6.06**

The plaintiff and the union representative shall be released from their work without loss of salary to attend arbitration sessions. Witnesses shall be released from their work without loss of salary for the time deemed necessary by the arbitrator. In the case of a collective grievance, only one plaintiff shall be released without loss of salary.

**3-6.07**

When, at the request of the board or the competent authority mandated by it or with its specific approval, a meeting involving employees is held during working hours, the employees may attend the meeting without loss of salary for the duration of the meeting.

**Section II      Leaves of absence without loss of salary not deductible from the number of days allowed but with reimbursement by the union**

**3-6.08**

At the union's written request sent at least ten (10) working days in advance, the board shall release an employee for full-time or part-time union activities for an uninterrupted period varying from one (1) to twelve (12) months, renewable according to the same procedure.

**3-6.09**

The union must notify the board at least ten (10) working days before an employee's return to work and the latter shall resume the position he or she held upon his or her departure, unless the position was abolished during his or her absence or the employee concerned was displaced as a result of the application of the provisions of article 7-3.00.

**3-6.10**

The employee released under clause 3-6.08 shall maintain his or her salary and fringe benefits as well as the rights and privileges conferred on him or her by the agreement and shall accumulate experience.

**3-6.11**

In the case of absences granted under clause 3-6.08, the union shall reimburse the board, on a quarterly basis, any amount paid to the employee as well as any amount paid by the board for and on behalf of the employee concerned within thirty (30) days after the union receives a statement to this effect. The statement shall also include the vacation days accumulated by the employee on union leave.

**Section III      Leaves of absence without loss of salary deductible from the number of days allowed but with reimbursement by the union****3-6.12**

At the union's written request sent at least two (2) working days before the date of the beginning of the absence, the board shall release an employee for internal union activities. Permission must not be refused without a valid reason but may be refused if the employee has already had forty (40) working days for the year. In this case, the board shall grant one day of absence weekly if the needs of the department so allow.

**3-6.13**

At the union's written request sent at least two (2) working days before their absence, the board shall release the official delegates designated by the union to attend various meetings called by their organizations.

These releases shall not be deductible from the number of authorized days prescribed in clause 3-6.12.

**3-6.14**

The employee released under the provisions of clauses 3-6.12 and 3-6.13 shall maintain his or her salary (including the applicable premiums), the fringe benefits as well as the rights and privileges conferred on him or her by the agreement and shall accumulate experience.

**3-6.15**

In the case of absences granted under clauses 3-6.12 and 3-6.13, the union shall reimburse the board, on a quarterly basis, every amount paid to the employee as salary (including the applicable premiums, if any) within thirty (30) days after the union receives a statement to this effect.

**3-7.00 UNION DUES****3-7.01**

An amount equal to the dues established by union regulation or resolution shall be deducted from each employee's pay at each pay period. In the case of an employee hired after the date of the coming into force of the agreement, the board shall deduct the said dues as well as the membership fee as of the first pay period.

**3-7.02**

Any change in the union dues shall take effect no later than thirty (30) days after the board receives a copy of a regulation or resolution to this effect. The change in the dues may occur twice in the same fiscal year. Any other change must first be agreed upon by the union and the board.

**3-7.03**

Each month, the board shall transfer to the union the dues collected during the preceding month as well as a computer file<sup>1</sup> containing the contributing employees' names and the amount paid by each. In the case where the union dues consist of a percentage of an employee's earnings, the board shall provide, in the computer file, the cumulative earnings on which the union dues are based for the employee concerned. In addition, the board and the union may agree that additional information pertaining to the remittance of union dues be included and conveyed to the union in a different manner on the condition that it does not oblige the board to modify its data processing program. If a board provides the list of names in alphabetical order and/or returns the dues more frequently, it shall continue to do so. The list shall also include the name of the bargaining unit, the period covered, the actual regular salary from which the dues were deducted, the overtime rate from which the dues were deducted and the identification number.

**3-7.04**

The union shall assume the case of the board and shall indemnify it against any claim that could be made by one or more employees regarding the amounts deducted from their pay under this article.

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<sup>1</sup> Files in which the data can be processed.

**CHAPTER        4-0.00        LABOUR RELATIONS COMMITTEE AND COMMITTEES  
PROVIDED FOR UNDER THE EDUCATION ACT**

**4-1.00        LABOUR RELATIONS COMMITTEE**

**4-1.01**

Within thirty (30) days of the written request of the board or union, the parties shall set up a parity committee called the "Labour Relations Committee".

**4-1.02**

The committee shall be composed of, at most, three (3) union representatives and three (3) board representatives. If necessary, it may call upon another employee to discuss a specific topic.

**4-1.03**

The committee shall determine its own rules of procedure and shall establish the frequency of its meetings; at the request of one of the parties, the committee must meet within a reasonable period of time.

**4-1.04**

The committee's mandate shall be to study and discuss any matter, problem or dispute dealing with the employees' working conditions and to find appropriate solutions.

**4-2.00        COMMITTEES PROVIDED FOR UNDER THE EDUCATION ACT**

**4-2.01**

An employee called upon to participate in a committee provided for under the Education Act (CQLR, chapter I-13.3) may be absent from work without loss of salary in order to take part in these meetings after having informed his or her immediate superior.

**Section I        Governing board**

**4-2.02**

During the month of September each year, the principal shall convene the members of the support staff, in accordance with the provisions of the Education Act (CQLR, chapter I-13.3), to elect their representatives. A copy of the notice of meeting shall be sent to the union.

**4-2.03**

Every two (2) years, the centre director shall convene the members of the support staff, in accordance with the provisions of the Education Act (CQLR, chapter I-13.3), to elect their representatives. A copy of the notice of meeting shall be sent to the union.

**4-2.04**

The board and the union may agree on additional terms and conditions for electing representatives to the governing boards.

**4-2.05**

Once the representatives of the support staff are elected to the governing boards, the board shall inform the union of the persons elected.

**Section II      Advisory committee on services for handicapped students and students with social maladjustments or learning difficulties****4-2.06**

The union shall designate, from among the employees concerned, a representative on the advisory committee on services for handicapped students and students with social maladjustments or learning difficulties prescribed in the Education Act (CQLR, chapter I-13.3).

**4-2.07**

Upon the school board's invitation, the union shall designate, from among the employees concerned, a representative on every committee on services for handicapped students and students with social maladjustments or learning difficulties at the school-, centre- or board-level.

**4-2.08**

Once the representative has been designated, the union shall inform the board of the representative's name.

**4-2.09**

In the cases prescribed in the preceding clauses, the employee designated may be absent from work without loss of salary and applicable premiums nor reimbursement by the union to attend committee meetings.

**CHAPTER 5-0.00 SOCIAL SECURITY****5-1.00 SPECIAL LEAVES****5-1.01**

The board shall permit an employee to be absent from work without loss of salary on the following occasions:

- a) his or her marriage or civil union: a maximum of seven (7) consecutive days, working days or not, including the day of the wedding or civil union;
- b) the marriage or civil union of his or her father, mother, son, daughter, brother, sister: the day of the event;
- c) the death of his or her spouse, child, spouse's child living with the employee: a maximum of seven (7) consecutive days, working days or not, including the day of the funeral;
- d) the death of his or her father, mother, brother, sister: a maximum of five (5) consecutive days, working days or not, including the day of the funeral;
- e) the death of his or her spouse's minor child not living under the same roof, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather, grandmother, granddaughter, grandson, spouse's child who lived with him or her: a maximum of three (3) consecutive days, working days or not, including the day of the funeral;
- f) the death of his or her former spouse: the day of the funeral, if a child was born from the union and is still a minor and he or she attends the funeral;
- g) the change of domicile: the moving day; however, an employee shall not be entitled to more than one day off per year for this purpose;
- h) a maximum of three (3) working days per year to cover any other event considered as an act of God (disaster, fire or flood) which obliges an employee to be absent from work or any other reason which obliges the employee to be absent from work and on which the board and the union agree within one hundred and twenty (120) days of the date of the coming into force of the agreement to grant permission for absence without loss of salary. This agreement between the union and the board constitutes a local arrangement within the meaning of article 11-3.00. Any agreement concluded under subparagraph h) of clause 5-1.01 of the former collective agreement shall be maintained, unless there is an agreement to the contrary.

An employee may be entitled to these leaves if he or she is still connected by marriage, civil union or common-law partnership when a leave is requested.

**5-1.02**

The employee shall only be permitted to be absent, without loss of salary, in the cases mentioned in subparagraphs c), d) and e) of clause 5-1.01, if he or she attends the funeral of the deceased; if he or she attends and if the funeral takes place at a distance of more than two hundred and forty (240) kilometres from the employee's domicile, the latter shall be entitled to an additional day or to two (2) additional days if he or she attends the funeral and, if the funeral takes place at a distance of more than four hundred and eighty (480) kilometres from his or her domicile.

If the employee cannot avail himself or herself of the provisions of subparagraphs c), d) and e) of clause 5-1.01 due to the fact that he or she cannot attend the funeral of the deceased, he or she may be absent for the day without loss of salary to attend a ceremony held in lieu of the funeral.

In the cases mentioned in subparagraphs c), d) and e) of clause 5-1.01, the employee may avail himself or herself of the following option:

- subparagraph c)      six (6) consecutive days, working days or not, including the day of the funeral, plus one additional day to attend any ceremony following the funeral;
- subparagraph d)      four (4) consecutive days, working days or not, including the day of the funeral, plus one additional day to attend any ceremony following the funeral;
- subparagraph e)      two (2) consecutive days, working days or not, including the day of the funeral, plus one additional day to attend any ceremony following the funeral.

**5-1.03**

In all cases, the employee must notify his or her immediate superior and produce, upon written request, the proof, whenever possible, or the attestation of these facts.

**5-1.04**

The employee who is called to act as a juror or a witness in a case where he or she is not a party shall benefit from a leave of absence without loss of salary. However, he or she must give the board, when he or she receives it, the monetary compensation paid to him or her for services as a juror or a witness.

**5-1.05**

Furthermore, the board shall, when requested, allow an employee to be absent without loss of salary during the time when:

- a)      the employee sits for official entrance or achievement examinations in an educational institution recognized by the Ministère;



- b) the employee, by order of the Department of Public Health, is placed in quarantine in his or her dwelling as a result of a contagious disease affecting a person living in the same dwelling;
- c) the employee, at the specific request of the board, undergoes a medical examination in addition to that required by law.

**5-1.06**

An employee may be absent from work for a maximum of ten (10) days per year because his or her presence is specifically required to fulfill obligations relating to the care, health or education of his or her child or the child of his or her spouse or because of the state of health of his or her spouse, father, mother, brother, sister or one of his or her grandparents. At the option of the employee, six (6) of the ten (10) days thus used are deducted from the annual bank of sick-leave days prescribed in clause 5-3.39 or taken without salary.

**5-1.07**

The board may also allow an employee to be absent without loss of salary for any other reason not prescribed in this article which it deems valid.

**Inclement weather****5-1.08**

Within forty-five (45) days of the date of the coming into force of the agreement, the board must establish, after consulting the union, a written policy applicable to all categories of personnel (teaching, professional, support) concerning the closing of institutions during inclement weather.

In keeping with the preceding provisions, the board must ensure that all its employees are treated in an equitable and comparable manner.

Such a policy must provide specific methods of compensation for the employee required to report to work or remain at work when the group of employees to which he or she belongs is not required to do so.

The board may decide that the written policies concerning the closing of schools during snowstorms remain in force as long as they comply with this clause and are applicable to inclement weather.

The board may not reduce the benefits resulting from the policy concerning inclement weather without the consent of the union.

**Leave for family responsibilities****5-1.09**

The board shall allow an employee to be absent without salary for one of the events prescribed in sections 79.8 to 79.12 of the Act respecting labour standards (CQLR, chapter N-1.1) according to the terms and conditions prescribed in sections 79.13 to 79.16.

**5-1.10**

The employee must inform the board of the reasons for his or her absence as soon as possible and provide proof thereof.

**5-1.11**

During the leave without salary prescribed in clause 5-1.09, the employee shall accumulate his or her seniority, maintain his or her experience and continue to participate in the applicable basic health insurance plan by paying his or her share of the premiums. The employee may also continue to participate in the other complementary insurance plans that are applicable to him or her by submitting a request at the beginning of the leave and by paying all the premiums.

**5-1.12**

At the end of the leave without salary prescribed in clause 5-1.09, the employee may be reinstated in his or her position or, where applicable, a position that he or she would have obtained under the provisions of the agreement. In the case where the position was abolished or the employee was displaced, the employee shall be entitled to the benefits that he or she would have had had he or she been at work.

Moreover, the employee who returns from the leave without salary, but has no position shall resume the assignment he or she had upon his or her departure if the prescribed duration of the assignment continues after the end of the leave. If the assignment is completed, the employee shall be entitled to any other assignment provided for under the agreement.

**5-2.00 PAID LEGAL HOLIDAYS****5-2.01**

Employees shall be entitled to thirteen (13) guaranteed paid legal holidays during each fiscal year.

Employees in a part-time position shall be entitled to these paid legal holidays in proportion to their regular workweek as compared to the duration of the regular workweek. The board and the union shall agree on the terms and conditions for the application of this paragraph.

**5-2.02**

The holidays are listed hereinafter. However, before July 1 of every year, with the agreement of the union or the group of unions concerned (support staff), the distribution of these paid legal holidays may be modified.

- |                                   |                    |
|-----------------------------------|--------------------|
| - New Year's Day                  | - Labour Day       |
| - January 2                       | - Thanksgiving Day |
| - Good Friday                     | - Christmas Eve    |
| - Easter Monday                   | - Christmas Day    |
| - Journée nationale des patriotes | - Boxing Day       |
| - Fête nationale                  | - New Year's Eve   |
| - Canada Day                      |                    |

**5-2.03**

If a paid legal holiday falls on a Saturday or Sunday, the day off shall be rescheduled, after agreement, for a day that is suitable to the board and the union.

Subject to legal provisions or failing an agreement, the day off shall be rescheduled for the preceding working day if the paid legal holiday falls on a Saturday or the following working day if the paid legal holiday falls on a Sunday.

**5-2.04**

The employee whose weekly day off falls on a paid legal holiday shall receive, as a replacement, a leave of absence of an equal duration taken at a time which is suitable to both the employee and the board.

If one or more paid legal holidays fall during an employee's vacation period, the latter shall be extended for an equal duration.

**5-2.05**

If the former collective agreement or a regulation or resolution of the board in effect in 1975-1976 provided for a paid legal holiday plan the application of which for any of the fiscal years of the agreement would have allowed a number of paid legal holidays greater than that prescribed annually in the first paragraph of clause 5-2.01, the number of paid legal holidays prescribed in the first paragraph of clause 5-2.01 shall be increased for all the employees covered by the agreement to whom the provisions of clause 5-2.01 apply, for the year concerned, by taking the difference between the number of paid legal holidays obtained as a result of the application of the former plan for the year concerned and that prescribed in the first paragraph of clause 5-2.01.

The additional paid legal holidays shall be scheduled by the board before July 1 of each year after consulting the union. The schedule must take into account the restrictions imposed by the school calendar.

**5-2.06**

If a paid legal holiday falls during an employee's period of disability, he or she shall be entitled, in addition to his or her disability benefit, to the difference between his or her full salary and the benefit for the paid legal holiday.

**5-3.00 LIFE, HEALTH AND SALARY INSURANCE PLANS****Section I General provisions****5-3.01**

The following shall be eligible to participate in the life, health and salary insurance plans as of the date specified until the date of the beginning of his or her retirement or up to sixty-five (65) years of age in the case of the application of subparagraph 4) of paragraph a) of clause 5-3.31:

- a) any employee who holds a full-time position<sup>1</sup> as of the date of the coming into force of the plans described hereinafter, if he or she is in the employ of the board on that date, if not, as of his or her entry into service;
- b) any employee who holds a part-time position<sup>2</sup> as of the date of the coming into force of the plans described hereinafter, if he or she is in the employ of the board on that date, if not, as of his or her entry into service. In this case, the board shall pay half of the contribution which would be payable for an employee as provided for in subparagraph a) above, the employee paying the remainder of the board's contribution in addition to his or her own contribution.

The employee temporarily assigned to a position not covered by the agreement shall continue to benefit during the temporary assignment from the insurance plans described in this article.

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<sup>1</sup> For the purpose of applying the provisions of this clause and in this case only, an employee who holds a full-time position is an employee who works seventy percent (70%) or more of the regular workweek prescribed in article 8-2.00.

<sup>2</sup> For the purpose of applying the provisions of this clause and in this case only, an employee who holds a part-time position is an employee who works less than seventy percent (70%) of the regular workweek prescribed in article 8-2.00.

**5-3.02**

For the purposes of this article, the word "dependent" means the employee's spouse as defined in clause 1-2.07 as well as the dependent child defined as follows:

dependent child: a child living under the same roof for whom adoption procedures have been undertaken, a child of an employee, of his or her spouse or of both, unmarried or not bound by civil union and living or domiciled in Canada, who is relying on the employee for his or her financial support and is under eighteen (18) years of age; every such child twenty-five (25) years of age or younger who is a duly registered student attending, on a full-time basis, a recognized institution of learning, or a child of any age who has become totally disabled prior to reaching his or her eighteenth (18<sup>th</sup>) birthday or a student who has become totally disabled between eighteen (18) and twenty-five (25) years of age and has remained continuously disabled since that time.

**Definition of disability****5-3.03****a) Disability of 104 weeks or less**

The word "disability" means any state of incapacity resulting from an illness, an accident excluding an employment injury which requires medical attention as well as a surgical procedure directly related to family planning, such incapacity causing the employee to be totally unable to perform the usual duties of his or her position or of any other similar position calling for comparable remuneration which may be offered to him or her by the board.

**b) Disability of more than 104 weeks**

The definition of "disability" in paragraph a) applies for an additional period of one hundred and four (104) weeks immediately following the period prescribed in paragraph a).

At the end of that period, the word "disability" is defined as a state of incapacity causing the employee to be totally unable to perform any remunerative occupation which he or she is reasonably capable of performing given his or her education, training and experience.

**5-3.04**

During the first one hundred and four (104) weeks, "period of disability" means any continuous period of disability or any series of successive periods of disability separated by fewer than forty (40)<sup>1</sup> days of actual full-time work or availability for such full-time work, unless the employee establishes to the satisfaction of the board or its designated representative that a subsequent period of disability is due to an illness or accident in no way related to the cause of the preceding disability.

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<sup>1</sup> Read "eight (8) days" instead of "forty (40) days" if the continuous period of disability which precedes the employee's return to work is equal to or less than three (3) calendar months.

At the end of the one hundred and fourth (104<sup>th</sup>) week, "period of disability" means any continuous period of disability which may be interrupted by fewer than six (6) months of actual full-time work or availability for such full-time work, if it is the same disability.

#### **5-3.05**

Any period of disability resulting from self-inflicted illness or injury, alcoholism or drug addiction, active participation in any riot, insurrection or criminal act or service in the armed forces shall not be recognized as a period of disability for the purposes of this article.

Notwithstanding the foregoing, in the case of alcoholism or drug addiction, for purposes of this article, the period of disability during which an employee receives medical treatment or care in view of his or her rehabilitation shall be considered as a period of disability.

#### **5-3.06**

The life, health and salary insurance plans in force on the date of the coming into force of the agreement shall so remain for the term of the agreement, subject to the changes ensuing from the application of the provisions of this article.

#### **5-3.07**

Any change to the health insurance plan or to the complementary plans shall come into force on the date set by the intersectorial parity committee.

#### **5-3.08**

As a counterpart to the board's contribution to the benefits prescribed hereinafter, the full amount of the rebate allowed by Employment and Social Development Canada (ESDC), in the case of a registered plan, shall be the exclusive property of the board.

### **Intersectorial parity committee**

#### **5-3.09**

The intersectorial parity committee in operation on the date of the coming into force of the agreement shall be maintained for the term of the agreement. The committee shall be responsible for the establishment and application of the basic health insurance plan and the complementary plans.

The committee shall consist of a maximum of eight (8) employer-group representatives:

- three (3) representatives from the elementary and secondary education sector;
- two (2) representatives from the college sector;
- three (3) representatives from the health and social services sector;

and a maximum of eight (8) representatives from the union group responsible for the collective agreements binding the unions affiliated with the QFL (SCFP, SEP-B-Québec, SQEES-298 and UES-800).

#### **5-3.10**

The committee shall choose a chairman from outside its members no later than twenty (20) days after it is created; failing this, the chairman shall be chosen within the next twenty (20) days by the Chief Justice of the Labour Court. The chairman should preferably be an actuary living and domiciled in the province of Québec for at least three (3) years or, failing which, a person having equivalent qualifications.

#### **5-3.11**

The employer group and the union group shall be entitled to one vote each. The chairman shall be entitled to one vote to be used solely in the case of a tie vote. Subject to the other recourses of each of the parties, both parties shall specifically renounce any contestation before an arbitrator of any decision rendered by the committee or its chairman.

#### **5-3.12**

The intersectorial parity committee may establish a maximum of three (3) complementary plans the cost of which shall be borne entirely by the participants. The board shall nevertheless facilitate the setting up and implementation of the plans as provided for hereinafter especially by deducting the required contributions. Unless exempted under clause 5-3.28, participation in a complementary plan shall presume participation in the basic health insurance plan but a certain amount of life insurance may nevertheless be maintained for retired employees.

#### **5-3.13**

The intersectorial parity committee can only establish complementary plans regarding life, health and dental care insurance.

A complementary plan cannot contain a combination of life and health insurance benefits.

Should the employer group and the union group agree to establish a group insurance plan with benefits similar to those contained in one of the existing plans, the corresponding complementary plan shall therefore be abolished and the number of plans allowed shall be reduced accordingly.

**5-3.14**

The committee shall determine the provisions of the basic health insurance plan and of the complementary plans and, if applicable, draw up a schedule of conditions and obtain one or more group insurance policies covering all the participants in the plans. To this end, the committee may request bids from all insurance companies with head offices located in the province of Québec or according to any other method that it determines. The policy must contain a specific provision with regard to the premium reduction which should be allowed in the event that drugs prescribed by a physician are no longer considered admissible expenses under the basic health insurance plan.

**5-3.15**

The committee must carry out a comparative analysis of all bids received, if need be, and after making its choice, provide each party with a report on the analysis and a statement giving reasons for its choice. The insurer selected may be a single insurer or a group of insurers acting as a single insurer.

The schedule of conditions must stipulate that the committee may obtain from the insurer a detailed statement of all operations carried out under the policy, various statistics and any information which may be required to test the accuracy of the retention calculation.

The committee must also be in a position to obtain from the insurer, at a reasonable cost included in the retention formula, any additional useful and relevant statistics which may be requested by a party. The committee shall provide each party with a copy of the information thus obtained.

**5-3.16**

Furthermore, if an insurer selected by the committee should at any time modify the basis of the retention calculation, the committee may select a new insurer. If the insurer should cease to comply with the schedule of conditions or should substantially alter its rates or the basis of the retention calculation, the committee shall be required to select a new insurer. Any change is considered substantial if it modifies the selected insurer's position in relation to the bids submitted by any other insurer.

**5-3.17**

Every policy must be jointly issued on behalf of the parties constituting the committee and include, among others, the following stipulations:

- a) a guarantee to the effect that neither the factors of the retention formula nor the rate according to which the premiums are calculated may be increased prior to January 1 following the end of the first full policy year nor more often than once every twelve (12) months thereafter;



- b) the excess of premiums over benefits or reimbursements paid to the insured persons must be reimbursed annually by the insurer as dividends or rebates, after deduction of the agreed amount according to the predetermined retention formula allowing for contingency, administration, reserves, taxes and profit;
- c) the premium for a period must be computed in accordance with the rate applying to the participant on the first day of the period;
- d) no premium shall be payable for a period on the first day of which the employee is not a participant; also, the premium shall be payable in full for a period during which the employee's participation terminates.

All premiums payable by the employee under this article shall be deducted from the employee's pay.

### **5-3.18**

The intersectoral parity committee shall entrust the employer group with the carrying out of the operations required for the implementation and the application of the basic health insurance plan and of the complementary plans; this work shall be carried out according to the committee's instructions.

The employer group may be reimbursed for the costs incurred as provided for hereinafter.

### **5-3.19**

Dividends or rebates to be paid as a result of favourable experience with the plans shall constitute funds entrusted to the management of the committee. Fees, including those of the committee chairman, expenses or disbursements incurred for the implementation and application of the plans constitute primary liens against these funds, it being specified that the reimbursable expenses shall not include the board's regular operating expenses. The balance of a plan's funds shall be used by the parity committee to grant a waiver of premiums for a period, to meet the increases in the rates of premiums or to improve existing plans.

### **5-3.20**

The members of the intersectoral parity committee may not be reimbursed for any expenses or receive any remuneration for their services on this committee but their employer shall, however, pay their salaries.

**Local parity committee****5-3.21**

Within sixty (60) days of the date of the coming into force of the agreement, the board and the union shall set up a local parity committee to study the file of any employee who has been on disability leave for more than six (6) months. It must, in particular, ensure the forwarding to the insurer of information required by it from the board and the employee as of the eighteenth (18<sup>th</sup>) month of disability.

If the employee's disability has consolidated, the committee may modify the employee's position to make it more suitable to his or her condition.

In the case where the position cannot be modified, the employee shall have priority in filling any vacant position with the agreement of the committee. The committee may also decide to modify the vacant position to make it more suitable to the employee's condition.

The committee's decision shall be executory and shall bind the employee.

For the purpose of applying the provisions of this clause, the employee's salary shall be revised, where applicable, to correspond to the position he or she occupies.

Notwithstanding the provisions of articles 7-1.00 and 7-3.00, any decision made under this clause shall prevail.

As of the date of his or her assignment, the employee shall no longer be considered disabled within the meaning of "disability" contained in the agreement.

**Section II      Standard life insurance plan****5-3.22**

Each employee shall benefit, without contribution on his or her part, from an amount of life insurance equal to six thousand four hundred dollars (\$6 400). The amount shall be reduced by fifty percent (50%) for the employees referred to in subparagraph b) of clause 5-3.01.

**5-3.23**

The provisions of clause .26 of Appendix "C" of the 1971-1975 collective agreement shall continue to apply for the term of the agreement to the employees who benefited from these provisions on the date of the coming into force of the agreement.

### **Section III    Basic health insurance plan**

#### **5-3.24**

The basic plan shall cover under the terms set down by the intersectorial parity committee all drugs sold by a licensed pharmacist or a duly authorized physician as prescribed by a physician or a dentist as well as, at the option of the parity committee, ambulance service, hospitalization or medical expenses not otherwise recoverable when the insured employee is temporarily outside of Canada and his or her condition requires hospitalization outside of Canada, the cost of purchasing an artificial limb due to a loss sustained while a participant or other supplies or services prescribed by the attending physician and required for the treatment of an illness.

#### **5-3.25**

The board's contribution to the basic health insurance plan on behalf of each employee shall be limited to the lesser of:

- a)    in the case of an insured participant and his or her dependents:  
  
         one hundred and eighty-one dollars and ninety cents (\$181.90) per year and applicable taxes, if any;
- b)    in the case of an individual insured participant:  
  
         seventy-two dollars and eighty cents (\$72.80) per year and applicable taxes, if any;
- c)    an amount equal to twice the contribution paid by the participant for the benefits under the basic plan.

#### **5-3.26**

In the event that the Québec Health Insurance Plan is extended to cover drugs, the amounts indicated in subparagraphs a) and b) of clause 5-3.25 shall be reduced by two thirds (2/3) of the yearly costs of the drug insurance benefits included in the basic health insurance plan. The balance of the premiums of the basic health insurance plan not required may be used until the expiry of the agreement as an employer's contribution to the complementary plans provided for above on the condition that the board may not be called upon to pay an amount greater than that paid by the participant.

It is understood that the complementary plans in existence on the date of the extension may be modified accordingly and that, when necessary, new complementary plans may be put into effect, subject to the maximum prescribed in clause 5-3.12, including or not the balance of the benefits under the basic plan.

**5-3.27**

The health insurance benefits shall be reduced by the benefits payable under any other public or private, individual or group plan.

**5-3.28**

Participation in the basic health insurance plan shall be compulsory but any employee may, by giving prior written notice to his or her board, refuse or cease to participate in the health insurance plan provided the employee establishes that he or she and his or her dependents are insured under a group insurance plan affording similar benefits as dependents within the meaning of clause 5-3.02. In no case may the provisions of this clause require an employee to subscribe to two (2) different plans affording similar benefits; it shall be up to the employee to establish it with his or her board.

**5-3.29**

An employee who has refused or ceased to be a participant in the plan may again become eligible thereto subject to the following conditions:

- a) he or she must establish to the satisfaction of the insurer that:
  - 1) he or she was previously covered as a dependent within the meaning of clause 5-3.02 or otherwise under the current group insurance plan or of any other plan offering similar protection;
  - 2) that it is no longer possible for him or her to continue to be covered;
  - 3) that his or her application is filed within thirty (30) days of the termination of coverage;
- b) subject to paragraph a) above, coverage shall be effective as of the first day of the period during which the application is received by the insurer;
- c) in the case of any person not insured under the current group insurance plan prior to applying for benefits thereunder, the insurer shall not be responsible for the payment of benefits which could be payable by a previous insurer under an extension or conversion clause or for any other reason.

**5-3.30**

The intersectorial parity committee shall have the right to agree to maintain from year to year for retired employees, with appropriate amendments, the basic plan coverage without any contribution on the part of the board provided that:

- the employees' contribution for the basic plan and the board's corresponding contribution be determined while excluding any cost resulting from the extension of coverage applying to retired employees;

- all disbursements, contributions and rebates pertaining to retired employees be recorded separately and any additional contribution payable by the employees under the aforesaid extension to retired employees be clearly identified as such.

## **Section IV    Salary insurance plan**

### **5-3.31**

- a) Subject to the provisions herein, every employee shall be entitled, for every period of disability during which he or she is absent from work, to:
  - 1) up to the lesser of the number of sick-leave days accumulated to his or her credit or of seven (7) working days: the payment of a benefit equal to the salary he or she would have received had he or she been at work;
  - 2) upon termination of the payment of the benefit prescribed in subparagraph 1), if applicable, but in no event before the expiry of a waiting period of seven (7) working days from the beginning of the period of disability and for a period of up to three (3) months from the expiry of the waiting period: the payment of a benefit equal to eighty percent (80%) of the salary he or she would have received had he or she been at work;
  - 3) upon the expiry of the abovementioned period of three (3) months up to twenty-four (24) months from the beginning of the disability period: the payment of a benefit equal to seventy percent (70%) of the salary he or she would have received had he or she been at work;
  - 4) upon the expiry of the abovementioned period of twenty-four (24) months, the employee becomes an insured person under the long-term salary insurance plan and shall be entitled to payment of a benefit equal to seventy percent (70%) of his or her salary until the age of sixty-five (65).

An insurer or a government agency shall pay the benefits prescribed in subparagraph 4) of paragraph a) of this clause and the premiums due under the long-term salary insurance plan shall not be payable by the employee, even if he or she is on a leave without salary or on a sabbatical leave with deferred salary, notwithstanding any provision to the contrary in the agreement.

For the purpose of calculating the benefit prescribed in subparagraphs 1), 2) and 3) of paragraph a) of this clause, the employee's salary shall be based on the salary rate he or she would be receiving if he or she were at work in accordance with the provisions of Chapter 6-0.00. At the end of the period prescribed in subparagraph 3) of paragraph a) of this clause, the salary applicable for the purpose of establishing the benefit prescribed in subparagraph 4) of paragraph a) of this clause is that prescribed in clause 1-2.31 of the agreement. The benefit shall be indexed, where applicable, on January 1 of each year according to the indexation rate determined under the Act respecting the Québec Pension Plan (CQLR, chapter R-9) to a maximum of five percent (5%).

For the employee in a part-time position, the waiting period shall be calculated on the basis of his or her working days only without extending the maximum period of twenty-four (24) months of benefits.

In the case of an employee on disability leave who is laid off temporarily, the disability benefit to which he or she is entitled under the agreement and paid by the board shall no longer be payable as of his or her layoff.

Subsequently, in the case where the employee on disability leave is recalled, the whole under the provisions of the agreement, the disability benefit shall be reestablished, provided that he or she is entitled to it, on the date on which he or she is recalled under his or her right of recall.

If the employee remains on disability leave for part or all of the temporary layoff, such duration shall not be taken into account for the purposes of applying paragraph a) of this clause.

Exceptionally, if the employee is laid off temporarily and is not entitled to Employment Insurance due to disability, he or she may request his or her vacation pay.

- b) During a disability period, the board may authorize a regular employee, absent for at least twelve (12) weeks<sup>1</sup>, to return to work on a gradual basis. In this case:
- 1) The employee's request shall include a medical certificate from his or her physician attesting that he or she may return to work on a gradual basis.
  - 2) The board and the employee, accompanied if so desired by his or her union delegate or representative shall agree on the period of gradual return to work and its schedule; this period cannot exceed twelve (12) consecutive weeks.
  - 3) During this period, the employee is still considered on a disability leave, even if he or she is working.
  - 4) While at work, the employee must be able to perform all of his or her usual duties and functions.
  - 5) The period of gradual return to work must be immediately followed by a return to work for the duration of the employee's regular workweek.
  - 6) The preceding provisions shall not have the effect of extending the maximum number of weeks entitling him or her to salary insurance benefits.

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<sup>1</sup> As an exception to this rule, the board and the employee may agree on a gradual return to work prior to the thirteenth (13<sup>th</sup>) week.

During the period of gradual return to work, the employee shall be entitled to his or her salary for the proportion of time worked and to the benefit payable to him or her for the proportion of time not worked. The proportions shall be calculated on the basis of the employee's regular workweek.

If the employee is unable to return to work for the duration of his or her regular workweek, upon the expiry of the period initially set for the gradual return to work, the board and the employee may agree on another period of gradual return, while complying with the other conditions prescribed in this clause. Failing agreement, the employee shall definitely resume his or her work for the duration of his or her regular workweek or continue his or her disability period.

The disabled employee who is receiving salary insurance benefits on the date of the coming into force of the agreement may benefit from the provisions regarding the gradual return to work.

c) Reintegration into workplace

During a disability period, in order to foster the eventual reintegration of an employee into the workplace and, upon presentation of a medical certificate from his or her attending physician, the board and the employee may agree to be assigned temporarily to a class of employment compatible with his or her qualifications, experience and residual abilities.

During the assignment, the employee is deemed to be totally disabled. However, he or she shall receive, on the one hand, the salary for the class of employment concerned if it is higher than his or her own and, on the other hand, the salary insurance benefits calculated proportionately to the time not worked.

The assignment cannot last longer than twelve (12) weeks and must not have the effect of extending the total or partial benefit payment period beyond the one hundred and four (104) benefit payment weeks for the same disability.

The temporary assignment of the employee concerned shall be subject to union consultation.

**5-3.32**

As long as benefits remain payable, including the waiting period, if any, the disabled employee shall continue to participate in the Government and Public Employees Retirement Plan (RREGOP) or, if applicable, in the Teachers Pension Plan (TPP) or the Civil Service Superannuation Plan (CSSP) and to avail himself or herself of the insurance plans. However, he or she must pay the required contributions, except that, upon termination of the payment of the benefit prescribed in subparagraph 1) of paragraph a) of clause 5-3.31, he or she shall be entitled, during a maximum period of three (3) years, to a waiver of his or her contributions to his or her pension plan (RREGOP, TPP or CSSP) in compliance with tax legislation and without losing any rights. However, the waiver of contributions cannot have the effect of extending the current employment relationship prescribed in the agreement. Provisions relating to such a waiver of contributions are an integral part of the pension plan provisions and the resulting cost shall be shared in the same manner as that of any other benefit. Subject to the provisions of the agreement, payment of any benefits shall not be construed as conferring on the payee the status of an employee nor as increasing his or her rights as such, especially as regards the accumulation of sick-leave days.

**5-3.33**

Salary insurance benefits paid under clause 5-3.31 shall be reduced by the initial amount of any basic disability benefits paid to an employee under federal or provincial law with the exception of the Employment Insurance Act (S.C. 1996, c. 23) regardless of subsequent increases in basic benefits resulting from indexation. Moreover, the salary insurance benefits payable under subparagraph 4) of paragraph a) of clause 5-3.31 shall be reduced by the initial amount, regardless of subsequent increases resulting from indexation clauses, pension annuities payable without actuarial reduction under the employee's pension plan.

When a disability benefit is paid by the Société de l'assurance automobile du Québec (SAAQ), the employee's gross taxable salary shall be determined as follows: the board shall deduct the equivalent of all amounts required by law from the basic salary insurance benefit; the net benefit thus obtained shall be reduced by the benefit received from the SAAQ and the difference shall be brought back to the employee's gross taxable income from which the board shall deduct all the amounts, contributions and dues required by law and the agreement.

The board shall deduct one tenth of a day from the bank of sick-leave days for each day used under subparagraph 1) of paragraph a) of clause 5-3.31 when the employee receives benefits from the SAAQ.

As of the sixty-first (61<sup>st</sup>) day from the beginning of a disability, the employee considered eligible for disability benefits under federal or provincial law with the exception of the Employment Insurance Act (S.C. 1996, c. 23) must, at the board's written request, accompanied by the appropriate forms, make the request and accept any obligations arising therefrom. However, the reduction of the benefit prescribed in clause 5-3.31 shall only begin when the employee is recognized as being eligible and actually begins receiving such a benefit provided by law. If the benefit provided by law is given retroactively as of the first day of disability, the employee shall undertake to reimburse the board, where applicable, for the portion of the benefit prescribed in clause 5-3.31 as a result of the application of the first paragraph of this clause.



Every employee who receives disability benefits paid under federal or provincial law with the exception of the Employment Insurance Act (S.C. 1996, c. 23) must, in order to be entitled to his or her salary insurance benefits under clause 5-3.31, inform the board of the amount of the weekly disability benefits that he or she receives. Furthermore, the employee must give his or her written authorization to the board so that the latter may obtain the necessary information from the organizations, in particular, the SAAQ or Retraite Québec which administer the plan under which he or she receives disability benefits.

**5-3.34**

Payment of benefits shall terminate at the latest with the payment due for the last week of the month during which the employee actually begins his or her retirement. If need be, the amount of benefit payable shall be divided as follows: for each workday of disability during a regular workweek, one fifth of the amount of benefit payable for one complete week.

The preceding paragraph only applies for the period during which the employee receives the benefits under subparagraphs 1), 2) and 3) of paragraph a) of clause 5-3.31.

**5-3.35**

No benefit shall be payable during a strike or lockout except for a period of disability that began before and for which the employee has provided the board with a medical certificate.

**5-3.36**

Benefits payable as sick-leave days or under the salary insurance plan shall be made directly by the board provided that the employee submits the supporting documents mentioned in clause 5-3.37.

**5-3.37**

The board may require that the employee who is absent because of disability provide a written certificate for absences of less than four (4) days or a medical certificate attesting to the nature and duration of the disability.

However, the cost of the certificate shall be borne by the board if the employee is absent for less than four (4) days or if the board questions the duration of the absence that the employee indicated on the medical certificate and requires him or her to submit a new one.

The board may also require the employee concerned to undergo a medical examination in connection with any absence. The cost of the examination as well as the employee's transportation costs when the examination requires him or her to travel more than fifty (50) kilometres by road from his or her domicile or usual place of work shall be borne by the board. The employee unable to report for a medical examination must so inform the board at least forty-eight (48) hours in advance by specifying the reason he or she was unable to report for the medical examination. Failing such a notice or in the case of an unjustified reason, the employee must assume the cost of the medical examination after the board forwards a bill to that effect.

In the case where an unforeseen event prevents an employee from advising the board within the time limit prescribed in the preceding paragraph, the cost of the medical examination shall be borne by the board.

Upon the employee's return to work, the authority designated by the board may require him or her to submit to a medical examination in order to establish whether he or she is sufficiently recovered to resume his or her work. The cost of the examination as well as the employee's transportation costs when the examination requires him or her to travel more than fifty (50) kilometres by road from his or her domicile or usual place of work shall be borne by the board. If the opinion of the physician selected by the employee is contrary to that of the physician selected by the board, they shall agree on the choice of a third physician whose decision shall be final.

The board or its designated authority must treat the medical certificates and medical examination results in a confidential manner.

### **5-3.38**

If the payment of the benefits under subparagraph 1), 2) or 3) of paragraph a) of clause 5-3.31 is refused by reason of presumed nonexistence or termination of any disability, the employee may appeal the decision according to the provisions of Chapter 9-0.00.

As regards the benefits under subparagraph 4) of paragraph a) of clause 5-3.31, the provincial negotiating employer group intends to use a schedule of conditions or other means to include the following arbitration clause in the insurance contract:

"In the event that the payment of benefits is refused by the insurer, the physician selected by the insurer and the physician consulted by the insured person eligible for long-term salary insurance benefits shall meet in order to reach an agreement. Failing an agreement, the two (2) physicians shall agree on the choice of a third physician. Should they disagree on the choice of an arbitrator-physician, the latter shall be chosen by the representatives of the government and the Québec Federation of Labour (QFL). The decision of the arbitrator-physician shall be final, without appeal and shall bind the insured person and the insurer."

### **5-3.39**

On July 1 of every year, the board shall credit each employee covered by this article with seven (7) working days of sick leave except for an employee's first year of service, in which case the credit shall be thirteen (13) days. The credit of six (6) additional days does not apply to an employee relocated under article 7-3.00.

The seven (7) days thus granted shall be noncumulative but, when not used during the year, shall be redeemable on June 30 of each year at the salary rate in effect on that date. The six (6) additional days granted for the first year of service shall be neither redeemable nor reimbursable under any circumstances.

The employee who has thirteen (13) days or fewer than thirteen (13) days of sick leave accumulated to his or her credit on June 1 may, by a written notice to the board prior to that date, choose not to redeem on June 30 the balance of the seven (7) days granted under the first paragraph of this clause and not used by that date. The employee, having made this choice, shall add on June 30 the balance of the seven (7) days, which are now nonredeemable, to the days of sick leave already accumulated.

The board shall have a period of fifteen (15) days as of June 30 in which to pay the balance of these seven (7) days.

#### **5-3.40**

If an employee becomes covered by this article in the course of a fiscal year or if he or she leaves his or her employment during the year, the number of days credited for the year in question shall be reduced in proportion to the number of complete months of service.

However, the credit of six (6) additional nonredeemable days granted for the first year of service shall be granted regardless of the date on which the employee entered into service.

The sick-leave days used by an employee to cover his or her waiting period shall not be recoverable by the board even if the employee was disabled for a period which should entail the recovery of these credits of sick-leave days.

Notwithstanding the preceding provisions, the number of days credited under clause 5-3.39 shall not be reduced following a temporary layoff under article 7-2.00.

#### **5-3.41**

In the case of an employee who holds a part-time position, the value of each day credited shall be reduced in proportion to the regular hours worked in relation to the regular hours worked by an employee who holds a full-time position in the employ of the board.

#### **5-3.42**

Employees on disability leave prior to the date on which the agreement is signed shall remain covered by the provisions of clauses 5-3.31 to 5-3.47 of the former collective agreement.

#### **5-3.43**

An employee who was entitled until June 30, 1973 or, as the case may be, until June 30, 1976 or, as the case may be, until the signing of the former collective agreement, to redeemable sick-leave days, shall retain the right to be reimbursed for the value of the redeemable days accumulated on one of the dates applicable to him or her in accordance with the provisions of the collective agreements formerly applicable or a board regulation having the same effect, it being specified that, even if no new day is credited, the percentage of redeemable days shall be determined by taking into account the years of service prior to and following that specific date.

The value shall be determined on the basis of the salary on July 1, 1973 or, as the case may be, June 30, 1976 or, as the case may be, on July 1, 1979 and shall bear interest at the rate of five percent (5%) compounded yearly as of one of the aforementioned dates applicable to him or her. These provisions shall not, however, change the value already set for the redeemable sick-leave days, the value of which has been determined under a former agreement or a board regulation having the same effect.

#### **5-3.44**

The value of the redeemable days to an employee's credit may be used to pay for the cost of buying back previous years of service as provided for in the pension plan provisions.

The redeemable sick-leave days to an employee's credit under clause 5-3.43 may also be used at a rate of one day per day, for purposes other than those prescribed in this article when the former collective agreements allowed such use. Moreover, the redeemable sick-leave days to an employee's credit may also be used at a rate of one day per day for purposes other than illness, that is: in case of maternity (including extensions of maternity leave) or for extending the employee's disability leave upon termination of the benefits prescribed in subparagraph 3) of paragraph a) of clause 5-3.31 or for a preretirement leave. The employee may also use his or her nonredeemable sick-leave days to his or her credit, at a rate of one day per day, to extend his or her disability leave upon termination of the benefits prescribed in subparagraph 3) of paragraph a) of clause 5-3.31. In addition, these days may be used to extend a maternity leave. The days may also be used up to a maximum of ten (10) days to extend a paternity leave.

Redeemable sick-leave days under clause 5-3.43 as well as nonredeemable sick-leave days to the credit of an employee who has at least thirty (30) years of seniority may also be used at a rate of one day per day up to a maximum of ten (10) days per year to be added to the vacation period of the employee concerned. The provisions of this paragraph also apply to the employee who is fifty-five (55) years of age or over even if he or she does not have the required thirty (30) years of seniority.

Employees who retire or who obtain a preretirement leave after the age of sixty-two (62) may, before their departure, use in advance the number of days which they could have used under the preceding paragraph as a leave with salary, had they remained in the employ of the board until the age of sixty-five (65). The total number of anticipated days shall be limited to twenty (20).

Redeemable sick-leave days to the employee's credit on June 30, 1973, June 30, 1976 or on the date of the signing of the former collective agreement, as the case may be, shall be considered used on that date when used under this clause as well as under the other provisions of this article.

#### **5-3.45**

Sick-leave days to an employee's credit shall remain to his or her credit and the days used shall be deducted from the total accumulated. Sick-leave days shall be used in the following order:

- a) the redeemable days credited either under clause 5-3.39 of the former collective agreement or under clause 5-3.39 of the agreement;

- b) after having used up the days mentioned in the preceding paragraph, the other redeemable days to the employee's credit;
- c) after having used up the days in the preceding two paragraphs, the nonredeemable days to the employee's credit.

**5-3.46**

The board shall prepare a statement of the employee's bank of sick-leave days on June 30 of each year and shall so inform him or her within the sixty (60) calendar days that follow.

**5-3.47**

The tenured regular employee who is disabled upon the termination of the benefits under subparagraph 3) of paragraph a) of clause 5-3.31 and of clause 5-3.44 of the former collective agreement and who is laid off by the board shall benefit from the provisions of article 7-4.00.

**5-4.00 PARENTAL RIGHTS<sup>1</sup>****Section I General provisions****5-4.01**

Maternity, paternity or adoption leave allowances shall be paid only as a supplement to parental insurance benefits or Employment Insurance benefits, as the case may be, or, in the cases prescribed hereinafter, as payments during a period of absence caused by a pregnancy for which the Québec Parental Insurance Plan and the Employment Insurance Plan provide no benefit.

However, maternity, paternity or adoption leave allowances shall be paid only during the weeks the employee receives or would receive, after submitting an application for benefits, benefits under the Québec Parental Insurance Plan or Employment Insurance Plan.

In the case where the employee shares the adoption or parental benefits prescribed by the Québec Parental Insurance Plan or the Employment Insurance Plan with his or her spouse, allowances shall be paid only if the employee actually receives a benefit under one of the plans during the maternity leave prescribed in clause 5-4.06, the paternity leave prescribed in clause 5-4.27 or the adoption leave prescribed in clause 5-4.32.

**5-4.02**

Where both parents are women, the allowances and benefits granted to the father shall be granted to the mother who did not give birth.

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<sup>1</sup> The employee on maternity, paternity or adoption leave before the date on which the agreement is signed remains covered by article 5-4.00 of the former collective agreement.

**5-4.03**

The board shall not reimburse an employee for an amount that could be claimed from the employee by the Ministère du Travail, de l'Emploi et de la Solidarité sociale under the Act respecting parental insurance (CQLR, chapter A-29.011) or ESDC under the Employment Insurance Act (S.C. 1996, c. 23).

**5-4.04**

The basic weekly salary<sup>1</sup>, the deferred basic weekly salary and severance payments shall not be increased or decreased by the amounts received under the Québec Parental Insurance Plan or the Supplemental Unemployment Benefit Plan.

**5-4.05**

Unless there are specific provisions to the contrary, this article shall not have the effect of granting an employee a benefit, monetary or not, that the employee would not have received had he or she remained at work.

**Section II     Maternity leave****5-4.06**

The maternity leave of a pregnant employee referred to in clause 5-4.13 is twenty-one (21) weeks which, subject to clause 5-4.09 or 5-4.10, must be taken consecutively.

The maternity leave of a pregnant employee referred to in clause 5-4.15 or 5-4.16 is twenty (20) weeks which, subject to clause 5-4.09 or 5-4.10, must be taken consecutively.

The employee eligible for benefits under the Québec Parental Insurance Plan or the Employment Insurance Plan, but who has not completed twenty (20) weeks' service as prescribed in clauses 5-4.13 and 5-4.15 is also entitled to a leave of twenty-one (21) weeks or twenty (20) weeks, as the case may be.

The employee referred to in clause 5-4.16 is entitled to a twenty (20)-week leave if she has not completed twenty (20) weeks' service as prescribed in that clause.

An employee who becomes pregnant while on leave without salary or part-time leave without salary prescribed in this article is also entitled to maternity leave and to the allowances prescribed in clause 5-4.13, 5-4.15 or 5-4.16, as the case may be.

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<sup>1</sup> "Basic weekly salary" means the employee's regular salary including the regular salary supplement for a regularly increased workweek as well as the premiums for responsibility but excluding other premiums and without any additional remuneration even for overtime.

Should the employee's spouse die, the remainder of the maternity leave and the rights and benefits attached thereto shall be transferred to the employee.

**5-4.07**

An employee shall also be entitled to the maternity leave in cases where there is a miscarriage after the beginning of the twentieth (20<sup>th</sup>) week prior to the expected date of delivery.

**5-4.08**

The distribution of maternity leave, before and after delivery, shall be decided by the employee. The leave shall be concurrent with the period during which benefits are paid under the Act respecting parental insurance (CQLR, chapter A-29.011) and must begin no later than the week following the start of benefits payment under the Québec Parental Insurance Plan.

**5-4.09**

An employee may suspend her maternity leave and return to work if she has sufficiently recovered from delivery but the child is unable to leave the health institution. It shall be completed when the child is brought home.

Moreover, when an employee has sufficiently recovered from delivery but the child is hospitalized after leaving the health institution, the employee may suspend her maternity leave, after agreement with the board, and return to work for the period during which the child is hospitalized.

**5-4.10**

At the employee's request, a maternity leave may be divided into weeks if her child is hospitalized or due to a situation, other than illness related to pregnancy, covered by sections 79.1 and 79.8 to 79.12 of the Act respecting labour standards (CQLR, chapter N-1.1).

The maximum number of weeks during which the maternity leave may be suspended corresponds to the number of weeks during which the child is hospitalized. For other possible divisions, a maximum number of weeks during which the leave may be suspended is prescribed in the Act respecting labour standards (CQLR, chapter N-1.1) for such a situation.

During those suspensions, the employee is considered on leave without salary and shall not receive any allowances or benefits from the board. The employee is entitled to the benefits prescribed in clauses 5-4.39 and 5-4.40 during those suspensions.

**5-4.11**

When the employee resumes the maternity leave suspended or divided under clause 5-4.09 or 5-4.10, the board shall pay the employee the allowance to which she would have been entitled had she not availed herself of the suspension or division. The board shall pay the allowance for the number of weeks remaining under clause 5-4.13, 5-4.15 or 5-4.16, as the case may be, subject to clause 5-4.01.

**5-4.12**

To obtain maternity leave, an employee must give written notice to the board not less than two (2) weeks before the date of departure. The notice must be accompanied by a medical certificate or a written report signed by a midwife attesting to the pregnancy and the expected date of delivery.

Less than two (2) weeks' notice may be given if a medical certificate attests that the employee must stop working earlier than expected. In case of unforeseen events, the employee shall not be required to give notice, subject to submitting a medical certificate to the board stating it is necessary to stop working immediately.

**Cases eligible for the Québec Parental Insurance Plan****5-4.13**

An employee who has accumulated twenty (20) weeks of service<sup>1</sup> and who is eligible for benefits under the Québec Parental Insurance Plan shall receive, during her twenty-one (21) weeks of maternity leave, an allowance based on the following formula<sup>2</sup>:

1<sup>o</sup> sum of

- a) the amount equal to one hundred percent (100%) of the employee's basic weekly salary up to two hundred and twenty-five dollars (\$225); and
- b) the amount equal to eighty-eight percent (88%) of the difference between the employee's basic weekly salary and the amount determined under subparagraph a) above; and

2<sup>o</sup> from which sum, the amount of maternity or parental benefits that the employee is receiving or would receive under the Québec Parental Insurance Plan after submitting an application is deducted.

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<sup>1</sup> An absent employee shall accumulate service if her absence is authorized, particularly for disability and includes a benefit or remuneration.

<sup>2</sup> This formula was used to take into account the fact that, in such a case, the employee is exempt from contributing to the pension plans, the Québec Parental Insurance Plan and the Employment Insurance Plan.



The allowance is based on the Québec Parental Insurance Plan benefits to which an employee is entitled, without taking into account the amounts subtracted from those benefits for repayment of benefits, interest, penalties and other amounts recoverable under the Act respecting parental insurance (CQLR, chapter A-29.011).

However, if the allowance paid under the Québec Parental Insurance Plan is modified as a result of a change in information provided by the board, the latter shall adjust the allowance accordingly.

An employee who works for more than one employer shall receive an allowance equal to the difference between the amount determined under subparagraph 1° of the first paragraph of this clause and the amount of the Québec Parental Insurance Plan benefits corresponding to the proportion of the basic weekly salary paid by the board compared to the total basic weekly salaries paid by all the employers. For that purpose, the employee shall submit to each of her employers a statement of the weekly salary paid by each employer, together with the amount of benefits payable under the Act respecting parental insurance (CQLR, chapter A-29.011).

#### **5-4.14**

The board may not offset, in the allowance it pays to the employee on maternity leave, the reduction in the benefits under the Québec Parental Insurance Plan attributable to the salary earned from another employer.

Notwithstanding the provisions of the preceding paragraph, the board shall pay the compensation if the employee proves that the salary earned from another employer is usual salary by means of a letter to that effect from the employer paying it. If the employee proves to the board that only part of the salary earned from another employer is usual, compensation shall be limited to that part.

The employer paying the usual salary prescribed in the preceding paragraph must, at the employee's request, produce such a letter.

The total amounts received by the employee during her maternity leave as Québec Parental Insurance Plan benefits, allowances and salary cannot exceed the gross amount determined in subparagraph 1° of clause 5-4.13. The formula must be applied to the sum of the basic weekly salaries received from the board as prescribed in clause 5-4.13 or, where applicable, from her employers.

**Cases ineligible for the Québec Parental Insurance Plan but eligible for the Employment Insurance Plan****5-4.15**

An employee who has accumulated twenty (20) weeks of service<sup>1</sup> and who is eligible for benefits under the Employment Insurance Plan, but is not eligible for benefits under the Québec Parental Insurance Plan, is entitled to receive during her maternity leave of twenty (20) weeks, an allowance based on the following formula:

- A) For each week of the waiting period prescribed by the Employment Insurance Plan, an allowance calculated as follows<sup>2</sup>:

sum of

- a) the amount equal to one hundred percent (100%) of the employee's basic weekly salary up to two hundred and twenty-five dollars (\$225); and
- b) the amount equal to eighty-eight percent (88%) of the difference between the employee's basic weekly salary and the amount determined under subparagraph a) above.

- B) For each week following the period prescribed in paragraph A) of this clause, an allowance based on the following formula:

1° sum of

- a) the amount equal to one hundred percent (100%) of the employee's basic weekly salary up to two hundred and twenty-five dollars (\$225); and
- b) the amount equal to eighty-eight percent (88%) of the difference between the employee's basic weekly salary and the amount determined under subparagraph a) above;

and

- 2° from which sum, the amount of maternity or parental benefits that the employee is receiving or would receive under the Employment Insurance Plan after submitting an application is deducted.

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<sup>1</sup> An absent employee shall accumulate service if her absence is authorized, particularly for disability and includes a benefit or remuneration.

<sup>2</sup> This formula was used to take into account the fact that, in such a case, the employee is exempt from contributing to the pension plans, the Québec Parental Insurance Plan and the Employment Insurance Plan.

The allowance is based on the Employment Insurance benefits to which an employee is entitled, without taking into account the amounts subtracted from those benefits for repayment of benefits, interest, penalties and other amounts recoverable under the Employment Insurance Plan.

However, if the allowance paid under the Employment Insurance Plan is modified as a result of a change in information provided by the board, the latter shall adjust the allowance accordingly.

An employee who works for more than one employer shall receive an allowance equal to the difference between the amount determined under subparagraph 1° of paragraph B) of this clause and the amount of the Employment Insurance benefits corresponding to the proportion of the basic weekly salary paid by the board compared to the total basic weekly salaries paid by all the employers. For that purpose, the employee shall submit to each of her employers a statement of the weekly salary paid by each employer, together with the amount of benefits paid by ESDC.

Moreover, should ESDC reduce the number of weeks of Employment Insurance benefits to which the employee would have been entitled had she not received Employment Insurance benefits before her maternity leave, the employee shall continue to receive, for a period equivalent to the weeks subtracted by ESDC, the allowance prescribed in paragraph B) as if the employee had received Employment Insurance benefits during that period.

Clause 5-4.14 applies to this clause with the necessary changes.

#### **Cases ineligible for both the Québec Parental Insurance Plan and the Employment Insurance Plan**

##### **5-4.16**

An employee excluded from receiving benefits under the Québec Parental Insurance Plan and the Employment Insurance Plan shall also be excluded from receiving any allowance prescribed in clauses 5-4.13 and 5-4.15.

However, the employee who has accumulated twenty (20) weeks of service<sup>1</sup> is entitled to an allowance based on the following formula for twelve (12) weeks, if she is not receiving benefits under a parental rights plan established by another province or territory:

sum of

- a) the amount equal to one hundred percent (100%) of the employee's basic weekly salary up to two hundred and twenty-five dollars (\$225); and
- b) the amount equal to eighty-eight percent (88%) of the difference between the employee's basic weekly salary and the amount determined under subparagraph a) above.

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<sup>1</sup> An absent employee shall accumulate service if her absence is authorized, particularly for disability and includes a benefit or remuneration.

The fourth paragraph of clause 5-4.14 applies to this clause with the necessary changes.

#### 5-4.17

In the cases prescribed in clauses 5-4.13, 5-4.15 and 5-4.16:

- a) No allowance may be paid during a period of vacation for which the employee is paid.
- b) Unless the employee is paid weekly, the allowance shall be paid at two (2)-week intervals, the first payment being due, in the case of an employee eligible for benefits under the Québec Parental Insurance Plan or the Employment Insurance Plan, only fifteen (15) days after the employer obtains proof that she is receiving benefits under either plan. For purposes of this subparagraph, a statement of benefits, a stub and information provided by the Ministère du Travail, de l'Emploi et de la Solidarité sociale or ESDC to the board in an official statement shall be considered proof.
- c) Service shall be calculated with all the employers in the public and parapublic sectors (education, public service, health and social services), health and social services agencies, all bodies for which, by law, the salary standards and scales are determined according to conditions defined by the government, the Office franco-québécois pour la jeunesse, the Société de gestion du réseau informatique des commissions scolaires (GRICS) and any other body listed in Schedule C of the Act respecting the process of negotiation of the collective agreements in the public and parapublic sectors (CQLR, chapter R-8.2).

Moreover, the requirement of twenty (20) weeks' service under clauses 5-4.13, 5-4.15 and 5-4.16 shall be deemed to have been met, where applicable, when the employee has satisfied that requirement with any of the employers mentioned in paragraph c).

- d) The basic weekly salary of a part-time employee is the average basic weekly salary for the twenty (20) weeks preceding her maternity leave.

If, during that period, the employee had received benefits based on a certain percentage of her regular salary, it is understood that her basic salary for her maternity leave shall be based on the basic salary on which the benefits were based.

In addition, any period during which an employee on special leave prescribed in clause 5-4.23 is not receiving any benefits from the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) shall be excluded for the purposes of calculating her average basic weekly salary.

If the period of twenty (20) weeks preceding a part-time employee's maternity leave includes the date on which the salary scales and rates are increased, the basic weekly salary shall be based on the salary rate in effect on that date. If, however, the maternity leave includes that date, the basic weekly salary shall be adjusted on that date according to the applicable salary scale adjustment rate.

The provisions of paragraph d) shall constitute one of the express stipulations mentioned in clause 5-4.05.

- e) In the case of an employee who is laid off temporarily, the maternity leave benefit to which she is entitled under the agreement and which is paid by the board shall end on the expiry date of the contract or the date of the layoff.

Subsequently, if the employee is recalled under the provisions of the agreement, the maternity leave benefit shall be reestablished as of the date on which she is recalled under her right of recall.

In both cases, the weeks for which the employee received the maternity leave benefits as well as the weeks during the layoff period shall be deducted from the number of weeks to which she is entitled under clause 5-4.13, 5-4.15 or 5-4.16, as the case may be, and the maternity leave benefits shall be reestablished for the number of weeks remaining under clause 5-4.13, 5-4.15 or 5-4.16, as the case may be.

#### **5-4.18**

During maternity leave, an employee shall receive the following benefits, provided she is normally entitled to them:

- life insurance;
- health insurance, if she pays her portion of the premiums;
- accumulation of vacation time and payment of compensatory amounts;
- accumulation of sick-leave days;
- accumulation of seniority;
- accumulation of experience;
- accumulation of active service for the purposes of acquiring tenure;
- right to apply for a posted position and to obtain it in accordance with the provisions of the agreement as if she were at work.

An employee may carry forward not more than four (4) weeks' annual vacation if they fall within her maternity leave and if, not later than two (2) weeks before the expiry of the leave, she notifies the board in writing of the date on which the vacation is to be taken.

#### **5-4.19**

If the birth occurs after the due date, the employee is entitled to extend the maternity leave for the length of time the birth is overdue, except if she still has at least two (2) weeks of maternity leave left after the birth.

The maternity leave may also be extended if the state of health of the child or of the employee requires it. The duration of extended maternity leave shall be specified in the medical certificate provided by the employee.

During those extensions, the employee is considered on leave without salary and shall not receive any allowance or benefit from the board. The employee is entitled to the benefits prescribed in clause 5-4.18 during the first six (6) weeks and subsequently in clauses 5-4.39 and 5-4.40.

**5-4.20**

Maternity leave may be for a shorter period than that prescribed in clause 5-4.06. An employee who returns to work within two (2) weeks of the birth must, at the board's request, submit a medical certificate attesting that she has sufficiently recovered to return to work.

**5-4.21**

In the fourth (4<sup>th</sup>) week before the end of a maternity leave, the board must send the employee a notice indicating the date of expiry of the leave.

The employee to whom the board has sent such a notice must report for work on the date of expiry of the maternity leave, unless the leave is extended in the manner prescribed in clause 5-4.45.

An employee who does not comply with the preceding paragraph shall be deemed to be on leave of absence without salary for a period not exceeding four (4) weeks. An employee who does not report for work at the end of that period is deemed to have resigned.

**5-4.22**

Upon returning from maternity leave, the employee shall be reinstated in her position. If the position has been abolished, the employee is entitled to the benefits she would have received had she been at work at that time.

**Section III    Special pregnancy and breastfeeding leaves****Temporary assignment and special leave****5-4.23**

An employee may request to be assigned temporarily to another position that is permanently vacant or temporarily vacant in the same class of employment or, if she agrees and, subject to the provisions of the agreement, in another class of employment, in the following cases:

- a) she is pregnant and her working conditions involve risks of infectious diseases or physical dangers for her or her unborn child;
- b) her working conditions involve dangers for the child whom she is breastfeeding;
- c) she works regularly at a cathode-ray screen.

The employee must submit a medical certificate to that effect as soon as possible.

When the board receives a request for a preventive reassignment, it shall immediately inform the union of the name of the employee and the reasons supporting the request for preventive reassignment.

An employee assigned to another position shall retain the rights and benefits related to her regular position. Such an assignment shall occur prior to using a priority of employment list.

If she is not immediately reassigned, the employee is entitled to special leave beginning immediately. Unless a temporary assignment occurs subsequently to put an end to the special leave, the special leave ends, for an employee who is pregnant, on the date of delivery and, for an employee who is breastfeeding, at the end of the period of breastfeeding. However, for employees eligible for benefits payable under the Act respecting parental insurance (CQLR, chapter A-29.011), the special leave shall end the fourth (4<sup>th</sup>) week prior to the expected date of delivery.

During the special leave prescribed in this clause, compensation is governed by the provisions of the Act respecting occupational health and safety (CQLR, chapter S-2.1) concerning preventive reassignment of pregnant or breastfeeding employees.

However, upon a written request to that effect, the board shall pay the employee an advance on the allowance receivable, calculated on the basis of the payments that may be anticipated. If the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) pays the anticipated allowance, the reimbursement shall be deducted from that amount. If not, the reimbursement shall be made under clause 6-7.03. However, if the employee exercises the right to apply for a review of the CNESST decision or to contest the decision before the Tribunal administratif du travail, reimbursement may not be claimed before the administrative review of the CNESST or, where applicable, the decision of the Tribunal administratif du travail has been made.

The employee who works regularly at a cathode-ray screen may request that her working time on the cathode-ray screen be reduced. The board must study the possibility of temporarily changing the duties, without losing any rights, of the employee working at a cathode-ray screen so as to reduce her working time at the cathode-ray screen to a maximum of two (2) hours per half (1/2) day. If changes are possible, the board shall then assign her to other duties she is reasonably capable of performing for the remainder of her working time.

### **Other special leaves**

#### **5-4.24**

An employee is also entitled to a special leave in the following cases:

- a) when a complication in the pregnancy or a risk of miscarriage requires a work stoppage for a period prescribed by a medical certificate; the special leave may not be extended beyond the beginning of the fourth (4<sup>th</sup>) week before the expected date of delivery;
- b) upon presentation of a medical certificate prescribing the duration when a natural or induced miscarriage occurs before the beginning of the twentieth (20<sup>th</sup>) week preceding the expected date of delivery;

- c) for medical visits related to the pregnancy carried out by a health professional and attested to by a medical certificate or a written report signed by a midwife.

#### **5-4.25**

For the visits prescribed in subparagraph c) of clause 5-4.24, the employee shall be granted a special leave with full salary for a maximum of four (4) days which may be taken in half-days.

During the special leaves granted under this section, the employee is entitled to the benefits prescribed in clause 5-4.18, provided she is normally entitled to them, and in clause 5-4.22 of Section II. In addition, an employee covered by subparagraphs a), b) and c) of clause 5-4.24 may also opt for the benefits under the sick-leave plan or the salary insurance plan. However, in the case of subparagraph c) of clause 5-4.24, the employee must first have exhausted the four (4) days prescribed in the preceding paragraph.

### **Section IV    Paternity leaves**

#### **5-4.26**

An employee shall be entitled to leave with salary for a maximum of five (5) working days at the time of the birth of his child. The employee shall also be entitled to such a leave if his spouse miscarries after the beginning of the twentieth (20<sup>th</sup>) week prior to the due date. This leave may be taken discontinuously and must be taken between the beginning of the actual delivery and the fifteenth (15<sup>th</sup>) day after the mother or child returns home.

One (1) of the five (5) days may be taken for the child's christening or registration.

A female employee whose spouse delivers a child shall also be entitled to such leave if she is deemed to be one of the child's mothers.

#### **5-4.27**

Upon the birth of his child, an employee shall also be entitled to paternity leave for a maximum of five (5) weeks which, subject to clauses 5-4.47 and 5-4.48, must be taken consecutively. The leave must end no later than at the end of the fifty-second (52<sup>nd</sup>) week following the week of the child's birth.

The paternity leave of the employee eligible for benefits under the Québec Parental Insurance Plan or the Employment Insurance Plan shall coincide with the period during which benefits granted under one of these plans are paid and must begin no later than the week following the beginning of the benefits payment.

A female employee whose spouse delivers a child shall also be entitled to this leave if she is deemed to be one of the child's mothers.



**5-4.28**

During the paternity leave prescribed in clause 5-4.27, the employee who has accumulated twenty (20) weeks' service<sup>1</sup> shall receive an allowance equal to the difference between his basic weekly salary and the amount of benefits that he is receiving or would receive had he submitted an application for benefits under the Québec Parental Insurance Plan or the Employment Insurance Plan.

The second, third and fourth paragraphs of clause 5-4.13 or 5-4.15, as the case may be, and clause 5-4.14 apply to this clause with the necessary changes.

**5-4.29**

The employee who is not eligible for paternity benefits under the Québec Parental Insurance Plan or parental benefits under the Employment Insurance Plan shall receive, during the paternity leave prescribed in clause 5-4.27, an allowance equal to his basic weekly salary, if he has accumulated twenty (20) weeks' service.

**5-4.30**

Clause 5-4.17 applies to the employee who receives the allowances prescribed under clause 5-4.28 or 5-4.29 with the necessary changes.

**Section V Adoption leave and leave without salary for adoption purposes****5-4.31**

An employee is entitled to a paid leave of a maximum duration of five (5) working days for the adoption of a child other than his or her spouse's child. The leave may be discontinuous, but it may not be taken more than fifteen (15) days after the child's arrival home.

One (1) of the five (5) days may be used for the baptism or registration.

**5-4.32**

An employee who legally adopts a child, other than his or her spouse's child, is entitled to a maximum of five (5) weeks of adoption leave which, subject to clauses 5-4.47 and 5-4.48, must be taken consecutively. The leave must end no later than the end of the fifty-second (52<sup>nd</sup>) week following the week of the child's arrival home.

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<sup>1</sup> An absent employee shall accumulate service if his absence is authorized, particularly for disability and includes a benefit or remuneration.

For the employee eligible for benefits under the Québec Parental Insurance Plan or the Employment Insurance Plan, the leave shall be concurrent with the period during which benefits are paid under either one of the plans and must begin no later than the week following the start of benefits payment.

The leave of an employee who is ineligible for benefits under the Québec Parental Insurance Plan or the Employment Insurance Plan must be taken after the order of placement of the child or the equivalent in the case of an international adoption in accordance with the adoption plan or at another time agreed upon with the board.

#### **5-4.33**

During the adoption leave prescribed in clause 5-4.32, the employee who has accumulated twenty (20) weeks' service<sup>1</sup> shall receive an allowance equal to the difference between his or her basic weekly salary and the amount of benefits he or she receives or would receive, if he or she so requested, under the Québec Parental Insurance Plan or the Employment Insurance Plan.

The second, third and fourth paragraphs of clause 5-4.13 or 5-4.15, as the case may be, and clause 5-4.14 apply to this clause with the necessary changes.

#### **5-4.34**

An employee who is not entitled to adoption benefits under the Québec Parental Insurance Plan or parental benefits under the Employment Insurance Plan who adopts a child other than his or her spouse's child shall receive, during the adoption leave provided for in clause 5-4.32, a benefit equal to his or her basic weekly salary, if the employee has accumulated twenty (20) weeks' service.

#### **5-4.35**

An employee who adopts his or her spouse's child is entitled to a maximum of five (5) working days of leave, of which only the first two (2) shall be paid.

The leave may be discontinuous but it may not be taken more than fifteen (15) days following the filing of adoption papers.

#### **5-4.36**

Clause 5-4.17 applies to the employee who is entitled to the compensation prescribed in clause 5-4.33 or 5-4.34 with the necessary changes.

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<sup>1</sup> An absent employee shall accumulate service if his or her absence is authorized, particularly for disability and includes a benefit or remuneration.

**5-4.37**

The employee shall benefit with regard to the adoption of a child from a leave of absence without salary of a maximum duration of ten (10) weeks as of the date the employee assumes full legal responsibility for the child except if it involves the spouse's child.

The employee who travels outside Québec in order to adopt a child, other than the spouse's child, shall be granted, for that purpose and upon written request to the board two (2) weeks in advance where possible, a leave of absence without salary for the time necessary for such travel.

However, the leave shall expire the week following the benefits payment under the Québec Parental Insurance Plan and clause 5-4.32 applies.

During the leave, the employee shall be entitled to the benefits prescribed in clauses 5-4.39 and 5-4.40.

**Section VI Leaves of absence without salary and part-time leaves without salary****5-4.38**

a) An employee shall be entitled to either one of the following leaves:

- 1) leave of absence without salary for a maximum duration of two (2) years immediately following the maternity leave prescribed in clause 5-4.06;
- 2) leave of absence without salary for a maximum duration of two (2) years immediately following the paternity leave prescribed in clause 5-4.27. However, the duration of the leave must not exceed the one hundred and twenty-fifth (125<sup>th</sup>) week following the birth;
- 3) leave of absence without salary for a maximum duration of two (2) years immediately following the adoption leave prescribed in clause 5-4.32. However, the duration of the leave must not exceed the one hundred and twenty-fifth (125<sup>th</sup>) week following the child's arrival home;

A full-time employee who does not use the leave of absence without salary shall be entitled to a part-time leave of absence without salary for a maximum duration of two (2) years. The duration of the leave must not exceed the one hundred and twenty-fifth (125<sup>th</sup>) week following the child's birth or arrival home.

During the leave, the employee shall be entitled, upon a written request submitted at least thirty (30) days in advance, to one of the following changes only once:

- i) from a leave without salary to a part-time leave without salary or vice-versa, as the case may be;
- ii) from a part-time leave without salary to a different part-time leave without salary.

A part-time employee shall also be entitled to the part-time leave without salary. However, the other provisions of the agreement concerning the determination of the number of working hours shall remain applicable.

The employee who does not use his or her leave or part-time leave of absence without salary may, for that portion of the leave which his or her spouse does not use, benefit from a leave or a part-time leave of absence without salary by following the procedures prescribed.

If the employee's spouse is not an employee of the public sector, the employee may obtain a leave mentioned above at the time he or she chooses within the two (2) years that follow the birth or adoption but the end of the leave cannot exceed a two (2)-year period following the birth or adoption.

- b) The employee who does not use the leave mentioned in subparagraph a) of this clause may benefit, after the birth or adoption of his or her child, from a leave of absence without salary for a maximum period of fifty-two (52) continuous weeks which begins at the time the employee chooses and ends no later than seventy (70) weeks following the birth or, in the case of an adoption, seventy (70) weeks after he or she assumes full legal responsibility for the child. However, this subparagraph shall not apply to the employee who adopts his or her spouse's child.

#### 5-4.39

During the leave of absence without salary, the employee shall accumulate seniority and retain experience. He or she shall continue to participate in the applicable basic health insurance plan by paying his or her portion of the premiums for the first fifty-two (52) weeks of leave and all premiums for the remainder of the leave. Moreover, he or she may continue to participate in applicable supplemental insurance plans, provided he or she so requests at the beginning of the leave and pays all premiums. He or she may apply for a position which is posted and obtain it in accordance with the provisions of the agreement as if he or she were at work.

During the part-time leave without salary, the employee shall also accumulate his or her seniority and, by carrying out a workload, shall be governed by the rules applicable to a part-time employee<sup>1</sup>.

#### 5-4.40

Subject to a specific provision of the agreement, during the leave of absence without salary or the part-time leave of absence without salary, the employee shall accumulate his or her experience for the purposes of determining his or her salary up to the first fifty-two (52) weeks.

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<sup>1</sup> This paragraph shall not cause an employee who holds a position of seventy-five percent (75%) or more of the duration of the regular workweek to lose his or her status of full-time employee.

**5-4.41**

The employee may take his or her deferred annual vacation immediately prior to his or her leave of absence without salary or part-time leave of absence without salary provided that there is no discontinuity with his paternity leave, her maternity leave or his or her adoption leave, as the case may be.

**5-4.42**

On returning to the board from a leave without salary or a part-time leave without salary, the employee shall be entitled to a position assigned under article 5-10.00.

**5-4.43**

A leave or a part-time leave of absence without salary for a maximum of one year shall be granted to an employee whose minor child experiences socioemotional problems or whose minor child is handicapped or chronically ill and who requires his or her care.

**Section VII Miscellaneous provisions****Notices and advance notices****5-4.44 Paternity and adoption leaves**

- a) An employee must send the board, as soon as possible, a notice prior to the leaves mentioned in clauses 5-4.26 and 5-4.31.
- b) The leaves of absence mentioned in clauses 5-4.27 and 5-4.32 shall be granted upon a written request submitted at least three (3) weeks in advance. The time limit may be shorter, if the birth occurs prior to the anticipated date.

The request must indicate the expected expiry date of the leave.

The employee must report for work upon the expiry of his paternity leave prescribed in clause 5-4.27 or his or her adoption leave prescribed in clause 5-4.32, unless the leave was extended in the manner prescribed in clause 5-4.45.

The employee who does not comply with the preceding paragraph is deemed on leave without salary for a period not exceeding four (4) weeks. At the end of that period, the employee who has not reported for work is deemed to have resigned.

**5-4.45**

The leave of absence without salary mentioned in clause 5-4.38 shall be granted upon a written request submitted at least three (3) weeks in advance.

The part-time leave of absence without salary shall be granted upon a written request submitted at least thirty (30) days in advance.

In the case of a part-time leave of absence without salary, the request must specify the arrangement of the leave of absence in the position the employee held. Should the board disagree on the number of days off per week, the employee shall be entitled to a maximum of two and a half (2 1/2) days per week or the equivalent for up to two (2) years.

#### **5-4.46**

The employee to whom the board has sent a four (4)-week notice indicating the date of the termination of the leave of absence without salary must submit a notice to the board of his or her return to work at least two (2) weeks prior to the termination of the said leave. If he or she does not report for work, he or she is considered as having resigned.

The employee who wishes to terminate his or her leave of absence without salary before the anticipated date must submit a written notice to this effect at least twenty-one (21) days prior to his or her return. In the case of a leave of absence without salary exceeding fifty-two (52) weeks, the notice must be of at least thirty (30) days.

### **Extension, suspension and division**

#### **5-4.47**

When the child is hospitalized, the employee may interrupt his paternity leave prescribed in clause 5-4.27 or the adoption leave prescribed in clause 5-4.32 upon agreement with the board, and return to work for the duration of the hospitalization.

#### **5-4.48**

At the employee's request, the paternity leave prescribed in clause 5-4.27, the adoption leave prescribed in clause 5-4.32 or the full-time leave without salary prescribed in clause 5-4.38 may be divided into weeks prior to the expiry of the first fifty-two (52) weeks.

The leave may be divided into weeks if the child is hospitalized or due to a situation covered by sections 79.1 and 79.8 to 79.12 of the Act respecting labour standards (CQLR, chapter N-1.1).

The maximum number of weeks during which the paternity leave is suspended corresponds to the number of weeks during which the child is hospitalized. For any other possible divisions, the maximum number of weeks during which the leave may be suspended is prescribed in the Act respecting labour standards (CQLR, chapter N-1.1) for such a situation.

During those suspensions, the employee is considered on leave without salary and shall not receive any allowances or benefits from the board. The employee is covered by clauses 5-4.39 and 5-4.40 during those suspensions.

**5-4.49**

When the employee resumes the paternity or adoption leave suspended or divided under clause 5-4.47 or 5-4.48, the board shall pay the employee the allowance to which he or she would have been entitled had he or she not availed himself or herself of the suspension or division for the number of weeks remaining under clause 5-4.27 or 5-4.32, as the case may be, subject to clause 5-4.01.

**5-4.50**

An employee who forwards to the board, prior to the expiry date of his paternity leave prescribed in clause 5-4.27 or the adoption leave prescribed in clause 5-4.32, a notice accompanied by a medical certificate attesting that the health of his or her child so requires, is entitled to an extended paternity or adoption leave. The duration shall be specified in the medical certificate.

During the extended leave, the employee is considered on leave without salary and shall not receive any allowances or benefits from the board. The employee is covered by clauses 5-4.39 and 5-4.40 during that period.

**5-4.51**

The employee who takes a paternity leave or an adoption leave under clauses 5-4.26, 5-4.27, 5-4.31, 5-4.32 and 5-4.35 shall receive the benefits prescribed in clause 5-4.18 insofar as he or she is normally entitled to them and in clause 5-4.22 of Section II.

**5-4.52**

An employee who receives a regional disparity premium under the agreement shall continue to receive such a premium during maternity leave, as prescribed in Section II.

Similarly, an employee who receives a regional disparity premium under the agreement shall receive such a premium for the weeks during which he or she receives the benefits, as the case may be, prescribed in clause 5-4.27 or 5-4.32.

Notwithstanding the foregoing, the total amount of Employment Insurance benefits, allowances and premiums that an employee receives cannot exceed ninety-five percent (95%) of his or her basic salary plus any regional disparity premium.

**5-5.00 PARTICIPATION IN PUBLIC AFFAIRS****5-5.01**

The board recognizes the same rights for an employee to participate in public affairs as those recognized for all citizens.

**5-5.02**

A regular employee who is a candidate in a municipal, school, provincial or federal election shall obtain, upon request, a leave of absence without salary which extends from the declaration of the elections to the tenth (10<sup>th</sup>) day which follows the election day or for any other shorter period between these two events.

**5-5.03**

A regular employee who does not report to work within the time allotted shall be considered as having resigned.

**5-5.04**

A regular employee elected in a municipal or school election or to the board of directors of a hospital or a local community service centre may benefit from a leave of absence without salary in order to carry out the duties of his or her position.

**5-5.05**

A regular employee elected in a provincial or federal election shall remain on leave without salary for the duration of the mandate.

**5-5.06**

Within twenty-one (21) days of the expiry of his or her mandate, the employee must inform the board of his or her decision to return to work; failing this, he or she shall be considered as having resigned.

On returning to the board, the employee shall be reinstated in his or her position, if it was not abolished or filled permanently during his or her absence.

**5-6.00 VACATION****5-6.01**

During each fiscal year, an employee shall be entitled, based on the duration of his or her active service for the preceding fiscal year, to an annual vacation period the duration of which is determined under clauses 5-6.08 and 5-6.09.

Any period during which an employee's salary is maintained constitutes active service.



**5-6.02**

Vacation must usually be taken during the fiscal year following that in which it was acquired.

The employee who is absent from work because of an illness, a work accident or a parental leave when he or she is scheduled to take his or her vacation may defer his or her vacation to another period in the same fiscal year or, with the consent of the board, to another period in a subsequent fiscal year, to be agreed between him or her and the board.

**5-6.03**

For the sole purposes of the table in clause 5-6.09, one or more periods of disability up to a maximum of two hundred and thirty-nine (239) working days per fiscal year, a leave of absence without salary the total duration of which does not exceed twenty (20) working days as well as the working days included in the temporary layoff period under article 7-2.00 constitute active service.

Notwithstanding the provisions of the preceding paragraph, no more than two hundred and thirty-nine (239) days of active service per disability period may be counted even if the period extends beyond one fiscal year.

For a new employee as well as for an employee who leaves his or her position permanently, the month during which he or she was hired and the month during which he or she leaves shall count for one complete month of active service, provided that he or she worked one-half or more of the working days of the month.

**5-6.04**

The vacation period shall be determined in the following manner:

- a) before May 1 of each year, the board must consult the union before establishing a period of total or partial shutdown of its activities for a period not exceeding ten (10) working days and must take into consideration the recommendations of the union, if any, before making a decision to this effect. The shutdown period may be longer than ten (10) working days with the union's consent. Each employee affected by the total or partial shutdown must take all the vacation to which he or she is entitled during the shutdown period. The employee who is entitled to a number of days of vacation greater than the number of days used during the shutdown period shall take the additional days according to the following terms;
- b) when, under the preceding paragraph, the board establishes a total or partial shutdown of its activities, the regular employee affected by the shutdown who does not have a sufficient number of vacation days to his or her credit to cover the shutdown period may, upon a written request to the board, borrow vacation days from those of the following year. These anticipated vacation days shall be deducted automatically from the vacation days accumulated for the following fiscal year and shall be recoverable in the event of the employee's departure;

- c) before May 15 of each year, the employees shall choose the dates on which they wish to take their vacation and the latter shall be distributed by taking into account the seniority of the employees in the same office, department, school or centre, where applicable. The employees' choices shall be submitted to the board for approval and the latter shall take into account the needs of the office, department, school or centre concerned. The board shall confirm to the employee his or her vacation choices no later than June 15 of each year;
- d) once the vacation period has been approved by the board, one change is possible when requested by an employee if the administrative unit's needs so allow and if the change does not affect the vacation periods of other employees; however, upon request, the board may authorize two (2) employees who are in the same class of employment, who work in the same office, department, school or centre and who have the same number of vacation days to exchange vacation periods;
- e) employees usually take their vacation during the months of July and August; however, an employee may take his or her vacation outside of July and August, if the requirements of this clause are met.

However, employees holding a position in the day care service or special education sector and temporarily laid off during the summer period must take their vacation when the students are absent, as of their last day worked up to the date on which they return to work, regardless of clause 5-6.05;

- f) within one hundred and twenty (120) days of the date of the coming into force of the agreement, the board and the union may agree, for the term of the agreement, on terms and conditions other than those prescribed in this clause in order to allow employees to take their vacation outside of July and August regardless of whether there is a partial or total shutdown of the board's activities or not.

#### **5-6.05**

The employee must take his or her vacation in periods of at least five (5) consecutive days. However, the employee may use a maximum of five (5) days of his or her annual vacation in a nonconsecutive manner, one day at a time, with the consent of the board, which shall take into account the needs of the office, department, school or centre concerned. The board and the union may agree to increase the number of vacation days that may be taken in a non-consecutive manner.

#### **5-6.06**

The employee on vacation shall continue to receive the salary regularly paid to him or her under article 6-7.00. However, the salary shall be paid to the employee before his or her departure for the duration of his or her vacation period provided it is for five (5) days or more.

**5-6.07**

In the case of permanent termination of employment, the employee shall be entitled in accordance with the provisions of this article to an indemnity equal to the duration of vacation acquired and not used.

**5-6.08**

Subject to the provisions of clause 5-6.09 concerning the reduction in vacation, the employee shall benefit from:

- a) the number of vacation days indicated in the table in clause 5-6.09 if he or she has less than one year of seniority on June 30 of the year of acquisition;
- b) twenty (20) working days of vacation if he or she has less than seventeen (17) years of seniority on June 30 of the year of acquisition;
- c) twenty-one (21) working days of vacation if he or she has seventeen (17) years or more of seniority on June 30 of the year of acquisition;
- d) twenty-two (22) working days of vacation if he or she has nineteen (19) years or more of seniority on June 30 of the year of acquisition;
- e) twenty-three (23) working days of vacation if he or she has twenty-one (21) years or more of seniority on June 30 of the year of acquisition;
- f) twenty-four (24) working days of vacation if he or she has twenty-three (23) years or more of seniority on June 30 of the year of acquisition;
- g) twenty-five (25) working days of vacation if he or she has twenty-five (25) years or more of seniority on June 30 of the year of acquisition.

**5-6.09**

The employee whose duration of active service during the year of acquisition of vacation was less than one year shall be subject to a reduction in the number of his or her vacation days and shall be entitled to the number of vacation days determined according to the following table:

Total number of days of active service during year of acquisition			Normal duration of vacation taking into account the employee's seniority					
			20 days	21 days	22 days	23 days	24 days	25 days
5	to	10	0.5	0.5	0.5	0.5	0.5	0.5
11	to	16	1.0	1.0	1.0	1.0	1.0	1.0
17	to	22	1.5	1.5	1.5	2.0	2.0	2.0
23	to	28	2.0	2.0	2.5	2.5	2.5	2.5
29	to	34	2.5	3.0	3.0	3.0	3.0	3.0
35	to	40	3.0	3.0	3.5	3.5	3.5	4.0
41	to	46	3.5	4.0	4.0	4.0	4.0	4.5
47	to	52	4.0	4.5	4.5	4.5	5.0	5.0
53	to	58	4.5	5.0	5.0	5.0	5.5	5.5
59	to	64	5.0	5.5	5.5	6.0	6.0	6.0
65	to	70	5.5	6.0	6.0	6.5	6.5	7.0
71	to	76	6.0	6.5	6.5	7.0	7.0	7.5
77	to	82	6.5	7.0	7.0	7.5	8.0	8.0
83	to	88	7.0	7.5	8.0	8.0	8.5	8.5
89	to	94	7.5	8.0	8.5	9.0	9.0	9.5
95	to	100	8.0	8.5	9.0	9.0	9.5	10.0
101	to	106	8.5	9.0	9.5	10.0	10.0	10.5
107	to	112	9.0	9.5	10.0	10.5	11.0	11.0
113	to	118	9.5	10.0	10.5	11.0	11.5	12.0
119	to	124	10.0	10.5	11.0	11.5	12.0	12.5
125	to	130	10.5	11.0	11.5	12.0	12.5	13.0
131	to	136	11.0	11.5	12.0	12.5	13.0	13.5
137	to	142	11.5	12.0	12.5	13.5	14.0	14.5
143	to	148	12.0	13.0	13.5	14.0	14.5	15.0
149	to	154	12.5	13.0	14.0	14.5	15.0	15.5
155	to	160	13.0	14.0	14.5	15.0	15.5	16.0
161	to	166	13.5	14.5	15.0	15.5	16.0	17.0
167	to	172	14.0	15.0	15.5	16.0	17.0	17.5
173	to	178	14.5	15.5	16.0	17.0	17.5	18.0
179	to	184	15.0	16.0	16.5	17.0	18.0	19.0
185	to	190	15.5	16.5	17.0	18.0	18.5	19.0
191	to	196	16.0	17.0	18.0	18.5	19.0	20.0
197	to	202	16.5	17.5	18.0	19.0	20.0	20.5
203	to	208	17.0	18.0	19.0	19.5	20.5	21.0
209	to	214	17.5	18.5	19.5	20.0	21.0	22.0
215	to	220	18.0	19.0	20.0	21.0	22.0	22.5
221	to	226	18.5	19.5	20.5	21.5	22.0	23.0
227	to	232	19.0	20.0	21.0	22.0	23.0	24.0
233	to	238	19.5	20.5	21.5	22.5	23.5	24.5
239	or more		20.0	21.0	22.0	23.0	24.0	25.0

**5-6.10**

An employee in the service of the board on the date of the coming into force of the agreement and who, as a result of the application of the provisions of clause 5-6.11 of the 1975-1979 collective agreement, for one of the fiscal years of the agreement, would have benefited from a number of vacation days greater than the maximum number to which he or she would have been entitled by the application of subparagraphs a) to g) of clause 5-6.08 for the year in question shall be entitled, for the duration of the agreement, to the additional number of vacation days. The excess shall be reduced by any additional vacation day which may be granted to him or her by the application of subparagraphs c) to g) of clause 5-6.08. The excess shall also be reduced, as the case may be, taking into account the duration of his or her active service during the year of acquisition of vacation.

**5-6.11**

When an employee leaves the board on the date of his or her retirement, he or she shall be entitled to the entire vacation period for the year of his or her retirement.

**5-7.00      TRAINING AND PROFESSIONAL IMPROVEMENT****5-7.01**

The board and the union recognize the importance of ensuring the training and professional improvement of employees.

**5-7.02**

Professional improvement activities include any activity which enables an employee to acquire techniques and skills so that he or she may better perform his or her duties.

**5-7.03**

Training activities include any activity which enables an employee to obtain a diploma.

**5-7.04**

Training and professional improvement shall be the responsibility of the board and the training and professional improvement programs shall be developed by the board according to its needs and those of its employees.

**5-7.05**

Within thirty (30) days of the board's or union's written request, the parties shall set up a Training and Professional Improvement Committee; the committee shall be composed of, at most, three (3) representatives of the board and three (3) representatives of the union and may establish appropriate rules for its internal management.

Should a Training and Professional Improvement Committee already exist under the former collective agreement, it shall be maintained unless the union indicates otherwise.

**5-7.06**

The duties of the Training and Professional Improvement Committee shall be to participate in the establishment of a policy related to the training and professional improvement of its employees, to participate in the development of training and professional improvement programs, to study the requests for training and professional improvement submitted by employees and to make all recommendations to the board, particularly with respect to the distribution and use of the training and professional improvement budget.

At the beginning of each fiscal year, the board shall provide a report on activities for the previous fiscal year.

**5-7.07**

When the board requests an employee to take professional improvement courses, it must reimburse him or her for the costs, according to the rates established by the board, upon presentation of an attestation to the effect that he or she has attended the courses diligently. In the case where an employee receives an allowance or any other amount of money from another source for this purpose, he or she must give the board any amount thus received up to the amounts reimbursed by the board.

When the board organizes training or professional improvement activities in which the employee is required to participate, the board shall favour the holding of such activities during working time based on its needs and the requirements of the office, department, school or centre concerned.

**5-7.08**

The courses offered by the board, with the exception of popular education courses, shall be free for the employees who wish to take them provided that:

- a) these courses offer to those who take them an opportunity for professional improvement or an increase in their educational qualifications;
- b) registration by the general public has priority;
- c) such a benefit does not oblige the board to organize courses;

- d) these courses be taken outside the employee's working hours.

#### **5-7.09**

Notwithstanding the foregoing, the board shall allow an employee to complete the training and professional improvement activities already begun under the same conditions.

#### **5-7.10**

For the purpose of applying this article, the board shall have available, for each fiscal year of the agreement, an amount equal to sixty dollars (\$60) per support employee on a full-time basis or the equivalent. The amount shall be calculated at the beginning of each fiscal year. The operating costs of the board may not be deducted from that amount.

The amounts not used for one fiscal year, including the amounts not used under the former collective agreement, shall be added to those provided for the following year.

The board shall also receive for each fiscal year of the agreement an amount of forty dollars (\$40) per employee on a full-time basis or the equivalent. The amount shall be spent at the board's discretion.

### **5-8.00 CIVIL RESPONSIBILITY**

#### **5-8.01**

The board shall undertake to assume the case of every employee whose responsibility might be at issue because of actions committed as a result of or in the course of the performance of his or her duties as an employee.

#### **5-8.02**

The board agrees to indemnify the employee against any liability imposed by judgement for loss or damage resulting from actions, other than those involving serious fault or gross negligence, committed by the employee as a result of or in the course of the performance of his or her duties as an employee, but only up to the amount for which the employee is not already indemnified by another source, provided that:

- a) the employee has given the board a written account of the facts surrounding any claim made against him or her as soon as it is reasonably possible;
- b) he or she has not admitted responsibility with regard to such a claim;
- c) he or she surrender to the board, up to an amount equal to the loss or damage assumed by it, his or her rights to recourse against the third party and that he or she sign all the documents required by the board for this purpose.

**5-8.03**

The employee shall have the right to engage an attorney, at his or her own expense, and to have him or her assist the attorney chosen by the board.

**5-8.04**

As soon as the civil responsibility of the board is admitted or established by a court of law, the board shall indemnify the employee for the total or partial loss, theft or destruction of his or her personal belongings which are normally used for the performance of his or her duties as an employee at the request of the board except in the case of serious fault or gross negligence on the employee's part. In the case where an employee holds an insurance policy which covers the total or partial loss, theft or destruction of his or her belongings, the board shall only pay the employee the excess of the actual loss incurred after the compensation is paid by the insurer.

**5-8.05**

Only the employee whose class of employment so provides may be required to administer first aid to a student or to any other person who is ill or injured.

Notwithstanding the provisions of the preceding paragraph, the board may assign this duty to an employee who accepts it.

The provisions of this article apply in all cases where an employee administers first aid in the workplace to a student or to another person receiving remuneration from the board.

**5-9.00      WORK ACCIDENTS AND OCCUPATIONAL DISEASES****5-9.01**

The following provisions apply to the employee who suffers an employment injury covered by the Act respecting industrial accidents and occupational diseases (CQLR, chapter A-3.001).

The board shall undertake to apply the provisions of the Act respecting industrial accidents and occupational diseases (CQLR, chapter A-3.001) as regards an employee, his or her rights, benefits and advantages which are better than or in addition to those prescribed in this article.

**5-9.02**

The employee who suffered a work accident before August 19, 1985 and who is still absent for this reason shall remain covered by the Act respecting industrial accidents and occupational diseases (R.S.Q., c. A-3) as well as by clauses 5-9.01 to 5-9.06 of the "Provisions constituting the 1983-1985 collective agreements"; moreover, the employee shall benefit from the provisions of clauses 5-9.12 to 5-9.20 of this article by making the necessary changes.



**5-9.03**

The provisions of this article corresponding to the specific provisions of the Act respecting industrial accidents and occupational diseases (CQLR, chapter A-3.001) apply insofar as the provisions of the Act apply to the board.

**Definitions****5-9.04**

For the purposes of this article, the following terms and expressions mean:

- a) **work accident:** a sudden and unforeseen event, attributable to any cause, which happens to an employee, arising out of or in the course of his or her work and resulting in an employment injury to him or her;
- b) **consolidation:** the healing or stabilization of an employment injury following which no improvement of the state of health of the injured employee is foreseeable;
- c) **suitable employment:** appropriate employment that allows an employee who has suffered an employment injury to use his or her remaining ability to work and vocational qualifications that he or she has a reasonable chance of obtaining, and the working conditions of which do not endanger the health, safety or physical well-being of the employee, considering his or her injury;
- d) **equivalent employment:** employment of a similar nature to the employment held by the employee when he or she suffered the employment injury, from the standpoint of vocational qualifications required, wages, fringe benefits, duration and working conditions;
- e) **employment injury:** an injury or a disease arising out of or in the course of a work accident, or an occupational disease, including recurrence, relapse or aggravation.
- f) **occupational disease:** a disease contracted out of or in the course of his or her work and characteristic of that work or directly related to the risks peculiar to that work.

**Miscellaneous provisions****5-9.05**

The employee must inform the board of the details concerning the work accident or employment injury as soon as possible. Moreover, he or she shall provide a medical certificate to the board in conformity with the Act, if the employment injury which he or she suffers renders him or her unable to perform his or her duties after the day on which it manifested itself.

**5-9.06**

The board shall immediately give first aid to an employee who suffers an employment injury and, wherever required, transportation to a health establishment, to a health professional or to the employee's residence as required by his or her condition.

The cost of transportation of the employee shall be assumed by the board, which shall reimburse it, if such is the case, to the person who incurred it.

The cost of medical aid shall not be borne by the employee.

The employee shall choose the health establishment if possible. If the employee is unable to express his or her choice before being transported to a health establishment, he or she must accept the health establishment chosen by the board. However, the employee shall be entitled, at all times, to receive care from the health professional of his or her choice.

**5-9.07**

First aid services shall be placed at the disposal of employees according to current practice.

**5-9.08**

Pursuant to the Act, the board may require an employee who has suffered an employment injury to undergo an examination by a health professional it designates.

**Group plans****5-9.09**

The employee who suffers an employment injury entitling him or her to an income replacement indemnity shall remain covered by the life insurance plan described in clause 5-3.22, by the health insurance plan described in clause 5-3.24 as well as by the provisions relating to complementary insurance plans.

He or she shall also benefit, without losing any rights, from the waiver of his or her contributions to the pension plan (TPP, RREGOP, CSSP). The provisions concerning the waiver of such contributions are an integral part of the pension plan provisions and the resulting costs shall be shared as is the case with any other benefit.

The waiver mentioned in the preceding paragraph shall no longer apply if the employment injury has healed or if the employee is assigned temporarily as prescribed in clause 5-9.19.

As an exception to the provisions of article 5-3.00, the regular employee whom the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) has declared healed shall benefit, for the period between the date of healing of the employment injury and the end of the twenty-fourth (24<sup>th</sup>) month following the employment injury from the provisions of the salary insurance plan described in subparagraph 1), 2) or 3) of paragraph a) of clause 5-3.31, insofar as he or she is totally incapable of performing the usual duties of his or her position or any other position within the framework of the provisions of clause 5-9.12 and following clauses of this article. At the end of that period, the employee shall become an insured person and shall benefit, if applicable, from subparagraph 4) of paragraph a) of clause 5-3.31.

During that period, if the employee is entitled to the income replacement indemnity under the Act respecting industrial accidents and occupational diseases (CQLR, chapter A-3.001), his or her salary insurance benefits shall be reduced accordingly.

### **5-9.10**

An employee's bank of sick-leave days shall not be reduced for the days for which the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) has paid an income replacement indemnity until the employment injury has healed and for the absences prescribed in clause 5-9.20.

## **Salary**

### **5-9.11**

As long as an employee is entitled to the income replacement indemnity but no later than the date of healing of the employment injury he or she has suffered, he or she shall be entitled to his or her salary as if he or she were at work, subject to the following provisions:

His or her gross taxable salary shall be determined in the following manner: the board shall deduct the equivalent of all amounts required by the Act and the agreement, if need be; the net salary thus obtained shall be reduced by the income replacement indemnity and the difference shall be brought to a gross taxable salary on the basis of which the board shall deduct all amounts, contributions and dues required by the Act and the agreement.

Subject to the foregoing, the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) shall reimburse the board the amount corresponding to the income replacement indemnity set by the CNESST. If the income replacement indemnity exceeds, where applicable, the net salary which the board must pay an employee, the excess shall belong to the employee.

The employee must sign the forms required for the reimbursement. The waiver shall be valid only for the period during which the board has agreed to pay the salary.

**Right to return to work****5-9.12**

A worker who is informed by his or her physician of the date of healing of the employment injury he or she has suffered and of the fact that he or she will retain a certain degree of functional disability or that he or she will retain no such disability shall pass on the information to the board without delay.

**5-9.13**

An employee whose employment injury has healed and who is again able to carry out the duties he or she had prior to his or her absence may resume his or her position, subject to the provisions of article 7-3.00.

**5-9.14**

The employee referred to in the preceding clause who is unable to return to his or her position either because it was abolished or the employee was displaced as a result of the application of the agreement may avail himself or herself of the provisions of article 7-3.00.

**5-9.15**

An employee who, although unable to resume his or her duties because of an employment injury but who may be able to use his or her remaining ability and qualifications to work may hold a suitable available position that the board intends to fill in accordance with the terms and conditions prescribed in article 7-1.00.

**5-9.16**

The employee who obtains a position under the preceding clause shall benefit, where applicable, from the provisions of paragraph b) of clause 6-2.18 concerning involuntary demotion; in the case where an income replacement indemnity is paid to an employee, the amounts payable under paragraph b) of clause 6-2.18 shall be reduced accordingly.

**5-9.17**

However, the board and the union may agree on terms and conditions other than those prescribed in clause 5-9.15, provided that the provisions concerning security of employment are not modified; namely, the board and the union may agree on a specific movement of personnel relating to priority of employment.

**5-9.18**

The employee may only exercise his or her right during the two (2) years immediately following the beginning of his or her absence or the year following the healing date according to the most remote date.

**Particular provisions****5-9.19**

In the context of a professional rehabilitation program and even if the employment injury has not healed, the board may temporarily assign work to the employee if the physician in charge of the employee believes that:

- a) the employee is reasonably able to carry out this work;
- b) the work does not endanger the health, safety or physical well-being of the employee, taking into account his or her employment injury;
- c) the work is conducive to his or her rehabilitation.

The employee who does not agree with the physician may avail himself or herself of the procedure prescribed in the Act respecting occupational health and safety (CQLR, chapter S-2.1), and he or she shall not be required to carry out the work assigned as long as the physician's report has not been confirmed by a final decision.

The board shall pay the employee who performs the work that it assigns to him or her temporarily the salary and benefits related to the position that the employee held when his or her employment injury manifested itself and to which he or she would have been entitled had he or she continued to hold such a position.

**5-9.20**

If an employee who has suffered an employment injury returns to work, the board shall pay the employee his or her net salary within the meaning of the Act respecting industrial accidents and occupational diseases (CQLR, chapter A-3.001) for each day or part of a day on which he or she must be absent from work in order to receive care or undergo medical tests related to his or her employment injury or to carry out an activity under his or her personal rehabilitation program.

**5-9.21**

- a) In the case of a temporary employee, he or she shall be reinstated in the temporary assignment held before his or her work accident or employment injury if he or she is again able to carry on his or her employment before the end of the period foreseen for his or her hiring.

- b) The employee working within the framework of adult education courses referred to in paragraph b) of clause 10-1.01 shall be reinstated in his or her position if he or she is again able to perform his or her duties during the same session. However, the employee shall maintain his or her right of recall beyond that period in accordance with the provisions of clause 10-1.05.
- c) The cafeteria employee or the student supervisor working fifteen (15) hours or less per week referred to in article 10-2.00 shall be reinstated in his or her position if he or she is again able to perform his or her duties during the same fiscal year. However, the employee shall maintain his or her right of recall beyond that period for eighteen (18) months in accordance with the provisions of article 10-2.00.

### **5-9.22**

The employee who, following a notice, must appear before the Bureau d'évaluation médicale or the Tribunal administratif du travail may be absent from work without loss of salary for the time deemed necessary by the competent authority. The employee must notify his or her immediate superior and produce the proof or attestation of these facts.

## **5-10.00 LEAVES OF ABSENCE WITHOUT SALARY**

### **5-10.01**

The board shall grant a regular employee a leave of absence without salary for reasons it deems valid for a maximum duration of twelve (12) consecutive months; this leave of absence may be renewed.

The leave referred to in the preceding paragraph may be on a full-time basis or part-time basis.

In the case of a part-time leave of absence without salary, the employee concerned shall be entitled only to the benefits applicable proportionately to his or her workdays as compared to the regular workweek prescribed in article 8-2.00. This paragraph shall not have the effect of causing an employee who obtains such a leave to lose the status of regular employee in a full-time position.

### **5-10.02**

The board must grant a regular employee a full-time leave of absence without salary for at least one month but not exceeding twelve (12) consecutive months if the board can use an employee in surplus in the position of the employee on a leave of absence without salary, provided that the employee in surplus meets the qualifications required under the Classification Plan and the specific requirements of the position. The leave shall be renewable provided that the same conditions are met.

**5-10.03**

The board shall grant a leave without salary to a regular employee to accompany his or her spouse who is transferred temporarily for a period not exceeding twelve (12) months; this leave may be renewed.

**5-10.04**

The board shall grant a regular employee a full-time or part-time leave of absence without salary for studies which may be renewed. The leave of absence shall be subject to the provisions of clauses 5-10.09 and 5-10.10 except for the first paragraph.

**5-10.05**

The request for a leave of absence without salary or a renewal of a leave of absence without salary must be made in writing and must state the reasons thereof.

**5-10.06**

During his or her absence, the employee shall continue to participate in the basic health insurance plan, provided that he or she pay the total amount of the required premiums and contributions, including the board's share. Moreover, he or she may continue to participate in the complementary insurance plans and in the supplemental pension plan, provided that the regulations of the said plans so allow and that he or she pay the total amount of the required premiums and contributions.

**5-10.07**

Upon his or her return, the employee shall be reinstated in his or her position unless it was abolished during his or her absence or the employee concerned was displaced by the application of the provisions of article 7-3.00.

**5-10.08**

In the case of a resignation, during or at the end of the leave of absence, the employee shall reimburse the board for any amount paid for and in the name of the employee.

**5-10.09**

The employee, who uses his or her leave of absence for purposes other than those for which he or she obtained it shall be considered as having resigned as of the beginning of the absence.

**5-10.10**

After five (5) years of active service with the board and following any period of at least five (5) years of active service thereafter, a regular employee shall obtain a full-time or part-time leave without salary for a minimum duration of one month without exceeding twelve (12) consecutive months, except for employees working in the special education sector or in a day care service, the leave must cover the entire school year.

In order to obtain the leave, the employee must make a request to the board in writing at least sixty (60) days prior to the date of the beginning of the leave and specify the duration thereof.

The provisions of clauses 5-10.06, 5-10.07, 5-10.08, 5-10.11 and 5-10.12 apply to such a leave.

Notwithstanding the foregoing, if the board deems it necessary to replace the employee who requests a leave and is unable to find a replacement, it may defer the leave to another date to be agreed with the employee.

If more than one employee at a time in the same office, department, school or centre also wishes to take such a leave, the board may defer the leave to another date; it shall then proceed according to seniority.

**5-10.11**

If a part-time leave of absence without salary is granted under this article, the board and the employee must agree on the schedule of the leave and on other terms and conditions of application.

**5-10.12**

The employee may, for a valid reason, terminate any leave without salary and return to the board before the date foreseen by giving the board an advance written notice of at least thirty (30) days.

**5-11.00 SABBATICAL LEAVE WITH DEFERRED SALARY****5-11.01**

Following the written request of an employee, the board may grant him or her a sabbatical leave with deferred salary under the following terms and conditions:

- a) this leave shall permit a regular employee to have his or her salary spread over a determined period in order to benefit from a sabbatical leave with salary;
- b) this leave shall not have the effect of paying the employee benefits upon retirement nor of deferring income tax;
- c) the board shall reply in writing no later than thirty (30) days after it receives the regular employee's request;



- d) the board and a regular employee shall agree on the duration of the leave and the duration of participation in the plan (contract);
- e) the board and the regular employee shall sign, where applicable, the contract found in Appendix III;
- f) a regular employee receiving salary insurance benefits or on a leave without salary on the date of the coming into force of the contract found in Appendix III shall not be eligible. Subsequently, the provisions of the contract for these situations shall apply.

### 5-11.02

The sabbatical leave shall apply only for the period of the contract and duration of the leave as determined in the following table and according to the percentages of salary paid during the contract:

Duration of leave	Duration of participation in plan (contract)			
	2 years	3 years	4 years	5 years
6 months	75.00%	83.33%	87.50%	90.00%
7 months	70.83%	80.56%	85.42%	88.33%
8 months	66.67%	77.78%	83.33%	86.67%
9 months		75.00%	81.25%	85.00%
10 months		72.22%	79.17%	83.33%
11 months		69.44%	77.08%	81.67%
12 months		66.67%	75.00%	80.00%

### 5-11.03

A regular employee must return to work, following his or her sabbatical leave with salary, for a period at least equal to that of the leave.

### 5-11.04

An employee who obtained a sabbatical leave with deferred salary under a former collective agreement shall continue to be governed by the provisions applicable to him or her.

**CHAPTER 6-0.00 REMUNERATION****6-1.00 CLASSIFICATION RULES****Determination of the class of employment on the date of the coming into force of the agreement****6-1.01**

Within sixty (60) days of the date of the coming into force of the agreement, the board shall confirm for every employee in its employ the class of employment he or she holds.

The confirmation shall conform with the class of employment titles found in Appendix I of the agreement.

**Determination of the class of employment during the agreement****6-1.02**

As of hiring, the employee shall be classified in one of the classes of employment of the Classification Plan.

**6-1.03**

In all cases, the board's assignment of a class of employment shall be based on the nature of the work and on the characteristic functions that the employee is principally and customarily required to perform.

**6-1.04**

At the time of hiring, the employee shall be informed in writing of his or her status, classification, salary, step and job description.

**6-1.05**

Subsequently, the employee shall be informed of any change in his or her duties.

**6-1.06**

The employee who obtains a new position by the application of the provisions of article 7-1.00 or 7-3.00 and who claims that the new duties he or she must perform principally and customarily correspond to a class of employment which differs from that obtained shall be entitled to file a grievance according to the usual procedure within ninety (90) days after he or she obtains the position. In the case of arbitration, the provisions of clause 6-1.15 apply.

## Changes in duties

### 6-1.07

- a) The employee who claims that the duties he or she must perform principally and customarily as required by the board correspond to a class of employment which differs from his or her own may request to be reclassified;

if the board accepts his or her request, after consulting the union at a Labour Relations Committee meeting, the employee shall be confirmed in his or her position and new class of employment, it being understood that the position is not abolished;

the salary applicable to the new class of employment shall be granted to the employee, where applicable, as of the date on which the board received the reclassification request.

For the purposes of consulting the union at the Labour Relations Committee, the parties shall exchange information or documents concerning the processing of the employee's reclassification request. In addition, they may agree, where applicable, on the procedures pertaining to the gathering of pertinent information for the reclassification request.

- b) Failing this, if the board refuses the request, the employee who claims that the duties he or she must perform principally and customarily as required by the board correspond to a class of employment which differs from his or her own may file a grievance according to the usual procedure. However, in the event of arbitration, the provisions of clause 6-1.15 apply. The grievance shall be comparable to a continuous grievance but may not have a retroactive effect of more than thirty (30) working days from the date of its filing.

The fact that these changes occurred during the former collective agreement cannot invalidate the grievance as long as the latter was filed within ninety (90) days of the date of the coming into force of the agreement.

### 6-1.08

The arbitrator who decides the grievance shall only have the power to grant a monetary compensation equal to the difference between the employee's salary and the higher salary which corresponds to the class of employment the duties of which the employee proved he or she performed principally and customarily as required by the board.

For the purposes of determining the monetary compensation, the arbitrator's decision must conform with the Classification Plan and he or she must establish the similarity between the employee's characteristic functions and those in the Classification Plan. The terms and conditions for determining the monetary compensation shall be those mentioned in clause 6-2.16.

**6-1.09**

If the arbitrator cannot establish the similarity referred to in clause 6-1.08, the following provisions apply:

- a) within twenty (20) working days of the arbitrator's decision, the provincial negotiating parties shall meet in order to determine a monetary compensation within the salary scales in the agreement and shall agree, if need be, on the class of employment on the basis of which the said compensation shall be determined for the purpose of applying the provisions of clause 6-1.06 or 6-1.07;
- b) failing an agreement, the union concerned by the arbitral decision may request that the arbitrator determine the monetary compensation by finding in the agreement a salary which is closer to a salary indicative of the duties similar to those of the employee concerned within the public and parapublic sectors.

**6-1.10**

Notwithstanding the foregoing, if the board decides to maintain a position for which the arbitrator was not able to establish similarity, it shall approach the provincial negotiating employer group in order to obtain the creation of a new class of employment which shall at least include the characteristic functions of the position. The procedures mentioned in clauses 6-1.13 and 6-1.14 shall then apply.

**6-1.11**

Following the application of the provisions of clause 6-1.08 or the creation of a new class of employment under clause 6-1.10, as the case may be, if the board decides to maintain the position thus modified within thirty (30) days of the decision, the employee shall be reclassified automatically in his or her new class of employment, in which case the provisions of clause 6-2.16 shall apply if the reclassification is comparable to a promotion as of the date of the reclassification.

**6-1.12**

As long as this class of employment has not been created and the salary has not been determined, the employee concerned shall continue to receive the monetary compensation prescribed in clause 6-1.08 or 6-1.09 while he or she occupies the said position.

**Creation of a new class of employment or changes in duties or qualifications****6-1.13**

If, during the term of the agreement and after consulting the provincial negotiating union group, a new class of employment is created by the provincial negotiating employer group or if the duties or qualifications of a class of employment are changed, the salary rate of this class of employment shall be determined by an agreement between the parties on the basis of the rates provided for comparable positions in the public and parapublic sectors.

**6-1.14**

If, during the forty (40) working days following the notice of the creation of the new class of employment or the notification of a change made by the provincial negotiating employer group, there is no agreement with the provincial negotiating union group on the salary rate proposed by the provincial negotiating employer group, the provincial negotiating union group may then, within the next twenty (20) working days, submit a grievance directly to arbitration according to the procedure described in clause 6-1.15. The arbitrator must make a decision on the new rate by taking into account the rates in effect for similar positions in the public and parapublic sectors.

**Arbitration****6-1.15**

For the purpose of applying the provisions of clauses 6-1.06, 6-1.08, 6-1.09, 6-1.14 and 7-1.16, the grievances submitted to arbitration shall be decided upon, for the term of the agreement, by one of the following arbitrators:

- 1- MÉNARD, Jean;
- 2- MÉNARD-CHENG, Nancy;
- 3- RANGER, Jean-René;
- 4- ROCHEFORT, Hilaire<sup>1</sup>;
- 5- any person appointed by the provincial negotiating parties to act as arbitrator in accordance with this clause.

The chief arbitrator whose name appears in article 9-2.00 shall see to the distribution of the grievances among the arbitrators appointed under this clause. The procedure described in article 9-2.00 shall apply by making the necessary changes.

**6-1.16**

The time limits mentioned in this article shall be compulsory unless there is a written agreement to the contrary. Failure to comply with the time limits shall render the grievance null and void.

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<sup>1</sup> Only hearings conducted in French

**6-1.17**

The employee concerned shall not be demoted as a result of the application of the provisions of clauses 6-1.07 and 6-1.13.

**6-2.00 DETERMINATION OF STEP****On the date of the coming into force of the agreement****6-2.01**

For the purposes of determining the salary step applicable to every employee in its employ on April 1, 2015, the board shall, on April 1, 2015, integrate every employee into the step of his or her salary scale found in Appendix I of the agreement. The step shall be the same as that which the board recognized for him or her on March 31, 2015 by applying the corresponding salary scale in effect on that date.

**6-2.02**

In the case where an employee is integrated from a corresponding salary scale into a class of employment applicable to him or her on March 31, 2015 different from that in which he or she is integrated on April 1, 2015 under clause 6-1.01, the employee shall be integrated into the step obtained by the application of the provisions of clause 6-2.16, 6-2.17 or 6-2.18, as the case may be.

**6-2.03**

For the purpose of applying clause 6-2.02, the employee whose salary rate, while not overscale, is situated between two (2) steps on March 31, 2015 shall be considered as having the step immediately higher.

**At the time of hiring****6-2.04**

The salary step of each new employee shall be determined according to the class of employment assigned to him or her taking into account his or her schooling and experience in accordance with the terms and conditions provided hereafter.

**6-2.05**

The step shall usually correspond to one complete year of recognized experience. It shall denote the salary levels in the scale for each class of Appendix I.

**6-2.06**

An employee who has only the minimum required qualifications to enter a class of employment shall be hired in the first step of the class.

**6-2.07**

However, an employee who has more years of experience than the minimum required for his or her class of employment shall be granted one step per additional year of experience, provided that the experience be deemed valid and directly relevant to the duties outlined in his or her class of employment.

In order to be recognized for the purposes of determining the step in a class of employment, the experience must be relevant and must have been acquired with the board or with another employer in a class of employment of an equivalent or higher level than this class of employment, taking into account the qualifications required by the class of employment.

The relevant experience acquired in a class of employment of a level lower than the employee's class of employment may be used solely to meet the qualifications required by the class of employment.

**6-2.08**

Furthermore, an employee who has successfully completed more years of schooling than the minimum required in an officially recognized institution shall be granted two (2) steps for each year of schooling in addition to the minimum required, provided that these studies be deemed directly relevant by the board and that they be greater than the qualifications required in terms of the schooling for the class of employment to which the employee belongs.

**Advancement in step****6-2.09**

The period of time spent in a step shall usually be one year and each step shall correspond to one year of experience.

Notwithstanding the provisions of this article and except in cases where a change in step results from a promotion, demotion or recognition of additional schooling, no advancement in step is granted during the period from January 1 to December 31, 1983.

The employee affected by this measure cannot recover the step thus lost.

The preceding provisions shall not modify the date of advancement in step for any period subsequent to December 31, 1983.

**6-2.10**

An employee who is temporarily laid off in conformity with the provisions of article 7-2.00 shall be considered as being in the service of the board during that period for the purposes of determining the date of his or her advancement in step as well as for the purposes of advancement in step.

**6-2.11**

The first advancement in step shall be granted on January 1 or on July 1 which follows by at least nine (9) months the effective date of entry into service.

**6-2.12**

The transition from one step to another shall be granted unless the employee's performance is unsatisfactory.

**6-2.13**

If the advancement in step is not granted, the board shall notify the employee and the union at least fifteen (15) days before the date foreseen for the said advancement. In the event of a grievance, the burden of proof rests with the board.

**6-2.14**

The advancement in two (2) additional steps shall be granted on the advancement date foreseen when the employee has successfully completed professional improvement studies equivalent to one year of full-time studies, provided that the studies be deemed directly relevant by the board and that they be greater than the qualifications required in terms of schooling for the class of employment to which the employee belongs.

**6-2.15**

A change in class of employment, a promotion, a transfer or a demotion shall not affect the date of the advancement in step.



**Determination of the step at the time of a promotion, transfer or demotion****At the time of a promotion (including a temporary assignment)****6-2.16**

When an employee receives a promotion, his or her step in the new class of employment shall be determined according to the more advantageous of the following formulas:

a) 1) **Categories of technical and paratechnical support and administrative support positions**

An employee shall be placed in the step in which the salary is immediately above that which he or she was receiving; the resulting increase must at least be equal to the difference between the first two (2) steps of the new class of employment; failing this, he or she shall be assigned the step immediately above. If this increase would have the effect of giving the promoted employee a rate higher than that of the last step in the scale, the salary rate of the employee shall be that of the last step of the scale and the difference between the rate of the last step and the higher rate shall be paid to him or her in a lump sum.

2) **Category of labour support positions**

The transition of the employee's salary rate to the rate of the new class of employment must ensure a minimum increase of \$0.10/hour; failing this, the employee shall receive the rate of the new class of employment and a lump sum to make up the difference up to the \$0.10 minimum per hour.

b) He or she shall be placed in the step in his or her new class of employment which corresponds to his or her years of experience recognized as being valid and directly relevant to the performance of the duties of this new class of employment.

c) In the case of an employee who is overscale and who remains overscale:

1) for an employee in the categories of the administrative support and technical and paratechnical support positions, the increase paid to the promoted employee shall be paid in a lump sum according to the following formula:

- his or her overscale salary increased by one third (1/3) of the difference between the maximum salary in the scales of the class of employment he or she is leaving and the maximum salary in the scale of the class of employment to which he or she is promoted. This increase must ensure an increase at least equal to the difference between step 1 and step 2 of the new class of employment to which he or she is promoted;

- 2) for an employee in the category of labour support positions, the increase paid to the promoted employee shall be paid in a lump sum according to the following formula:
  - his or her overscale salary rate increased by one third (1/3) of the difference between the rate prescribed for the class of employment he or she is leaving and the rate prescribed for the class of employment to which he or she is promoted. This salary rate shall ensure an increase of at least \$0.10 per hour.

The lump sum payments made under this clause shall be spread over each of the employee's pays.

#### **At the time of a transfer**

##### **6-2.17**

When an employee is transferred, he or she shall be placed in the step of the new class of employment which corresponds to his or her years of experience recognized as being valid and directly relevant to the performance of the duties of this new class or he or she shall retain his or her current salary rate if the latter is more advantageous.

#### **At the time of a demotion**

##### **6-2.18**

- a) When an employee is demoted voluntarily, he or she shall receive the salary which corresponds to the more advantageous of the following formulas:
  - 1) he or she shall be placed in the step of the new class of employment the salary rate of which is immediately below that he or she receives;
  - 2) he or she shall be placed in the step of the new class of employment corresponding to his or her years of experience recognized as being valid and directly relevant to the performance of the duties of the new class.
- b) When an employee is demoted involuntarily, he or she shall obtain the salary which corresponds to the more advantageous of the formulas described in paragraph a) of this clause, on the condition that the difference between the salary in his or her new class of employment and the salary he or she received before his or her demotion be made up by a lump sum which is spread and paid over a maximum period of two (2) years after the demotion; such a lump sum shall be reduced as the employee's salary rate progresses.

If the employee returns to a position in the same class of employment or in an equivalent class of employment within a two (2)-year period after the demotion, he or she shall then receive the same salary that he or she would have received had he or she not been affected by a demotion.

The lump sums paid under this clause shall be spread over each of the employee's pays.

**6-2.19**

Notwithstanding the provisions of clauses 6-2.16, 6-2.17 and 6-2.18, the experience acquired by an employee between January 1 and December 31, 1983 shall not be taken into account in granting the step.

**6-3.00 SALARY**

The employee shall be entitled to the salary rate applicable to him or her according to his or her class of employment as determined under article 6-1.00 and according to his or her step, if any, as determined under article 6-2.00.

**Hourly salary scales and rates****6-3.01**

The hourly salary scales and rates applicable to employees for each year of the agreement shall be increased according to the criteria specified in clauses 6-3.02 to 6-3.06 and found in Appendix I.

**6-3.02 Period from April 1, 2015 to March 31, 2016**

Each salary scale and rate in effect on March 31, 2015 shall be maintained without increase.

**6-3.03 Period from April 1, 2016 to March 31, 2017**

Each salary scale and rate<sup>1</sup> in effect on March 31, 2016 shall be increased, effective on April 1, 2016, by 1.5%<sup>2</sup>.

**6-3.04 Period from April 1, 2017 to March 31, 2018**

Each salary scale and rate<sup>1</sup> in effect on March 31, 2017 shall be increased, effective on April 1, 2017, by 1.75%<sup>2</sup>.

**6-3.05 Period from April 1, 2018 to March 31, 2019**

Each salary scale and rate<sup>1</sup> in effect on March 31, 2018 shall be increased, effective on April 1, 2018, by 2.0%<sup>2</sup>.

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<sup>1</sup> The increase in salary scales and rates shall be based on the hourly rate.

<sup>2</sup> However, the clauses of the agreement pertaining to overrate and overscale employees apply.

**6-3.06 Period from April 1, 2019 to March 31, 2020**

Each salary scale and rate in effect on March 31, 2019 shall be maintained without increase.

**Additional remuneration****6-3.07 Period from April 1, 2015 to March 31, 2016**

An employee shall be entitled to additional remuneration of \$0.30 for each hour paid<sup>1</sup> from April 1, 2015 to March 31, 2016.

**6-3.08 Period from April 1, 2019 to March 31, 2020**

An employee shall be entitled to additional remuneration of \$0.16 for each hour paid<sup>1</sup> from April 1, 2019 to March 31, 2020.

**Overrate or overscale employees****6-3.09**

Employees whose salary rate, on the day preceding the date on which the salaries and salary scales are increased, is higher than the single rate or the salary scale maximum in effect for their class of employment shall receive on the date on which the salaries and salary scales are increased a minimum rate of increase equal to half of the percentage of increase applicable, on April 1 of the period concerned in relation to the preceding March 31, to a single salary rate or a step situated at the maximum of the scale on the preceding March 31 corresponding to their class of employment.

**6-3.10**

If the application of the minimum rate of increase determined in clause 6-3.09 has the effect of placing, on April 1, an employee who was overscale or overrate on the preceding March 31 of the same year at a salary lower than the maximum step of the scale or single salary rate corresponding to his or her class of employment, the minimum rate of increase is brought to the percentage necessary to permit the employee to reach the step or single salary rate.

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<sup>1</sup> Also considered are the hours paid on the basis of which an employee receives maternity, paternity or adoption leave benefits, parental leave allowances and salary insurance benefits including benefits paid by the CNESST, the compensation plan *Indemnisation des victimes d'actes criminels (IVAC)* and the SAAQ, as well as those paid by the board in the event of work accidents, if any.

**6-3.11**

The difference between, on the one hand, the percentage increase of the maximum salary step or the single salary rate corresponding to the class of employment of the employee and, on the other hand, the minimum rate of increase established under clauses 6-3.09 and 6-3.10, is paid to him or her as a lump sum calculated on the basis of his or her salary rate on March 31.

**6-3.12**

The lump sum is spread and paid over each pay period in proportion to the regular hours remunerated for each pay period.

**6-4.00 TRAVEL EXPENSES****6-4.01**

An employee who is required to travel within or outside the board's territory in order to perform his or her duties must be reimbursed for the expenses actually incurred for this purpose upon presentation of supporting vouchers and according to the norms established by the board.

**6-4.02**

In order to justify reimbursement, any travelling must be authorized by the competent authority.

**6-4.03**

An employee who uses his or her car shall be entitled to a reimbursement which shall take into account the extra premium required in clause 6-4.07 at the rate set by the board.

**6-4.04**

The other expenses (public transportation, taxis, parking, accommodations, meals) shall be reimbursed upon presentation of supporting vouchers in accordance with the policies of the board.

**6-4.05**

The possession of a vehicle may be a prerequisite in order to obtain and maintain a position in which the employee is required to travel regularly in order to perform his or her duties.

**6-4.06**

The board cannot oblige an employee to transport material or equipment which could damage or cause premature wear to his or her vehicle.

**6-4.07**

Travelling time in the service of the board must be considered as work time if the employee travels, the same day, with the authorization of the board, from one workplace to another within the territory of the board.

**6-4.08**

The employee who uses his or her automobile must provide proof that his or her insurance policy category is "pleasure and occasional business" or "pleasure and business" and that his or her public liability coverage is at least one million dollars (\$1 000 000) for damages to another's property.

**6-5.00 PREMIUMS<sup>1</sup>**

Except for set premiums and premiums expressed in percentage, each premium and each allowance shall be increased as of the same date and by the same rate determined in clauses 6-3.02 to 6-3.06<sup>2</sup> inclusively.

**6-5.01****Evening shift premium**

The employee for whom half or more of the regular working hours are between 16:00 and 24:00 shall receive an hourly premium for each hour of work in his or her regular day according to the rate in effect:

<b>Rate</b>	<b>Rate</b>	<b>Rate</b>	<b>Rate</b>	<b>Rate</b>
<b>2015-04-01</b>	<b>2016-04-01</b>	<b>2017-04-01</b>	<b>2018-04-01</b>	<b>Rate</b>
<b>to</b>	<b>to</b>	<b>to</b>	<b>to</b>	<b>as of</b>
<b>2016-03-31</b>	<b>2017-03-31</b>	<b>2018-03-31</b>	<b>2019-04-01</b>	<b>2019-04-02</b>
\$0.68/hour	\$0.69/hour	\$0.70/hour	\$0.71/hour	\$0.72/hour

This premium does not apply to overtime.

<sup>1</sup> See Appendix XXVI - Letter of Agreement concerning premiums paid for certain positions of specialized workmen and for attraction and retention of specialized workmen whose positions are identified in the Letters of Agreement and Intent signed in 2010.

This premium applies as of the date on which the agreement is signed and expires on March 30, 2020.

<sup>2</sup> Exceptionally, each premium and allocation expressed in dollars in effect on April 1, 2019 shall be increased by two percent (2.0%) effective on April 2, 2019 as prescribed in section 8 of Appendix XXX - Letter of Agreement on Salary Relativity.

**Night shift premium**

The employee for whom half or more of the regular working hours are between 24:00 and 07:00 shall receive an hourly premium for each hour of work in his or her regular day according to the rate in effect:

<b>Rates 2015-04-01 to 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
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**Night shift premium**

- 0 to 5 years of seniority	11%	11%	11%	11%	11%
- 5 to 10 years of seniority	12%	12%	12%	12%	12%
- 10 or more years of seniority	14%	14%	14%	14%	14%

This premium does not apply to overtime.

The board and the union may agree, by local arrangement, to convert for an employee who holds a full-time position and who works on a regular night shift all or part of the premium prescribed above into paid time off, provided that this does not generate additional costs.

For the purpose of applying the preceding paragraph, the method for converting a night shift premium into paid time off shall be determined as follows:

- 11% equals 22.6 days;
- 12% equals 24 days;
- 14% equals 28 days.

**6-5.02 Day care service split shift premium**

An employee who must interrupt his or her work for a period exceeding the time scheduled for his or her meal or more than once a day shall receive a premium for each day thus worked, based on the rate in effect:

<b>Rate 2015-04-01 to 2016-03-31</b>	<b>Rate 2016-04-01 to 2017-03-31</b>	<b>Rate 2017-04-01 to 2018-03-31</b>	<b>Rate 2018-04-01 to 2019-04-01</b>	<b>Rate as of 2019-04-02</b>
\$3.76/day	\$3.82/day	\$3.89/day	\$3.97/day	\$4.05/day

**6-5.03 Premium for additional responsibility**

- a) The stationary engineer who principally and customarily supervises the installation of a combination of boilers and refrigeration equipment located in the same area and who possesses the two (2) required certificates, the heating/steam engine certificate and the refrigeration equipment certificate, shall receive, in addition to the salary rate prescribed for his or her class of employment, a salary supplement according to the rate in effect:

<b>Rate 2015-04-01 to 2016-03-31</b>	<b>Rate 2016-04-01 to 2017-03-31</b>	<b>Rate 2017-04-01 to 2018-03-31</b>	<b>Rate 2018-04-01 to 2019-04-01</b>	<b>Rate as of 2019-04-02</b>
\$10.87/week	\$11.03/week	\$11.22/week	\$11.44/week	\$11.67/week

- b) The driver of heavy or light vehicles who exclusively transports handicapped students recognized as such by the board and who assists them in their transportation shall receive, in addition to the salary rate prescribed for his or her class of employment, an hourly premium according to the rate in effect:

<b>Rate 2015-04-01 to 2016-03-31</b>	<b>Rate 2016-04-01 to 2017-03-31</b>	<b>Rate 2017-04-01 to 2018-03-31</b>	<b>Rate 2018-04-01 to 2019-04-01</b>	<b>Rate as of 2019-04-02</b>
\$0.93/hour	\$0.94/hour	\$0.96/hour	\$0.98/hour	\$1.00/hour

- c) The welder who possesses a certificate of competency in "high pressure welding" issued by the Ministère du Travail, de l'Emploi et de la Solidarité sociale shall receive, when he or she is required to work in this capacity, in addition to the salary rate prescribed for his or her class of employment and for each hour thus worked, an hourly premium according to the rate in effect:

<b>Rate 2015-04-01 to 2016-03-31</b>	<b>Rate 2016-04-01 to 2017-03-31</b>	<b>Rate 2017-04-01 to 2018-03-31</b>	<b>Rate 2018-04-01 to 2019-04-01</b>	<b>Rate as of 2019-04-02</b>
\$1.57/hour	\$1.59/hour	\$1.62/hour	\$1.65/hour	\$1.68/hour



## d) Lead hand premium

An employee who, at the request of the board, acts as lead hand for a group of five (5) employees or more shall receive for each hour of work when he or she acts in that capacity an hourly premium according to the rate in effect:

<b>Rate</b> <b>2015-04-01</b> <b>to</b> <b>2016-03-31</b>	<b>Rate</b> <b>2016-04-01</b> <b>to</b> <b>2017-03-31</b>	<b>Rate</b> <b>2017-04-01</b> <b>to</b> <b>2018-03-31</b>	<b>Rate</b> <b>2018-04-01</b> <b>to</b> <b>2019-04-01</b>	<b>Rate</b> <b>as of</b> <b>2019-04-02</b>
\$0.96/hour	\$0.97/hour	\$0.99/hour	\$1.01/hour	\$1.03/hour

The premium does not apply to the employees whose class of employment involves the supervision of a group of employees.

**6-5.04 Living quarters**

When, on the date of the signing of the former collective agreement, living quarters were occupied by an employee in a building belonging to the board and if the employee has continued to occupy the same position between the date of the signing of the former collective agreement and the date of the coming into force of the agreement, he or she shall be entitled to the same benefits as in the past for as long as he or she continues to occupy the same position.

However, the board may apply a rate of increase to the rent payable by the said employee equal to the increase in salary granted to the employee under the agreement for the period concerned.

**6-5.05 Verification of furnaces**

The board may request, subject to the provisions of clause 8-3.04, that a nonresident employee verify furnaces on Saturdays, Sundays and paid legal holidays. The employee shall receive for each verification an indemnity according to the rate in effect:

<b>Rate</b> <b>2015-04-01</b> <b>to</b> <b>2016-03-31</b>	<b>Rate</b> <b>2016-04-01</b> <b>to</b> <b>2017-03-31</b>	<b>Rate</b> <b>2017-04-01</b> <b>to</b> <b>2018-03-31</b>	<b>Rate</b> <b>2018-04-01</b> <b>to</b> <b>2019-04-01</b>	<b>Rate</b> <b>as of</b> <b>2019-04-02</b>
\$20.82/visit	\$21.13/visit	\$21.50/visit	\$21.93/visit	\$22.37/visit

**6-5.06**

Notwithstanding the foregoing, the indemnity shall not be paid if an employee is at school for any activity involving a salary prescribed in the agreement (loan and rental of rooms or halls, overtime). The remuneration must be at least equal to that prescribed in clause 6-5.05.

**6-5.07**

If an employee is absent because of illness or has a day off with salary the preceding working day, he or she may carry out the verification if he or she notifies his or her immediate superior before noon the preceding working day.

**6-5.08**

The board and the union may agree on different terms and conditions; failing an agreement, the provisions of clauses 6-5.05 to 6-5.07 apply.

**6-6.00      LOAN AND RENTAL OF ROOMS OR HALLS****6-6.01**

Within one hundred and twenty (120) days of the date of the coming into force of the agreement, the union shall choose for the term of the agreement one of the plans described hereinafter. Nevertheless, the board and the union may agree to extend the time limit. If the union fails to choose one of the plans described hereinafter within the time limits prescribed in this clause, it shall be considered as having chosen Plan II subject to the provisions of clause 6-6.05.

**Plan I****6-6.02**

If, in the rental of rooms or halls, the lessee bears rental costs for the use of such rooms or halls in the evening, on the weekend or during a paid legal holiday, the board shall be required to assign to such activity the caretaker who works on a regular day shift and who possesses the most seniority in the building. If the maintenance work is carried out during this shift by a maintenance employee other than a caretaker, the board shall assign the other employee according to seniority. The remuneration provided for such an activity outside of the regular schedule of the employee concerned shall be equal to the single hourly rate applicable to that employee.

The board and the union may agree on terms and conditions that apply when the caretaker or maintenance employee concerned is absent or when he or she refuses to perform the work thus offered.

The preceding provisions do not apply if the rooms or halls are used by a municipality under an agreement confirmed in writing between the board and the municipality (except in the case of an ad hoc rental of rooms or halls by the municipality for an evening, weekend or paid legal holiday activity) or if the rooms or halls are used for the purposes of student sociocultural or sports activities.

The board shall provide the union with a list of agreements signed with the municipalities specifying the locality where they apply, their respective duration and the nature of the services exchanged. It shall also forward to the union the calendar of regular activities specified in the agreements.

However, if under this plan the board is not required to assign an employee, the provisions of clause 8-3.05 shall apply to the employee who looks after, at the specific request of the board, in addition to or outside the hours prescribed in his or her schedule, the preparation, cleaning and supervision of the rooms or halls.

## **Plan II**

### **6-6.03**

The employee who accepts, at the specific request of the board, to carry out a loan or rental of rooms or halls outside of his or her regular working hours shall benefit from the provisions of clause 8-3.05. However, the board shall not be required to offer him or her the loan or rental of rooms or halls.

### **6-6.04**

A claim duly signed by the employee and approved by the board shall be paid within a maximum period of one month of its presentation.

### **6-6.05**

If under a former agreement, the board and the union have agreed on a plan for the loan and rental of rooms or halls other than those prescribed in this article, such a plan shall be maintained unless there is an agreement to the contrary.

### **6-6.06**

Within the context of the plans for the loan and rental of rooms or halls, the board and the union may agree that when the halls or rooms are used, including when they are used by a municipality as provided for in clause 6-6.02, the employee who is assigned thereto shall be remunerated in the following manner:

- for the opening and closing of the school and the rooms used:

<b>Rate 2015-04-01 to 2016-03-31</b>	<b>Rate 2016-04-01 to 2017-03-31</b>	<b>Rate 2017-04-01 to 2018-03-31</b>	<b>Rate 2018-04-01 to 2019-04-01</b>	<b>Rate as of 2019-04-02</b>
\$21.87	\$22.20	\$22.59	\$23.04	\$23.50

- for the opening and closing of the school and rooms used as well as for a perfunctory cleaning of the rooms:

<b>Rate 2015-04-01 to 2016-03-31</b>	<b>Rate 2016-04-01 to 2017-03-31</b>	<b>Rate 2017-04-01 to 2018-03-31</b>	<b>Rate 2018-04-01 to 2019-04-01</b>	<b>Rate as of 2019-04-02</b>
\$35.51	\$36.04	\$36.67	\$37.40	\$38.15

However, under this agreement, the provisions of clause 8-3.05 cannot apply.

## **6-7.00 PAYMENT OF SALARY**

### **6-7.01**

Employees shall be paid in a confidential manner by direct deposit every second Thursday. If a Thursday falls on a paid legal holiday, employees shall be paid on the preceding working day.

If an employee does not receive his or her pay on the date foreseen due to an error stemming from a problem related to the direct deposit system, the board shall take without delay the measures necessary to pay the amounts owing.

### **6-7.02**

The pay slip must notably contain the following information:

- a) name of the board;
- b) employee's surname and given name;
- c) employee's class of employment;
- d) date of payment and period concerned;
- e) number of hours paid at the regular rate and the hourly rate;
- f) number of hours paid at the overtime rate and rate applicable;
- g) nature and amount of premiums, indemnities or allowances paid;
- h) union dues;
- i) income tax deductions;
- j) contributions to the local or provincial pension fund, where applicable;
- k) contributions to the Québec Pension Plan;
- l) employment insurance contributions;
- m) deductions for a credit union or savings institution and/or the Fonds de solidarité des travailleurs du Québec, where applicable;
- n) gross salary and net salary;
- o) total accumulation of his or her earnings and of certain deductions and any other information as long as it was provided by the board on the date of the coming into force of the agreement.

**6-7.03**

The board shall inform the union and the employee concerned simultaneously of any cuts in salary or deductions relating to the application of the agreement.

Before claiming the amounts paid in excess to an employee, the board shall reach an agreement with the employee and the union regarding the method of reimbursement. Failing an agreement, the board shall determine the terms and conditions of reimbursement which may include a deduction from the employee's pay. The terms and conditions must not cause an employee to reimburse more than ten percent (10%) of his or her gross salary per pay.

**6-7.04**

On the day of an employee's departure, the board shall give him or her a signed statement of the amounts owing in salary and in fringe benefits as well as any amount that the employee owes the board.

Where applicable, as a result of the application of the preceding paragraph, the board shall pay, during the pay period following his or her departure, the amounts owing in salary and fringe benefits reduced by any amount the employee owes.

If, however, within five (5) days of receiving the statement mentioned in the first paragraph, the employee files a grievance to contest the amount owing, the amount shall not be recovered until the grievance is resolved provided that the employee made a written request. Once the grievance is resolved, the employee must reimburse the amount owing, where applicable.

**6-7.05**

The board shall inform the employee in writing of the amount collected in his or her name from the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST).

**CHAPTER 7-0.00 MOVEMENT OF PERSONNEL AND SECURITY OF EMPLOYMENT**

**7-1.00 MOVEMENT OF PERSONNEL**

**Section I General provisions**

**7-1.01**

In addition to the provisions of this section, only the provisions of this article which are specifically identified apply to employees working in the special education sector, to those working in a day care service and to those covered by articles 10-1.00 and 10-2.00.

**7-1.02**

In the context of the application of the provisions of this article, an employee must have the required qualifications and meet the other requirements determined by the board.

Notwithstanding the foregoing, should other requirements determined by the board deal with knowledge of a computer program intended solely for the use of the board or school board network, the employee or the person who has the required qualifications and the most seniority shall obtain the position.

The employee or person who obtains the position shall undergo a training period of fifty (50) days of actual work to allow the board to assess the ability of the person to meet the particular requirements related to the knowledge of the computer program.

Upon completion of the training period, should the board ascertain that the employee does not meet the particular requirements, it shall inform the union and shall return the employee to his or her former position. In the event of arbitration, the burden of proof lies with the board.

The application of the preceding paragraph shall entail, if need be, the cancellation of any movement of personnel.

**7-1.03**

When this article provides for the filling of a position or an increase in workload by resorting to the priority of employment list, the board shall use the priority of employment list of the class of employment concerned.

**7-1.04**

Before proceeding with an administrative reorganization, the board must submit its proposal to the Labour Relations Committee. In this context, the board and the union may agree on particular rules for the movement of personnel concerning the reorganization. Failing an agreement, the provisions of this chapter apply.

**7-1.05**

The regular employee who, upon the board's request, temporarily fills a position which would constitute a promotion if he or she were assigned to it on a regular basis shall be paid in the same manner as he or she would be if he or she were promoted to that position as of his or her temporary assignment.

At the end of the assignment, the employee shall return to his or her regular position under the conditions and with the rights he or she had before the temporary assignment.

**7-1.06**

An employee's salary shall not be decreased as a result of a temporary assignment requested by the board.

**7-1.07**

If, at any time during the adaptation period of sixty (60) days actually worked following any promotion, the board determines that the employee does not perform his or her duties adequately, it shall notify the union and shall return the employee to his or her former position. In the case of arbitration, the burden of proof rests with the board. A promoted employee may decide to return to his or her former position within thirty (30) days actually worked of his or her assignment or accept a temporary assignment until the next security of employment procedure.

The application of the preceding paragraph, if need be, shall cancel every movement of personnel resulting from the said promotion.

Notwithstanding the provisions of clause 7-1.16, the board may post a position upon the expiry of the time limits prescribed in this clause.

If an employee returns to his or her former position by the application of the provisions of this clause, he or she shall not be entitled to the salary protection granted for a demotion. The same applies to the other employees whom the board returned to their former positions.

The application of this clause shall cancel, if need be, all reassignments and relocations of surplus employees resulting from the said promotion. In such a case, the employee shall again be placed in surplus as if the reassignment or relocation had never taken place.

**7-1.08**

An employee regularly assigned to a position shall receive the title and the salary specified for the position as of his or her assignment.

**7-1.09**

The board and the union may agree that the transfer of an employee shall constitute a preliminary step in the application of clause 7-1.18 and, in this context, the order described in the clause concerned shall be adjusted accordingly.

**7-1.10**

With the union's agreement, the board may transfer an employee from one position to another, regardless of the procedure prescribed in clause 7-1.18. The transfer may not have the effect of displacing the employee concerned more than fifty (50) kilometres by road from his or her domicile or usual place of work.

**Priority of employment lists****7-1.11**

A person's name may be registered on an initial priority of employment list, provided that he or she meets the following three (3) conditions:

- a) he or she must have worked in a class of employment<sup>1</sup> for at least four (4) months on a full-time basis or the equivalent during the preceding twelve (12) months as a:
  - temporary employee
  - probationary employee
  - regular employee
- b) he or she must have the qualifications required by the class of employment;
- c) the board must deem it appropriate to register his or her name on a priority list.

**7-1.12**

A temporary employee who has started a position under these provisions cannot request another position that became available even if it is more advantageous.

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<sup>1</sup> Read subcategory of maintenance and service positions for the classes of employment of that subcategory.



**7-1.13**

An employee's name may be struck from a priority of employment list for one of the following reasons:

- a) the third refusal of an employment offer in the same year, except for one of the following reasons:
  - a maternity leave, a paternity leave or an adoption leave;
  - a disability or a work accident within the meaning of the agreement;
  - any other reason agreed between the board and the union;
- b) failing to report to work on the date agreed between the employee and the employer without a reason deemed valid by the board;
- c) obtaining a full-time position;
- d) the fact that an employee did not work at the board during the last twenty-four (24) months;
- e) the fact that an employee received more than one negative evaluation over an eighteen (18)-month period. Only the abusive nature of an evaluation may be the subject of a grievance;
- f) any other reason agreed by the board and the union.

**7-1.14**

The priority of employment lists shall be updated on the basis of the seniority accumulated on June 30 of every year. A copy shall be posted in the institutions and one shall be sent to the union before August 31. The posted priority of employment list becomes official forty-five (45) days after it is received by the union.

During that period, a temporary employee may contest his or her seniority.

**7-1.15**

A priority of employment list shall be prepared by class of employment for the category of technical and paratechnical and administrative support as well as a list by class of employment<sup>1</sup> for the category of labour support.

A local arrangement may be concluded to replace or modify clauses 7-1.11 to 7-1.15.

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<sup>1</sup> Read subcategory of maintenance and service positions for the classes of employment of that subcategory.

**Section II     General sector****Filling a newly created or permanently vacant position****7-1.16**

When a position becomes vacant, the board shall have a thirty (30)-day period in which to decide whether to abolish or to modify the position. In the event of the abolition or modification, the board shall inform the union of its decision within fifteen (15) days.

When the abolition has the effect of causing an employee to principally and customarily perform duties which correspond to a class of employment different from his or her own, this must be the subject of a written agreement between the board and the union.

Failing an agreement, the employee shall be entitled to submit a grievance according to the usual procedure. However, in the event of arbitration, clause 6-1.15 shall apply and the arbitrator shall carry out the mandate granted under clauses 6-1.03, 6-1.08 and 6-1.09.

**7-1.17**

When the board decides to fill a newly created or permanently vacant position, it shall proceed according to the sequence prescribed in clause 7-1.18 and, if need be, shall post the position for an effective period of seven (7) working days. The posting shall be addressed to all employees and a copy shall be forwarded to the union. The board may also, if need be, convene an assignment session during which positions that are vacant or that become vacant during the session are filled.

Notwithstanding the foregoing,

- a) the board may decide to temporarily fill a newly created or a position that became vacant between the first day of class and the end of December. However, the positions not permanently filled during that period shall be offered in January during a group posting or assignment session;
- b) in order to create a pool of vacant positions to facilitate the security of employment process prescribed in article 7-3.00, the board may decide to temporarily fill a newly created or permanently vacant position as of January 1. However, the board may also decide to permanently fill or to abolish it on the following July 1;
- c) on the other hand, the board may postpone the posting of any permanently vacant or newly created position following the application of the general security of employment procedure and prior to the first day of class. Where applicable, it shall proceed with a single posting on a date that it determines, which date must be before the first day of class and shall fill the positions according to the sequence prescribed in clause 7-1.18. The board may also conduct an assignment session.

**7-1.18**

When the board decides to fill a newly created or permanently vacant position, it shall proceed as follows:

**1) Part-time position**

When the board decides to fill a vacant or newly created part-time position, covered by the agreement, it shall proceed by posting under subparagraph c) of paragraph 2) of this clause or failing this, under subparagraphs d), e), f) and j) of paragraph 2).

**2) Full-time position**

When the board decides to fill a full-time position, covered by the agreement, it shall proceed in the following manner:

- a) it shall fill the position by choosing from among the tenured regular employees in surplus in the same class of employment, the other employees in surplus in the same class of employment and not covered by the agreement and from among the tenured regular employees benefiting from a right to return to that class of employment under clause 7-3.18 and the employees who have undergone retraining under paragraph E) of clause 7-3.36. However, a tenured regular employee who has undergone retraining may be promoted.

The employee who obtains the position to be filled shall receive, where applicable, the compensation prescribed in clause 7-3.18.

If more than one employee has the required qualifications and meets the other requirements determined by the board to fill the position, the board shall proceed according to seniority;

- b) failing to fill the position under subparagraph a), it shall fill the position by choosing, regardless of the class of employment, from among the regular employees in surplus and the other support staff employees in surplus in its employ not covered by the agreement. However, the movement of personnel cannot constitute a promotion.

Where applicable, when the employee fills a position which is a demotion, he or she shall maintain the salary of the class of employment held immediately prior to the movement, as long as he or she does not obtain a position in his or her former class of employment, in accordance with the provisions of this chapter. His or her salary shall evolve normally in accordance with the provisions of Chapter 6-0.00.

The employee who obtains the position to be filled shall receive, where applicable, the compensation prescribed in clause 7-3.18 according to the terms and conditions and duration prescribed therein.

If more than employee has the required qualifications and meets the other requirements determined by the board to fill the position, the board shall proceed according to seniority;

- c) failing to fill the position under subparagraph b), the board shall fill the position by choosing from among the regular employees who applied when the position was posted.

If more than one employee has the required qualifications and meets the other requirements determined by the board to fill the position, the board shall proceed according to seniority;

- d) failing to fill the position under subparagraph c), the board shall fill the position by choosing, according to seniority, from among the regular employees laid off who completed two (2) years of active service with the board and who have applied.

However, this priority shall only apply for a period of twenty-four (24) months after the layoff;

- e) failing to fill the position under subparagraph d), the board shall fill the position by choosing, according to seniority, from among the laid-off regular employees who applied.

However, this priority shall only apply for a period of twenty-four (24) months after the layoff;

- f) failing to fill the position under subparagraph e), the board shall fill the position by choosing from among the persons registered on the priority of employment list of the class of employment<sup>1</sup> of the position to be filled and the employees covered by Chapter 10-0.00 who have four (4) months' seniority or more and who have applied. The board shall proceed according to seniority;

- g) failing to fill the position under subparagraph f), the board shall contact the Provincial Relocation Bureau which may refer a support employee in surplus from another school board for whom it would not constitute a promotion;

- h) failing to fill the position under subparagraph g), the board shall fill the position by choosing from among the persons in surplus from among the management staff;

- i) failing to fill the position under subparagraph h), the board shall fill the position by choosing from among the employees not registered on the priority of employment list who have applied;

- j) failing to fill the position under subparagraph i), the board shall offer the position to any other person.

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<sup>1</sup> Read subcategory of maintenance and service positions for the classes of employment of that subcategory.

As an exception, when a laid-off regular employee, who has filled a part-time position prior to his or her layoff, obtains a full-time position, the period of active service during which the employee held a part-time position with the board shall be recognized for the purposes of acquiring tenure.

The same applies to subparagraph c) for an employee who has a part-time position and who obtains a full-time position, but such recognition cannot have effect prior to the end of the adaptation period prescribed in clause 7-1.07.

Employees covered by subparagraphs f) and i) of this clause, except for the temporary employee, who are unable to keep their position during the probationary period, shall remain employees covered by the provisions of article 10-1.00 or 10-2.00, as the case may be, without loss of rights; in this context, the employee returns to his or her former position or layoff, as the case may be, which entails the cancellation of any movement of personnel resulting from a position obtained under this clause, the foregoing subject to the provisions of article 10-1.00 or 10-2.00.

#### **7-1.19**

The posting referred to in subparagraph c) of paragraph 2) of clause 7-1.18 includes, among other things, a summary description of the position, an indication of whether the position is full-time or part-time, the immediate superior's title, a summary of the work schedule, the class of employment, the salary scale or rate, the required qualifications and the other requirements determined by the board, the duration of the regular workweek, the name of the office, department, school or centre, the deadline for submitting application forms as well as the name of the person in charge to whom application forms must be forwarded.

Any employee interested or affected by the posting may apply for the position according to the method prescribed by the board.

In all cases where the board determines requirements other than those prescribed in the Classification Plan, those requirements must be related to the position to be filled.

However, the knowledge of a particular version of a software from a supplier or a software exclusive to the education network cannot be part of the other requirements determined by the board, except for the application of clause 7-1.02.

Within twenty (20) working days of the end of the posting, the board shall forward to the union the name of the applicant selected, the names of all applicants and their seniority. Moreover, within thirty (30) working days of the end of the posting, the board shall assign the selected applicant.

#### **7-1.20**

The board may continue to compile eligibility lists for certain classes of employment according to the terms and conditions prescribed in previous collective agreements. With the agreement of the union, the board may modify the terms and conditions and compile those lists.

**7-1.21**

Notwithstanding the provisions of subparagraph c) of paragraph 2) of clause 7-1.18, failing sufficient schooling, relevant experience shall compensate at a ratio of two (2) years of relevant experience for each year of insufficient schooling, it being understood that, after deduction, the balance of the years of relevant experience to a candidate's credit must remain sufficient in order to meet the qualifications required for the class of employment in terms of experience. This exception applies to the categories of administrative support positions, the subcategory of paratechnical support positions and the category of labour support positions. However, the employees who already belong to the job categories and subcategories mentioned above as well as to the subcategory of technical support positions on the date of the coming into force of the agreement shall be considered as having the required qualifications in terms of the field of specialization of the class of employment held.

**Filling a temporarily vacant position, an increase in workload or a special project****7-1.22**

When the board decides to fill a temporarily vacant position, an increase in workload or to assign a person to a special project, it shall proceed in the following manner if the predetermined duration is fifteen (15) working days or more:

- a) the board may call upon an employee in surplus whom it deems able to perform the work; however, the movement cannot constitute a promotion;
- b) failing this, and subject to clause 7-2.04, the board may call upon an employee covered by clauses 5-3.31 and 7-4.05 or an employee who could be assigned temporarily under a law;
- c) failing this, it shall offer it to the employee in the same administrative unit who can add hours to his or her work schedule without causing a schedule conflict and without exceeding the regular workday or workweek prescribed in clauses 8-2.01 and 8-2.02. The additional hours shall not have the effect of modifying the employee's status or position;
- d) failing this, it shall offer it to an employee in the same administrative unit for whom such an assignment constitutes a transfer involving an increased number of working hours or a promotion;
- e) failing this, it shall offer it based on seniority to an employee registered on the priority of employment list of the class of employment<sup>1</sup> required;
- f) failing this, it shall offer it to any other person.

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<sup>1</sup> Read subcategory of maintenance and service positions for the classes of employment in that subcategory.

In the context of paragraph e), the laid-off regular employee registered on a priority of employment list shall not acquire active service for the purposes of acquiring tenure.

Notwithstanding the foregoing, if, during the period following the application of the provisions relating to security of employment and the first day of class, the board has temporarily vacant positions of a predetermined duration corresponding to the school year or longer, it shall offer the positions to part-time employees in addition to their position or as a promotion to any other employee in the context of a posting or assignment session prescribed for that period in clause 7-1.17.

However, in the case of special projects the duration of which covers at least the school year, the board shall offer them first to employees in the administrative unit concerned for whom such an assignment would be a transfer or a promotion.

### **Section III     Special education sector**

#### **Filling a newly created or permanently vacant position**

##### **7-1.23**

The positions that remained vacant at the end of the security of employment procedure prescribed in article 7-3.00 shall be filled by group posting prior to the first day of class under clause 7-1.18.

Any newly created position or any position that becomes permanently vacant after the first day of class shall be filled temporarily under clause 7-1.22.

##### **7-1.24**

Notwithstanding the foregoing, after applying the provisions relating to security of employment and to the filling of vacant positions under clause 7-3.22, the board may, before November 1, add hours to a position and temporarily fill any newly created position. However, after November 1, hours may be added and newly created positions may be filled temporarily only when the change in the organization of work derives from one or more of the following situations:

- a) in accordance with the provisions of the Special Education Policy and the complementary services programs:
  - a change concerning the total or partial integration of a student into a regular or special class;
  - a change or the implementation of support services designed to meet the needs of students with handicaps, social maladjustments or learning difficulties;
  - a change or the implementation of a preventive measure for students in particularly vulnerable situations even if they are not identified;

- b) a change in the transportation of students with handicaps, social maladjustments or learning difficulties;
- c) the arrival of a new student in the building requiring a measure prescribed in paragraph a);
- d) any other reason agreed upon the board and the union.

#### **Filling a temporarily vacant position, an increase in workload or a special project**

##### **7-1.25**

When the board decides to fill a temporarily vacant position, to fill an increase in workload or assign a person to a special project, it shall proceed according to clause 7-1.22 if the predetermined duration is five (5) working days or more.

Following the assignment session or job postings, the board shall offer the temporarily vacant positions foreseen until the end of the school year to all regular employees and, subsequently, to persons registered on the priority of employment list.

#### **Section IV Day care service**

#### **Filling a newly created or permanently vacant position**

##### **7-1.26**

Any newly created position or any position that becomes permanently vacant during the year shall be filled temporarily according to the provisions of clause 7-1.27 until the application of the procedure prescribed in clauses 7-3.30 to 7-3.32.

#### **Filling a temporarily vacant position, an increase in workload or an addition of hours**

##### **7-1.27**

When the board decides to fill a temporarily vacant position, an increase in workload or an addition of hours of a predetermined duration of five (5) working days or more, it shall proceed as follows:

- a) notwithstanding the provisions of clause 7-2.04 and subject to the provisions of clause 7-3.16, it shall assign an employee in surplus in its employ;
- b) failing this and subject to the provisions of clause 7-2.04, it shall assign an employee covered by clauses 5-3.31 and 7-4.04 or an employee who could be assigned temporarily under the Act respecting industrial accidents and occupational diseases (CQLR, chapter A-3.001);



- c) failing this, in the case of a day care service technician, it shall offer, according to seniority, the position as a promotion to an employee in the same day care service who has the required qualifications and meets the other requirements determined by the board, without changing the employee's status or position;

failing this, in the case of a day care service educator, principal class, it shall offer, by seniority, the position to the employees in the same day care service without changing the employee's status or position;

failing this, in the case of a day care service educator, it shall offer, by seniority, the position or work period or periods to one or more employees in the same day care service for whom this assignment constitutes an increase in his or her work hours without creating overtime. To this end, the temporarily vacant position, the increase in workload or additional hours may be divided into a period the duration of which is determined by the board, but which cannot be less than fifteen (15) minutes. Any additional period shall not have the effect of changing an employee's status or position;

- d) failing this, the board shall offer the position to persons registered on the priority of employment list.

#### **7-1.28**

When the board adds hours during a pedagogical day, an outing or during the spring break week, it shall offer, according to seniority, the hours according to the following sequence to:

- a) the employee concerned in the day care service;
- b) another employee in the day care service;
- c) another employee in the school. Adding hours cannot have the effect of exceeding the regular workweek prescribed in clauses 8-2.01 and 8-2.02 nor cause a schedule conflict;
- d) any other person.

#### **7-2.00 TEMPORARY LAYOFF**

##### **7-2.01**

The regular employee who must be temporarily laid off shall not benefit from the provisions of article 7-3.00. However, if the regular employee is laid off or placed in surplus following the permanent abolition of his or her position, he or she shall benefit from the provisions of article 7-3.00.

**7-2.02**

Moreover, if a position of a twelve (12)-month duration becomes a position of less than twelve (12) months, the employee concerned shall be entitled to one of the following choices upon a written request to the board within ten (10) days of receiving the notice mentioned in clause 7-2.03:

- a) the application of the provisions of article 7-3.00;
- b) a temporary assignment to other duties in keeping with his or her qualifications and experience. The temporary assignment shall be decided upon by the board but must not entail a decrease in salary for the employee concerned or an assignment at more than fifty (50) kilometres by road from his or her domicile or usual place of work or a reduction in his or her working hours. The temporary assignment shall be valid only for the period during which he or she would be laid off temporarily;
- c) a temporary layoff according to the provisions of clause 7-2.03.

Failing a notice from the employee concerned within the time limit allotted, the employee, if he or she is nontenured, shall be considered as having chosen to be laid off temporarily under clause 7-2.03. If he or she is tenured, he or she shall be considered as having chosen the application of the provisions of article 7-3.00.

The employee who avails himself or herself of the choice provided for in subparagraph b) of this clause is deemed to have made this choice until such time as the board applies the provisions of article 7-3.00.

**7-2.03**

After consulting the union, before May 1 of each year, the board shall establish the approximate duration of every temporary layoff; except for cafeteria personnel, the temporary layoff must not exceed the period between June 23 and the day after Labour Day.

In the case of cafeteria and day care service personnel, the temporary layoff period cannot exceed the period between May 15 of one fiscal year and September 15 of the following fiscal year. During that period, the board may also reduce the number of hours prescribed in the schedule of the employee working in a day care service.

During the holidays (Christmas and New Year's Day) when the cafeterias are shut down, the employee shall benefit from the following provisions:

- a) the legal holidays to which he or she is entitled under article 5-2.00;
- b) the other days of the shutdown shall be deducted from the number of vacation days to which he or she is entitled.

Moreover, the cafeteria employee who does not have a sufficient number of vacation days to his or her credit to cover the shutdown period may, upon written request to the board, borrow vacation days from those of the following year. These anticipated vacation days shall be deducted automatically from the vacation days accumulated for the following fiscal year and are recoverable in the event of the employee's departure.

The board shall also establish the order in which the temporary layoffs shall be carried out and, in doing so, if in the same building more than one employee has the same class of employment, the layoffs shall be carried out according to the inverse order of seniority and recalls to work shall be carried out according to seniority.

At least one month before the effective date of the layoff, the board shall inform each of the employees concerned of the date and approximate duration of their layoff and of the provisions of clause 7-2.04. A copy of the notice shall also be sent to the union.

An employee may choose to take his or her vacation prior to the temporary layoff.

#### **7-2.04**

During the layoff period, any employee laid off temporarily shall have priority to fill any temporarily vacant position and any temporary position other than in a day care service.

In order to benefit from these priorities, the employee must inform the board, in writing, of his or her intention to accept such a position that might be offered to him or her within ten (10) working days of receiving the notice mentioned in clause 7-2.03. Moreover, he or she must have the required qualifications and meet the other requirements determined by the board.

The priorities mentioned in this clause shall be exercised according to the seniority of the employees concerned.

The employee shall receive the salary rate of the position he or she fills temporarily. However, an employee shall be given priority to fill a temporarily vacant position only after subparagraph b) of clause 7-2.02 is applied.

#### **7-2.05**

Notwithstanding any provision to the contrary, when the board decides to fill a temporary position it may assign an employee in surplus in its employ and the duties entrusted to that employee must be in keeping with his or her qualifications and the duties of the classes of employment of his or her category.

#### **7-2.06**

Subject to the provisions concerning movement of personnel and security of employment, it is agreed that an employee shall resume his or her regular position at the end of the temporary layoff period.

**7-2.07**

Furthermore, an employee shall benefit during the temporary layoff period from the life and health insurance plans and shall pay his or her share of the annual premium during his or her period of active service. During the temporary layoff period, the premiums required under the long-term salary insurance plan shall not be paid by the employee.

**7-3.00 SECURITY OF EMPLOYMENT****Section I General provisions****7-3.01**

In addition to this section and to sections V, VI and VII, only the provisions of this article which are specifically identified shall apply to employees working in the special education sector and employees working in a day care service.

**7-3.02**

In the context of this article, the employee who displaces another employee or who chooses a position must have the required qualifications and meet the requirements determined by the board. In addition, the employee who displaces another employee must have more seniority than the employee displaced. Also, when more than one employee can exercise a choice, the choice shall be based on seniority.

Unless there is a provision to the contrary, the application of this article cannot result in a promotion. However, the fact that a tenured regular employee benefiting from a right of return under subparagraph d) of clause 7-3.18 displaces an employee in his or her former class of employment does not constitute a promotion.

The employee whose employment ends or who is laid off shall be registered on the priority of employment list provided he or she meets the conditions prescribed on that list.

The tenured regular employee who chooses or is obliged to hold under the provisions of clauses 7-3.10 to 7-3.16 a full-time position with fewer working hours than the position held prior to the reassignment is entitled to the provisions of clause 7-3.18. However, when the tenured regular employee chooses a position from the bank of vacant positions, he or she must choose a full-time position with the same number of hours or a number of hours greater than the number of hours of the position held; failing this, he or she must choose the full-time position with the greatest number of hours.

**7-3.03**

For the purposes of applying this chapter, the application of the radius of fifty (50) kilometres shall be understood to mean by road.

**7-3.04**

An employee occupying a part-time position who is reassigned to a full-time position or who displaces an employee occupying a full-time position shall acquire his tenure if he or she has at least two (2) years of active service. As an exception to the rule for acquiring tenure and in these cases only, active service as a part-time employee shall be counted.

The board shall terminate the employment of a substitute temporary employee who occupies a position concerned during the security of employment procedure.

In the case of uncontrollable circumstances entailing the total or partial closure of a building, the board may temporarily reassign an employee affected by the total or partial closure within a fifty (50)-kilometre radius by road from his or her domicile or place of work until such time as the employee may return to his or her position or until such time as the position concerned is abolished under this article. However, the board and the union may agree on other terms and conditions.

Appendix XV applies to regular employees working in a day care service.

**General sector****Section II      Security of employment of regular employees working in a sector other than the special education sector or in a day care service****7-3.05**

The board shall not be required to abolish a position in the following cases:

- a) The position is transferred to less than five (5) kilometres from the current location.
- b) The position is transferred between five (5) and fifteen (15) kilometres from the current location.

In this case, the board shall offer, in writing, to the employee who holds the position the option of retaining his or her position or see it abolished and shall send a copy of the written notice to the union. The employee's written response shall be forwarded to the board and the board shall forward it to the union upon receipt. Failing to reply within five (5) working days of receiving the offer, the board shall not abolish the position concerned and the employee shall then be transferred.

- c) The position is tied wholly or partially to another department or when there is a change in the superior.
- d) A change in the distribution of working time among the same places of work.
- e) Another reason agreed upon by the board and the union.

A position cannot be modified more than once every three (3) years, unless there is an agreement with the union.

#### **7-3.06**

When the board decides to abolish a position, other than a vacant position, it must give the union prior notice of at least forty-five (45) days before the effective date on which the position is abolished.

Subject to the provisions of clause 7-1.16, the board may abolish positions held by regular employees on July 1 of each fiscal year only.

However, the board may, exceptionally, abolish positions held by regular employees on other dates due to uncontrollable circumstances.

The board may assign the duties of the abolished position to other employees. The assignment may neither cause an excessive workload nor endanger the safety or security of employees.

#### **7-3.07**

A regular employee whose position is abolished shall either be reassigned, laid off, placed in surplus or his or her employment shall be terminated according to the provisions of this article.

The regular employee whose position is abolished shall receive a written notice of at least thirty (30) days before the effective date on which his or her position is abolished.

### **Security of employment mechanism**

#### **7-3.08**

The board may convene an assignment session during which the positions that are vacant or that become vacant during the assignment session are filled.

A regular employee who is absent due to a reason prescribed in the agreement shall exercise his or her choice at the time when the security of employment provisions apply, unless it is impossible to reach him or her. In this case, the choice shall be made according to the terms and conditions determined after agreement between the board and the union.

An employee who holds a twelve (12)-month position cannot be obliged to accept a position of less than twelve (12) months in keeping with the provisions of clauses 7-3.10 to 7-3.16.

**7-3.09**

In the context of the application of the security of employment provisions, the board shall create, by class of employment, a bank of vacant positions including positions covered under clause 7-1.16 that it decides to maintain, the newly created positions and the positions in which the incumbents signed a pension application and whose departure is scheduled before August 1.

If the number of vacant positions in the bank is less than the number of persons whose positions are abolished in a class of employment, employees in that class of employment with the least seniority shall be declared excess up to the number of employees whose position is abolished. Their position becomes vacant and shall be added to the bank.

Upon completion of the security of employment process, the regular employee declared excess shall be reinstated in his or her position if it remained vacant or, failing that, another position that remained vacant. However, if the position was held by a probationary employee, he or she shall be reinstated in his or her position and shall continue his or her probation period.

The provisions of this clause shall apply provided that they do not have the effect of placing an employee in surplus.

**7-3.10**

A regular employee whose position is abolished must either:

- a) choose a position from the bank of vacant positions in his or her class of employment;
- b) displace the least senior employee in his or her class of employment.

**7-3.11**

A regular employee displaced under subparagraph b) of clause 7-3.10 must:

- a) choose a position from the bank of vacant positions in his or her class of employment;
- b) failing this, displace the least senior employee in his or her class of employment.

**7-3.12**

A regular employee declared excess in his or her class of employment under clause 7-3.09 or a regular employee who was unable to obtain a position under clauses 7-3.10 and 7-3.11 must either:

- a) choose a position from the bank of vacant positions in the class of employment in his or her category in which the maximum of the salary scale is identical to that of the class of employment he or she leaves;

- b) displace the least senior employee in the class of employment in his or her category in which the maximum of the salary scale is identical to the class of employment he or she leaves.

**7-3.13**

A regular employee who was unable to obtain a position under clause 7-3.12 must either:

- a) choose a position from the bank of vacant positions in the class of employment in his or her category in which the maximum of the salary scale is immediately lower than that of the class of employment he or she leaves;
- b) displace the least senior employee in the class of employment in his or her category in which the maximum of the salary scale is immediately lower than that of the class of employment he or she leaves.

**7-3.14**

A regular employee displaced under subparagraph b) of the preceding clauses 7-3.11, 7-3.12 and 7-3.13 must:

- a) choose a position from the bank of vacant positions in his or her class of employment;
- b) failing this, he or she must either:
  - 1) choose a position from the bank of vacant positions in the class of employment in his or her category in which the maximum of the salary scale is identical to the maximum of the salary scale of the class of employment he or she leaves; or
  - 2) displace the least senior employee in the class of employment in his or her category in which the maximum of the salary scale is identical to that of the class of employment he or she leaves.

**7-3.15**

The regular employee who was unable to obtain a position under clause 7-3.14 must either:

- a) choose a position from the bank of vacant positions in the class of employment in his or her category in which the maximum of the salary scale is immediately lower than that of the class of employment he or she leaves;
- b) displace the least senior employee in the class of employment in his or her category in which the maximum of the salary scale is immediately lower than that of the class of employment he or she leaves.



**7-3.16**

When a regular employee cannot displace another employee or take a vacant position in his or her class of employment for one of the following reasons:

- a) he or she does not have the required qualifications and does not meet the other requirements determined by the board;
- b) he or she holds a full-time position and the available position is part-time.

However, the nontenured regular employee who has a full-time position may voluntarily:

- i) choose a part-time position from the bank of vacant positions in his or her class of employment;
- or
- ii) displace the least senior employee who holds a part-time position in his or her class of employment;
- c) the available position is located at more than fifty (50) kilometres by road from his or her domicile or place of work.

The employee shall displace the least senior employee in his or her class of employment who holds a position for which the reasons mentioned above are respected.

**7-3.17**

In the context of this section, the board shall terminate the employment of the probationary employee who is displaced or whose position is abolished. In addition, the regular employee who cannot obtain a position following the application of clauses 7-3.10 to 7-3.16 shall be placed in surplus if he or she is tenured or laid off if he or she is not tenured.

**Salary protection****7-3.18**

The tenured regular employee reassigned under clauses 7-3.10 to 7-3.16 and the surplus employee reassigned to a position under paragraph a) of clause 7-3.37 shall benefit from the following provisions:

- a) If he or she is reassigned to a position in his or her class of employment in which the regular working hours are at least equal to those of the position held when he or she was reassigned or, as the case may be, placed in surplus, he or she shall be required to work the number of regular working hours and shall have the work schedule of the position to which he or she is reassigned and, if necessary, his or her salary shall be adjusted accordingly.

- b) If, in his or her board, the tenured employee is reassigned to a full-time position with fewer hours than the position held prior to reassignment, he or she shall benefit from the following:
- 1) he or she shall maintain the salary determined on the basis of the salary rate and the actual number of regular hours applicable immediately prior to assuming the new position until such time as he or she obtains a position with a number of hours at least equal to the number of hours of the position held prior to reassignment. In the event of a reassignment, the board shall complete the employee's work schedule;
  - 2) he or she shall benefit from the right to return to a position with a number of hours at least equal to the number of hours of the position held prior to reassignment under subparagraph a) of paragraph 2) of clause 7-1.18 or as a result of the application of the provisions of clauses 7-3.13 and 7-3.15; should the employee refuse to comply with the obligation to accept a position thus offered under the right to return described in paragraph b), he or she shall lose all the rights conferred on him or her under this clause and shall be remunerated for the number of hours worked.
- c) If he or she is reassigned to another school board to a position in his or her class of employment with a lesser number of regular working hours than the position held when he or she was reassigned or, as the case may be, placed in surplus, he or she shall be required to work the number of regular working hours and shall have the work schedule of the position to which he or she is reassigned and his or her salary shall be adjusted accordingly. He or she shall also receive the following compensation:
- the difference between the regular weekly salary he or she was receiving immediately before reassignment and the regular weekly salary of the position to which he or she is reassigned shall be offset by a lump sum spread and paid over each of the employee's pays. The lump sum shall be paid until such time as the regular weekly salary he or she is receiving in the position to which he or she is reassigned attains the regular weekly salary he or she was receiving immediately before reassignment. The lump sum shall be reduced according to the normal progression of the regular weekly salary for the position to which he or she is reassigned.
- d) If he or she is reassigned to a position of another class of employment than the one to which he or she was assigned immediately prior to reassignment or, as the case may be, placement in surplus, he or she shall be assigned the class of employment and the regular working hours and the work schedule of the position to which he or she is reassigned. However, he or she shall maintain, for salary purposes only, the class of employment to which he or she was assigned immediately prior to reassignment or, as the case may be, placement in surplus and according to the normal progression of his or her salary rate.

When the position to which he or she is reassigned has a lesser number of regular working hours than the position held at the time of reassignment or, as the case may be, placement in surplus, he or she shall then benefit from the provisions of paragraph b) or c) of this clause, as the case may be, by making the necessary changes.

In addition, if the employee is thus reassigned within his or her board, he or she shall benefit in his or her board from a right to return to a vacant or newly created position:

- 1) in the class of employment to which he or she was assigned immediately prior to reassignment or, placement in surplus, as the case may be, and
- 2) with a number of regular working hours at least equal to the number of regular working hours of the position held when he or she was reassigned or placed in surplus, as the case may be.

The right to return shall be exercised under subparagraph a) of paragraph 2) of clause 7-1.18. Should the employee refuse a position so offered under the right to return described above, he or she shall lose all the benefits of this paragraph and the provisions related to voluntary demotion shall apply to him or her.

- e) When, under the provisions of the 1983-1985 collective agreements, an employee had to accept in his or her board a position with fewer regular working hours than the duration of his or her regular workweek prior to being placed in surplus, he or she shall benefit from the provisions of subparagraph 2) of paragraph b) and of paragraph c) of this clause.

### **Section III Security of employment of regular employees working in the special education sector**

#### **7-3.19**

The procedure for displacing and assigning vacant positions under this section applies to positions in the special education sector only.

#### **7-3.20**

The board shall draw up the staffing plan and shall carry out any movement of personnel and security of employment before the first day of class.

Notwithstanding the preceding provisions, the board may, however, modify an employee's assignment during the year when an important change in services to be rendered occurs.

### **Security of employment of employees working in the special education sector**

#### **7-3.21**

Clauses 7-3.22 to 7-3.25 apply concomitantly.

The board may convene an assignment session during which positions that are vacant or that become vacant during the session are filled. The board may also carry out a 7-day group posting.

When the board conducts an assignment session, it shall schedule it, as a priority, outside of the vacation or temporary layoff periods.

When the board conducts an assignment session, the employee who is able to choose a position may only do so once.

A regular employee who is absent for one of the reasons prescribed in the agreement shall exercise his or her option at the time when the security of employment provisions applies, regardless of the time prescribed for his or her return to work.

The employee who holds a 12-month position cannot be required to accept a position of less than twelve (12) months under clauses 7-3.22 to 7-3.25.

### **7-3.22**

The positions shall be filled as follows:

- a) the employee shall retain the position held the previous year if it still exists. However, the position of the employee whose number of hours was increased during the previous year and the number of hours are wholly or partially maintained during the current year shall be considered as a vacant position. In addition, if the employee's position has fewer hours the following year, he or she shall be offered that position as a priority; he or she may then accept or refuse it;
- b) the board shall offer the positions that are vacant or that become vacant according to seniority to regular employees in the same class of employment, namely:
  - employees in surplus;
  - employees covered by salary protection;
  - employees who requested a transfer;
  - employees whose position is abolished.

Special education technician, interpreter-technician and braille technician positions provided for in the staffing plan in the special education sector must include, on a weekly basis, time when students are not present, devoted to the planning, preparation and organization required for services offered to students, school team meetings and follow-up with parents and those involved in intervention efforts.

**7-3.23**

- A) The regular employee whose position is abolished must:
- a) choose a vacant position in his or her class of employment under clause 7-3.22; or
  - b) displace the least senior employee in his or her class of employment.
- B) The regular employee who was unable to obtain a position under the preceding paragraph A) must:
- a) choose a vacant position in the class of employment in which the maximum of the salary scale is immediately lower than that of the class of employment he or she leaves;
  - or
  - b) displace the least senior employee in the class of employment of his or her category in which the maximum of the salary scale is immediately lower than that of the class of employment he or she leaves.

**7-3.24**

The regular employee displaced under subparagraph b) of paragraph B) of clause 7-3.23 must exercise the options prescribed in paragraph B) of clause 7-3.23 and so on.

**7-3.25**

When a regular employee is unable to displace another employee or take the vacant position in his or her class of employment for one of the following reasons:

- a) he or she does not have the required qualifications and does not meet the other requirements determined by the board;
- b) he or she holds a full-time position and the available position is part-time;
- c) the available position is located at more than fifty (50) kilometres by road from his or her domicile or place of work.

The employee shall displace the least senior regular employee in his or her class of employment who holds a position for which the reasons listed above are respected.

**7-3.26**

The regular employee who is unable to obtain a position following the application of the provisions of this section is placed in surplus if he or she is tenured or laid off if he or she is nontenured.

The board shall terminate the employment of the probationary employee when his or her position is abolished or he or she is displaced.

**7-3.27**

The positions that are still vacant following the application of the provisions of this section shall be filled in accordance with the provisions of article 7-1.00.

**7-3.28**

The salary protection provisions prescribed in clause 7-3.18 apply to employees in the special education sector.

**Section IV Security of employment of regular employees working in a day care service****7-3.29**

In the context of this section, the procedure for displacing and assigning vacant positions applies to day care service positions only.

The regular employee who is absent for one of the reasons prescribed in the agreement shall exercise his or her option at the time when the security of employment mechanism applies, regardless of the time prescribed for his or her return to work.

The board shall terminate the employment of the probationary employee displaced or the employee who has not been recalled.

**Security of employment procedure applicable to regular employees working in a day care service****7-3.30**

When planning positions, the board shall try to maintain twenty (20) students per employee. However, the board must take into account, in the formation of groups, students with handicaps, social maladjustments or learning difficulties. Moreover, a day care service position must include, on a weekly basis, time when students are not present, devoted to the planning, preparation and organization required for services offered to students, school team meetings and follow-up with parents and those involved in intervention efforts.

Employees shall be assigned as follows:

- A) In August and for a period which could extend until September 20, the board shall recall, based on its needs, the employee in his or her day care service. It shall assign the employee in his or her class of employment a position with a number of working hours established on a temporary basis.

- B) No later than September 20, the board shall confirm the number of hours in each position in each day care service. The positions must include the greatest number of hours possible while taking into account the needs of the service, without exceeding the regular workweek prescribed in clause 8-2.01 and must also include, on a weekly basis, time when students are not present, devoted to the planning, preparation and organization required for services offered to students, school team meetings and follow-up with parents and those involved in intervention efforts.
- C) The board shall offer, by day care service and class of employment, to each employee concerned, positions with the greatest number of hours.

### 7-3.31

Following the application of clause 7-3.30:

- A) No later than September 30, the board shall post, in accordance with clause 7-1.18, in all day care services, the list of newly created or permanently vacant positions of day care service technicians.

The board shall choose from among the day care service technicians who have not been recalled and, subsequently, from among the regular day care service technicians, the regular day care service educators, principal class or the regular day care service educators who applied.

- B) No later than September 30, the board shall post, in accordance with clause 7-1.18, in all day care services, the list of vacant day care service educator, principal class positions and permanently vacant or newly created day care service educators positions.

No later than October 15, the board shall choose from among the regular day care service educators, principal class or regular day care service educators who have not been recalled and the regular day care service educators, principal class or the regular day care service educators who have requested a transfer within the time limit determined by the board. To that end, the board may convene an assignment session during which the positions that are vacant or that become vacant during an assignment session shall be filled. The employee who chooses a vacant position shall exercise his or her option only once.

- C) The employee covered by clause 7-3.35 must:
  - 1) choose a vacant position in his or her class of employment offered under the preceding paragraphs A) and B), subject to clause 7-3.03. He or she shall have priority for the position;
  - 2) failing this, displace the least senior full-time nontenured employee in his or her class of employment if the position of that employee includes a greater number of hours than the position held.

However, the employee in surplus displaces that employee, regardless of the number of hours of the position held.

- D) The employee displaced under subparagraph 2) of paragraph C) shall choose a position in accordance with the preceding paragraphs A) and B). Failing this, the employee shall be laid off.

**7-3.32**

- A) The employee who was unable to obtain a position under clauses 7-3.30 and 7-3.31 shall be laid off if he or she is nontenured.
- B) The tenured employee who was unable to obtain a full-time position shall be placed in surplus.

**7-3.33**

The positions that are still vacant following the application of clause 7-3.31 shall be filled under clause 7-1.18.

**7-3.34**

The regular employee who has not been recalled in his or her day care service on September 15 shall be laid off if he or she is nontenured or laid off if he or she is tenured. He or she shall be considered as a regular employee who has not been recalled for the purposes of applying clause 7-3.31.

**Salary protection applicable to tenured employees working in a day care service****7-3.35**

The salary of an employee in surplus or a tenured employee unable to be assigned to a position with the same number of hours or a maximum reduction of ten percent (10%) of the number of hours of his or her regular workweek of the preceding year shall be protected based on the number of hours of his or her regular workweek of the preceding year minus ten percent (10%). The protected salary is based on regular workweek of a maximum duration of thirty-five (35) hours. The board may use the services of the employee for the difference between the number of hours of the position held and that for which his or her salary is protected.

However, the regular workweek of a tenured employee cannot be reduced in such a way as to cause him or her to lose the status of full-time employee, even if the number of hours are reduced over several years.

Prior to the application of clause 7-1.27, the tenured employee who is covered by salary protection for his or her number of hours shall be assigned duties to complete his or her regular workweek.



**Section V Measures designed to reduce the number of employees in surplus****7-3.36****A) Preretirement**

For the purpose of reducing the number of employees placed in surplus, the board shall grant, with the employee's consent or upon his or her request, a preretirement leave under the following conditions:

- 1) this preretirement leave is a leave of absence with salary for a maximum of one year. During the leave, the employee shall not be entitled to any of the benefits of the agreement other than the life and health insurance plans as well as the complementary plans, provided that he or she pay at the beginning of the leave the entire amount of the premiums required;
- 2) the preretirement leave shall count as a year of service for purposes of the pension plan covering the employee concerned;
- 3) only an employee who would be entitled to retire at the end of the leave of absence but who would not be entitled to a full pension during the leave is eligible;
- 4) at the end of the leave with salary, the employee shall be considered as having resigned and he or she shall be pensioned off;
- 5) the leave allows the reduction of the number of tenured employees in surplus.

**B) Severance pay**

The board shall grant severance pay to a tenured regular employee if his or her resignation allows the reassignment of an employee placed in surplus. Acceptance of severance pay shall entail the employee's loss of tenure.

The board shall also grant severance pay to the tenured regular employee placed in surplus who chooses to resign. The employee in surplus who resigns loses his or her tenure.

The employee who receives severance pay may not be hired in the education sector during the year which follows that in which he or she received it. Severance pay may not be granted to an employee who has already received a similar payment from an employer in the education sector.

Severance pay shall equal one month of salary per year of complete service at the time when a tenured employee has resigned from the board. Severance pay shall be limited to a maximum of six (6) months' salary. For purposes of calculating the payment, the salary is the salary the tenured regular employee is receiving at the time when he or she resigns from the board.

**C) Transfer of tenure**

In order to reduce the number of employees placed in surplus, the tenure of an employee who is not placed in surplus shall be transferable to another school board that hires him or her if the resignation results in the reassignment of an employee placed in surplus.

**D) Loan of service**

The board, the employee and a community organization may agree that the board loan the services of a tenured regular employee to a community organization if the measure permits the reduction of the number of employees in surplus. In this case, the parties shall complete and sign the contract contained in Appendix IX. However, the board must inform the union at least ten (10) working days in advance of the name of the employee with whom it intends to sign a contract before signing the contract with an employee and a community organization.

**E) Retraining**

The board may require, based on its needs, an employee in surplus to undergo training so as to improve his or her chances of being reinstated in a position in the board, taking into account the employee's qualifications, skills and capacity to successfully complete such training. If the employee accepts, he or she shall remain in surplus until such time as he or she has obtained a regular full-time position, the salary of which is at least equal to that received during the retraining.

Firstly, if the employee refuses, the retraining shall be offered based on seniority to regular full-time employees in the same class of employment where the temporarily vacant position allows the board to assign the employee in surplus under the first paragraph of paragraph a) of clause 7-3.37. In this case:

- a) The salary of the regular full-time employee in the same class of employment who accepts the offer of training shall evolve normally during the retraining as if he or she had remained at work. The period includes the last day of work preceding the retraining up to the first day of work that follows. If the employee is not reinstated in a regular full-time position where the remuneration is at least equal to that maintained during the retraining, he or she may be reinstated in his or her original position. However, the board may offer to maintain his or her salary in another position obtained under the agreement by making up the difference.
- b) The employee in surplus shall be temporarily assigned to the vacated position, subject to the first paragraph of paragraph a) of clause 7-3.37.

When the employee has terminated his or her retraining, obtains a position under subparagraph a) of paragraph E) and has successfully completed his or her adaptation and training period, if any, his or her original position is then considered as permanently vacant and clause 7-1.18 applies.

Secondly, if no regular full-time employee in the same class of employment accepts the retraining, the employee in surplus must do so. Failing to accept the written offer constitutes for all legal purposes a resignation and precludes any possibility of a severance allowance.

When the employee has terminated his or her retraining, the board shall assign him or her to a position under the first paragraph of paragraph a) of clause 7-3.37. He or she must successfully complete his or her adaptation and training period, if any. Should the board fail to assign a position to the employee, he or she shall continue to be covered by clause 7-3.37.

The employee who accepts the retraining shall commit to participating in the training.

All costs related to the training shall be assumed by the employer. The other terms and conditions shall be agreed between the local parties and the employee prior to the training.

## **Section VI Rights and obligations of the employee**

### **7-3.37**

- a) Every employee placed in surplus who is offered a full-time position in his or her board within a fifty (50)-kilometre radius by road from his or her domicile or place of work when he or she was placed in surplus must accept it if he or she has the qualifications required under the Classification Plan and meets the other requirements determined by the board for the position.

Notwithstanding the foregoing, upon the closure of a building and in the case where no other buildings exist within a fifty (50)-kilometre radius by road from his or her domicile or place of work, the employee in surplus must accept the position offered, regardless of the number of hours, the schedule concerned and the class of employment to which he or she belongs.

Moreover, any surplus employee in a board who is offered a full-time position with another school board within the geographic area described in the first paragraph must accept it if the position offered is within his or her class of employment and if he or she has the qualifications required under the Classification Plan and meets the other requirements determined by the board.

Failure to accept a written offer constitutes for all legal purposes the employee's resignation in which case the employee may not receive the severance pay prescribed in paragraph B) of clause 7-3.36. If an offer is made by another school board, the employee must accept it within seven (7)<sup>1</sup> days.

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<sup>1</sup> Read twelve (12) days instead of seven (7) days if the employee concerned must move as a result of the offer.

In the context of this clause, the surplus employee who is reassigned to a position within the board or in another school board shall benefit, as the case may be, from the provisions of clause 7-3.18.

In the context of this clause, the employee who at the time of placement in surplus held a twelve (12)-month position may not be required to accept a position of less than twelve (12) months.

- b) The employee placed in surplus who accepts to be relocated when such relocation involves his or her moving and if his or her future workplace is outside the geographic area described in paragraph a) of this clause shall receive a voluntary mobility premium equal to two (2) months' salary. The premium shall equal four (4) months' salary if he or she is relocated to a school board under regions #01, #08 and #09 mentioned in Appendix XVI.

The preceding provisions also apply to the tenured employee who is not placed in surplus if his or her relocation outside of the geographic area described in paragraph a) of this clause to another school board allows the reinstatement of an employee already in surplus in the board.

- c) The employee placed in surplus must provide, upon request, all information relevant to his or her security of employment.
- d) As long as the employee remains in surplus, his or her salary progresses normally.
- e) When an employee placed in surplus accepts a position with another school board in accordance with this clause, he or she shall not undergo a probation period.
- f) When a surplus employee of the support staff is relocated according to the provisions of this clause, he or she shall bring to his or her new employer his or her status of regular employee or, as the case may be, tenure, seniority and bank of nonredeemable sick-leave days<sup>1</sup>.
- g) As long as the employee remains in surplus, he or she shall be required to perform the duties that the board assigns to him or her in keeping with his or her qualifications.
- h) The surplus employee must report for a selection interview at a school board in the education sector if so requested in writing by the Provincial Relocation Bureau and if the interview involves a full-time position in his or her class of employment.
- i) The date of the signature on the post office receipt of the documents sent by registered mail constitutes prima facie proof to calculate the time limits prescribed in this clause.

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<sup>1</sup> Moreover, the board recognizes the regular employee's status or, as the case may be, the tenure, seniority and the nonredeemable sick-leave days of a support employee from another school board referred to the board according to provisions similar to those in this clause in the collective agreement which governs the employee.

- j) The nontenured regular employee who has completed at least one year of active service as a regular employee and who is laid off as a result of the application of the provisions of this article shall remain on the list of the Provincial Relocation Bureau for a maximum period of two (2) years. During that period, he or she must accept a written offer of employment which could be made by his or her board or by another school board in the same region mentioned in Appendix XVI within seven (7) days of the written offer of employment. If the employee does not accept the written offer of employment, his or her name shall be removed from the lists of the Provincial Relocation Bureau.
- k) The employee relocated as a result of the application of this clause and who must move shall benefit from his or her school board of origin from the provisions of Appendix II under the conditions stipulated therein, provided that the allowances prescribed under the federal labour mobility program do not apply. Moreover, if an employee is relocated according to the provisions of paragraphs a) and b) of this clause, the employee who must move shall be entitled to:
  - 1) a maximum of three (3) working days without loss of salary to cover the search for a dwelling; the three (3)-day maximum shall not include the travelling time there and back;
  - 2) a maximum of three (3) working days without loss of salary to cover the moving and settling into a new dwelling.
- l) The board may, with the consent of the surplus employee, assign him or her to duties with another employer in the public or parapublic sector.

## **Section VII Obligations of the board**

### **7-3.38**

When the board must proceed with a hiring to fill a vacant full-time position, other than a temporarily vacant position, it shall submit a request to the Provincial Relocation Bureau specifying the class of employment and the requirements of the position to be filled.

Moreover, the board must inform the Provincial Relocation Bureau of the names of the employees whom it is placing in surplus as well as the names of the nontenured regular employees who have completed at least one year of active service and whom it is laying off.

**7-3.39**

During the fiscal year preceding an amalgamation (including the disappearance of one board to the benefit of one or more other boards), an annexation or a restructuring, the board may not abolish a position which would result in one or more layoffs or placements in surplus, as the case may be, of regular or tenured regular employees if the cause of the abolition arises from such amalgamation, annexation or restructuring. However, during the fiscal year preceding that of the amalgamation, annexation or restructuring, the board may not abolish positions which would result in one or more layoffs or placements in surplus if the cause of the abolition results from such amalgamation, annexation or restructuring.

However, as of the fiscal year of the amalgamation, annexation or restructuring, a new board, an annexing board or a restructured board may abolish positions resulting in one or more layoffs or placements in surplus, as the case may be, of regular or tenured regular employees.

**7-3.40**

After another school board assumes the responsibility for instruction to children with social maladjustments or learning difficulties or for instruction to students of a given level or option, under the Education Act (CQLR, chapter I-13.3), the regular employee or the tenured regular employee who would be required to perform most of his or her work in the other school board shall be required to enter the employ of the other school board.

However, with the consent of the school board which no longer offers the instruction, the regular employee or the tenured regular employee may remain in the employ of the board, provided that no layoff or placement in surplus of regular employees or tenured regular employees occurs because of that consent.

However, as of the anniversary on which the responsibility for the instruction was assumed, the school board which assumed it may proceed with the abolition of positions resulting in one or more layoffs or, as the case may be, with one or more placements in surplus.

**7-3.41**

In the case of an amalgamation (including the disappearance of a board), annexation or restructuring, the board and the union may agree on particular rules for the redistribution of personnel and movement of personnel resulting from such amalgamation, annexation or restructuring.

**7-4.00 PARTIAL DISABILITY****7-4.01**

A tenured regular employee who must be laid off as a result of his or her physical inability to meet the requirements of his or her current position may, under article 7-1.00, obtain a transfer, demotion or promotion, as the case may be, provided that he or she meet the requirements of the desired position and that the position be available. He or she shall then receive the salary provided for his or her new position.

A regular employee who has suffered an employment injury and who is transferred as a result of a permanent partial disability shall benefit from the provisions of the preceding paragraph.

**7-4.02**

The tenured regular employee who is laid off following the termination of the benefits prescribed in subparagraph 3) of paragraph a) of clause 5-3.31 and of clause 5-3.44 is entitled, as of his or her layoff and up to a two (2)-year period, to apply for a position under step c) of paragraph 2) of clause 7-1.18 if he or she meets the requirements of a position available under clause 7-1.18.

**7-4.03**

As of the date on which the tenured regular employee referred to in clause 7-4.01 is no longer able to meet, on a permanent basis, the requirements of his or her position, it shall then be considered as permanently vacant, unless the position was abolished under article 7-3.00.

**7-4.04**

The board and the union may agree on another manner in which to attribute a position to an employee suffering from a permanent partial disability or physical disability.

**7-4.05**

The tenured regular employee who suffered an employment injury, who was not reinstated in a position under clause 5-9.15 and who is laid off following the expiry of the time limits prescribed in clause 5-9.18 shall benefit from the provisions of clause 7-4.02. Moreover, during the period prescribed in clause 7-4.02, the employee who so requests shall have priority for any temporarily vacant position or any temporary position and shall benefit from the provisions applicable to temporary employees.

Notwithstanding the foregoing, if the layoff follows a two (2)-year period from the date of the beginning of the employment injury, the time limits prescribed in clause 7-4.02 shall be reduced accordingly, as the case may be.

**7-4.06**

The provisions of clauses 7-4.02 and 7-4.05 apply, where applicable, as regards the residual effects to the employees laid off under the relevant provisions of the former collective agreement.

**7-5.00 CONTRACTING OUT****7-5.01**

In keeping with the discussions on the organization of work, the parties recognize the importance of studying alternatives designed to reduce contracting out. The quality of the services, quality of life at work and budgetary constraints must be taken into account in order to attain this objective.

Contracting out must not cause layoffs, placements in surplus or demotions involving a decrease in salary or a reduction of working hours among the regular employees of the board.

**7-5.02**

If the board intends to contract out and that such work is of an ongoing nature and may be performed by employees, it must refer the file to the Labour Relations Committee indicating the reasons supporting its intention as well as the expected date of its decision, which decision must not be made prior to sixty (60) days following the notice.

**7-5.03**

In applying clauses 7-5.01 and 7-5.02, the Labour Relations Committee shall study the reasons given by the board in support of contracting out.

The committee shall review the work process, the organization of working conditions or any other component that it deems appropriate in an attempt to identify alternatives which favour the completion of the work by employees. These alternatives shall be submitted to the board prior to its decision.

The committee shall agree on the information required to carry out the work and on a work schedule.

**7-5.04**

Moreover, in the case where the number of employees placed in surplus in the pertinent classes of employment would allow the termination of a contract of an ongoing nature, the board shall terminate the contract within the legal framework provided for therein so that the board may reassign the employees in surplus as a replacement for the subcontractor.



**7-5.05**

Upon the union's written request, the board shall provide, on an annual basis, a list of ongoing subcontracts related to those classes of employment covered by accreditation.

**CHAPTER 8-0.00 WORKING CONDITIONS****8-1.00 SENIORITY****Seniority of regular employees****8-1.01**

The board shall recognize, for every employee in its employ on the date of the coming into force of the agreement, the seniority it recognized on that date by applying the provisions of article 8-1.00 of the former collective agreement. As of the date on which the agreement comes into force, the board shall recognize the seniority acquired during that period in accordance with the provisions of clauses 8-1.02 to 8-1.12.

**8-1.02**

Seniority corresponds to the period of employment of any regular employee in one of the positions of the classes of employment in the Classification Plan for the technical and paratechnical, administrative and labour support staff in the employ of the board or boards (institutions) to which this board is the successor and it shall be expressed in years, months and days. Moreover, an employee cannot accumulate more than one year of seniority per fiscal year.

The seniority of an employee who belongs to a group of employees different from the one mentioned above and is integrated into a position belonging to one of the classes of employment of support staff corresponds to his or her period of employment in the board. However, the seniority cannot be used to integrate an employee into one of the classes of employment in the Classification Plan for the technical and paratechnical, administrative and labour support staff nor for the purposes of movement of personnel and security of employment.

**8-1.03**

A regular employee shall retain and accumulate seniority in the following cases:

- a) when he or she is in active service;
- b) when he or she is on a leave of absence with salary as provided for in the agreement;
- c) when he or she is absent from work because of an occupational disease or a work accident;
- d) when he or she is absent from work because of an accident or illness other than an occupational disease or a work accident for a period not exceeding twenty-four (24) months;
- e) in the other cases where the agreement specifically provides;
- f) when he or she is on a leave without salary for union activities;

- g) when he or she is temporarily laid off under article 7-2.00;
- h) when he or she is on a leave of absence under article 5-4.00;
- i) when he or she is on a leave of absence without salary for a period of one month or less;
- j) when he or she is on a leave of absence without salary for professional improvement and training.

**8-1.04**

A regular employee shall retain seniority but without accumulating it in the following cases:

- a) when he or she is on a leave of absence without salary for more than one month, unless the agreement specifically provides otherwise;
- b) when he or she is laid off for a period not exceeding twenty-four (24) months;
- c) when he or she is absent from work because of an illness or an accident other than an occupational disease or a work accident for more than twenty-four (24) months.

**8-1.05**

A regular employee shall lose seniority in the following circumstances:

- a) when his or her employment is permanently terminated;
- b) when he or she is laid off for a period in excess of that mentioned in subparagraph b) of clause 8-1.04. His or her name shall then be registered on the priority of employment list in the class of employment<sup>1</sup> held on the basis of seniority;
- c) when he or she refuses or fails to return to work without a valid reason within the seven (7) days which follow a recall to work by registered letter sent to his or her last known address.

**8-1.06**

Within sixty (60) days of the date of the coming into force of the agreement, the board shall forward to the union the seniority list of employees indicating the name of the employee and his or her seniority calculated on the date of the coming into force of the agreement.

No later than August 31 of each year, the board shall update the seniority list. The seniority list shall be calculated on the preceding June 30 and a copy shall be sent to the union.

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<sup>1</sup> Read subcategory of maintenance and service positions for the classes of employment of this subcategory.

**8-1.07**

The board shall post this list in its buildings or shall forward a copy to each employee.

**8-1.08**

Any alleged error in the seniority list may be the subject of a grievance which may be submitted to arbitration in accordance with the provisions of articles 9-1.00 and 9-2.00.

**8-1.09**

The posted seniority list shall become official forty-five (45) days after the union receives it, subject to the changes resulting from a grievance submitted before the list becomes official. However, a revision can be requested after the list becomes official but may not have any retroactive effect prior to filing the grievance on action taken by virtue of this list.

**8-1.10**

The procedures prescribed under clauses 8-1.08 and 8-1.09 apply after each updating of the seniority list.

**8-1.11**

When an employee acquires the status of regular employee, the board shall recognize the seniority accumulated as a temporary employee or an employee covered by article 10-1.00 or 10-2.00. The board shall inform the employee in writing of the seniority accumulated on that date and shall send a copy to the union at the same time.

**8-1.12**

The seniority of a regular employee in a part-time position shall be prorated based on his or her regular working hours and shall accumulate in accordance with this article.

**Seniority of temporary employees and employees covered by article 10-1.00 or 10-2.00****8-1.13**

The temporary employee or the employee working within the framework of article 10-1.00 or 10-2.00 shall accumulate seniority during active service. The employee's seniority shall be expressed in years, months and days. Moreover, an employee cannot accumulate more than one year of seniority per fiscal year.

**8-1.14**

An employee shall retain and accumulate seniority in the following cases:

- a) when he or she is in active service;
- b) when he or she is covered by the provisions of clause 5-9.21 concerning work accidents or occupational diseases during a period when he or she would have normally been in service.

**8-1.15**

An employee shall retain his or her seniority, but without accumulating it in the following cases:

- a) when he or she benefits from the parental rights provisions prescribed in Appendix VIII for the employees covered by articles 10-1.00 and 10-2.00 and by subparagraph 2) of paragraph b) of clause 2-1.01;
- b) when he or she has not worked for a period not exceeding twenty-four (24) months.

**8-1.16**

An employee shall lose his or her seniority in the following cases:

- a) when his or her employment is permanently terminated;
- b) when he or she has not worked for over twenty-four (24) months;
- c) when his or her name is struck from the priority of employment list for one of the reasons prescribed in clause 7-1.13.

**8-2.00 WORKWEEK AND WORKING HOURS****8-2.01 Categories of technical and paratechnical support positions and administrative support positions**

The regular workweek shall be comprised of thirty-five (35) hours from Monday to Friday, followed by two (2) consecutive days off. The duration of the regular workday shall be seven (7) hours.

**8-2.02 Category of labour support positions**

The regular workweek shall be comprised of thirty-eight hours and forty-five minutes (38 h 45 min) from Monday to Friday, followed by two (2) consecutive days off. The duration of the regular workday shall be seven hours and forty-five minutes (7 h 45 min).

**8-2.03**

Notwithstanding the provisions of clause 8-2.01 or 8-2.02, for certain classes of employment such as stationary engineer or guard, the regular workweek may be divided differently according to the department's needs, subject to the provisions of clauses 8-2.07 and 8-2.08. It is agreed that any schedule which includes work on Saturday or Sunday shall include two (2) consecutive days off.

**8-2.04**

If the former collective agreement provided for a different number of weekly working hours, the board and the union may agree to maintain the number of hours or to adopt the number of hours prescribed in clause 8-2.01 or 8-2.02, as the case may be, and the work schedule shall be adjusted accordingly. Failing an agreement, the number of working hours in effect shall be maintained, unless maintaining the number of working hours in effect results in the payment of overtime in which case, and notwithstanding the provisions of clause 8-2.08, the board can modify the work schedule and the number of working hours in order to avoid paying overtime rates. However, the provisions of clause 8-2.01 or 8-2.02, as the case may be, shall apply at the time when the union so requests the board in writing.

**8-2.05**

In the case where an employee's weekly working hours differ, the salary scales shall apply in proportion to the regular hours worked in relation to those prescribed in clause 8-2.01 or 8-2.02, as the case may be.

**8-2.06**

An employee shall be entitled to a paid fifteen (15)-minute rest period, per half-day of work, which is to be taken towards the middle of each half-day of work.

For the purposes of applying this clause, a half-workday means a continuous period of at least three (3) hours of work.

The employee shall be entitled to an unpaid period of no less than thirty (30) minutes up to a maximum of ninety (90) minutes for his or her meal to be taken towards the middle of the workday.

**8-2.07**

The board shall maintain the work schedules in effect on the date of the coming into force of the agreement.

**8-2.08**

The work schedules may be altered after written agreement between the union and the board. However, the board may alter the existing schedules if administrative and<sup>1</sup> pedagogical needs make these changes necessary. In this case, the board shall give the union and the employee concerned a written notice of at least thirty (30) days before implementing the new schedules. Either the employee concerned or the union may, within thirty (30) working days of the sending of the notice, resort to the procedure for settling grievances and arbitration.

When the roll is prepared, such a grievance shall be given priority.

At the time of arbitration, the burden of proof rests with the board. The arbitrator's mandate shall be to decide whether the changes were necessary; if they were not, the board must return to the former schedules and must pay the employees the overtime rate prescribed in article 8-3.00 for all the hours worked outside their regular schedule.

Unless there is a written agreement to the contrary between the union and the board, no change may cause an employee to work split shifts.

**8-2.09**

If the former collective agreement or a board regulation or resolution in effect in 1978-1979 permitted employees to benefit from a regular workweek involving fewer working hours during the summer, this provision shall be maintained under the same conditions for the term of the agreement.

**8-2.10**

Subject to the provisions of clauses 8-2.01, 8-2.02, 8-2.04 and article 8-3.00, the board and the union may agree on a flexible work schedule for the employees of the same office, department, school or centre.

**8-2.11**

During the year, regular working hours may be added to a position. Adding hours cannot have the effect of exceeding the regular workday or workweek prescribed in clauses 8-2.01 and 8-2.02 nor change the employee's status or position. In the special education sector, hours shall be added, subject to clause 7-1.24.

However, in the day care service sector, adding hours may have the effect of exceeding the regular workday prescribed, but cannot exceed the regular workweek prescribed in clause 8-2.01.

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<sup>1</sup> Read "or" instead of "and" in the case of employees whose work is carried out for the most part outside the schools.

When the board decides to maintain, wholly or partially, the hours added to a position other than a day care service position for the following fiscal year, the position shall then be considered vacant and it shall be added to the bank of vacant positions prescribed in clause 7-3.09. The employee, incumbent of the position, shall benefit from the application of the security of employment provisions as if his or her position had been abolished.

#### **8-2.12**

During the year, the board may reduce the hours of a position, other than a day care service position, for uncontrollable reasons and reassign the employee, on a temporary or regular basis, to other compatible duties for an equivalent duration.

#### **8-2.13**

In day care services, the board may, during spring break or as of May 15, reduce the hours of a position. During the year, the board may reduce the hours of a position if the number of students has decreased significantly. When the reduction in hours affects more than one employee, the board shall proceed according to the inverse order of seniority. A reduction in hours during spring break may have the effect of not requiring the services of an employee.

#### **8-2.14**

In a day care service, the work schedule may be determined on an annual basis.

#### **8-2.15**

In the special education sector, the employee working with a student who is absent may be temporarily reassigned to a position located fifty (50) kilometres or less by road from his or her domicile or place of work to carry out duties compatible with his or her qualifications and experience.

When the student with whom an employee is working leaves permanently, the employee shall be reassigned to other temporary duties as prescribed in the preceding paragraph until the date on which the security of employment mechanism prescribed in Section III of article 7-3.00 is applied.

### **8-3.00 OVERTIME**

#### **8-3.01**

Any work specifically required by the immediate superior and performed by an employee in addition to the hours of his regular workweek or regular workday prescribed in clauses 8-2.01 and 8-2.02 shall be considered as overtime.

Notwithstanding the foregoing, this article applies to an employee working over thirty-five (35) hours per week in a day care service.



However, an employee working in a day care service who is required to work after the day care is closed at the end of the day or during a paid legal holiday shall be considered as overtime.

### **8-3.02**

Overtime shall be assigned to the employee who has started the work. If the work is not started during the regular working hours, it shall be given to an employee whose class of employment corresponds to the work to be performed.

### **8-3.03**

If the overtime work can be performed by more than one employee in a class of employment, the board shall attempt to distribute it as equitably as possible among the employees in the same office, school, centre or territorial division.

### **8-3.04**

An employee may be exempted from working overtime when such work is required, if the board finds another employee in the same class of employment who accepts to perform the overtime work without it hindering the proper progress of the work.

### **8-3.05**

An employee shall receive, as compensation for overtime, a leave of a duration equal to the value of the overtime rate prescribed in clause 8-3.06, provided that there was an agreement between the employee and the board on when the employee will take the time off.

The employee must take his or her compensation in time within sixty (60) days after the overtime was performed unless a later date was agreed to.

### **8-3.06**

Failing agreement under the preceding provisions, the employee shall be remunerated according to the following terms and conditions:

- a) at the basic hourly rate increased by one half (150%) for all hours worked in addition to the hours of the regular workweek or regular workday prescribed in clause 8-2.01 or 8-2.02 or during a weekly day off;
- b) at the basic hourly rate increased by one half (150%) for all hours worked during a paid legal holiday prescribed in the agreement in addition to the salary for this paid legal holiday;
- c) at double his or her hourly rate (200%) for all hours worked on a Sunday or during the second weekly day off.

**8-3.07**

When an employee is recalled from home to perform emergency work, he or she shall be paid, subject to the provisions stipulated in clause 8-3.05, a minimum remuneration equivalent to four (4) hours at his or her basic hourly rate or at the overtime rate for the hours actually worked, according to the more advantageous calculation.

**8-3.08**

Overtime shall be paid by the board within a maximum time limit of one month after the employee submits the duly signed claim approved by the board. The board shall provide the forms.

**8-4.00      DISCIPLINARY MEASURES****8-4.01**

Every disciplinary measure and the reasons therefore must be set forth in a written notice addressed to the employee concerned. A copy of the notice must be forwarded to the union within three (3) working days of the sending of the disciplinary measure to the employee concerned.

**8-4.02**

- a) Except in the case of a dismissal based on a moral or criminal issue, all dismissals must be preceded by a meeting between the board, the union and the employee concerned. During the meeting, the board shall indicate to the union and to the employee the reasons for the measure. To this end, the employee must receive a written notice of at least three (3) working days before the meeting specifying the hour and the place where he or she must report and indicating the reason for the summons as well as the fact that he or she must be accompanied by a union representative. A copy of the notice shall also be forwarded to the union within the same time limit.

Following the meeting, the board may apply its decision within the ten (10) working days that follow and the notice must be sent to the employee with a copy to the union.

The fact that the union, the employee or both do not attend the meeting duly summoned shall not prevent the board from proceeding with the dismissal.

- b) Before imposing an indefinite suspension on an employee, the board must inform the union delegate or representative of its intention to impose such a measure on the employee. To this end, the union delegate or representative may request a meeting between the board, the employee and the union delegate or representative before the board imposes such a measure.

If such a meeting is requested, it must take place immediately after the board has advised the union delegate or representative of its intention to impose such a measure on the employee.

The fact that a union delegate or representative does not request such a meeting or the fact that a union delegate or representative or the employee does not immediately report for the meeting shall not prevent the board from proceeding with the indefinite suspension.

The fact that the board imposes an indefinite suspension shall not prevent the board from dismissing the employee at a later date under paragraph a) of this clause.

**8-4.03**

Subject to the provisions of clause 8-4.02, in the case where the board decides to summon an employee regarding a disciplinary measure which concerns him or her, the employee must receive at least a forty-eight (48)-hour written notice specifying the hour and the place where he or she must report and indicating the reason for the summons as well as the fact that he or she may be accompanied by a union representative. A copy of the notice shall also be forwarded to the union within the same time limit.

If the disciplinary measure is handed directly to an employee, it shall not constitute a summons as defined in the preceding provisions.

**8-4.04**

Any employee may, after making an appointment, consult his or her official record twice a year, accompanied if he or she so desires, by his or her union representative.

**8-4.05**

The employee subject to a disciplinary measure may submit his or her case to the procedure for settling grievances and arbitration.

However, the employee who is subject to a dismissal or a suspension may, through the union, submit his or her grievance directly to arbitration, within thirty (30) working days of receiving the notice informing him or her of the dismissal or suspension, provided that the meeting mentioned in clause 8-4.02 or, as the case may be, clause 8-4.03, has taken place.

**8-4.06**

A suspension shall not interrupt the seniority of the employee concerned. During the absence, the employee shall maintain his or her contributions to the various contributory plans provided for in the agreement.

**8-4.07**

In the event of arbitration, the board must, by regularly entered evidence, establish that the disciplinary measure was imposed for a fair and sufficient cause.

**8-4.08**

The board may invoke an infraction that has been placed in the record and for which a disciplinary measure has been issued only within twelve (12) months of such infraction.

However, if more than one infraction of the same nature was committed within these twelve (12) months, each of the infractions including the first one mentioned in the preceding paragraph may only be invoked within the twenty-four (24) months minus one day of each of them.

Any disciplinary measure that is void shall be withdrawn from the record.

**8-4.09**

No disciplinary measure rescinded by the board or declared unjustified by an arbitration tribunal or by an arbitrator may be invoked against an employee.

**8-4.10**

The parties agree to grant priority when preparing arbitration rolls, first, to cases of dismissal and second, to cases of suspension.

**8-4.11**

Any disciplinary measure imposed more than thirty (30) days following the incident resulting in such a measure or after the board's cognizance of such incident shall be null, void and illegal for the purposes of the agreement. However, in the case of changes to an indefinite suspension, the thirty (30)-day limit shall not apply at the time of the change.

**8-4.12**

In the case of dismissal, if there is an appeal through the grievance procedure, the board shall not pay the employee concerned the amounts accumulated in the pension fund nor those accumulated in the bank of sick-leave days as long as the grievance has not been settled. The employee shall also continue to benefit from the health and life insurance plans, provided that the amounts accumulated to his or her credit cover both his or her contribution and that of the board. Failing this, the employee must pay the full premiums in advance.

**8-4.13**

The time limits and the procedure mentioned in this article shall be compulsory unless there is a written agreement to the contrary. Failure to so comply, the disciplinary measure shall be null, void and illegal for the purposes of the agreement.

**8-5.00 HEALTH AND SAFETY****8-5.01**

The board, with the union's assistance, shall undertake to maintain working conditions that respect the health, safety and physical well-being of employees and eliminate at source conditions that would endanger their health, safety or physical well-being.

**8-5.02**

The board must take, as provided for in the Act and the applicable regulations, the measures necessary to protect the health and ensure the safety and physical well-being of employees and to maintain adequate conditions of health.

**8-5.03**

The board and the union must, through the Labour Relations Committee or a specific committee to this end, discuss problems concerning health, safety and physical well-being. In the cases where, under the former collective agreement, a specific committee had been set up, the committee shall be maintained, unless there is an agreement to the contrary between the board and the union. This committee shall establish its own rules of procedure and shall determine the frequency of meetings.

If there is no specific committee, the union may designate an employee to act as a representative on matters of health and safety. The union must inform the board in writing of the name of the representative within fifteen (15) days of his or her appointment. After having informed his or her immediate superior, the representative may be absent from work without loss of salary to attend a meeting of the Labour Relations Committee to discuss health and safety matters.

Should a problem arise, the committee shall meet as soon as possible.

**8-5.04**

An employee shall have the right to refuse to carry out a task if he or she has good reason to believe it would endanger his or her health, safety or physical well-being or would expose another person to similar risks.

The refusal shall be exercised in accordance with the Act and regulations respecting occupational health and safety applicable to the board.

**8-5.05**

The board may not layoff or transfer an employee nor may it impose a discriminatory or disciplinary measure on him or her or any other penalty on the grounds that he or she exercised the rights conferred on him or her by this article.

**8-5.06**

A union representative may be absent from work without loss of salary or reimbursement after having informed the board that he or she will accompany the inspector of the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) on inspection visits and enquiries made following the exercise of the right of refusal or following a complaint made to the CNESST.

**8-5.07**

An employee who feels that the work performed endangers his or her health, safety or physical well-being shall so inform his or her immediate superior.

A union representative may be absent from work without loss of salary or reimbursement if he or she is required to meet the employee and the board representative to try to solve the problem before a grievance is filed. In such a case, the union representative may, at the union's choice, be one of the members of the committee mentioned in clause 8-5.03 or a representative who usually acts in this capacity within the context of the meetings mentioned in clause 9-1.03.

**8-5.08**

The board shall provide the union with a copy of all employee accident reports as soon as the accident is brought to its attention as well as a copy of all directives it issues regarding health and safety applicable to the employees.

**8-5.09**

The employee may be accompanied by a union representative to any meeting with the board concerning an employment injury he or she has suffered; in this case, the union representative may interrupt his or her work temporarily without loss of salary or reimbursement after having obtained the permission of his or her immediate superior; permission cannot be refused without a valid reason.

**8-6.00 CLOTHING AND UNIFORMS****8-6.01**

The board shall provide its employees, free of charge, with any uniform or special clothing which it requires them to wear.

**8-6.02**

The uniforms or special clothing supplied by the board shall remain its property and may only be replaced upon the return of the old uniform or garment, unless prevented from doing so due to circumstances beyond the employee's control. The board shall decide if a uniform or garment must be replaced.

**8-6.03**

The upkeep of uniforms and special clothing supplied by the board shall be the employee's responsibility except for special clothing such as overalls, smocks and other similar items used exclusively on the premises for working purposes.

**8-6.04**

In the case where the previous collective agreement provided for it, the board shall continue to supply the apparel and uniforms, as well as any other article it supplied, under the conditions specified therein.

**8-7.00      TECHNOLOGICAL CHANGES****8-7.01**

For the purpose of this article, the expression "technological changes" means the changes resulting from the introduction of new equipment and machinery used to produce goods and services and causing the abolition of one or more positions or modifying the duties entrusted to one or more employees or the performance of those duties.

**8-7.02**

The board shall inform in writing the union of its decision to introduce a technological change at least ninety (90) days before the date foreseen for the implementation of such a change.

**8-7.03**

The notice mentioned in the preceding clause contains the following information:

- a) nature of the change;
- b) school, department or centre concerned;
- c) date foreseen for the implementation;
- d) employee or group of employees concerned.

**8-7.04**

The board and union agree to meet at meetings of the Labour Relations Committee within twenty (20) days of the sending of the notice mentioned in clause 8-7.02; on this occasion, the board shall consult the union on the effects of the technological changes foreseen on the organization of work and the measures it intends to adopt in order to implement these changes.

The union's refusal to attend the meeting mentioned in this clause or failure to convey its disagreement regarding a technological change cannot prevent the implementation of such a change.

**8-7.05**

The employee whose duties are modified or the performance of which is modified as a result of the implementation of a technological change may avail himself or herself, if need be, of the appropriate training or professional improvement measures, taking into account his or her skills.

The costs of the training or professional improvement measures shall be borne by the board and must not be deducted from the budget provided for in article 5-7.00.

**8-7.06**

The parties may, by means of a local arrangement, agree on other terms and conditions concerning the implementation of a technological change, particularly concerning the movement of personnel, excluding any movement which could affect the security of employment or the acquisition of tenure.

**8-7.07**

The provisions of this article shall not have the effect of preventing the application of other provisions of the agreement.

**8-8.00 SOFTWARE CHANGES****8-8.01**

The union shall be consulted whenever a change occurs in a particular version of a software from a supplier or a software exclusive to the education sector and requires an employee to undergo training and professional improvement activities. The training and professional improvement activities shall be carried out during working hours.

**8-8.02**

The training or professional improvement costs shall be assumed by the board and must not be deducted from the budget provided for in article 5-7.00, unless the Training and Professional Improvement Committee agrees otherwise. However, the recommendation must be approved by the union.



**CHAPTER 9-0.00 SETTLEMENT OF GRIEVANCES AND ARBITRATION****9-1.00 PROCEDURE FOR SETTLING GRIEVANCES****9-1.01**

Any employee who has a problem concerning his or her working conditions which may give rise to a grievance must discuss it with his or her immediate superior in order to attempt to solve it, accompanied if he or she wishes, by his or her union representative. However, the fact that the employee has not followed this procedure shall not cause him or her to lose any rights.

**9-1.02**

The parties agree that the procedure for settling grievances must be accessible and efficient. Therefore, it is the intent of the parties to settle all grievances regarding the application and interpretation of the agreement within the shortest possible time.

To this end, the parties agree to respect the principle of proportionality by ensuring that their actions, including the means of proof they use, are proportionate, in terms of the cost and time involved, to the nature of the dispute, the complexity of the matter and the outcome of the grievance.

**9-1.03**

For all grievances, the board and the union shall agree to comply with the following procedure:

**a) Step one**

The employee shall submit his or her grievance in writing to the authority designated by the board or to the board, if there is no such designation and the union, where applicable, shall file a copy with the chief records clerk using the electronic form provided by the records office<sup>1</sup> within thirty (30) working days of the date of the occurrence of the event that gave rise to the grievance or of his or her knowledge thereof.

The parties must meet to study any grievance concerning psychological harassment, dismissal or *hyper-conflict* and try to find a solution. However, the fact that this procedure has not been followed shall cause neither the employee nor the union to lose any rights.

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<sup>1</sup> An electronic form may be replaced by the grievance procedure prescribed in clause 9-1.03 of the 2010-2015 collective agreement during the first two (2) years following the signing of the 2015-2020 agreement. In addition, if the electronic form is not accessible due to a computer problem, the union may forward the grievance and arbitration notices by registered mail or fax. In this case, copies of the notices must, at the same time, be sent to the board.

In order to participate in such a meeting, three (3) union representatives may be released without loss of salary.

**b) Step two**

The board shall give its written reply to the union within twenty (20) working days of receiving the grievance and shall forward a copy to the employee. If the board fails to reply or to provide a satisfactory reply, the grievance shall be deemed submitted to arbitration fifty (50) working days as of the date on which it was filed by the union.

The period from July 1 to August 15 shall not be taken into account when calculating the time limits prescribed in this clause.

**9-1.04**

The union may file and submit a grievance on behalf of an employee, a group of employees or all employees. In this case, the union must comply with the procedure described in clause 9-1.03.

**9-1.05**

The time limits referred to in this article shall be compulsory. However, the board and the union may agree, in writing, to extend these time limits.

Failure to comply with the time limits prescribed in this article shall render the grievance null, void and illegal for the purposes of the agreement.

However, the rejection of a grievance cannot as such be considered as an acknowledgement by the union of the board's allegations and may not be invoked as a precedent.

**9-1.06**

The statement of the grievance shall contain a summary account of the facts so as to be able to identify the problem raised.

No grievance must be rejected because of faulty drafting. The grievance may be amended provided that the amendment does not alter the nature of the grievance. If such an amendment is submitted within the five (5) working days preceding the hearing date, the board shall obtain, upon request, a postponement.

**9-1.07**

An employee must in no way be penalized, harassed or disturbed due to his or her involvement in a grievance.

**9-2.00 ARBITRATION****A1-A2 9-2.01**

All grievances submitted to arbitration shall be decided upon by an arbitrator. The tribunal shall be composed of an arbitrator chosen from among the following:

- LAVOIE, André G., chief arbitrator<sup>1</sup>

- BARRETTE, Jean	- FORTIER, Diane	- MÉNARD, Jean
- BEAUPRÉ, René	- L'HEUREUX, Joëlle	- MÉNARD-CHENG, Nancy
- BRAULT, Serge	- LAVOIE, André G.	- RANGER, Jean-René
- FABIEN, Claude	- MARTIN, Claude	- SAINT-ANDRÉ, Yves
- FAUCHER, Nathalie	- MASSICOTTE, Nathalie	- ST-ARNAUD, Pierre

or any other person appointed by the union, the Quebec English School Boards Association (QESBA) and the Ministère to act in this capacity.

However, the arbitrator shall proceed with the arbitration assisted by assessors if, when the grievance is entered on the monthly arbitration roll, there is an agreement to this effect by the representatives of the union, the QESBA and the Ministère.

**9-2.02**

Subject to the provisions of clause 9-2.01, in the event of an arbitration with assessors, an assessor shall be appointed by the union and another appointed jointly by the QESBA and the Ministère to assist the arbitrator and to represent each party during the hearing of the grievance and the deliberation.

The assessor thus appointed shall be deemed competent to sit, whatever his or her past or present activities, interests in the litigation or functions in the union, the board or elsewhere.

**9-2.03**

Upon appointment, the chief arbitrator, before acting, shall take an oath or shall pledge on his or her honour, before a Superior Court judge, to perform his or her duties according to the law and to the provisions of the agreement.

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<sup>1</sup> Address of the chief arbitrator:  
Greffé des tribunaux d'arbitrage  
du secteur de l'éducation  
Édifice Lomer-Gouin  
575, rue Jacques-Parizeau, bureau 2.02  
Québec (Québec) G1R 5Y8

Upon their appointment, each of the arbitrators shall take an oath or shall pledge on their honour, before the chief arbitrator, for the term of the agreement, to render their decisions in conformity with the law and with the provisions of the agreement.

**9-2.04**

Upon receipt of the grievance in accordance with paragraph a) of clause 9-1.03, the records office shall immediately acknowledge receipt to the union and the board. A copy of the acknowledgement of receipt and of the grievance shall be sent, without delay, to the provincial negotiating union group, the QESBA and the Ministère.

**9-2.05**

Any application for a safeguard order shall be submitted to the chief arbitrator. If the chief arbitrator is of the opinion that the dispute requires prompt action, he or she shall appoint, without delay, an arbitrator to hear the grievance and the application for a safeguard order. Failing that, he or she shall forward the grievance and the application for a safeguard order to the chief records clerk to be processed according to the regular procedure for preparing the arbitration roll prescribed in clause 9-2.06 and following clauses of the agreement.

**9-2.06**

The chief arbitrator or, in his or her absence, the chief records clerk, under the authority of the chief arbitrator, shall:

- a) prepare the monthly arbitration roll;
- b) appoint an arbitrator from the list mentioned in clause 9-2.01;
- c) set the time, date and place of the first arbitration session, taking into account the location from where the grievance is filed.

The records office shall notify the arbitrator, the assessors, if any, the parties concerned, the provincial negotiating union group, the QESBA and the Ministère.

**9-2.07**

For the purposes of applying the provisions of clause 9-2.02, the provincial negotiating union group and the CPNCA shall convey to the records office the name of an assessor of their choice for each arbitration appearing on the monthly arbitration roll within fifteen (15) days of the entering of the case on the arbitration roll.

**9-2.08**

Within thirty (30) days of his or her appointment, the arbitrator shall contact the parties' lawyers or, failing that, their representatives to hold a pre-hearing and settlement conference.

The purpose of the conference is to improve the arbitration procedure, to make better use of the hearing time and to expedite the hearing process. In particular, it involves the following elements:

- a) propose to the parties, if the circumstances so warrant, to hold a mediation-arbitration process and, with their consent, pursue the arbitration, if the attempt fails;
- b) verify whether the parties have held the conference mentioned in subparagraph a) of clause 9-1.03 for any grievance dealing with psychological harassment, dismissal or *hyper-conflict*;
- c) consider the possibility of combining grievances;
- d) determine the order in which to present combined grievances;
- e) determine the nature of the dispute and the issues to be discussed at the hearing;
- f) consider the need to clarify and specify the parties' contentions and the conclusions sought;
- g) inform the arbitrator of the nature of the preliminary argument or arguments that they intend to raise;
- h) plan the procedure to be followed and the evidence to be presented at the hearing and determine the expected duration;
- i) consider the possibility of admitting certain facts or proof thereof by affidavit;
- j) set the hearing dates;
- k) consider any other matter that could simplify or expedite the hearing process.

The arbitrator must, within the shortest possible time, inform the chief records clerk of the outcome of the conference.

#### **9-2.09**

Subsequently, the arbitrator shall set the time, date and place of the subsequent sessions and shall so inform the records office; the records office shall notify the assessors, if need be, the parties concerned, the provincial negotiating union group, the QESBA and the Ministère. The arbitrator shall also set the time, date and place of the deliberation sessions and shall so inform the assessors, if need be.

#### **9-2.10**

A vacancy on the list of arbitrators shall be filled according to the procedure established for the original appointment.

**9-2.11**

The fact that either provincial negotiating party fails to designate an assessor within the prescribed time shall not have the effect of preventing the arbitrator from proceeding with the hearing of the grievance.

If an assessor is unable to act, the party which designated him or her shall appoint a replacement. If such a vacancy is not filled before the hearing, the arbitrator may proceed or continue in his or her absence.

**9-2.12**

The arbitrator shall proceed with all dispatch with the preliminary investigation of the grievance according to the procedure and evidence he or she deems appropriate in keeping with the principle of proportionality.

The arbitrator shall also, as part of his or her mandate, if the parties so request and the circumstances so warrant, try to help them reach a final settlement of the grievance and, with their express consent, pursue the arbitration, if the attempt to reach a settlement fails.

**9-2.13**

At any time, before the end of the hearings, the provincial negotiating union group, the QESBA and the Ministère may individually or collectively intervene and may make any representation to the arbitrator that they deem appropriate or relevant.

**9-2.14**

The arbitration sessions shall be public. The arbitrator may, however, order the sessions to be held in camera.

**9-2.15**

The arbitrator may deliberate in the absence of an assessor who fails to attend after having been convened within a reasonable time limit.

**9-2.16**

Except in the case where written notes are prepared, in which case the board and the union may agree to extend the time limit, the arbitrator must render his or her decision within ninety (90) days of the end of the hearing.

However, the decision shall not be null for the sole reason that it was rendered after the expiry of the said time limit.

At the request of either provincial negotiating party, the chief arbitrator or the chief records clerk cannot assign a grievance to an arbitrator who has not rendered a decision, within the time allotted, until such time as the decision has been rendered.

**9-2.17**

The decision shall state the reasons therefor and the assessors may draft notes which are attached to the decision. The arbitrator shall file the original signed copy of the decision at the records office.

The records office, under the responsibility of the arbitrator concerned, shall forward a copy of the said decision and notes, if any, to the parties involved, the provincial negotiating union group, the QESBA, the Ministère, and shall file two (2) certified copies with the office of the labour commissioner-general.

**9-2.18**

At any time before his or her final decision, an arbitrator may render any provisional or interlocutory decision which he or she deems just and useful.

The same applies to any decision relating to an objection, which must be rendered immediately or, if this is not possible, without delay or in his or her final decision.

**9-2.19**

The decision shall be final, executory and shall bind the parties.

An arbitrator may not, by his or her decision on the adjudication of a grievance, subtract from, add to or modify the clauses of the agreement.

**9-2.20**

The arbitrator eventually called upon to decide whether a grievance is well-founded with regard to a disciplinary measure shall have the authority to uphold, alter or annul it. All compensation must take into account the amounts earned by the said employee during the period in which he or she should not have been suspended or dismissed.

**9-2.21**

The chief arbitrator shall choose the chief records clerk.

**9-2.22**

- a) The arbitrator's fees and expenses shall be paid by the losing party, except for grievances concerning a dismissal under article 8-4.00.

If a grievance is partially upheld, the arbitrator shall determine the proportion of the costs to be paid by each party.

The fees and expenses of any other third party called upon to resolve the dispute shall be assumed equally by the board and the union.

The fees and expenses of a deferral or withdrawal<sup>1</sup> are as follows and are assumed by the party which so requests or withdraws:

- thirty (30) days or less: five hundred dollars (\$500)
- ten (10) days or less: eight hundred dollars (\$800)

In the case of a joint request for a deferral, the amount shall also be assumed equally by the parties.

The indemnity paid as cancellation fees can be claimed by the arbitrator only if the chief arbitrator or, in his or her absence, the chief records clerk cannot assign him or her a replacement grievance.

- b) Any grievance filed prior to December 16, 2005 shall continue to be covered by clause 9-2.21 of the 2000-2002 collective agreement.
- c) The fees of the records office and any fees other than those mentioned in paragraph a) of this clause shall be assumed by the Ministère.
- d) The arbitration hearings and deliberations shall take place in rooms provided free of charge.

**9-2.23**

If a party requires the services of an official stenographer, the fees and expenses shall be the responsibility of the party that requested the services. A copy of the transcript of the official stenographic notes shall be forwarded by the stenographer to the party requesting them, at the expense of the latter.

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<sup>1</sup> The amounts of fees and expenses payable to the arbitrator as well as the latter's obligation to accept a replacement grievance in the case of a deferral or withdrawal prescribed in paragraph a) of clause 9-2.22 shall cease to apply upon the expiry of the 2015-2020 agreement in accordance with clauses 11-5.01 and 11-5.07.



**9-2.24**

The arbitrator shall transmit or otherwise serve any order or document issued by him or her or by the parties concerned.

**9-2.25**

When an amount is granted to an employee by the arbitrator, the payment of interest at the rate prescribed in the Labour Code (CQLR, chapter C-27) may be ordered as of the date on which this amount is due.

**9-3.00 GRIEVANCES AND ARBITRATION DEALING ONLY WITH MATTERS WHICH COULD BE THE SUBJECT OF A LOCAL ARRANGEMENT****9-3.01**

Notwithstanding the provisions of articles 9-1.00 and 9-2.00, the board and union may agree on different terms and conditions for the grievances and arbitrations dealing with one or more matters which were the subject of a local arrangement.

Every such agreement cannot have the effect of allowing an arbitrator to decide on matters other than those prescribed therein.

**9-4.00 ACCELERATED ARBITRATION****9-4.01**

A) The following subjects shall be submitted to accelerated arbitration:

- union prerogatives;
- vacation;
- leaves prescribed in articles 5-10.00 and 5-11.00 (leaves of absence without salary and sabbatical leave with deferred salary);
- seniority;
- overtime;
- special leaves;
- paid legal holidays;
- interpretation of the footnote to subparagraph 2 of paragraph b) of clause 2-1.01;
- any document to be forwarded to the union as prescribed in the agreement;

- other subjects determined by the board and the union for which a notice signed jointly by the authorized representatives was forwarded to the records office.

A grievance dealing with a subject identified in paragraph A) may be submitted to the regular arbitration procedure if, no later than seven (7) days before the date on which the grievances are entered on the arbitration roll, the board and the union agree in writing by informing immediately the records office and the provincial negotiating parties.

- B) When grievances are entered on the monthly arbitration roll or at any other date agreed to by the provincial negotiating union group, the QESBA and the Ministère or upon a message from the chief arbitrator or, in his or her absence, the chief records clerk, grievances are scheduled for the accelerated arbitration procedure.
- C) The chief arbitrator or, in his or her absence, the chief records clerk, under the authority of the chief arbitrator, shall:
  - a) draw up the accelerated arbitration roll in the order in which the records office received them;
  - b) assign as soon as possible one of the arbitrators mentioned in clause 9-2.01 who is available immediately;
  - c) set the time, date and location of the arbitration session taking into account the location from which the grievance originates;
  - d) inform the arbitrator who, in general, must hold the hearing within fifteen (15) days of his or her appointment.

The records office shall inform the parties concerned, the provincial negotiating union group, the QESBA and the Ministère.

- D) The grievance must be heard on its merits before a decision is rendered on a preliminary objection, unless the arbitrator can dispose of it at the hearing in which case the arbitrator must later provide reasons for the decision in writing.
- E) All notes must be deposited on the day of the hearing; however, in exceptional circumstances, the arbitrator may grant a maximum time limit of five (5) days following the hearing to provide decisions or written arguments, if any.
- F) The arbitrator must render his or her decision within fifteen (15) days of the hearing.
- G) The decisions rendered according to this procedure shall not be published by the records office.

#### **9-4.02**

Unless the context indicates otherwise, clauses 9-2.01 to 9-2.25, except for clause 9-2.02, apply to the accelerated arbitration procedure.

**9-5.00 DISAGREEMENT****9-5.01**

All disagreements between the parties, other than a grievance within the meaning of the agreement and other than a dispute within the meaning of the Labour Code (CQLR, chapter C-27), which may arise during the term of the agreement shall be referred to the Labour Relations Committee.

**9-6.00 PREARBITRATION MEDIATION****9-6.01**

The board and the union may agree to proceed with prearbitration mediation for grievances. To this end, the parties shall forward to the records office a joint notice specifying, where applicable, the name of the mediator chosen from the list of arbitrators found in clause 9-2.01.

The parties may agree to submit a request to the Secrétariat du travail to assign a person to act in this capacity, rather than use the services of the records office to designate a mediator.

**9-6.02**

The mediator shall attempt to have the parties reach a settlement. If this occurs, the mediator shall take note of it, document it in writing and file a copy with the records office. The settlement shall bind the parties.

**9-6.03**

The records office shall file two (2) copies with the Secrétariat du travail.

**9-6.04**

This procedure applies to all groups of grievances agreed on by the board and the union.

**9-6.05**

Failure to settle all the grievances in the prearbitration mediation procedure, unresolved grievances shall be dealt with according to either arbitration procedure prescribed in article 9-2.00.

**9-6.06**

The mediator cannot act as arbitrator in the arbitration of grievances which have not been the subject of a settlement in the prearbitration mediation stage, unless the parties have agreed otherwise, in writing, prior to mediation.

**9-6.07**

The fees and expenses of an arbitrator mandated to act as mediator shall be assumed equally by the parties.

**CHAPTER 10-0.00 SPECIAL PROVISIONS CONCERNING CERTAIN EMPLOYEES****10-1.00 EMPLOYEES WORKING WITHIN THE FRAMEWORK OF ADULT EDUCATION OR VOCATIONAL EDUCATION COURSES****10-1.01**

The clauses of this article and those to which this article refers specifically apply within the framework of adult education or vocational education courses under the jurisdiction of the board:

- a) to employees working in addition to or outside their regular working hours;
- b) to persons who, although not regular employees of the board, are hired by the board to work exclusively therein.

This article does not apply to an employee of the board carrying out work related to the normal operation of an adult education or vocational education centre or subcentre.

Notwithstanding the preceding paragraph, the employee of the board hired because of a temporary increase in the number of admissions to a course not exceeding twenty-four (24) months and the employee hired to carry out work related to a course offered on a temporary basis shall not be considered as carrying out work related to the normal operation of such a centre or subcentre.

However, the employee who has a status of regular employee on the date on which the agreement is signed shall retain such a status and the rights attached thereto.

An employee in surplus may be used as a priority in the context of adult education or vocational education course sessions.

**10-1.02**

- a) This employee shall be remunerated for each hour worked at an hourly rate corresponding to the average rate (arithmetic mean) of the salary scale corresponding to the class of employment attributed to him or her. If the salary scale provides only a single rate, the employee shall be remunerated at that rate.

The salary rate applicable to him or her shall be increased by eleven percent (11%) in lieu of all fringe benefits, namely, paid legal holidays, salary insurance benefits and sick-leave days. As regards vacation, the employee shall receive, for each hour worked, an amount equal to eight percent (8%) of the salary received. These amounts shall be paid at each pay period. If the employee already benefits from the provisions of article 5-6.00 of the agreement, the rate of eleven percent (11%) shall be increased to fifteen percent (15%).

- b) However, the employee who is called to carry out, within the framework of adult education or vocational education courses, work corresponding to his or her class of employment shall receive, for each hour worked, his or her basic hourly rate, the said rate increased by fifteen percent (15%) in lieu of all fringe benefits and, in particular, of the vacation benefits if this rate is higher than that provided under paragraph a) of this clause.
- c) Notwithstanding the provisions contained in the preceding paragraphs, if an employee receives a remuneration higher than that provided above under an agreement concluded between the union and the board, his or her remuneration shall be that paid on the date of the coming into force of the agreement for as long as such remuneration remains higher.
- d) Moreover, the employee referred to in paragraph b) of clause 10-1.01 shall benefit from the following:
- 1-1.00 Objective of the Agreement
  - 1-2.00 Relevant definitions
  - 1-3.00 Respect for Human Rights and Freedoms
  - 1-4.00 Sexual Harassment
  - 1-5.00 Psychological Harassment
  - 1-6.00 Workplace Violence
  - 1-7.00 Use of Information and Communication Technologies
  - 2-2.00 Fringe benefits of the position granted to an employee who holds or occupies one or more positions
  - 2-3.00 Recognition
  - 3-1.00 Posting
  - 3-2.00 Union Meetings and Use of Board Premises for Union Purposes
  - 3-3.00 Documentation
  - 3-4.00 Union System
  - 3-5.00 Union Representation
  - 3-7.00 Union Dues
  - 4-1.00 Labour Relations Committee
  - 4-2.00 Section I – Governing Board
  - 5-4.00 Parental Rights: according to the terms and conditions prescribed in Appendix VIII provided that the employee was hired for a predetermined period of more than six (6) consecutive months
  - 5-8.00 Civil Responsibility
  - 5-9.00 Work Accidents and Occupational Diseases: paragraph b) of clause 5-9.21 only
  - 6-3.00 Salary
  - 6-4.00 Travel Expenses
  - 6-7.00 Payment of Salary
  - 7-1.00 Procedure for filling a permanently vacant or newly created position: provisions of subparagraphs e) and f) of paragraph 2) of clause 7-1.18 only
  - 8-1.00 Seniority
  - 8-4.00 Disciplinary Measures (with the necessary changes)
  - 8-5.00 Health and Safety
  - 8-6.00 Clothing and Uniforms
  - 8-7.00 Technological Changes

11-3.00	Relevant local arrangements
11-4.00	Interpretation of Texts
11-5.00	Coming into Force of the Agreement
11-7.00	Relevant appendices
11-8.00	Printing, Distribution and Translation of the Agreement

**10-1.03**

When the board organizes course sessions within the framework of adult education or vocational education, it shall proceed, at least five (5) working days before each session, with a posting indicating the class of employment and inviting employees interested in working with respect to these courses to apply to the authority designated by the board according to the method prescribed. The board shall prepare a list of applicants and forward a copy thereof to the union.

**10-1.04**

Priority shall be granted to the employees covered by the agreement who meet the requirements of the position.

If the number of employees who have applied is greater than the need, priority shall be granted as follows:

- a) first, to the employee of the institution who performs, during his or her regular workday, work similar to that required within the framework of adult education or vocational education courses;
- b) according to seniority, from among the employees who perform, during the regular workday, work similar to that required within the framework of adult education or vocational education courses;
- c) according to seniority, from among the employees whose regular class of employment is similar to that required within the framework of adult education or vocational education courses;
- d) according to seniority, from among the other employees meeting the requirements of the position.

If the board fails to fill the position according to the preceding provisions, it shall recall the employees referred to in paragraph b) of clause 10-1.01. First, the board shall recall by place of work, class of employment, seniority and number of weekly working hours employees laid off for less than eighteen (18) months and second, by class of employment, seniority and number of weekly working hours employees laid off for less than eighteen (18) months who requested in writing to be registered on a list at the board.

Failing which, the board may hire any other external candidate of its choice.

**10-1.05**

The employee shall maintain his or her right of recall for a period of eighteen (18) months following his or her layoff.

**10-1.06**

The claim duly signed by an employee under clause 10-1.02 shall be paid within a maximum time limit of one month after it is submitted. The board shall provide the forms.

**10-1.07**

The employee or person referred to in this article shall be entitled to the grievance and arbitration procedure provided for in the agreement as regards the rights recognized in this article. However, the employee or person referred to in this article dismissed for just cause shall be entitled to the grievance and arbitration procedure described in Chapter 9-0.00 only if he or she has completed the equivalent of sixty (60) days actually worked.

**10-1.08**

When an employee looks after, in addition to or outside of the hours prescribed in his or her schedule, the preparation, cleaning or supervision of rooms during adult education or vocational education course sessions, the provisions of the article "Loan and Rental of Rooms or Halls" apply. Consequently, the employee shall be entitled to the overtime rate, where applicable.

**10-2.00 CAFETERIA EMPLOYEES AND STUDENT SUPERVISORS WORKING FIFTEEN (15) HOURS OR LESS PER WEEK****10-2.01**

Only the following provisions apply to cafeteria employees and student supervisors working fifteen (15) hours or less per week.

**10-2.02**

a) The employees referred to in the preceding clause shall benefit from the following:

- 1-1.00 Objective of the Agreement
- 1-2.00 Relevant definitions
- 1-3.00 Respect for Human Rights and Freedoms
- 1-4.00 Sexual Harassment
- 1-5.00 Psychological Harassment
- 1-6.00 Workplace Violence
- 1-7.00 Use of Information and Communication Technologies
- 2-2.00 Fringe benefits of the position granted to an employee who holds or occupies one or more positions



2-3.00	Recognition
3-1.00	Posting
3-2.00	Union Meetings and Use of Board Premises for Union Purposes
3-3.00	Documentation
3-4.00	Union System
3-5.00	Union Representation
3-7.00	Union Dues
4-1.00	Labour Relations Committee
4-2.00	Section I – Governing Board
5-4.00	Parental Rights: according to the terms and conditions prescribed in Appendix VIII
5-8.00	Civil Responsibility
5-9.00	Work Accidents and Occupational Diseases: paragraph c) of clause 5-9.21 only
6-1.00	Classification Rules
6-2.00	Determination of Step
6-3.00	Salary
6-4.00	Travel Expenses
6-7.00	Payment of Salary
7-1.00	Procedure for filling a permanently vacant or newly created position: provisions of subparagraphs e) and f) of paragraph 2) of clause 7-1.18 only
8-1.00	Seniority
8-4.00	Disciplinary Measures (with the necessary changes)
8-5.00	Health and Safety
8-6.00	Clothing and Uniforms
8-7.00	Technological Changes
11-3.00	Relevant local arrangements
11-4.00	Interpretation of Texts
11-5.00	Coming into Force of the Agreement
11-7.00	Relevant appendices
11-8.00	Printing, Distribution and Translation of the Agreement

- b) The salary rate applicable to these employees shall be increased by eleven percent (11%) in lieu of all fringe benefits, namely, paid legal holidays, salary insurance benefits and sick-leave days.

As regards vacation, these employees shall be entitled to an amount equal to eight percent (8%) of the salary received. The amount shall be paid at each pay period.

### 10-2.03 Lists

- a) Recall lists for first day of class

Recall lists of employees by building, class of employment and seniority

- b) List of employees not recalled to the board

Recall list, by class of employment, of employees laid off for less than eighteen (18) months

c) List of replacement employees

List of replacement employees, by class of employment, who have worked one hundred (100) hours or more in the preceding twelve (12) months and who received a positive evaluation. If the evaluation is not remitted within one hundred (100) hours, it shall be deemed positive.

**10-2.04 Layoffs and recalls for the first day of class**

In the case of a layoff, the board shall proceed by building, class of employment and according to the inverse order of seniority.

In the case of recall, the board shall offer by building, class of employment and seniority set schedules with the greatest number of hours possible in the following manner:

- 1) to employees on the list prescribed in paragraph a) of clause 10-2.03;
- 2) to employees not recalled on the list prescribed in paragraph b) of clause 10-2.03;
- 3) to employees on the list prescribed in paragraph c) of clause 10-2.03;
- 4) to other persons.

The board and the union may agree on other terms and conditions with regard to the movement of personnel of these employees.

**10-2.05 Filling a temporarily vacant, permanently vacant or newly created assignment and additional hours during the year**

The board shall offer a temporarily vacant, permanently vacant or newly created assignment and additional hours during the year in the following manner:

- 1) to the employees on the list prescribed in paragraph a) of clause 10-2.03, including the employees of the school who have not been recalled by class of employment;
- 2) to the employees not recalled on the list prescribed in paragraph b) of clause 10-2.03;
- 3) to the employees on the list prescribed in paragraph c) of clause 10-2.03;
- 4) to other persons.

**10-2.06 Loss of the right of recall**

An employee shall lose his or her right of recall and his or her name shall be struck from the lists prescribed in clause 10-2.03 in the following cases:

- a) resignation;
- b) layoff for eighteen (18) consecutive months;
- c) when he or she refuses or fails to return to work without a valid reason within seven (7) days of a recall to work by registered letter sent to his or her last known address.

**10-2.07**

The employee whose regular workweek is ten (10) hours or less and who, on the date of the coming into force of the agreement, was not affected by the exception provided for in the second paragraph of clause 1-2.14 of the 1975-1979 collective agreement shall retain the status he or she holds under that agreement, provided there has been no break in his or her employment ties since that date.

**10-2.08**

The cafeteria employee and the student supervisor working fifteen (15) hours or less in the employ of the board on the date of the coming into force of the agreement with regular employee status shall retain the status of regular employee occupying a part-time position.

**10-2.09**

The employee shall be entitled to the procedure for settling grievances and arbitration as regards the rights recognized under this article. However, the employee dismissed for just cause shall be entitled to the procedure for settling grievances and arbitration described in Chapter 9-0.00 only if he or she has completed the equivalent of sixty (60) days actually worked or if he or she was in the employ of the board for a period of nine (9) consecutive months, whichever is the lesser.

**CHAPTER 11-0.00 MISCELLANEOUS PROVISIONS****11-1.00 CONTRIBUTIONS TO A SAVINGS INSTITUTION OR CREDIT UNION****11-1.01**

The union shall notify the board of its choice of a single savings institution or credit union for its members. It shall forward the board a standard form authorizing deduction.

**11-1.02**

The board shall assist in facilitating the actual realization of this operation.

**11-1.03**

Thirty (30) days after the savings institution or credit union has forwarded the authorizations for deductions to the board, the board shall deduct from each salary payment of the employee who has signed such an authorization the amount that he or she has indicated as a deduction for deposit in the said savings institution or credit union.

**11-1.04**

Thirty (30) days after an employee has sent a written notice to this effect, the board shall cease to deduct the employee's contribution to the savings institution or credit union.

**11-1.05**

The amounts thus deducted at source shall be forwarded to the savings institution or credit union concerned within eight (8) days of their deduction.

**11-1.06**

The list of changes to be made in deductions shall be accepted only between October 1 and 31 and between February 1 and 28 of each year.

**11-2.00 CONTRIBUTIONS TO THE FONDS DE SOLIDARITÉ DES TRAVAILLEURS DU QUÉBEC****11-2.01**

The union shall notify the board of its intention to encourage employees to contribute to the Fonds de solidarité des travailleurs du Québec. It shall forward a standard membership form to the board.

**11-2.02**

The board shall assist in facilitating the actual realization of this operation by providing membership forms to employees.

**11-2.03**

Thirty (30) days after the Fonds has forwarded the authorization for deductions to the board, the board shall deduct from each salary payment of the employee who has signed such an authorization the amount that he or she has indicated as a deduction for deposit in the Fonds.

**11-2.04**

An employee who wishes to stop his or her contributions shall forward a written notice to the Fonds and a copy must be forwarded to the board. Within thirty (30) days after the board receives such a notice, it shall cease to deduct the employee's contributions to the Fonds.

**11-2.05**

The notices of changes to be made in deductions shall be forwarded to the board only between October 1 and 31 and between February 1 and 28 of each year. The board and the union may agree on other periods.

**11-2.06**

The amounts thus deducted shall be forwarded on a monthly basis to the Fonds. The board shall indicate the name, reference number and social insurance number of each employee contributing to the Fonds.

**11-2.07**

The board shall not be liable for any act or omission, on its part that occurs in the deductions of amounts from the employee's salary under this article.

As soon as the board is informed of any act or omission, it shall attempt to rectify the situation.

**11-3.00 LOCAL ARRANGEMENTS****11-3.01**

Only the articles or clauses specifically identified as such in this article may be the subject of a local arrangement according to the following provisions.

**11-3.02**

No local arrangement may directly or indirectly modify a provision of the agreement which cannot be the subject of a local arrangement.

**11-3.03**

As long as the board and the union have not replaced them by new provisions established according to these stipulations, each corresponding former provision shall continue to apply.

**11-3.04**

The following articles may be the subject of a local arrangement:

- 3-1.00 Posting
- 3-2.00 Union Meetings and Use of Board Premises for Union Purposes
- 3-3.00 Documentation
- 3-4.00 Union System
- 3-5.00 Union Representation
- 3-7.00 Union Dues
- 4-1.00 Labour Relations Committee
- 5-8.00 Civil Responsibility
- 5-10.00 Leaves of Absence Without Salary
- 6-4.00 Travel Expenses
- 6-6.00 Loan and Rental of Rooms or Halls
- 6-7.00 Payment of Salary
- 7-5.00 Contracting Out
- 8-5.00 Health and Safety
- 8-6.00 Clothing and Uniforms
- 9-3.00 Grievances and Arbitration Dealing Only with Matters Which Could be the Subject of a Local Arrangement
- 11-1.00 Contributions to a Savings Institution or Credit Union
- 11-2.00 Contributions to the Fonds de solidarité des travailleurs du Québec

**11-3.05**

In the case of the following articles, only the clauses and other provisions specifically identified may be the subject of a local arrangement:

- 2-1.00 Field of Application: paragraph d) of clause 2-1.01 concerning an employee working within the framework of a special project
- 5-1.00 Special Leaves: subparagraph h) of clause 5-1.01 concerning any other reason which obliges an employee to be absent from work
- 5-2.00 Paid Legal Holidays: clause 5-2.02 concerning the distribution of days before July 1 of each year

- 5-3.00 Provision relating to the redeemability of the bank of sick-leave days redeemable under the second paragraph of clause 5-3.39
- 5-6.00 Vacation: clauses 5-6.02 to 5-6.07
- 5-7.00 Training and Professional Improvement: clauses 5-7.01 to 5-7.09 as regards professional improvement activities
- 6-5.00 Premiums: clause 6-5.01 (night shift premium) and clauses 6-5.05 to 6-5.07
- 7-1.00 Movement of Personnel: the time limit prescribed in clause 7-1.17, clauses 7-1.04 and 7-1.20 and clauses 7-1.11 to 7-1.15
- 7-3.00 Security of Employment: clause 7-3.08 as regards the choice of the employee who is absent and cannot be reached
- 8-2.00 Workweek and Working Hours: clauses 8-2.07 to 8-2.09
- 8-3.00 Overtime: clauses 8-3.02, 8-3.03, 8-3.04 and 8-3.08
- 8-4.00 Disciplinary Measures: article 8-4.00, excluding clause 8-4.06
- 8-7.00 Technological Changes: article 8-7.00, excluding clauses 8-7.01 and 8-7.07
- 8-8.00 Software Changes

**11-3.06**

To be considered valid, an agreement must meet the following requirements:

- a) it must be concluded within a time limit of one hundred and twenty (120) days of the date of the coming into force of the agreement; the parties may agree to extend this time limit;
- b) it must be in writing;
- c) the board and the union must sign it through their authorized representatives;
- d) any clause thus modified must appear in the agreement;
- e) it must be filed in accordance with the provisions of section 72 of the Labour Code (CQLR, chapter C-27);
- f) the date of application of the agreement must be stipulated therein and may in no case be prior to the coming into force of the agreement and, unless provided otherwise, the agreement shall be valid for the term of this agreement.

**11-3.07**

No provision of this article may give rise to the right to strike or to lockout nor may it lead to a dispute as defined in the Labour Code (CQLR, chapter C-27).

**11-3.08**

Any local arrangement may be cancelled or replaced by a written agreement between the board and the union which must meet the requirements of paragraphs b), c), d), e) and f) of clause 11-3.06.

**11-3.09**

At the union's request, the board shall release, without loss of salary or reimbursement, a maximum of three (3) employees designated by the union in order to participate in the joint meetings required to discuss the provisions arising from this article. An employee must notify his or her immediate superior.

**11-3.10**

The board or union may give an eight (8)-day written notice of its intention to meet the other party for the purposes of discussing the replacement of one or more provisions of the agreement which could be the subject of local arrangements within the prescribed time limits, if any.

**11-3.11**

Moreover, any provision of the agreement which specifically so stipulates may be the subject of a local arrangement under the conditions prescribed in this article.

**11-4.00 INTERPRETATION OF TEXTS****11-4.01**

The French text constitutes the official text of the agreement.

**11-4.02**

The expression "1990-1995 collective agreement" means the 1990-1991 agreement and its extensions until June 30, 1995.

**11-4.03**

The expression "2000-2002 collective agreement" means the 2000-2002 agreement and its extension until June 30, 2003.



**11-5.00 COMING INTO FORCE OF THE AGREEMENT****11-5.01**

The agreement shall come into force on the date it is signed and shall expire on March 31, 2020. It shall have no retroactive effect, unless indicated otherwise.

**11-5.02**

The employee employed by the board between April 1, 2015 and the date on which the agreement is signed is entitled to a retroactive amount equal to the difference, if it is positive, between the salary or, as the case may be, the amount to which he or she would have been entitled taking into account his or her active service or the number of hours remunerated during that period and the amounts already paid by the board between April 1, 2015 and the date on which the agreement is signed.

**11-5.03**

Subject to clause 11-5.05, the retroactive amounts resulting from the application of clause 11-5.02 shall be paid no later than sixty (60) days<sup>1</sup> of the date on which the agreement is signed.

**11-5.04**

No later than one hundred and twenty (120) days of the date on which the agreement comes into force, the board shall provide the union with a list of employees who have left its employ between April 1, 2015 and the date on which the agreement is signed including the latest known address.

**11-5.05**

The employee whose employment ended between April 1, 2015 and the date on which the agreement is signed must submit his or her request for payment of the amount owing under clause 11-5.02 within four (4) months of receiving the list prescribed in clause 11-5.04. In the event of the employee's death, the request may be made by his or her beneficiaries.

**11-5.06**

Unless specifically provided otherwise, the agreement replaces every former collective agreement concluded between the board and the union.

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<sup>1</sup> For the purposes of applying the 2015-2020 collective agreement, retroactive amounts due shall be paid before September 30, 2016.

**11-5.07**

However, the working conditions prescribed in the agreement shall continue to apply until the signing of a new agreement.

**11-6.00 REPRISALS AND DISCRIMINATION****11-6.01**

No board or union representative shall be subjected to any sort of reprisal or discrimination during or following the carrying out of his or her duties.

**11-7.00 APPENDICES****11-7.01**

The appendices are an integral part of the agreement unless specified otherwise.

**11-8.00 PRINTING, DISTRIBUTION AND TRANSLATION OF THE AGREEMENT****11-8.01**

The provincial negotiating employer group party shall make available the agreement, the amendments, if any, and the Classification Plan as soon as possible after the coming into force of the agreement on the Internet site of the Management Negotiating Committee for English-language School Boards (CPNCA).

The agreement shall be printed at the expense of the CPNCA in a sufficient quantity for the provincial negotiating union group and its affiliated unions only.

**11-8.02**

The English translation of the official French text, amendments, if any, and the Classification Plan shall also be available to the employees and unions concerned.

**11-8.03**

The board must, in each building, make available to employees a computer so that they may consult the agreement, the amendments, if any, and the Classification Plan on the CPNCA Website.

Moreover, the board shall make available a printed version in French and in English of the agreement and amendments, if any, in each room used by support staff employees for their break period.

**11-8.04**

The time limits prescribed in the grievance procedure shall begin as soon as the union group receives its copies.

**IN WITNESS WHEREOF**, the parties have signed in Montréal on this 30<sup>th</sup> day of June 2016 the provisions negotiated and agreed between the Management Negotiating Committee for English-language School Boards (CPNCA) and the Syndicat des employées et employés professionnels-les et de bureau (SEP-B-Québec) affiliated with the Québec Federation of Labour (QFL) on behalf of the unions representing support staff of English-language school boards of Québec.

**FOR THE EMPLOYER GROUP****FOR THE UNION GROUP**

(signed) Sébastien Proulx

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Sébastien Proulx  
Minister of Education, Recreation and Sports

(signed) Joanne Simoneau-Polenz

---

Joanne Simoneau-Polenz  
President, CPNCA

(signed) Éric Bergeron

---

Éric Bergeron  
Vice-president, CPNCA

(signed) Jennifer Maccarone

---

Jennifer Maccarone  
President, QESBA

(signed) Ariane Constant

---

Ariane Constant  
Negotiator, CPNCA

(signed) Marie-Claude Boudreault

---

Marie-Claude Boudreault  
Spokesperson, CPNCA

(signed) Johanne Plourde

---

Johanne Plourde  
President, Conseil national du soutien scolaire  
Negotiator

(signed) Marc-André Morin

---

Marc-André Morin  
Negotiator

(signed) Jean-François Labonté

---

Jean-François Labonté  
Negotiator

(signed) Pierre Gérin-Roze

---

Pierre Gérin-Roze  
Spokesperson

## APPENDIX I

## HOURLY SALARY SCALES AND RATES

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## HOURLY SALARY SCALES AND RATES

### I- CATEGORY OF TECHNICAL AND PARATECHNICAL SUPPORT POSITIONS

#### I-1 Subcategory of Technical Support Positions

Class of employment: **Nurse (4206)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	23.09	23.44	23.85	24.33	23.70
2	23.92	24.28	24.70	25.19	24.73
3	24.81	25.18	25.62	26.13	25.82
4	25.71	26.10	26.56	27.09	26.96
5	26.69	27.09	27.56	28.11	28.15
6	27.64	28.05	28.54	29.11	29.38
7	28.67	29.10	29.61	30.20	30.68
8	29.74	30.19	30.72	31.33	32.02
9	30.83	31.29	31.84	32.48	33.23
10	31.97	32.45	33.02	33.68	34.48
11	33.15	33.65	34.24	34.92	35.77
12	34.37	34.89	35.50	36.21	37.13



Class of employment: **Social Work Technician (4208)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	22.31	22.64	23.04	23.50	23.12
2	22.99	23.33	23.74	24.21	23.97
3	23.72	24.08	24.50	24.99	24.88
4	24.45	24.82	25.25	25.76	25.78
5	25.25	25.63	26.08	26.60	26.73
6	25.98	26.37	26.83	27.37	27.73
7	26.81	27.21	27.69	28.24	28.74
8	27.62	28.03	28.52	29.09	29.80
9	28.50	28.93	29.44	30.03	30.72
10	29.35	29.79	30.31	30.92	31.65
11	30.30	30.75	31.29	31.92	32.62
12	31.25	31.72	32.28	32.93	33.61

Class of employment: **Laboratory Technician (4209)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	19.39	19.68	20.02	20.42	22.59
2	19.98	20.28	20.63	21.04	23.27
3	20.60	20.91	21.28	21.71	23.96
4	21.25	21.57	21.95	22.39	24.68
5	21.94	22.27	22.66	23.11	25.42
6	22.58	22.92	23.32	23.79	26.17
7	23.29	23.64	24.05	24.53	26.96
8	24.02	24.38	24.81	25.31	27.77
9	24.75	25.12	25.56	26.07	28.41
10	25.53	25.91	26.36	26.89	29.09
11	26.31	26.70	27.17	27.71	29.77
12	27.13	27.54	28.02	28.58	30.46

Class of employment: **Administration Technician (4211)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	18.43	18.71	19.04	19.42	22.23
2	19.03	19.32	19.66	20.05	22.89
3	19.81	20.11	20.46	20.87	23.58
4	20.49	20.80	21.16	21.58	24.27
5	21.32	21.64	22.02	22.46	25.00
6	22.05	22.38	22.77	23.23	25.74
7	22.96	23.30	23.71	24.18	26.52
8	23.81	24.17	24.59	25.08	27.13
9	24.69	25.06	25.50	26.01	27.76
10	25.63	26.01	26.47	27.00	28.38
11	26.58	26.98	27.45	28.00	29.05
12	27.60	28.01	28.50	29.07	

Class of employment: **Graphic Arts Technician (4279)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	17.94	18.21	18.53	18.90	21.90
2	18.53	18.81	19.14	19.52	22.55
3	19.29	19.58	19.92	20.32	23.22
4	19.97	20.27	20.62	21.03	23.91
5	20.78	21.09	21.46	21.89	24.61
6	21.49	21.81	22.19	22.63	25.36
7	22.37	22.71	23.11	23.57	25.92
8	23.20	23.55	23.96	24.44	26.51
9	24.06	24.42	24.85	25.35	27.10
10	24.96	25.33	25.77	26.29	27.70
11	25.88	26.27	26.73	27.26	
12	26.90	27.30	27.78	28.34	

Class of employment: **Audiovisual Technician (4212)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	17.59	17.85	18.16	18.52	21.90
2	18.34	18.62	18.95	19.33	22.55
3	18.94	19.22	19.56	19.95	23.22
4	19.63	19.92	20.27	20.68	23.91
5	20.33	20.63	20.99	21.41	24.61
6	21.07	21.39	21.76	22.20	25.36
7	21.79	22.12	22.51	22.96	25.92
8	22.64	22.98	23.38	23.85	26.51
9	23.50	23.85	24.27	24.76	27.10
10	24.37	24.74	25.17	25.67	27.70
11	25.23	25.61	26.06	26.58	
12	26.18	26.57	27.03	27.57	

Class of employment: **Building Technician (4213)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	19.39	19.68	20.02	20.42	22.74
2	19.98	20.28	20.63	21.04	23.51
3	20.60	20.91	21.28	21.71	24.31
4	21.25	21.57	21.95	22.39	25.12
5	21.94	22.27	22.66	23.11	25.98
6	22.58	22.92	23.32	23.79	26.84
7	23.29	23.64	24.05	24.53	27.77
8	24.02	24.38	24.81	25.31	28.70
9	24.75	25.12	25.56	26.07	29.49
10	25.53	25.91	26.36	26.89	30.30
11	26.31	26.70	27.17	27.71	31.14
12	27.13	27.54	28.02	28.58	31.99

Class of employment: **Documentation Technician (4205)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	18.58	18.86	19.19	19.57	22.23
2	19.35	19.64	19.98	20.38	22.89
3	19.98	20.28	20.63	21.04	23.58
4	20.72	21.03	21.40	21.83	24.27
5	21.47	21.79	22.17	22.61	25.00
6	22.23	22.56	22.95	23.41	25.74
7	22.99	23.33	23.74	24.21	26.52
8	23.91	24.27	24.69	25.18	27.13
9	24.81	25.18	25.62	26.13	27.76
10	25.72	26.11	26.57	27.10	28.38
11	26.66	27.06	27.53	28.08	29.05
12	27.60	28.01	28.50	29.07	

Class of employment: **Braille Technician (4228)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	17.91	18.18	18.50	18.87	21.90
2	18.62	18.90	19.23	19.61	22.55
3	19.23	19.52	19.86	20.26	23.22
4	19.96	20.26	20.61	21.02	23.91
5	20.67	20.98	21.35	21.78	24.61
6	21.42	21.74	22.12	22.56	25.36
7	22.14	22.47	22.86	23.32	25.92
8	23.01	23.36	23.77	24.25	26.51
9	23.91	24.27	24.69	25.18	27.10
10	24.79	25.16	25.60	26.11	27.70
11	25.66	26.04	26.50	27.03	
12	26.62	27.02	27.49	28.04	

Class of employment: **Special Education Technician (4207)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	22.31	22.64	23.04	23.50	23.12
2	22.99	23.33	23.74	24.21	23.97
3	23.72	24.08	24.50	24.99	24.88
4	24.45	24.82	25.25	25.76	25.78
5	25.25	25.63	26.08	26.60	26.73
6	25.98	26.37	26.83	27.37	27.73
7	26.81	27.21	27.69	28.24	28.74
8	27.62	28.03	28.52	29.09	29.80
9	28.50	28.93	29.44	30.03	30.72
10	29.35	29.79	30.31	30.92	31.65
11	30.30	30.75	31.29	31.92	32.62
12	31.25	31.72	32.28	32.93	33.61

Class of employment: **Electronics Technician (4277)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	19.39	19.68	20.02	20.42	22.59
2	19.98	20.28	20.63	21.04	23.27
3	20.60	20.91	21.28	21.71	23.96
4	21.25	21.57	21.95	22.39	24.68
5	21.94	22.27	22.66	23.11	25.42
6	22.58	22.92	23.32	23.79	26.17
7	23.29	23.64	24.05	24.53	26.96
8	24.02	24.38	24.81	25.31	27.77
9	24.75	25.12	25.56	26.07	28.41
10	25.53	25.91	26.36	26.89	29.09
11	26.31	26.70	27.17	27.71	29.77
12	27.13	27.54	28.02	28.58	30.46

Class of employment: **Vocational Training Technician (4281)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	19.39	19.68	20.02	20.42	22.23
2	19.98	20.28	20.63	21.04	22.89
3	20.60	20.91	21.28	21.71	23.58
4	21.25	21.57	21.95	22.39	24.27
5	21.94	22.27	22.66	23.11	25.00
6	22.58	22.92	23.32	23.79	25.74
7	23.29	23.64	24.05	24.53	26.52
8	24.02	24.38	24.81	25.31	27.13
9	24.75	25.12	25.56	26.07	27.76
10	25.53	25.91	26.36	26.89	28.38
11	26.31	26.70	27.17	27.71	29.05
12	27.13	27.54	28.02	28.58	

Class of employment: **Food Management Technician (4276)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	20.55	20.86	21.23	21.65	22.23
2	21.20	21.52	21.90	22.34	22.89
3	21.81	22.14	22.53	22.98	23.58
4	22.39	22.73	23.13	23.59	24.27
5	23.08	23.43	23.84	24.32	25.00
6	23.76	24.12	24.54	25.03	25.74
7	24.38	24.75	25.18	25.68	26.52
8	25.06	25.44	25.89	26.41	27.13
9	25.80	26.19	26.65	27.18	27.76
10	26.49	26.89	27.36	27.91	28.38
11	27.39	27.80	28.29	28.86	29.05
12	28.13	28.55	29.05	29.63	

Class of employment: **Data Processing Technician (4204)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	20.27	20.57	20.93	21.35	22.59
2	20.98	21.29	21.66	22.09	23.27
3	21.60	21.92	22.30	22.75	23.96
4	22.36	22.70	23.10	23.56	24.68
5	23.09	23.44	23.85	24.33	25.42
6	23.83	24.19	24.61	25.10	26.17
7	24.58	24.95	25.39	25.90	26.96
8	25.40	25.78	26.23	26.75	27.77
9	26.25	26.64	27.11	27.65	28.41
10	27.09	27.50	27.98	28.54	29.09
11	27.98	28.40	28.90	29.48	29.77
12	28.91	29.34	29.85	30.45	30.46

Class of employment: **Data Processing Technician, principal class (4278)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	24.24	24.60	25.03	25.53	23.12
2	25.10	25.48	25.93	26.45	23.97
3	25.88	26.27	26.73	27.26	24.88
4	26.82	27.22	27.70	28.25	25.78
5	27.71	28.13	28.62	29.19	26.73
6	28.63	29.06	29.57	30.16	27.73
7	29.72	30.17	30.70	31.31	28.74
8	30.75	31.21	31.76	32.40	29.80
9	31.85	32.33	32.90	33.56	30.72
10					31.65
11					32.62
12					33.61

Class of employment: **Recreational Activities Technician (4214)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	17.59	17.85	18.16	18.52	22.23
2	18.34	18.62	18.95	19.33	22.89
3	18.94	19.22	19.56	19.95	23.58
4	19.63	19.92	20.27	20.68	24.27
5	20.33	20.63	20.99	21.41	25.00
6	21.07	21.39	21.76	22.20	25.74
7	21.79	22.12	22.51	22.96	26.52
8	22.64	22.98	23.38	23.85	27.13
9	23.50	23.85	24.27	24.76	27.76
10	24.37	24.74	25.17	25.67	28.38
11	25.23	25.61	26.06	26.58	29.05
12	26.18	26.57	27.03	27.57	

Class of employment: **School Organization Technician (4215)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	20.10	20.40	20.76	21.18	22.23
2	20.72	21.03	21.40	21.83	22.89
3	21.36	21.68	22.06	22.50	23.58
4	22.03	22.36	22.75	23.21	24.27
5	22.75	23.09	23.49	23.96	25.00
6	23.40	23.75	24.17	24.65	25.74
7	24.14	24.50	24.93	25.43	26.52
8	24.91	25.28	25.72	26.23	27.13
9	25.68	26.07	26.53	27.06	27.76
10	26.42	26.82	27.29	27.84	28.38
11	27.32	27.73	28.22	28.78	29.05
12	28.13	28.55	29.05	29.63	



Class of employment: **Psychometry Technician (4216)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	18.58	18.86	19.19	19.57	22.23
2	19.35	19.64	19.98	20.38	22.89
3	19.98	20.28	20.63	21.04	23.58
4	20.72	21.03	21.40	21.83	24.27
5	21.47	21.79	22.17	22.61	25.00
6	22.23	22.56	22.95	23.41	25.74
7	22.99	23.33	23.74	24.21	26.52
8	23.91	24.27	24.69	25.18	27.13
9	24.81	25.18	25.62	26.13	27.76
10	25.72	26.11	26.57	27.10	28.38
11	26.66	27.06	27.53	28.08	29.05
12	27.60	28.01	28.50	29.07	

Class of employment: **Day Care Service Technician (4285)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	18.58	18.86	19.19	19.57	22.23
2	19.35	19.64	19.98	20.38	22.89
3	19.98	20.28	20.63	21.04	23.58
4	20.72	21.03	21.40	21.83	24.27
5	21.47	21.79	22.17	22.61	25.00
6	22.23	22.56	22.95	23.41	25.74
7	22.99	23.33	23.74	24.21	26.52
8	23.91	24.27	24.69	25.18	27.13
9	24.81	25.18	25.62	26.13	27.76
10	25.72	26.11	26.57	27.10	28.38
11	26.66	27.06	27.53	28.08	29.05
12	27.60	28.01	28.50	29.07	

Class of employment: **School Transportation Technician (4280)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	17.94	18.21	18.53	18.90	21.90
2	18.53	18.81	19.14	19.52	22.55
3	19.29	19.58	19.92	20.32	23.22
4	19.97	20.27	20.62	21.03	23.91
5	20.78	21.09	21.46	21.89	24.61
6	21.49	21.81	22.19	22.63	25.36
7	22.37	22.71	23.11	23.57	25.92
8	23.20	23.55	23.96	24.44	26.51
9	24.06	24.42	24.85	25.35	27.10
10	24.96	25.33	25.77	26.29	27.70
11	25.88	26.27	26.73	27.26	
12	26.90	27.30	27.78	28.34	

Class of employment: **Interpreter-Technician (4230)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	20.91	21.22	21.59	22.02	22.74
2	21.59	21.91	22.29	22.74	23.51
3	22.27	22.60	23.00	23.46	24.31
4	23.04	23.39	23.80	24.28	25.12
5	23.80	24.16	24.58	25.07	25.98
6	24.53	24.90	25.34	25.85	26.84
7	25.33	25.71	26.16	26.68	27.77
8	26.19	26.58	27.05	27.59	28.70
9	27.02	27.43	27.91	28.47	29.49
10	27.93	28.35	28.85	29.43	30.30
11	28.81	29.24	29.75	30.35	31.14
12	29.77	30.22	30.75	31.37	31.99

**I-2 Subcategory of Paratechnical Support Positions**Class of employment: **Laboratory Attendant (4218)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	16.59	16.84	17.13	17.47	20.20
2	17.00	17.26	17.56	17.91	20.53
3	17.39	17.65	17.96	18.32	20.86
4	17.81	18.08	18.40	18.77	21.21
5	18.21	18.48	18.80	19.18	21.55

Class of employment: **Day Care Service Educator (4284)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	18.42	18.70	19.03	19.41	20.98
2	19.06	19.35	19.69	20.08	21.48
3	19.73	20.03	20.38	20.79	22.01
4	20.39	20.70	21.06	21.48	22.54
5	21.07	21.39	21.76	22.20	23.08
6	21.81	22.14	22.53	22.98	23.65
7	22.55	22.89	23.29	23.76	24.22

Class of employment: **Day Care Service Educator, principal class (4288)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	21.94	22.27	22.66	23.11	21.62
2	22.58	22.92	23.32	23.79	22.16
3	23.26	23.61	24.02	24.50	22.74
4	23.97	24.33	24.76	25.26	23.31
5	24.65	25.02	25.46	25.97	23.91
6					24.52
7					25.14
8					25.79
9					26.47

Class of employment: **Nursing Assistant (or those possessing a Diploma in Health, Assistance and Nursing Care) (4217)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	16.86	17.11	17.41	17.76	20.98
2	17.33	17.59	17.90	18.26	21.48
3	17.91	18.18	18.50	18.87	22.01
4	18.53	18.81	19.14	19.52	22.54
5	19.07	19.36	19.70	20.09	23.08
6	19.67	19.97	20.32	20.73	23.65
7	20.35	20.66	21.02	21.44	24.22
8	21.03	21.35	21.72	22.15	
9	21.74	22.07	22.46	22.91	
10	22.55	22.89	23.29	23.76	

Class of employment: **School Transportation Inspector (4282)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	17.47	17.73	18.04	18.40	20.98
2	18.01	18.28	18.60	18.97	21.48
3	18.52	18.80	19.13	19.51	22.01
4	19.09	19.38	19.72	20.11	22.54
5	19.66	19.95	20.30	20.71	23.08
6	20.25	20.55	20.91	21.33	23.65
7	20.88	21.19	21.56	21.99	24.22
8	21.47	21.79	22.17	22.61	
9	22.10	22.43	22.82	23.28	

Class of employment: **Printing Operator (4221)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	16.59	16.84	17.13	17.47	20.20
2	17.14	17.40	17.70	18.05	20.53
3	17.62	17.88	18.19	18.55	20.86
4	18.31	18.58	18.91	19.29	21.21
5	18.81	19.09	19.42	19.81	21.55
6	19.39	19.68	20.02	20.42	
7	19.97	20.27	20.62	21.03	

Class of employment: **Printing Operator, principal class (4229)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	19.39	19.68	20.02	20.42	20.98
2	20.00	20.30	20.66	21.07	21.48
3	20.60	20.91	21.28	21.71	22.01
4	21.29	21.61	21.99	22.43	22.54
5	21.97	22.30	22.69	23.14	23.08
6					23.65
7					24.22

Class of employment: **Data Processing Operator, class I (4202)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	18.45	18.73	19.06	19.44	20.76
2	19.09	19.38	19.72	20.11	21.23
3	19.79	20.09	20.44	20.85	21.72
4	20.54	20.85	21.21	21.63	22.20
5	21.30	21.62	22.00	22.44	22.70
6	22.07	22.40	22.79	23.25	23.22

Class of employment: **Data Processing Operator, principal class (4201)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	22.07	22.40	22.79	23.25	21.28
2	22.84	23.18	23.59	24.06	21.80
3	23.62	23.97	24.39	24.88	22.35
4	24.38	24.75	25.18	25.68	22.91
5	25.22	25.60	26.05	26.57	23.48
6	26.08	26.47	26.93	27.47	24.06
7	26.95	27.35	27.83	28.39	24.65
8					25.27

Class of employment: **Attendant for Handicapped Students (4286)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	17.26	17.52	17.83	18.19	20.20
2	17.76	18.03	18.35	18.72	20.53
3	18.27	18.54	18.86	19.24	20.86
4	18.88	19.16	19.50	19.89	21.21
5	19.40	19.69	20.03	20.43	21.55
6	19.96	20.26	20.61	21.02	

Class of employment: **Binder (4283)**

Week: 35 hours

Steps	Rate until 2016-03-31	Rate 2016-04-01 to 2017-03-31	Rate 2017-04-01 to 2018-03-31	Rate 2018-04-01 to 2019-04-01	Rate as of 2019-04-02
	\$	\$	\$	\$	\$
	20.78	21.09	21.46	21.89	20.79

Class of employment: **Student Supervisor (4223)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	18.86	19.14	19.47	19.86	20.55
2	19.32	19.61	19.95	20.35	20.98
3	19.77	20.07	20.42	20.83	21.42
4	20.22	20.52	20.88	21.30	21.87
5	20.69	21.00	21.37	21.80	22.35

Class of employment: **Swimming Pool Supervisor (4226)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	17.26	17.52	17.83	18.19	20.20
2	17.76	18.03	18.35	18.72	20.53
3	18.27	18.54	18.86	19.24	20.86
4	18.88	19.16	19.50	19.89	21.21
5	19.40	19.69	20.03	20.43	21.55
6	19.96	20.26	20.61	21.02	



**II- CATEGORY OF ADMINISTRATIVE SUPPORT POSITIONS**Class of employment: **Buyer (4107)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	20.78	21.09	21.46	21.89	21.28
2	21.38	21.70	22.08	22.52	21.80
3	22.06	22.39	22.78	23.24	22.35
4	22.82	23.16	23.57	24.04	22.91
5	23.50	23.85	24.27	24.76	23.48
6	24.15	24.51	24.94	25.44	24.06
7					24.65
8					25.27

Class of employment: **Office Agent, class II (4103)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-19</b>	<b>Rates 2016-03-20 to 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$	\$
1	18.00	18.01	18.28	18.60	18.97	19.98
2	18.44	18.45	18.73	19.06	19.44	20.25
3	18.86	18.87	19.15	19.49	19.88	20.55
4	19.30	19.31	19.60	19.94	20.34	20.84

Class of employment: **Office Agent, class I (4102)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	18.91	19.19	19.53	19.92	20.76
2	19.55	19.84	20.19	20.59	21.23
3	20.17	20.47	20.83	21.25	21.72
4	20.91	21.22	21.59	22.02	22.20
5	21.59	21.91	22.29	22.74	22.70
6					23.22

Class of employment: **Office Agent, principal class (4101)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	21.20	21.52	21.90	22.34	21.62
2	21.82	22.15	22.54	22.99	22.16
3	22.53	22.87	23.27	23.74	22.74
4	23.30	23.65	24.06	24.54	23.31
5	24.01	24.37	24.80	25.30	23.91
6	24.65	25.02	25.46	25.97	24.52
7					25.14
8					25.79
9					26.47

Class of employment: **Office Assistant (4114)**

Week: 35 hours

Steps	Rate until 2016-03-19	Rate 2016-03-20 to 2016-03-31	Rate 2016-04-01 to 2017-03-31	Rate 2017-04-01 to 2018-03-31	Rate 2018-04-01 to 2019-04-01	Rate as of 2019-04-02
	\$	\$	\$	\$	\$	\$
	18.22	18.24	18.51	18.83	19.21	19.69

Class of employment: **Storekeeper, class II (4110)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	16.59	16.84	17.13	17.47	19.73
2	17.00	17.26	17.56	17.91	19.91
3	17.39	17.65	17.96	18.32	20.06
4	17.81	18.08	18.40	18.77	20.22

Class of employment: **Storekeeper, class I (4109)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	18.09	18.36	18.68	19.05	20.55
2	18.71	18.99	19.32	19.71	20.98
3	19.35	19.64	19.98	20.38	21.42
4	19.97	20.27	20.62	21.03	21.87
5	20.63	20.94	21.31	21.74	22.35

Class of employment: **Storekeeper, principal class (4108)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	20.60	20.91	21.28	21.71	21.28
2	21.35	21.67	22.05	22.49	21.80
3	22.06	22.39	22.78	23.24	22.35
4	22.82	23.16	23.57	24.04	22.91
5	23.51	23.86	24.28	24.77	23.48
6	24.31	24.67	25.10	25.60	24.06
7	25.14	25.52	25.97	26.49	24.65
8					25.27

Class of employment: **Reprography Operator (4118)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	18.59	18.87	19.20	19.58	20.20
2	19.06	19.35	19.69	20.08	20.53
3	19.49	19.78	20.13	20.53	20.86
4	19.96	20.26	20.61	21.02	21.21
5					21.55

Class of employment: **Reprography Operator, principal class (4117)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	18.31	18.58	18.91	19.29	20.98
2	18.95	19.23	19.57	19.96	21.48
3	19.62	19.91	20.26	20.67	22.01
4	20.28	20.58	20.94	21.36	22.54
5	20.97	21.28	21.65	22.08	23.08
6	21.68	22.01	22.40	22.85	23.65
7	22.43	22.77	23.17	23.63	24.22

Class of employment: **Secretary (4113)**

Week: 35 hours

<b>Steps</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
1	17.93	18.20	18.52	18.89	20.55
2	18.47	18.75	19.08	19.46	20.98
3	18.99	19.27	19.61	20.00	21.42
4	19.59	19.88	20.23	20.63	21.87
5	20.15	20.45	20.81	21.23	22.35
6	20.75	21.06	21.43	21.86	

Class of employment: **School or Centre Secretary (4116)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	18.91	19.19	19.53	19.92	20.98
2	19.48	19.77	20.12	20.52	21.48
3	20.06	20.36	20.72	21.13	22.01
4	20.65	20.96	21.33	21.76	22.54
5	21.30	21.62	22.00	22.44	23.08
6	21.92	22.25	22.64	23.09	23.65
7	22.56	22.90	23.30	23.77	24.22

Class of employment: **Executive Secretary (4111)**

Week: 35 hours

Steps	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
1	20.58	20.89	21.26	21.69	20.98
2	21.22	21.54	21.92	22.36	21.48
3	21.88	22.21	22.60	23.05	22.01
4	22.55	22.89	23.29	23.76	22.54
5					23.08
6					23.65
7					24.22

**III- CATEGORY OF LABOUR SUPPORT POSITIONS****III-1 Subcategory of Qualified Workman Positions**

Week: 38.75 hours

<b>Classes of employment</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
<b>Trade Apprentice, 1<sup>st</sup> year</b> (5133)	16.51	16.76	17.05	17.39	17.95
<b>Trade Apprentice, 2<sup>nd</sup> year</b> (5134)	17.03	17.29	17.59	17.94	18.57
<b>Trade Apprentice, 3<sup>rd</sup> year</b> (5135)	17.60	17.86	18.17	18.53	19.19
<b>Trade Apprentice, 4<sup>th</sup> year</b> (5136)	18.21	18.48	18.80	19.18	19.81
<b>Cabinetmaker</b> (5102)	23.12	23.47	23.88	24.36	24.76
<b>Electrician</b> (5104)	23.12	23.47	23.88	24.36	24.76
<b>Electrician, principal class</b> (5103)	24.57	24.94	25.38	25.89	26.83
<b>Master Pipe Mechanic</b> (5114)	24.57	24.94	25.38	25.89	24.76
<b>Stationary Engineer, class IV</b> (5110)	19.18	19.47	19.81	20.21	23.87
<b>Stationary Engineer, class III</b> (5109)	21.25	21.57	21.95	22.39	23.87
<b>Stationary Engineer, class II</b> (5108)	23.36	23.71	24.12	24.60	24.76
<b>Stationary Engineer, class I</b> (5107)	24.11	24.47	24.90	25.40	25.77
<b>Mechanic, class II</b> (5137)	21.49	21.81	22.19	22.63	23.87
<b>Mechanic, class I</b> (5106)	23.12	23.47	23.88	24.36	25.77
<b>Carpenter</b> (5116)	22.10	22.43	22.82	23.28	23.87
<b>Certified Maintenance Workman</b> (5117)	22.10	22.43	22.82	23.28	23.87
<b>Painter</b> (5118)	20.50	20.81	21.17	21.59	21.44
<b>Locksmith</b> (5120)	21.04	21.36	21.73	22.16	23.00

**Support Staff****216****SEPB-Québec - QFL (\$10)**

Week: 38.75 hours

<b>Classes of employment</b>	<b>Rates until 2016-03-31</b>	<b>Rates 2016-04-01 to 2017-03-31</b>	<b>Rates 2017-04-01 to 2018-03-31</b>	<b>Rates 2018-04-01 to 2019-04-01</b>	<b>Rates as of 2019-04-02</b>
	\$	\$	\$	\$	\$
<b>Welder (5121)</b>	23.12	23.47	23.88	24.36	24.76
<b>Specialized Shop Mechanic (5125)</b>	23.12	23.47	23.88	24.36	25.77
<b>Pipe Fitter (5115)</b>	23.12	23.47	23.88	24.36	24.76
<b>Glazier-Installer-Mechanic (5126)</b>	21.25	21.57	21.95	22.39	23.00



**III-2 Subcategory of Maintenance and Service Positions**

Week: 38.75 hours

Classes of employment	Rates until 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$
<b>Heavy Vehicle Driver Assistant (5309)</b>	17.81	18.08	18.40	18.77	20.19
<b>Trades Helper (5334)</b>	18.21	18.48	18.80	19.18	19.69
<b>Caretaker, class II (5302)</b>	18.99	19.27	19.61	20.00	20.79
<b>Caretaker, class I (5301)</b>	20.92	21.23	21.60	22.03	21.44
<b>Night Caretaker, class II (5304)</b>	18.50	18.78	19.11	19.49	20.79
<b>Night Caretaker, class I (5303)</b>	20.14	20.44	20.80	21.22	21.44
<b>Light Vehicle Driver (5310)</b>	17.81	18.08	18.40	18.77	20.19
<b>Heavy Vehicle Driver (5308)</b>	20.33	20.63	20.99	21.41	21.44
<b>Cook, class III (5313)</b>	20.31	20.61	20.97	21.39	22.20
<b>Cook, class II (5312)</b>	21.25	21.57	21.95	22.39	24.76
<b>Cook, class I (5311)</b>	22.10	22.43	22.82	23.28	25.77
<b>Guard (5316)</b>	17.00	17.26	17.56	17.91	19.37
<b>Gardener (5321)</b>	19.18	19.47	19.81	20.21	22.20
<b>Maintenance Workman, class II (5318)</b>	17.39	17.65	17.96	18.32	19.37
<b>Maintenance Workman, class I (5317)</b> (Window Installer, Tile Setter, Sander, Metal Locker Repairman)	18.99	19.27	19.61	20.00	20.79

Week: 38.75 hours

Classes of employment	Rates until 2016-03-19	Rates 2016-03-20 to 2016-03-31	Rates 2016-04-01 to 2017-03-31	Rates 2017-04-01 to 2018-03-31	Rates 2018-04-01 to 2019-04-01	Rates as of 2019-04-02
	\$	\$	\$	\$	\$	\$
<b>General Kitchen Helper</b> (5306)	18.22	18.24	18.51	18.83	19.21	19.69
<b>Laundryman</b> (5307)	17.57	17.87	18.14	18.46	18.83	19.37
<b>Maintenance Workman, class III</b> (5319) (Domestic Help)	17.85	17.87	18.14	18.46	18.83	19.37

**APPENDIX II****MOVING EXPENSES**

1. The provisions of this appendix aim to determine that to which the employee who can benefit from a reimbursement of his or her moving costs is entitled as moving expenses within the framework of relocation as provided for in article 7-3.00.
2. Moving expenses shall not be applicable to an employee unless the Provincial Relocation Bureau accepts that the relocation of the employee necessitates moving.

Moving shall be deemed necessary if it takes place and if the distance between the employee's new place of work and former domicile is greater than sixty-five (65) kilometres.

**Transportation costs of furniture and of personal effects**

3. The board shall assume, upon presentation of supporting vouchers, the costs incurred for the transportation of the furniture and personal effects of the employee concerned, including the wrapping, unwrapping and the costs of the insurance premium or the costs of towing a mobile home, on the condition that he or she supply, in advance, at least two (2) detailed quotations of the costs to be incurred.
4. However, the board shall not pay the cost of transporting the employee's personal vehicle unless the location of his or her new domicile is inaccessible by road. Moreover, the cost of transporting a boat, a canoe, etc. shall not be reimbursed by the board.

**Storage**

5. When the move from one domicile to another cannot take place directly because of uncontrollable reasons, other than the construction of a new domicile, the board shall pay the costs of storing the employee's furniture and personal effects and those of his or her dependents for a period not exceeding two (2) months.

**Concomitant moving expenses**

6. The board shall pay a moving allowance of seven hundred and fifty dollars (\$750) to any transferred employee who maintains a dwelling in compensation for the concomitant moving expenses (carpets, draperies, disconnection and installation of electrical appliances, cleaning, babysitting fees, etc.), unless the employee is assigned to a location where complete facilities are placed at his or her disposal by the board.

If an employee does not have a dwelling, the board shall pay him or her an allowance of two hundred dollars (\$200).

**Compensation for lease**

7. The employee referred to in paragraph 1 shall also be entitled, where applicable, to the following compensation: for the abandonment of a dwelling without a written lease, the board shall pay the equivalent of one month's rent. If there is a lease, the board shall indemnify the employee who must terminate his or her lease and for which the landlord demands compensation to a maximum of three (3) months' rent. In both cases, the employee must attest that the landlord's request is well-founded and present supporting vouchers.
8. If the employee chooses to sublet his or her dwelling himself or herself, reasonable costs for advertising the sublease shall be assumed by the board.

**Reimbursement of expenses inherent to the sale of a house**

9. The board shall reimburse, relative to the sale of the relocated employee's principal house-residence, the following expenses:
  - a) the real estate agent's fees, upon presentation of the contract with the real estate agent immediately after its signing, of the sales contract and the account of the agent's fees;
  - b) the cost of notarized deeds chargeable to the employee for the purchase of a house for the purpose of residence at his or her place of assignment on the condition that the employee is already the proprietor of his or her house at the time of the transfer and that the said house be sold;
  - c) the penalty for breach of mortgage, if need be;
  - d) the proprietor's transfer tax payable to the municipality, if need be.
10. When the house of the relocated employee, although it has been put up for sale at a reasonable price, is not sold at the time when the employee must enter a new agreement for lodging, the board shall not reimburse the costs for looking after the unsold house. However, in this case, upon presentation of supporting vouchers, the board shall reimburse for a period not exceeding three (3) months the following expenses:
  - a) municipal and school taxes;
  - b) interest on the mortgage;
  - c) cost of the insurance premium.

11. In the case where a relocated employee chooses not to sell his or her principal house-residence, he or she may benefit from the provisions of this paragraph in order to avoid a double financial burden due to the fact that his or her principal house-residence is not rented at the time when he or she must assume new obligations to live in the area of his or her assignment. The board shall pay him or her for the period in which his or her principal house-residence is not rented the amount of his or her new rent, up to a period of three (3) months, upon presentation of the leases. Moreover, the board shall reimburse him or her for the reasonable costs of advertisement and the costs of no more than two (2) trips incurred for the renting of his or her principal house-residence upon presentation of supporting vouchers and in accordance with the regulation concerning travel expenses in effect at the board.

#### **Travel and accommodation expenses**

12. When the move from one domicile to another cannot take place directly because of uncontrollable reasons, other than the construction of a new residence, the board shall reimburse the employee for his or her accommodation expenses for himself or herself and his or her family in accordance with the regulation concerning travel expenses in effect at the board for a period not exceeding two (2) weeks.
13. If the move is delayed with the authorization of the board or if the employee's spouse and minor child or children are not relocated immediately, the board shall assume the employee's transportation costs to visit his or her family every two (2) weeks up to five hundred (500) kilometres, if the distance to be covered is equal to or less than five hundred (500) kilometres return trip and, once a month, if the return trip to be covered exceeds five hundred (500) kilometres up to a maximum of sixteen hundred (1600) kilometres.
14. The moving expenses prescribed in this appendix shall be reimbursed by the original school board within sixty (60) days of the employee's presentation of supporting vouchers.

An employee who feels wronged by the application of this appendix shall retain his or her right of grievance according to the procedure described in article 9-1.00 even if the agreement no longer applies to him or her.

APPENDIX III

SABBATICAL LEAVE WITH DEFERRED SALARY

CONTRACT SIGNED

BETWEEN

\_\_\_\_\_ SCHOOL BOARD

HEREINAFTER CALLED THE BOARD

AND

SURNAME: \_\_\_\_\_ GIVEN NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HEREINAFTER CALLED THE EMPLOYEE

**Sabbatical Leave with Deferred Salary****I Duration of contract**

This contract comes into force on \_\_\_\_\_ and expires on \_\_\_\_\_.

The contract may expire on a different date under the circumstances and according to the terms and conditions prescribed in sections V to XI herein.

**II Duration of sabbatical leave**

The duration of the sabbatical leave shall be \_\_\_\_\_, that is, from \_\_\_\_\_ to \_\_\_\_\_.

On returning to the board, the employee shall be reinstated in his or her position. If his or her position was abolished or if the employee was transferred in accordance with the agreement, the employee shall be entitled to the benefits he or she would have received had he or she been at work.

In the case of the employee in surplus who is relocated to another employer during the term of this contract, the contract shall be transferred to the new employer unless the latter refuses, in which case the provisions of section V herein apply; however, the board, in applying section V, shall not claim any money from the employee who must reimburse the board with which he or she signed this contract.

The duration of the leave must be for at least six (6) consecutive months and cannot be interrupted under any circumstances, regardless of the duration prescribed in clause 5-11.02.

During the sabbatical leave, the employee cannot receive any remuneration from the board or from another person or company with which the board has ties other than the amount corresponding to the percentage of his or her salary determined in section III for the term of the contract.

Notwithstanding any provision concerning benefits and conditions of which employees may avail themselves during the contract, the sabbatical leave must start no later than six (6) years from the date on which the employee's salary began to be deferred.

**III Salary**

During each of the years referred to in this contract, the employee shall receive \_\_\_\_% of the salary he or she would have received under the agreement.

(The percentage applicable is indicated in clause 5-11.02 of the agreement.)

**IV Benefits**

- a) During each of the years of this contract, the employee shall benefit, insofar as he or she is normally entitled to it, from the following:
  - life insurance plan;
  - health insurance plan;
  - accumulation of redeemable sick-leave days, where applicable, according to the percentage of the salary to which he or she is entitled under the provisions of section III herein;
  - accumulation of seniority;
  - accumulation of experience.
- b) During the sabbatical leave, the employee shall not be entitled to any of the premiums prescribed in the agreement. During each of the other months of this contract, he or she shall be entitled, where applicable, to all of these premiums, without taking into account the decrease in his or her salary under section III.
- c) For the purposes of vacation, the sabbatical leave shall constitute active service. It is understood that, during the term of the contract, including the sabbatical leave, vacation shall be remunerated at the salary rate prescribed in section III herein.
- d) Each of the years referred to in this contract shall apply as a period of service for the purposes of the pension plans currently in force and the average salary is determined on the basis of the salary that the employee would have received had he or she not taken part in the sabbatical leave with deferred salary.
- e) During each of the years of this contract, the employee shall be entitled to all the other benefits of his or her agreement which are not incompatible with the provisions of this contract.
- f) The board shall maintain its contribution to the Québec Pension Plan, Employment Insurance Plan, Québec Health Insurance Plan, Québec Parental Insurance Plan and the Occupational Health and Safety Plan for the term of the leave.



**V Retirement, withdrawal or resignation of the employee**

In the event of the retirement, withdrawal or resignation of the employee, this contract shall expire on the date of such retirement, withdrawal or resignation under the conditions described hereinafter:

**a) The employee has already taken a sabbatical leave (salary paid in excess)**

The employee shall reimburse<sup>1</sup> the board an amount equal to the difference between the salary received during the contract and the salary to which he or she would be entitled for the same period had his or her leave not been remunerated.

A reimbursement shall not include any interest.

**b) The employee has not taken a sabbatical leave (salary not paid)**

The board shall reimburse the employee, for the term of the contract, an amount equal to the difference between the salary to which he or she would have been entitled under the agreement had he or she not signed the contract and the salary received, without interest, by virtue of this contract.

**c) The sabbatical leave is in progress**

The amount owing by one party or the other shall be calculated in the following manner:

- Salary received by the employee during the term of the contract minus the salary to which he or she would have been entitled for the same period if his or her leave (elapsed period) had not been remunerated. If the result obtained is positive, the employee shall reimburse the amount to the board; if the result obtained is negative, the board shall reimburse the amount to the employee.

A reimbursement shall not include any interest.

**VI Layoff or dismissal of the employee**

In the event of the layoff or dismissal of the employee, this contract shall expire on the effective date of such layoff or dismissal. The conditions prescribed in subparagraph a), b) or c) of section V then apply.

**VII Leave without salary and temporary layoff**

During the term of the contract, the total leaves without salary authorized and temporary layoffs prescribed in the agreement cannot exceed twelve (12) months. In this case, the duration of this contract shall be extended accordingly.

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<sup>1</sup> The board and the employee may agree on the terms and conditions of reimbursement.

However, if the total leaves without salary and temporary layoffs exceed twelve (12) months, the agreement shall expire on the twelfth (12<sup>th</sup>) month and the provisions of section V of this contract apply.

### **VIII Placement in surplus of the employee**

In the case of the employee who is placed in surplus during the contract, he or she shall continue to participate in the plan.

In the case of the employee who is relocated to another employer in the education sector, the provisions of section II herein concerning the relocated employee apply.

### **IX Death of the employee**

In the event of the employee's death during the term of this contract, the contract shall expire on the date of the employee's death and the conditions prescribed in section V shall apply by making the necessary changes. However, the board shall not make any monetary claim, if the employee is required to reimburse the board as a result of the application of the provisions of section V.

### **X Disability**

#### **a) Disability develops during the sabbatical leave**

For the purposes of applying the provisions of clause 5-3.31, disability shall be considered as beginning on the date the employee returns to work and not during the sabbatical leave.

However, he or she shall be entitled, during his or her sabbatical leave, to the salary according to the percentage determined in this contract.

At the end of the leave, if he or she is still disabled, he or she would be entitled to a salary insurance benefit resulting from the application of the provisions of clause 5-3.31 based on the salary determined in this contract. Should the employee still be disabled at the expiry of this contract, he or she shall receive a salary insurance benefit based on his or her regular salary.

#### **b) Disability develops after the employee has taken his or her sabbatical leave**

The employee shall continue to participate in this contract and the salary insurance benefit under clause 5-3.31 shall be based on the salary determined in this contract. Should he or she still be disabled at the expiry of this contract, he or she shall then receive a salary insurance benefit based on his or her regular salary.

**c) Disability develops before the leave is taken and still exists at the time when the leave is supposed to take place**

In this case, the employee concerned may avail himself or herself of one of the following choices:

1. He or she may continue to participate in this contract and defer the leave until such time as he or she is no longer disabled. The employee shall then receive his or her salary insurance benefit under clause 5-3.31 on the basis of the salary determined in this contract.

In the event that the disability still exists during the last year of the contract, the contract may then be interrupted as of the beginning of the last year until the end of the disability. During that period of interruption, the employee shall be entitled to the salary insurance benefit under clause 5-3.31 based on his or her regular salary.

2. He or she may terminate the contract and thus receive the salary that has not been paid (paragraph b) of section V). The salary insurance benefit under clause 5-3.31 shall be based on his or her regular salary.

**d) Disability lasts for more than two years**

At the end of the two (2)-year period, this contract shall expire and the conditions prescribed in section V shall then apply by making the necessary changes. However, the board shall not make any monetary claim, if the employee is required to reimburse the board as a result of the application of the provisions of section V.

**XI Employment injury or work accident**

In the case of an employment injury or work accident, the provisions of article 5-9.00 shall apply on the date of the event; the employee may avail himself or herself of one of the following choices:

1. Interrupt the contract until he or she returns to work; however, the contract shall expire after a two (2)-year interruption period and the provisions of section V herein shall apply.
2. Terminate the contract on the date of the employment injury or work accident, the provisions of section V herein shall then apply.

**XII Maternity leave (twenty (20) or twenty-one (21) weeks), paternity leave (five (5) weeks) and adoption leave (five (5) weeks)**

1. If the maternity, paternity or adoption leave takes place before or after the leave is taken, the employee shall interrupt his or her participation for a maximum period of twenty (20) or twenty-one (21) weeks, as the case may be, for the maternity leave or five (5) weeks for the paternity or adoption leave; the contract shall then be extended accordingly, the provisions of article 5-4.00 of the agreement shall apply, and the benefits under that article shall be established on the basis of the regular salary.
2. However, if the maternity, paternity or adoption leave takes place before the leave is taken, the employee may terminate this contract and thus receive the salary that has not been paid (subparagraph b) of section V). The benefits under article 5-4.00 of the agreement shall be based on his or her regular salary.

**IN WITNESS WHEREOF**, the parties have signed in \_\_\_\_\_ on this \_\_\_\_ day of the month of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
For the school board

\_\_\_\_\_  
Employee

The board shall forward a certified true copy of the agreement to the union.

**APPENDIX IV****CLASSIFICATION OF CERTAIN EMPLOYEES**

This appendix applies solely to the employees for whom the agreement constitutes the first agreement and to the employees who receive a first accreditation before March 31, 2020.

In this case, the board shall send an employee a notice confirming the class of employment and the step he or she holds and shall also send a copy to the union.

The employee whose classification has been confirmed and who claims that the duties he or she is required to perform principally and customarily by the board correspond to a different class of employment may submit a classification grievance within ninety (90) days after he or she receives his or her classification notice. The grievance may also be lodged by the union which must state the reasons for the disagreement. The board shall reply to the employee and a copy shall be sent to the union within thirty (30) working days of the receipt of the classification grievance.

In the case of an unsatisfactory reply or failing a reply within the time limit prescribed, the employee or the union may, within thirty (30) working days of the expiry of the time limit prescribed for the reply, submit a grievance to arbitration according to the procedure prescribed in clause 6-1.15.

In this case only, the arbitrator's mandate shall be to determine the class of employment in the Classification Plan in which the employee should have been classified and the salary step. If the arbitrator cannot establish similarity between the characteristic duties the employee is required to perform principally and customarily by the board and a class of employment in the Classification Plan, the provisions of clauses 6-1.07 to 6-1.17 apply.

This decision shall be retroactive to the accreditation date even if the latter is prior to April 1, 2015; in this case, the applicable scales are those in effect for each year of the agreement ending on March 31, 2015.

**APPENDIX V**

**GRIEVANCES AND ARBITRATION BEFORE THE DATE OF THE  
COMING INTO FORCE OF THE AGREEMENT**

Any grievance which arose before the date of the coming into force of the agreement shall be settled according to the procedure prescribed in the former agreement.

Any arbitrator appointed under the agreement shall be deemed competent to sit for any grievance which arose prior to the signing of the agreement.

**APPENDIX VI****RELOCATION**

The parties to this agreement may set up a parity committee within sixty (60) days of the date of the coming into force of the agreement.

The committee's mandate shall be to:

- 1- study the cases of employees who are obliged to be relocated for a second time following the application of the provisions of article 7-3.00;
- 2- make recommendations to the Provincial Relocation Bureau concerning the aforementioned cases.

The committee shall be composed of six (6) members:

- three (3) representatives appointed by the provincial negotiating employer group;
- three (3) representatives appointed by the provincial negotiating union group.

The Provincial Relocation Bureau must apply the unanimous recommendations submitted in writing by the committee members.

**APPENDIX VII****PARENTAL RIGHTS****Amendments made to parental rights**

Should amendments be made to the Québec Parental Insurance Plan, the Employment Insurance Act (S.C. 1996, c. 23) or the Act respecting labour standards (CQLR, chapter N-1.1) with respect to parental rights, the parties agree to meet to discuss the possible implications of the amendments on the current parental rights plan.



**APPENDIX VIII****SPECIAL PROVISIONS CONCERNING PARENTAL RIGHTS**

This appendix applies to an employee specifically referred to in a provision of the agreement under the conditions mentioned therein. The employee shall benefit from parental rights subject to the following terms and conditions:

1. to be eligible for parental rights, an employee must have worked at the board for at least twenty (20) weeks during the twelve (12) months preceding the leave;
2. an employee shall benefit from parental rights only for the period during which he or she would have actually worked;
3. an employee shall not be entitled to the provisions of article 5-4.00 concerning the extension of the maternity leave, paternity leave or adoption leave other than those prescribed in paragraph b) of clause 5-4.38 under the terms and conditions stipulated therein;
4. the employee's weekly salary is the average weekly salary of the last five (5) months; the layoff period shall not be taken into account in calculating the average weekly salary;
5. the employees referred to in subparagraph 3) of paragraph b) of clause 2-1.01 who have not worked for six (6) months since their hiring as well as the employees referred to in articles 10-1.00 and 10-2.00 shall not be entitled to the provisions of clause 5-4.18 and the special leave provided for in clause 5-4.24 shall be without salary.

**APPENDIX IX****CONTRACT CONCERNING A LOAN OF SERVICE BETWEEN A SCHOOL BOARD, AN EMPLOYEE AND A COMMUNITY ORGANIZATION**

1. The organization shall engage the services of the employee for the purposes of this contract for the period from \_\_\_\_\_ to \_\_\_\_\_.
2. The employee shall benefit, for the duration of this contract, from a leave with salary in accordance with the terms and conditions of payment prescribed in his or her board.
3. The employee agrees that the provisions concerning paid legal holidays, working days, work schedule, vacation and overtime applicable to him or her during the period covered by this contract shall be those prescribed in the organization for the group of employees to which he or she belongs. In the case of overtime, the cost shall be borne by the organization.
4. The employee shall be entitled, for the duration of this contract, to the benefits to which he or she would be entitled under his or her agreement had he or she actually been working in his or her board, provided that they be compatible with his or her new working conditions and the provisions of this contract.

**Concordance provisions**

- a) In the case where, during the loan of service, the number of paid legal holidays granted by the organization is less than that to which the employee is entitled under his or her agreement, the board shall pay the employee the paid legal holidays thus lost in accordance with the provisions of the agreement.
  - b) In the case of the employee who is unable to use all the vacation days prescribed under his or her agreement as a result of this contract, the vacation days thus lost shall be recovered upon his or her return to the board in accordance with the agreement.
5. For the duration of this contract as provided for in article 1, the organization shall reimburse the board, on a monthly basis, fifty percent (50%) of the employee's salary according to the board's monthly invoice.
  6. If the organization fails to pay the amounts indicated in article 5 within the time limits allotted, this contract shall be cancelled automatically and the employee shall return to the board.
  7. One of the parties may terminate this contract, provided that it has given the other two (2) parties a ten (10)-day written notice.
  8. On returning to the board, the employee shall be reinstated in his or her position. If the position was abolished or if the employee was displaced under the agreement, the employee shall be entitled to the benefits he or she would have received had he or she been at work.

**APPENDIX X****PROVISIONS OF PARAGRAPH 2) OF CLAUSE 7-1.18**

The board and the union may agree, in writing, to proceed in a manner other than according to the inverse order of seniority or according to seniority in applying the provisions of subparagraphs a) and b) of paragraph 2) of clause 7-1.18. Failing a written agreement between the board and the union, the provisions of paragraph 2) of clause 7-1.18 of the agreement apply.

## TERMS AND CONDITIONS FOR APPLYING THE PROGRESSIVE RETIREMENT PLAN

- <sup>1</sup> If an employee occupies a position of a cyclical or seasonal nature, the number of hours worked cannot be less than forty percent (40%) of the regular hours worked on an annual basis.

8. During the progressive retirement period, the employee shall accumulate seniority and experience as if he or she had not availed himself or herself of the plan.
9. During the progressive retirement period, the board shall pay its share of the contribution to the health insurance plan on the basis of the employee's time worked prior to the agreement. For the term of the agreement, the employee shall be entitled to the standard life insurance plan to which he or she was entitled prior to the agreement.
10. During the progressive retirement period, the employee shall be considered, for the purpose of movement of personnel under article 7-3.00, on the basis of his or her time worked prior to the beginning of the plan. However, the salary protection provided for in clause 7-3.18 shall be calculated on the basis of the number of hours worked during the period covered by the plan.
11. The board and the employee shall sign, where applicable, the agreement stipulating the terms and conditions relating to the progressive retirement plan.
12. During the progressive retirement period, the pensionable salary, for the purpose of the pension plans (CSSP, RREGOP and TPP) for the years or parts of years specified in the agreement is that the employee would have received or, for a period during which salary insurance benefits were paid, would have been entitled to receive had he or she not availed himself or herself of the plan. The service credited for the purpose of the pension plans (CSSP, RREGOP and TPP) is that which would have been credited to the employee had he or she not availed himself or herself of the plan.
13. For the duration of the agreement, the employee and the board must pay their share of the contributions to the pension plan on the basis of the applicable salary as if the employee had not availed himself or herself of the plan.
14. Except for the preceding provisions, the employee who avails himself or herself of the progressive retirement plan shall be governed by the provisions of the agreement applicable to a part-time employee when the number of weekly working hours determined in the agreement is less than seventy-five percent (75%) of the duration of the regular workweek prescribed for his or her job category.
15. Where applicable, the number of hours not worked per week by the employee participating in the plan shall be filled, where applicable, under clause 7-1.22 or 7-1.27 of the agreement, as the case may be.
16. Upon the expiry of the agreement, the employee shall be considered as having resigned and shall be pensioned off.

**PROGRESSIVE RETIREMENT PLAN**

**AGREEMENT CONCLUDED**

**BETWEEN**

The \_\_\_\_\_ School Board

hereinafter called the board

**AND**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Address: \_\_\_\_\_

hereinafter called the employee

**SUBJECT: PROGRESSIVE RETIREMENT PLAN**

**1. Period covered by the progressive retirement plan**

This agreement comes into force on \_\_\_\_\_ and expires on \_\_\_\_\_.

The agreement can expire on another date under the circumstances and according to terms and conditions prescribed in clauses 3 and 4 found hereinafter.

## 2. Time worked

For the duration of the agreement, the number of hours worked<sup>1</sup> by the employee shall be equal to \_\_\_\_% of the duration of the regular workweek or represents, in the case of a reduction of the time worked on an annual basis, a number of regular hours worked equal to \_\_\_\_% of the regular hours worked in relation to the work year, that is, from \_\_\_\_\_ to \_\_\_\_\_ for each fiscal year of the agreement.

Notwithstanding the preceding paragraph, the board and the employee may agree to change the percentage provided, however, that the number of hours worked is not less than forty percent (40%) of the regular workweek provided for the employee's class of employment.

## 3. Changes to the dates set for the beginning and expiry of the agreement

Should the employee not be eligible to retire upon the expiry of the agreement because of circumstances beyond his or her control as stipulated by regulation, the length of the agreement shall be extended to the date on which he or she shall be entitled to a pension, even if the total progressive retirement period exceeds five (5) years.

Any changes to the dates set for the beginning and expiry of the agreement must have the prior approval of Retraite Québec.

## 4. Nullity or termination of the agreement

- a) In the event of the retirement, resignation, layoff, dismissal or death of the employee or, where applicable, upon expiry of the extension agreed to under clause 3, the agreement shall expire on the date on which the event occurs.
- b) The same applies in the event of the employee's withdrawal which can only occur with the approval of the board.
- c) The agreement shall also terminate if the employee is relocated to another employer as a result of the application of the provisions of the agreement, unless the new employer agrees to continue the agreement according to the terms and conditions which it determines and provided that such a continuation meets the approval of Retraite Québec.
- d) If the agreement becomes null or terminates because of the circumstances mentioned previously or stipulated by regulation, the pensionable salary, the credited service and the contributions shall be determined for each of these circumstances in the manner stipulated by regulation.

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<sup>1</sup> If an employee occupies a position of a cyclical or seasonal nature or works, the number of hours worked cannot be less than forty percent (40%) of the regular hours worked on an annual basis.

**IN WITNESS WHEREOF**, the parties have signed in \_\_\_\_\_ on this \_\_\_\_ day of the month of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
For the school board

\_\_\_\_\_  
Employee

The board shall forward a certified true copy of the agreement to the union.



**APPENDIX XII****CONTINUATION OF PAID LEGAL HOLIDAY PLAN AT THE  
RIVERSIDE SCHOOL BOARD**

For the purposes of applying clause 5-2.05 of the agreement and subject to paragraph g) of clause 2-1.01, employees working for the Riverside School Board shall continue to benefit from the number of paid legal holidays prescribed in the school calendar.

**APPENDIX XIII****WORKING TIME REDUCTION PROGRAM**

1. The working time reduction program enables an employee to improve his or her quality of life while permitting the board to effect savings which could result in the protection of jobs.
2. The program is optional. Only employees who hold full-time positions with the board and who are not on another leave under the agreement at the time of their participation in the program shall be eligible.
3. The board may, upon an employee's written request, reduce his or her working time for a period agreed upon without however exceeding twelve (12) months.

The leave may be renewed under the same conditions and according to the same terms and conditions as those prescribed in the preceding paragraph.

4. The board and the employee shall agree on a reduced number of working hours and shall establish a work schedule on the basis of one of the options listed hereinafter or any other option:

a) **Technical and paratechnical support staff and administrative support staff**

- 32 hours over 4 days
- 30 hours over 4 or 5 days
- 31 1/2 hours over 4 1/2 days

b) **Labour support staff**

- 34 hours over 4 days
- 35 hours over 5 days
- 36 hours over 4 days

c) A reduction of one day from the regular workweek

d) A reduction of the number of working days in the school year, namely:

- predetermined days per month (e.g. 2 days per month)
- or
- a predetermined number of days (e.g. 30 days) in the school calendar on dates agreed upon.

5. With the agreement of the board, the employee may cease to participate in the program.
6. The salary including all other benefits shall be calculated in proportion to the time worked during the program. However, an employee shall be entitled to the vacation period prescribed in the agreement as if he or she were not participating in the program.

Notwithstanding the preceding paragraph, the employee's status shall be maintained for the duration of the program.

7. The employee shall continue to accumulate his or her seniority while he or she participates in the program.
8. The hours worked by an employee who participates in the program in addition to those prescribed in his or her schedule shall be considered as overtime, provided they exceed the number of hours of his or her regular workweek in effect prior to his or her participation in the program.
9. During the period when the working time is reduced as prescribed in the program, the board shall continue to pay its contributions to Retraite Québec for the employee who continues to pay his or her required contributions, under the applicable pension plan, up to a maximum of twenty percent (20%) of full-time on a yearly basis. Subsequently, a full year of service and an equivalent pensionable salary shall be recognized for the employee.
10. To be eligible for the program, an employee must have completed at least thirty-six (36) months of service with the board or another employer covered by RREGOP, TPP or CSSP.

Moreover, the cumulative absences without pay of the employee concerned must not exceed five (5) years in the course of his or her career. Any maternity, paternity or adoption leave of which an employee availed himself or herself up to a maximum of three (3) years shall not be computed in that period.

11. The working time reduction program is temporary and remains in force until the agreement is renewed.

**APPENDIX XIV****FAMILY RESPONSIBILITIES**

The negotiating union group QFL, on the one hand, and the Government of Québec represented by the Conseil du trésor, on the other hand, recognize herein the close relationship between family and work. In this respect, the parties agree to take into account family and work responsibilities in the organization of work.

For this purpose, the parties shall encourage the sectorial, regional or local parties, as the case may be, to strike a better balance between parental and family responsibilities and work-related responsibilities in determining the working conditions and their application.

**APPENDIX XV****CLOSURE OR MERGER OF DAY CARE SERVICES—SECURITY OF EMPLOYMENT MECHANISM FOR REGULAR EMPLOYEES WORKING IN A DAY CARE SERVICE****1. Total closure of a day care service**

- 1.1 In the case of the total closure of a day care service, the board shall reassign the regular employee affected by the closure to a day care service located within a fifty (50)-kilometre radius by road from his or her domicile or place of work. The reassignment shall be effective as of the school year following the closure.
- 1.2 All the positions in the day care service receiving a regular employee affected by the total closure of a day care service become vacant.
- 1.3 When planning positions, the board shall try to maintain twenty (20) students per employee. However, the board must take into account, in the formation of groups, students with handicaps, social maladjustments or learning difficulties. Moreover, a day care service position must include, on a weekly basis, time when students are not present, devoted to the planning, preparation and organization required for services offered to students, school team meetings and follow-up with parents and those involved in intervention efforts.
- 1.4 The board shall offer vacant positions, by class of employment and according to seniority, to employees of the day care service in the following order:
  - regular employees in surplus;
  - regular employees covered by salary protection;
  - tenured regular employees;
  - regular employees;
  - employees.

Employees shall be assigned as follows:

- A) In August and for a period that could extend until September 20, the board shall assign the employee based on its needs. It shall assign to an employee a position, in his or her class of employment, with a number of working hours established on a temporary basis.
- B) No later than September 20, the board shall confirm the number of hours in each position. The positions must include the greatest number of hours possible while taking into account the needs of the service, without exceeding the regular workweek prescribed in clause 8-2.01 and must also include, on a weekly basis, time when students are not present, devoted to the planning, preparation and organization required for services offered to students, school team meetings and follow-up with parents and those involved in intervention efforts.
- C) The board shall offer, by day care service and class of employment, to each employee concerned positions with the greatest number of hours.

1.5 Following the application of the preceding provisions, clauses 7-3.31 to 7-3.35 of the agreement concerning the security of employment mechanism for regular employees working in a day care service apply.

1.6 The board and the union may agree on different terms and conditions.

## **2. Partial closure of a day care service**

2.1 The board may temporarily reassign the employee affected by the partial closure within a fifty (50)-kilometre radius by road from his or her domicile or place of work, until such time as the employee can be reinstated in his or her position.

2.2 The board and the union may agree on different terms and conditions.

## **3. Merger of day care services**

3.1 In the case where two (2) or more day care services merge, the board shall reassign the regular employee affected by the merger within a fifty (50)-kilometre radius by road from his or her domicile or place of work to the designated day care service.

3.2 All the positions in the day care service receiving a regular employee affected by a day care service merger become vacant.

3.3 When planning positions, the board shall try to maintain twenty (20) students per employee. However, the board must take into account, in the formation of groups, students with handicaps, social maladjustments or learning difficulties. Moreover, a day care service position must include, on a weekly basis, time when students are not present, devoted to the planning, preparation and organization required for services offered to students, school team meetings and follow-up with parents and those involved in intervention efforts.

3.4 The board shall offer vacant positions, by class of employment and according to seniority, to employees of the day care service in the following order:

- regular employees in surplus;
- regular employees covered by salary protection;
- tenured regular employees;
- regular employees;
- employees.

Employees shall be assigned as follows:

- A) In August and for a period that could extend until September 20, the board shall assign the employee based on its needs. It shall assign to the employee a position, in his or her class of employment, with a number of hours established on a temporary basis.

- B) No later than September 20, the board shall confirm the number of hours in each position. The positions must include the greatest number of hours possible while taking into account the needs of the service, without exceeding the regular workweek prescribed in clause 8-2.01 and must also include, on a weekly basis, time when students are not present, devoted to the planning, preparation and organization required for services offered to students, school team meetings and follow-up with parents and those involved in intervention efforts.
  - C) The board shall offer to each employee concerned, by day care service and class of employment, positions with the greatest number of hours.
- 3.5 Following the application of the preceding provisions, clauses 7-3.31 to 7-3.35 of the agreement concerning the security of employment mechanism for regular employees working in a day care service apply.
- 3.6 The board and the union may agree on different terms and conditions.

## APPENDIX XVI

## REGIONS AND ENGLISH-LANGUAGE SCHOOL BOARDS

Regions	School Boards
<b>Region 01</b> Du Bas-Saint-Laurent et de la Gaspésie–Îles-de-la-Madeleine	Eastern Shores
<b>Region 02</b> Du Saguenay–Lac-Saint-Jean	
<b>Region 03</b> De la Capitale-Nationale et de la Chaudière-Appalaches	Central Québec
<b>Region 04</b> De la Mauricie et du Centre-du-Québec	
<b>Region 05</b> De l'Estrie	Eastern Townships
<b>Region 06.1</b> De Laval, des Laurentides et de Lanaudière	Sir Wilfrid Laurier
<b>Region 06.2</b> De la Montérégie	New Frontiers Riverside
<b>Region 06.3</b> De Montréal	English Montreal Lester B. Pearson
<b>Region 07</b> De l'Outaouais	Western Québec
<b>Region 08</b> De l'Abitibi-Témiscamingue et du Nord-du-Québec	
<b>Region 09</b> De la Côte-Nord	



**APPENDIX XVII**

**LETTER OF INTENT CONCERNING AN EMPLOYEE'S  
PROBATION PERIOD**

The provincial negotiating parties shall invite the local parties to set up an evaluation process for probationary employees.

**APPENDIX XVIII****PILOT PROJECT—ASSIGNMENT OF WORK PERIODS TO DAY CARE SERVICE EDUCATORS BASED ON SENIORITY**

**WHEREAS** the provincial negotiating parties agree to implement a pilot project in which the work periods in day care services are offered on the basis of seniority, hereinafter called "the Project";

**WHEREAS** the Project aims to ensure quality day care services to students, to facilitate the organization of work, particularly during the scheduling of hours of work and distribution of work periods and to promote the stability and retention of staff affected by the Project;

**WHEREAS** the Project also seeks to ensure that the organization of the hours of work take into account the needs associated with striking a better balance between family and work-related responsibilities and personal life.

**General provisions**

## Data processing resources

- Use of the program "Gestion Horaire-Service de Garde" belonging to the Conseil national de soutien scolaire (CNSS) of the SEP-B-Québec at no cost to school boards for the duration of the Project.
- Training and support for the program "Gestion Horaire-Service de Garde" provided, at no cost, by the union for the duration of the Project.

## School board prerogatives

- Determination of opening and closing hours, lunch periods, etc.;
- Determination of obligatory presence time (morning, noon and afternoon);
- Determination of planning and preparation time.

## Duration of the Project

- The provincial negotiating parties agree that the duration of the Project shall be for at least two (2) years as of the coming into force of the agreement and must include two (2) assignment sessions.

## Total coverage of services

- All the services provided must be covered totally for all day care service work periods

Number of day care services targeted for three (3) school boards

- After consultation, the parties shall determine and choose a representative number of day care services of different sizes and social milieus (between one and four (4) day care services) per school board.

Evaluation of the Project by a joint committee appointed by the local parties

- Evaluation after one year of implementation to identify corrective measures or adjustments required, if any;
- End-of-project evaluation;
- Submission of evaluation report to provincial negotiating parties.

Evaluation subjects

- Stability and retention of staff;
- Absenteeism;
- Simplification of administrative management;
- Impact on tenure and salary protection;
- Level of satisfaction of day care service personnel;
- Level of satisfaction with the program "Gestion Horaire-Service de Garde" for scheduling purposes.

Conflict or dispute resolution

- A conflict resolution structure shall be set up, it being agreed among the local parties that, for the duration of the Project, no dispute linked to the Project may be the subject of a grievance. Should a dispute persist in that no satisfactory solution has been proposed by the local parties, the issue shall be submitted to the provincial negotiating parties.

Follow-up of the Project by provincial negotiating parties

- The provincial negotiating parties shall meet to read and analyze the evaluation report after one year of implementation and, if needed, meet the participating school board or boards.

- The provincial negotiating parties shall meet to consider the evaluation report after one year of implementation prepared by the local parties and, if needed, decide on whether to pursue or end the Project.
  - If the parties agree to pursue the Project:

The provincial negotiating parties shall meet to integrate the new provisions into the agreement.
  - If the parties agree to abandon the Project:

The provisions of the agreement apply.

### **Amendments to certain clauses of the agreement for the purposes of applying the Project**

For the class of employment of day care service educator, paragraphs A), B) and C) of clause 7-3.30 of the agreement are replaced by the following paragraphs:

### **Security of employment mechanism for regular employees working in a day care service**

#### **7-3.30**

When planning positions, the board shall try to maintain twenty (20) students per employee. However, the board must take into account, in the formation of groups, students with handicaps, social maladjustments or learning difficulties. Moreover, a day care service position must include, on a weekly basis, time when students are not present, devoted to the planning, preparation and organization required for services offered to students, school team meetings and follow-up with parents and those involved in intervention efforts.

Employees shall be assigned as follows:

#### **A) Obligatory work periods**

The board shall determine, based on day care service needs, the obligatory weekly work periods that make up the day care service educators' basic schedule. These work periods which are "obligatory" are from Monday to Friday and must include, on a weekly basis, time when students are not present, devoted to the planning, preparation and organization required for services offered to students, school team meetings and follow-up with parents and those involved in intervention efforts.

#### **Variable work periods**

The board shall determine, based on the day care service needs, all other work periods during which day care service educators are required to provide services. These work periods which are "variable" are from Monday to Friday.

- B) In June and for a period which could extend until September 20, the board shall assign, by day care service and according to seniority, the obligatory weekly time periods to day care service educators.

A day care service educator shall complete his or her schedule by choosing from among the available variable work periods. These work periods must be compatible with his or her obligatory work periods without exceeding the regular workweek prescribed in clause 8-2.01.

- C) If, after completing all the obligatory work periods, certain variable work periods remain available, the board shall assign them, according to the inverse order of seniority, to educators for whom these work periods are continuous and compatible with their work schedule. If no continuity is possible, the board shall fill these periods according to the inverse order of seniority.

Should the obligatory and variable work periods not be filled, the board shall create positions that will be offered in a group posting or an assignment session under clause 7-3.37.

- D) At any time, the tenured day care service educator who voluntarily chooses a work schedule in which the number of hours is less than the number of hours he or she previously had, even though variable work periods remain available and compatible with his or her work schedule, shall no longer be covered by salary protection and his or her tenure shall be based on the number of work hours chosen.
- E) No later than September 20, the board shall confirm the number of hours of each position in each day care service.

**APPENDIX XIX**

**TRANSITIONAL PROVISIONS**

**Fringe benefits granted to an employee who holds or occupies one or more positions**

Article 2-2.00 shall come into force on July 1, 2016, but shall have no retroactive effect.

The provincial negotiating parties agree to meet no later than June 30, 2017 in order to study and evaluate the application of article 2-2.00 and, if need be, make any modifications or adjustments.

**APPENDIX XX<sup>1</sup>****PROVINCIAL COMMITTEE CONCERNING STUDENTS WITH HANDICAPS, SOCIAL MALADJUSTMENTS OR LEARNING DIFFICULTIES**

Within sixty (60) days of the signing of this agreement, a provincial committee of no more than twelve (12) members shall be set up. It shall consist, on the one hand, of three (3) representatives of the provincial negotiating employer group and, on the other hand, of a representative of each of the provincial negotiating union groups for each of the employment categories (support, professional and teaching personnel) working regularly with students with handicaps, social maladjustments or learning difficulties in the English-language school boards.

The mandate of the provincial committee shall be to make recommendations dealing with:

- a) the services to be offered to at-risk students and to students with handicaps, social maladjustments or learning difficulties in order to foster their success;
- b) the conditions and organization of work of the personnel in the education sector working with students with special needs.

The committee shall establish its own operating rules and shall set the calendar and location of its meetings. It shall prepare a written report for the provincial negotiating parties within ten (10) months after it is set up, unless the parties agree otherwise.

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<sup>1</sup> This appendix is not an integral part of the agreement.

**APPENDIX XXI****LETTER OF AGREEMENT CONCERNING STUDENTS WITH SEVERE BEHAVIOURAL DIFFICULTIES**

The provincial negotiating parties agree to set up, within sixty (60) days of the coming into force of the agreement, a parity committee composed of two (2) representatives of the CPNCA, two (2) representatives of the SEP-B-Québec and two (2) representatives of the UES-800 and is scheduled to begin work in September 2016.

The mandate of the parity committee shall be to:

- identify, evaluate and analyze the problems experienced by employees working with students in the special education and day care services sectors, focussing on the types of positions and the locations where intervention efforts are required;
- submit to the provincial parties those elements which could facilitate the work of support staff in the special education and day care services sectors.

The committee must submit its recommendations to the provincial negotiating parties no later than December 31, 2016, unless the provincial negotiating parties agree otherwise.



**APPENDIX XXII****LETTER OF AGREEMENT CONCERNING THE ROLL OF THE RECORDS OFFICE OF THE ARBITRATION TRIBUNALS IN THE EDUCATION SECTOR**

The parties agree to confer the following mandates on the records office of the arbitration tribunals in the education sector:

- modify the grievance form so that the union may avail itself of other alternate dispute resolution options, it being understood that the method chosen may be modified after consultation with the records office;
- whenever possible, increase the number of grievances assigned to an arbitrator, scheduled in accordance with the procedure prescribed in clause 9-2.06 when the grievances are entered on the arbitration roll;
- as regards the possibility of assigning one or more replacement grievances, inform the members of the parity committee of the records office of the means adopted to ensure the application of this measure;
- report at least once a year to the parity committee on the number of hearing postponements and the number of grievances assigned as replacements;
- provide the local and provincial parties with an annual report on the active grievance files;
- set up an ongoing procedure for recruiting new arbitrators;
- as regards the implementation of the computerized grievance procedure, offer pertinent training on this procedure and on the practices in effect at the records office, and gather from the parties elements that could facilitate the use of the computerized grievance procedure of the records office.

**APPENDIX XXIII****LETTER OF INTENT CONCERNING THE GOVERNMENT AND PUBLIC EMPLOYEES RETIREMENT PLAN (RREGOP) FOR EMPLOYEES COVERED BY THIS PLAN UNDER THE ACT RESPECTING THE GOVERNMENT AND PUBLIC EMPLOYEES RETIREMENT PLAN****1. Legislative and regulatory amendments**

The government shall adopt the necessary orders-in-council and propose to the National Assembly the adoption of the necessary legislative provisions to make the amendments prescribed in sections 2 to 5 to the Government and Public Employees Retirement Plan (RREGOP).

These amendments must apply to all the years of service of all participants (active or inactive).

**2. Reduction applicable to early retirement**

For participants whose last day worked is July 1, 2020 or later, the reduction applicable to early retirement is increased from 4% per year (0.33% per month) to 6% per year (0.5% per month).

**3. Eligibility for a pension without reduction**

For participants whose last day worked is July 1, 2019 or later, eligibility for a pension without reduction is increased from 60 to 61 years of age.

For participants whose last day worked is July 1, 2019 or later, a new eligibility criterion for a pension without reduction is added:

- a participant whose combined age and years of service total 90 is eligible to retire, provided that he or she is at least 60 years old.

**4. Transitional provisions**

The amendments prescribed in sections 2 and 3 do not apply to persons who, before the bill resulting from this agreement was introduced in the National Assembly, had begun to reduce their working time under a progressive retirement agreement defined in sections 85.5.1 to 85.5.5 of the Act respecting the Government and Public Employees Retirement Plan.

Moreover, these amendments do not apply to persons who have begun to reduce their working time under a progressive retirement agreement within 100 days of that date and whose reduced working time corresponds to at least 20% of the regular time of a full-time employee.

## **5. Maximum number of years of service for pension purposes**

The maximum number of years of service credited that can be used for pension purposes shall be increased gradually so as to reach 40 years on December 31, 2018. Subject to the following, these years guarantee the same benefits as the previous ones:

- As of January 1, 2017, the number of years of service credited for pension purposes in excess of 38 years must be service accomplished or redeemable. No buy-back of service prior to January 1, 2017 may cause the service credited for pension purposes to exceed 38 years on January 1, 2017.
- Retroactive measures shall not be permitted. Service in excess of 38 years credited for pension purposes prior to January 1, 2017 cannot be recognized for mandatory contributions or service buy-back.
- The pension reduction applicable as of 65 years of age (QPP coordination) does not apply to the years of service credited for pension purposes exceeding 35 years.
- Contributions shall be paid for any service accomplished, as of January 1, 2017, beyond 38 years of service credited up to a maximum of 40 years of service credited.

As regards the revalorization of pension credits, the increase in the maximum number of years of service from 38 to 40 years must not have the effect of increasing or decreasing the number of years that would be revalorized if this measure did not exist.

The amendments described in section 5 also apply to the Civil Service Superannuation Plan (CSSP), the Teachers Pension Plan (TPP) and the Pension Plan of Certain Teachers (PPCT).

**APPENDIX XXIV****LETTER OF AGREEMENT CONCERNING THE CREATION OF A  
WORKING COMMITTEE ON THE GOVERNMENT AND PUBLIC  
EMPLOYEES RETIREMENT PLAN (RREGOP)**

The parties agree to set up a working committee whose mandate shall be to study the provisions and financing of RREGOP, taking into account certain specific issues, namely:

- its growing maturity;
- increase in life expectancy;
- evolution of financial markets.

This working committee shall be composed of three (3) representatives of the employer group and of one representative of each of the following unions: the Confédération des syndicats nationaux (CSN), the Québec Federation of Labour (QFL) and the Secrétariat intersyndical des services publics (SISP<sup>1</sup>).

The work shall begin eighteen (18) months prior to the expiry of the collective agreement. The working committee shall report, jointly or separately, on the findings to be presented to the negotiating parties no later than six (6) months before the expiry of the collective agreement.

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<sup>1</sup> The SISP is the bargaining agent on behalf of the CSQ, APTS and SFPQ.

**APPENDIX XXV****LETTER OF AGREEMENT ON THE DISPUTE RESOLUTION  
RELATED TO PROVISIONS WHICH PROVIDE FOR AN  
INCREASE IN THE GENERAL PARAMETER FOR 2013  
CALCULATED ON THE BASIS OF THE INCREASE IN THE  
NOMINAL GDP FOR 2010, 2011 AND 2012**

- Considering the agreement dealing with salary parameters concluded on July 9, 2010 between the government and the Common Front;
- Considering the existing disputes related to the provisions allowing for an additional salary increase for 2013 calculated on the basis of the increase in the nominal GDP for 2010, 2011 and 2012;
- The Confédération des syndicats nationaux (CSN), the Québec Federation of Labour (QFL) and the Secrétariat intersyndical des services publics (SISP<sup>1</sup>) shall, on behalf of all the affiliated unions concerned, withdraw in their name any grievance, notice of disagreement or any other recourse submitted to contest the employer's decision not to increase the salary scales and rates for 2013 by an additional percentage pursuant to the provision related to the increase in the nominal GDP for 2010, 2011 and 2012.

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<sup>1</sup> The SISP is the bargaining agent on behalf of the CSQ, APTS and SFPQ.

## APPENDIX XXVI

**LETTER OF AGREEMENT CONCERNING PREMIUMS PAID FOR  
CERTAIN POSITIONS OF SPECIALIZED WORKMEN AND FOR  
ATTRACTION AND RETENTION OF SPECIALIZED WORKMEN  
WHOSE POSITIONS ARE IDENTIFIED IN THE LETTERS OF  
AGREEMENT AND INTENT SIGNED IN 2010**

**1. PREMIUM PAID FOR CERTAIN POSITIONS OF SPECIALIZED WORKMEN**

- 1.1 Considering the problems associated with attraction and retention of certain specialized workmen, an attraction and retention premium of ten percent (10%) shall be paid to employees who hold the following positions of specialized workmen, until the day before the day on which the collective agreement expires:

**CLASS TITLES FOR WHICH PREMIUMS ARE PAID**

<b>Class Titles</b>	<b>Civil Service<sup>1</sup></b>	<b>Health and Social Services</b>	<b>School Boards</b>	<b>Colleges</b>
Electrician	1-421-10	3-6354	2-5104	4-C702
Machinist, Millwright/Specialized Shop Mechanic/Machinist	1-434-20	3-6353	2-5125	
Master Electrician/Electrician, principal class/Chief Electrician	1-421-05	3-6356	2-5103	4-C704
Stationary Engineer	1-417-05 to 1-417-95	3-6383	2-5107 to 2-5110	4-C726 to 4-C744
Carpenter/Shop Carpenter/ Woodworker-Carpenter	1-410-10 1-410-15	3-6364	2-5116	4-C707
Painter	1-413-10	3-6362	2-5118	4-C709
Plumber/Pipe Mechanic/ Pipe Fitter/Plumbing-Heating Mechanic	1-420-05	3-6359	2-5115	4-C706

- 1.2 This premium shall also be paid to the employee who holds the position of General Maintenance Workman (3-6388) or Certified Maintenance Workman (1-416-05/2-5117/4-C708) subject to the following conditions:

- i) The employee must hold a qualification certificate or the qualifications required to perform the duties of a position mentioned in paragraph 1.1.
- ii) The employer must attest that the duties performed require the qualification certificate or the required qualifications mentioned in subparagraph i).

<sup>1</sup> In the civil service, the reference includes the employment group and class.

1.3 The premium applies to the salary rate and the provisions of the collective agreement in which salary is maintained during certain absences.

1.4 Transitional provision

Within one hundred and twenty (120) days of the date on which the collective agreement is signed, the employer must provide the employee referred to in paragraph 1.2 with the attestation prescribed in subparagraph ii) of paragraph 1.2.

1.5 Paragraphs 1.1 to 1.4 shall come into force on the date on which the collective agreement is signed.

## **2. CREATION OF A WORKING COMMITTEE**

2.1 Eighteen (18) months preceding the expiry of the collective agreement, the parties shall set up a working committee, under the responsibility of the Secrétariat du Conseil du trésor dealing with the evaluation of the premium paid for the specialized workmen positions mentioned in paragraph 1.1 as well as the attraction and retention of all specialized workmen who hold positions identified in the Letter of Agreement dated July 9, 2010 concluded between the Government of Québec, the Confédération des syndicats nationaux (CSN), the Québec Federation of Labour (QFL) and the Secrétariat intersyndical des services publics (SISP) on the following list:

**Specialized workmen positions identified in the Letter of Agreement dated July 9, 2010**

#	Class Titles	Civil Service <sup>1</sup>	Health and Social Services	School Boards	Colleges
1	Insulator		3-6395		
2	Heavy Vehicle Driver/Heavy Vehicle and Equipment Operator, class II	1-459-20	3-6355	2-5308	4-C926
3	Heavy Vehicle and Equipment Operator, class I	1-459-15			
4	Automotive Body Repair and Repainting	1-436-10			
5	Cabinet Maker/Carpenter-Cabinet Maker	1-410-05	3-6365	2-5102	4-C716
6	Electrician	1-421-10	3-6354	2-5104	4-C702
7	Tinsmith		3-6369		
8	Bricklayer-Mason	1-414-10			
9	Machinist, Millwright/Specialized Shop Mechanic/Machinist	1-434-20	3-6353	2-5125	
10	Master Electrician/Electrician, principal class/Chief Electrician	1-421-05	3-6356	2-5103	4-C704
11	Master Refrigeration Machine Mechanic		3-6366		
12	Master Plumber/Master Pipe Mechanic		3-6357	2-5114	
13	Mechanic, class I	1-434-05		2-5106	
14	Garage Mechanic/Mechanic, class II	1-434-10	3-6380	2-5137	
15	Stationary Engineer	1-417-05 to 1-417-95	3-6383	2-5107 to 2-5110	4-C726 to 4-C744
16	Refrigeration Machine Mechanic/Air Conditioning Repairman/Refrigeration Mechanic	1-418-10	3-6352		
17	Maintenance Mechanic/Millwright		3-6360		4-C719
18	Carpenter/Shop Carpenter/Woodworker-Carpenter	1-410-10 1-410-15	3-6364	2-5116	4-C707
19	General Maintenance Workman/Certified Maintenance Workman	1-416-05	3-6388	2-5117	4-C708
20	Painter	1-413-10	3-6362	2-5118	4-C709
21	Plasterer		3-6368		
22	Plumber/Pipe Mechanic/Pipe Fitter/Plumbing-Heating Mechanic	1-420-05	3-6359	2-5115	4-C706
23	Airport Attendant	1-462-10			
24	Locksmith		3-6367	2-5120	
25	Welder/Blacksmith-Welder	1-435-10 1-435-05	3-6361	2-5121	
26	Glazier-Installer-Mechanic			2-5126	

<sup>1</sup> In the civil service, the reference includes the employment group and class.



2.2 The mandate of the committee shall be to:

- i) analyze the impact of the premiums on the attraction and retention of specialized workmen based on quantitative and qualitative analyses, namely consultation of unions and school administrators on the following indicators:
  - evolution of staff
  - retention rate
  - precarious employment rate
  - overtime
- ii) evaluate the pertinence of maintaining the premium at ten percent (10%) beyond its expiry date, abolishing, maintaining or extending it to certain positions referred to in paragraph 2.1;
- iii) report, jointly or separately, on the findings to be presented to the negotiating parties no later than six (6) months prior to the expiry of the collective agreement.

2.3 This committee shall be composed of three (3) representatives of the employer group and of one representative of each of the following unions: the Confédération des syndicats nationaux (CSN), the Québec Federation of Labour (QFL) and the Secrétariat intersyndical des services publics (SISP<sup>1</sup>).

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<sup>1</sup> The SISP is the bargaining agent on behalf of the CSQ, APTS and SFPQ.

**APPENDIX XXVII****LETTER OF AGREEMENT CONCERNING THE CREATION OF A  
WORKING COMMITTEE TO STUDY PROBLEMS RELATED TO  
OUTINGS**

Eighteen months prior to the expiry of the collective agreement, the parties shall set up a working committee under the Secrétariat du Conseil du trésor dealing with outings related to sector III, IV or V that can generate a taxable benefit.

The mandate of the working committee shall be to:

1. document whether outing expenses paid or reimbursed by the employer is a taxable benefit;
2. gather quantitative and qualitative data on the health, education and civil service sectors;
3. analyze available data;
4. identify possible solutions;
5. report, jointly or separately, on the findings to be presented to the negotiating parties no later than six (6) months prior to the expiry of the collective agreement.

This working committee shall be composed of three (3) representatives of the employer group and of one representative of each of the following unions: the Confédération des syndicats nationaux (CSN), the Québec Federation of Labour (QFL) and the Secrétariat intersyndical des services publics (SISP<sup>1</sup>).

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<sup>1</sup> The SISP is the bargaining agent on behalf of the CSQ, APTS and SFPQ.

**APPENDIX XXVIII****LETTER OF AGREEMENT CONCERNING THE IMPLEMENTATION  
OF SALARY RELATIVITIES ON APRIL 2, 2019**

Within one hundred and twenty (120) days of the signing of the collective agreement, the parties agree to set up a working committee under the Secrétariat du Conseil du trésor.

The mandate of the working committee shall be to:

1. study problems that can arise during the implementation of salary relativities and to agree, if need be, on solutions;
2. discuss and agree on the evaluation of the following class titles:
  - Education consultant (2-2104 and 4-C219);
  - Institution counsellor (3-1106);
  - Administrative processes specialist (3-1109);
  - Community organizer (3-1551);
  - Lawyer (3-1114).

This working committee shall be composed of six (6) representatives of the employer group and of two (2) representatives of each of the following unions: the Confédération des syndicats nationaux (CSN), the Québec Federation of Labour (QFL) and the Secrétariat intersyndical des services publics (SISP<sup>1</sup>).

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<sup>1</sup> The SISP is the bargaining agent on behalf of the CSQ, APTS and SFPQ.

**APPENDIX XXIX****LETTER OF AGREEMENT CONCERNING THE CREATION OF A  
WORKING COMMITTEE ON THE COMPLEMENTARY  
MATERNITY LEAVE ALLOWANCE ADJUSTMENT**

Twelve (12) months prior to the expiry of the collective agreement, the parties shall set up a working committee under the Secrétariat du Conseil du trésor dealing with the complementary maternity leave allowance adjustment.

The mandate of the working committee shall be to:

1. gather relevant data on contributions to various plans from which the person receiving the complementary maternity leave allowance from the employer is exempt;
2. ascertain whether any changes have been made to the value of exemptions;
3. determine the terms and conditions to be considered in evaluating the value of exemptions, if need be;
4. report, jointly or separately, on the findings to be presented to the negotiating parties no later than three (3) months prior to the expiry of the collective agreement.

This working committee shall be composed of three (3) representatives of the employer group and of one representative of each of the following unions: the Confédération des syndicats nationaux (CSN), the Québec Federation of Labour (QFL) and the Secrétariat intersyndical des services publics (SISP<sup>1</sup>).

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<sup>1</sup> The SISP is the bargaining agent on behalf of the CSQ, APTS and SFPQ.

## APPENDIX XXX

## LETTER OF AGREEMENT ON SALARY RELATIVITY

*Please note that this appendix has been translated externally  
and validated by the Conseil du trésor.*

## SECTION 1 GENERAL PROVISIONS

## 1 Date of Application

Unless specified otherwise, the provisions set out in this section shall come into effect on April 2, 2019<sup>1</sup>, for all class titles listed in Sub-appendix 2<sup>2</sup>.

## 2 Salary Rates, Scales and Rankings

In the context of salary relativity, a new salary structure composed of salary rates and scales by ranking has been introduced. The structure is shown in Sub-appendix 1 and replaces the reference scales and rates with ranking-based remuneration.

This salary structure replaces the salary rates and scales for the class titles included in collective agreements or in the nomenclature of class titles, wording, salary rates and scales in the health and social services sector<sup>3</sup>.

The salary structure presented in Sub-appendix 1 applies to class titles<sup>4</sup> identified in Sub-appendix 2 according to ranking and is subject to modifications agreed to by the parties, if applicable, before April 2, 2019. It also specifies if the class title is linked to a salary scale or a single rate.

As of April 2, 2019, the period of time spent in a step by an employee at ranking 19 and above shall be as follows, regardless of his/her category of employment:

- Six months of recognized experience in accordance with the provisions of the collective agreement in steps 1 to 8;
- One year of recognized experience in accordance with the provisions of the collective agreement in steps 9 to 18.

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<sup>1</sup> However, for school board teachers, these shall apply as of the 142<sup>nd</sup> day of the 2018-2019 school year.

<sup>2</sup> This grammatical note about the exclusive use of the masculine gender in class titles is not applicable in English.

<sup>3</sup> For class titles with a single rate on April 1, 2019, the reference rate shall be the single rate corresponding to the ranking shown in Sub-appendix 1.

<sup>4</sup> In the interpretation and application of this document, should there be discrepancies in the wording of a class title, the class title number shall prevail.

### 3 Method of Indexation

Salary rates are expressed in an hourly basis except for those applicable to regular teachers and aeronautics teachers which are expressed in an annual basis.

When general indexation parameters or other forms of improvements to salary rates or scales must be applied, these are applied to the base rate and rounded to the nearest cent for the hourly rate, and to the nearest dollar for the annual rate.

In the published collective agreements, the weekly rates are rounded to the nearest cent and the annual rates to the nearest dollar. The numbers of weeks used to calculate the annual rate is 52.18.

Notwithstanding the preceding two sub-paragraphs, the class titles referred to in paragraphs 5.1 to 5.4 of this section shall be increased as described in these items.

When rounding to the nearest cent, the following shall apply:

- When the decimal point is followed by three digits or more, the third digit and the following ones are removed if the third digit is lower than five. If the third digit is equal to or higher than five, the second digit is carried to the nearest higher digit and the third and following digits are removed.

When rounding to the nearest dollar, the following shall apply:

- When the decimal point is followed by one digit or more, the first digit and the following ones are removed if the first digit is lower than five. If the first digit is equal to or higher than five, the dollar is carried to the nearest higher unit and the first decimal and following ones are removed.

### 4 Exceptions

The provisions set out in the third and fourth sub-paragraphs of article 2 in Section 1 and in article 3 of Section 2 shall not apply to the following class titles<sup>1</sup>:

3-2244	Respiratory Therapist
3-2247	Clinical Teacher (Respiratory Therapy)
3-2246	Technical Coordinator (Respiratory Therapy)
3-2248	Assistant Head Respiratory Therapist
3-3445	Nursing Assistant Team Leader
3-3455	Nursing Assistant
3-2473	Nurse (Institut Pinel)
3-2459	Nurse Team Leader
3-2471	Nurse

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<sup>1</sup> Provisions for these class titles are set out in the agreements ratified by the sector-based union parties which stipulate other conditions for the dates of application and integration.

## 5 Establishing Salary Rates and Scales Applicable to Particular Cases

### 5.1 Regular School Board Teachers and College Professors

At the renewal of each collective agreement, the method described hereafter shall be used for the first period in which an indexation parameter is granted in order to maintain consistency with the remuneration structure for all employees in the health and social services, school board and college sectors.

For other periods of a collective agreement where an indexation parameter or another type of increase to the salary scale is applicable, the rounding technique of the annual rate shall be that which is set out in the last sub-paragraph of article 3 in this section.

#### School Boards

- the salary scale applicable to regular school board teachers has been established according to the following method:
  - The annual rate for step 17 corresponds to the maximum hourly rate of ranking 22 multiplied by 1 826.3;
  - Steps 1 to 16 are calculated as follows:

$$\text{Annual Rate of Step (n)} = \frac{\text{Annual Rate of Step (n + 1)}}{1.0425}$$

where n = step number

Thereafter, each annual rate is rounded to the nearest dollar.

- Notwithstanding the fourth sub-paragraph of article 2 in Section 1, the period of time spent in a step by an employee shall be one year of recognized experience in accordance with the provisions of the collective agreement.

#### Colleges

- The salary scale applicable to regular college professors has been established according to the following method:
  - The annual rate for step 1 corresponds to the annual rate for step 1 for regular school board teachers;
  - The annual rate for step 17 corresponds to the maximum hourly rate of ranking 23 multiplied by 1 826.3;
  - Annual rates for steps 2 to 16 have not been calculated using a specific formula and have been adjusted in accordance with general increase parameters.

Thereafter, each annual rate is rounded to the nearest dollar.

Colleges – Particularity for professors with a master's degree and those with 19 or more years of schooling and with a doctorate:

- The annual rate for step 18 corresponds to the annual rate for step 17 multiplied by 1.0163;
- The annual rate for step 19 corresponds to the annual rate for step 18 multiplied by 1.0163;
- The annual rate for step 20 corresponds to the annual rate for step 19 multiplied by 1.0163.

Thereafter, each annual rate is rounded to the nearest dollar.

Step 18 is accessible to holders of a master's degree in the discipline taught or in a discipline relevant to and useful for teaching the discipline specified in the contract.

Steps 18, 19 and 20 are accessible to professors who have 19 or more years of schooling and a doctorate.

Notwithstanding the fourth sub-paragraph of article 2 in Section 1, the period of time spent in a step shall be as follows:

- Six months of recognized experience in accordance with the provisions of the collective agreement in steps 1 to 4;
- One year of recognized experience in accordance with the provisions of the collective agreement in steps 5 to 20.

## 5.2 Teachers Other than Regular School Board Teachers and Regular College Professors

The salary rates and scales applicable to teachers other than regular school board teachers and regular college professors have been established according to the method set out in Sub-appendix 3.

## 5.3 Integration Officer (3-2688), Educator (3-2691) and Living Unit or Rehabilitation Supervisor (3-2694)

Class 3 classification for class titles 3-2688 and 3-2691, class 2 salary scale for class title 3-2694, and class 3 salary scales for class titles 3-2688, 3-2691 and 3-2694 are abolished as shown in Sub-appendix 4, Section A.

### a) Class 1

The salary scale applicable to class 1 for class titles 3-2688 and 3-2691 is that which is set according to their respective ranking in Sub-appendix 2.



## b) Class 2

*Integration Agent (3-2688) and Educator (3-2691)*

Steps 2 to 13 applicable to class 2 for class titles 3-2688 and 3-2691 are, respectively, steps 1 to 12 of the salary scale and are applicable to class 1 of the same class title.

Step 1 applicable to class 2 has been established as follows:

$$\text{Step 1, Class 2} = \text{Step 1, Class 1} / (\text{Mean Intermediary Step, Class 1})$$

Everything is rounded to the nearest cent.

The mean intermediary step is established as follows:

$$\text{Intermediary Step, Class 1} = \left( \frac{\text{Maximum Step, Class 1}}{\text{Minimum Step, Class 1}} \right)^{\frac{1}{\text{Number of Steps, Class 1}-1}}$$

The period of time spent at this step is annual.

*Living Unit or Rehabilitation Supervisor (3-2694)*

The employee paid according to the class 2 salary scale has been integrated into the class 1 salary scale in accordance with the integration method set out in article 3 of Section 2.

## c) Class 3

*Integration Officer (3-2688) and Educator (3-2691)*

The employee paid according to the class 3 salary scale has been integrated into the class 2 salary scale in accordance with the integration method set out in article 3 of Section 2.

*Living Unit or Rehabilitation Supervisor (3-2694)*

The employee paid according to the class 3 salary scale has been integrated into the class 1 salary scale in accordance with the integration method set out in article 3 of Section 2.

#### 5.4 Tow-clause Jobs

The salary rate or scale applicable to each of the class titles identified in Sub-appendix 5 has been modified to ensure a variance with each step of the reference class title.

The salary rate or scale for a tow-clause job is as follows:

$$\text{Step Scale}_{n, \text{Tow-clause Job}} = \text{Step Scale}_{n, \text{Reference Job}} \times \text{Adjustment \%}$$

where  $n$  = Step Scale

Everything is rounded to the nearest cent.

The adjustment percentage is shown in Sub-appendix 5.

Where a tow-clause job title includes a single step, the adjustment has been calculated from step 1 of the reference class titles.

For trade apprentices, the rate of the reference title corresponds to the single rate average for the reference class titles.

The provisions of this paragraph are not meant to modify the number of steps for the tow-clause job.

## SECTION 2 TRANSITIONAL PROVISIONS

### 1. Maintaining Classifications

The present section is not meant to modify an employee's classification at the time of his/her integration, other than for the class titles listed in Section A of Appendix 4. Consequently, a grievance may not be filed in these instances.

### 2. Interpretation

Any relevant provision of the collective agreement shall be adjusted accordingly. The present section shall take precedence over any provision of a collective agreement that contravenes this section.

### 3. Integration Rules

An employee shall be integrated into the new salary scale of his/her class title at the step with the salary rate equal or immediately higher to his/her salary rate before integration. However, the following exceptions shall apply:

- College professors, high school teachers and lawyers from the health and social services sector (3-1114) shall be integrated at the step they held the day before said integration;

- The weekly supplement of \$172 as of March 31, 2015, increased by the applicable increase parameters, paid to the Outpost/Northern Clinic Nurse (3-2491) shall be taken into account at the integration of the employee holding this type of employment at ranking 22.
- Salary relativity advances paid in the form of premiums, internal market compensatory premiums or temporary premiums to employees with class titles identified in Sub-appendix 6 shall be taken into account for the integration of employees holding these class titles at the appropriate ranking.

In the event that an employee's salary rate is higher than the maximum rate or single salary rate according to his/her ranking, the rules for off-rates or off-scales set out in the collective agreement shall apply.

Integrations arising from the present provisions are not meant to modify the period of time spent at a step for the purpose of advancement in salary steps of the collective agreements.

#### 4. Collective Agreement Appendices for College Professors

Appendix VI-3 of the Collective Agreement Binding the Fédération nationale des enseignantes et enseignants du Québec (FNEEQ-CSN) and the Comité patronal de négociation des collèges (CPNC) and Appendix VI-2 of the Collective Agreement Binding the Fédération des enseignantes et enseignants des cégeps (FEC-CSQ) and the CPNC are repealed.

#### 5. Letter of Agreement on Salary Relativity

Any letter of agreement related to salary relativity set out in the collective agreement is repealed.

#### 6. Updating Some Provisions Regarding Salary Premiums or Scales

##### 6.1 Class titles that have received advances on salary relativity

Salary relativity advances paid in the form of premiums, internal market compensatory premiums or temporary premiums to employees with class titles identified in Sub-appendix 6 shall be repealed as of April 2, 2019.

##### 6.2 Weekly supplement of \$172 for the Outpost/Northern Clinic Nurse

The weekly supplement of \$172 as of March 31, 2015, increased by the applicable increase parameters, shall no longer be paid to the Outpost/Northern Clinic Nurse (3-2491) as of April 2, 2019.

### 6.3 Classification and Salary Scales Without Incumbent

Given that the 2014-2015 data indicate that there are no incumbents for the class titles listed in Sub-appendix 4, Section B, the parties recognize that these could not be evaluated to determine a ranking.

7. The classification plans or their equivalent shall be adjusted in order to reflect the present provisions.
8. Exceptionally, each premium and each allocation expressed in dollars in effect on April 1, 2019, shall be increased by 2.0% on April 2, 2019<sup>1</sup>. However, the following fixed premiums shall not be increased in this manner:
  - Seniority (health and social services);
  - Caretaker assigned to a school equipped with a steam-heating system (English Montreal School Board);
  - Day caretaker usually assigned to a second school (English Montreal School Board);
  - Cleaning of boiler pipes (English Montreal School Board).

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<sup>1</sup> For school board teachers, the date of application shall be the 142<sup>nd</sup> day of work for the 2018-2019 school year. For college professors, the increase shall take place on April 2, 2019.

## SUB-APPENDIX 1

**STRUCTURE ARISING FROM SALARY RELATIVITY  
SALARY RATES AND SCALES AS OF APRIL 2, 2019  
FOR THE HEALTH AND SOCIAL SERVICES, SCHOOL BOARD AND COLLEGE SECTORS**

		Steps																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Rankings	Single Rates
Rankings	1	19.01																		1	19.01
	2	19.37																		2	19.37
	3	19.51	19.61	19.70																3	19.69
	4	19.73	19.91	20.06	20.22															4	20.19
	5	19.8	20.25	20.55	20.84															5	20.79
	6	20.20	20.53	20.86	21.21	21.55														6	21.44
	7	20.55	20.98	21.42	21.87	22.35														7	22.20
	8	20.76	21.23	21.72	22.20	22.70	23.22													8	23.00
	9	20.98	21.48	22.01	22.54	23.8	23.65	24.22												9	23.87
	10	21.28	21.80	22.35	22.91	23.48	24.06	24.65	25.7											10	24.76
	11	21.62	22.16	22.74	23.31	23.1	24.52	25.14	25.79	26.47										11	25.77
	12	21.90	22.55	23.22	23.91	24.61	25.36	25.92	26.1	27.10	27.70									12	26.83
	13	22.23	22.89	23.58	24.27	25.00	25.74	26.52	27.3	27.76	28.38	29.05								13	27.92
	14	22.59	23.27	23.96	24.68	25.42	26.17	26.96	27.77	28.41	29.09	29.77	30.46							14	29.05
	15	22.74	23.51	24.31	25.12	25.98	26.84	27.77	28.70	29.49	30.30	31.14	31.99							15	30.30
	16	23.12	23.97	24.88	25.78	26.73	27.73	28.74	29.80	30.72	31.65	32.62	33.61							16	
	17	23.53	24.47	25.44	26.47	27.51	28.62	29.76	30.94	31.98	33.06	34.16	35.32							17	
	18	23.70	24.73	25.82	26.96	28.15	29.38	30.68	32.02	33.23	34.48	35.77	37.13							18	
	19	24.08	24.79	25.56	26.32	27.13	27.94	28.78	29.66	30.55	31.49	32.43	33.42	34.43	35.30	36.18	37.11	38.05	39.00	19	
	20	24.46	25.25	26.07	26.0	27.78	28.67	29.60	30.55	31.54	32.55	33.61	34.69	35.82	36.80	37.80	38.84	39.89	40.98	20	
	21	24.87	25.71	26.60	27.50	28.5	29.42	30.43	31.48	32.55	33.67	34.83	36.02	37.26	38.35	39.48	40.64	41.83	43.06	21	
	22	25.25	26.16	27.12	28.10	29.12	30.19	31.27	32.41	33.59	34.81	36.07	37.40	38.75	39.96	41.22	42.51	43.85	45.22	22	
	23	25.63	26.61	27.62	28.69	29.79	30.93	32.12	33.35	34.63	35.97	37.34	38.79	40.27	41.63	43.02	44.45	45.95	47.48	23	
	24	26.43	27.48	28.57	29.68	30.86	32.07	33.34	34.65	36.02	37.45	38.91	40.46	42.04	43.50	45.01	46.56	48.15	49.82	24	
	25	26.80	27.92	29.08	30.29	31.55	32.86	34.21	35.65	37.13	38.66	40.26	41.93	43.69	45.27	46.92	48.65	50.41	52.26	25	
	26	27.40	28.59	29.81	31.09	32.43	33.84	35.29	36.81	38.39	40.06	41.77	43.57	45.44	47.18	48.97	50.84	52.77	54.78	26	
	27	28.00	29.25	30.53	31.92	33.33	34.82	36.39	38.01	39.69	41.46	43.31	45.24	47.26	49.14	51.09	53.11	55.22	57.40	27	
	28	28.5	29.68	31.06	32.50	34.2	35.61	37.27	39.01	40.84	42.73	44.74	46.82	49.02	51.06	53.18	55.39	57.70	60.12	28	

Notes : Ranking steps 1 to 18 are annual steps.

From ranking 19, steps 1 to 8 are semi-annual and steps 9 to 18 are annual.

The rates take into account the general salary increase parameters set out in items 1 to 5 in the General Parameters heading, section B of the *Entente concernant les paramètres salariaux, les relativités salariales, les droits parentaux, les disparités régionales et la lettre d'intention relative au régime de retraite des employés du gouvernement et des organismes publics*.

## SUB-APPENDIX 2

## CLASS TITLE RANKING

Sectors*	Class Title #	Class Titles	Ranking	Single Rate
2	4107	Buyer	10	
2	4161	Buyer, principal class (CSDM)	11	
2	4102	Office Agent, class I	8	
2	4103	Office Agent, class II	5	
2	4101	Office Agent, principal class	11	
2	2152	Speech and Hearing Correction Officer	19	
2	2143	Development Officer	22	
2	2118	Finance Officer	20	
2	2106	Rehabilitation Officer	21	
2	2151	Functional Rehabilitation Officer	20	
2	2149	Social Services Officer	22	
2	5334	Trades Helper	3	X
2	5306	General Kitchen Assistant	3	X
2	5309	Heavy Vehicle Driver Assistant	4	X
2	2120	Analyst	21	
2	2107	Student Life Animator	20	
2	2141	Spiritual Care and Guidance, and Community Involvement Animator	20	
2	4218	Laboratory Attendant	6	
2	2148	Architect	22	
2	2121	Administration Officer	20	
2	4114	Office Assistant	3	X
2	2144	Lawyer	22	
2	2102	Librarian	20	
2	5307	Laundryman	2	X
2	5303	Night Caretaker, class I	6	X
2	5304	Night Caretaker, class II	5	X
2	5301	Caretaker, class I	6	X
2	5302	Caretaker, class II	5	X
2	5310	Light Vehicle Driver	4	X
2	5308	Heavy Vehicle Driver	6	X
2	2147	Preschool Education Consultant	21	

Sectors*	Class Title #	Class Titles	Ranking	Single Rate
2	2109	Guidance Counsellor	21	
2	2155	Nutrition Consultant	19	
2	2119	Communication Consultant	20	
2	2142	Spiritual, Religious and Moral Education Consultant	22	
2	2153	Counsellor in Academic Training	20	
2	2114	Academic and Vocational Information Counsellor	20	
2	2103	Measurement and Evaluation Counsellor	21	
2	2154	Counsellor in Reeducation	21	
2	2104	Education Consultant	22	
2	5311	Cook, class I	11	X
2	5312	Cook, class II	10	X
2	5313	Cook, class III	7	X
2	5336	Mover - CSDM	3	X
2	2115	Dietician/Nutritionist	20	
2	5102	Cabinet Maker	10	X
2	4284	Day Care Service Educator	9	
2	4288	Day Care Service Educator, principal class	11	
2	5104	Electrician	10	X
2	5103	Electrician, principal class	12	X
2	0310	Teacher	22	
2	2116	Occupational Therapist	23	
2	5316	Guard	2	X
2	4206	Nurse	18	
2	4217	Nursing Assistant (or those Possessing a Diploma in Health, Assistance and Nursing Care)	9	
2	2122	Engineer	22	
2	4282	School Transportation Inspector	9	
2	5321	Gardener	7	X
2	4109	Storekeeper, class I	7	
2	4110	Storekeeper, class II	4	
2	4108	Storekeeper, principal class	10	
2	5114	Master Pipe Mechanic	10	X
2	5107	Stationary Engineer, class I	11	X
2	5108	Stationary Engineer, class II	10	X
2	5109	Stationary Engineer, class III	9	X
2	5110	Stationary Engineer, class IV	9	X

Sectors*	Class Title #	Class Titles	Ranking	Single Rate
2	5106	Mechanics, class I	11	X
2	5137	Mechanics, class II	9	X
2	5116	Carpenter	9	X
2	2145	Notary	22	
2	4221	Printing Operator	6	
2	4229	Printing Operator, principal class	9	
2	4202	Data Processing Operator, class I	8	
2	4201	Data Processing Operator, principal class	10	
2	4118	Reprography Operator	6	
2	4117	Reprography Operator, principal class	9	
2	2123	Remedial Teacher	22	
2	2112	Speech Therapist	22	
2	5117	Certified Maintenance Workman	9	X
2	5317	Maintenance Workman, class I (Window Installer, Tile Setter, Sander)	5	X
2	5318	Maintenance Workman, class II	2	X
2	5319	Maintenance Workman, class II (Domestic Help)	2	X
2	5118	Painter	6	X
2	4286	Attendant for Handicapped Students	6	
2	2150	Psychoeducator	22	
2	2113	Psychologist	24	
2	4283	Binder	5	X
2	4113	Secretary	7	
2	4163	Executive Secretary, adm. and regional centres-CSDM	9	
2	4111	Executive Secretary	9	
2	4116	School or Centre Secretary	9	
2	5120	Locksmith	8	X
2	5121	Welder	10	X
2	5125	Specialized Shop Mechanic	11	X
2	2105	Specialist in Teaching Methods and Techniques	21	
2	4223	Student Supervisor	7	
2	4226	Swimming Pool Supervisor	6	
2	4208	Social Work Technician	16	
2	4209	Laboratory Technician	14	
2	4211	Administration Technician	13	
2	4279	Graphic Arts Technician	12	



Sectors*	Class Title #	Class Titles	Ranking	Single Rate
2	4212	Audiovisual Technician	12	
2	4213	Building Technician	15	
2	4205	Documentation Technician	13	
2	4228	Braille Technician	12	
2	4207	Special Education Technician	16	
2	4277	Electronics Technician	14	
2	4281	Vocational Training Technician	13	
2	4276	Food Management Technician	13	
2	4204	Data Processing Technician	14	
2	4278	Data Processing Technician, principal class	16	
2	4214	Recreational Activities Technician	13	
2	4215	School Organization Technician	13	
2	4216	Psychometric Technician	13	
2	4285	Day Care Service Technician	13	
2	4280	School Transportation Technician	12	
2	4230	Interpreter-Technician	15	
2	4225	Binder-Technician-CSDM	6	
2	2140	Translator	19	
2	2146	Certified Translator	19	
2	2111	Social Worker	22	
2	5115	Pipe Fitter	10	X
2	5126	Glazier-Installer-Mechanic	8	X
3	5324	Buyer	9	
3	5313	Executive Assistant	11	
3	5320	University Teaching Assistant	10	
3	5312	Administrative Officer, class 1 – Administrative Sector	9	
3	5311	Administrative Officer, class 1 – Clerical Sector	9	
3	5315	Administrative Officer, class 2 - Administrative Sector	8	
3	5314	Administrative Officer, class 2 - Clerical Sector	8	
3	5317	Administrative Officer, class 3 - Administrative Sector	6	
3	5316	Administrative Officer, class 3 - Clerical Sector	6	
3	5319	Administrative Officer, class 4 - Administrative Sector	4	
3	5318	Administrative Officer, class 4 - Clerical Sector	4	
3	1104	Procurement Officer	20	
3	1533	Training Officer	21	

Sectors*	Class Title #	Class Titles	Ranking	Single Rate
3	1534	Hearing Deficiencies Training Officer	22	
3	1105	Finance Officer	20	
3	1101	Personnel Officer	21	
3	1559	Behavioral Officer	22	
3	1565	Planning, Programming and Research Officer	22	
3	1553	Human Relations Officer	22	
3	1244	Information Officer	20	
3	2688-1	Integration Officer, class I	16	
3	2688-2	Integration Officer, class II	16	
3	3545	Intervention Officer	8	
3	6436	Intervention Officer (Institut Pinel)	7	
3	3544	Medico-legal Intervention Officer	8	
3	3543	Psychiatric Intervention Officer	7	
3	1651	Educational Techniques Officer	20	
3	3244	Service Assistant	3	X
3	6414	General Helper	3	X
3	6415	General Helper in a Northern Institution	6	X
3	2588	Social Assistant	14	
3	6299	Cook's Helper	4	X
3	6387	Assistant Stationary Engineer	4	X
3	1123	Data Processing Analyst	21	
3	1124	Specialized Data Processing Analyst	23	
3	2251	Medical Record Archivist	15	
3	2282	Medical Record Archivist (Team Leader)	16	
3	5187	Research Clerk	9	
3	2203	Pathology Assistant	15	
3	3462	Rehabilitation Assistant	9	
3	3205	Laboratory or Radiology Technical Assistant	5	
3	3201	Health Care Technical Assistant	5	
3	3218	Dental Technical Assistant	6	
3	3212	Pharmacy Technical Assistant	6	
3	3215	Senior Pharmacy Technical Assistant	8	
3	2242	Assistant Head of Archives	16	
3	2248	Assistant Head Respiratory Therapist	19	
3	1236	Assistant Head Physiotherapist	25	

Sectors*	Class Title #	Class Titles	Ranking	Single Rate
3	2240	Assistant Head Dietetics Technician	16	
3	2236	Assistant Head Medical Electro-Physiology Technician	17	
3	2234	Assistant Head Medical Technologist, Assistant Head Laboratory Technician	18	
3	2219	Assistant Head Radiology Technologist	18	
3	2489	Assistant Head Nurse	21	
3	1254	Audiologist	22	
3	1204	Audiologist-Speech Therapist	22	
3	3588	Health and Social Services Assistant	7	
3	5289	Library Auxiliary	7	
3	1114	Lawyer	-	
3	1200	Bacteriologist	22	
3	1206	Librarian	20	
3	1202	Biochemist	22	
3	6303	Butcher	7	X
3	3485	Stretcher Bearer	4	
3	6320	Launderer	4	X
3	6312	Cafeteria Cashier	3	X
3	6395	Pipe Insulator	6	X
3	2290	Transfusion Safety Clinical Officer	19	
3	2466	Quality Assurance and Emergency Medical Services Training Officer	17	
3	2247	Clinical Teacher (Inhalation Therapy)	18	
3	1234	Clinical Teacher (Physiotherapy)	24	
3	2106	Production Coordinator	10	
3	2291	Transfusion Safety Technical Office	19	
3	2699	Head of Module	18	
3	6340	Hairdresser	5	X
3	5323	Unit Supervising Clerk (Institut Pinel)	7	
3	6336	Vehicle Driver	6	X
3	6355	Heavy Vehicle Driver	6	X
3	1106	Institution Counsellor	21	
3	1701	Vocational Guidance Counsellor (Reserved Title), Counsellor in Supportive Relations	21	
3	1703	Work Adaptability Counsellor	20	
3	1115	Building Consultant	24	
3	1543	Maladjusted Children Counsellor	22	

Sectors*	Class Title #	Class Titles	Ranking	Single Rate
3	1538	Ethics Counsellor	22	
3	1539	Genetic Counsellor	23	
3	1121	Health Promotion Counsellor	20	
3	1913	Care Counsellor Nurse	23	
3	2246	Technical Coordinator (Inhalation Therapy)	18	
3	2227	Technical Coordinator (Laboratory)	17	
3	2213	Technical Coordinator (Radiology)	17	
3	2276	Medical Electro-Physiology Technical Coordinator	16	
3	2277	Biomedical Engineering Technical Coordinator	17	
3	6374	Shoemaker	4	X
3	6327	Tailor	4	X
3	1544	Criminologist	22	
3	6301	Cook	10	X
3	2271	Cytotechnologist	16	
3	6409	Draft person	7	
3	1219	Dietician-Nutritionist	21	
3	6365	Cabinet Maker	10	X
3	2691-1	Educator, class I	16	
3	2691-2	Educator, class II	16	
3	1228	Physical Educator / Kinesiologist	20	
3	6354	Electrician	10	X
3	6423	Electrical Mechanic	11	
3	6370	Electronics Technician	9	X
3	1230	Occupational Therapist	23	
3	6369	Tinsmith	10	X
3	6346	Guard (Institut Pinel)	7	
3	6438	Guard	4	
3	6349	Residence Guard	6	X
3	1540	Genagogist	20	
3	2261	Dental Hygienist, Dental Hygiene Technician	15	
3	1702	Occupational Hygienist	20	
3	2253	Medical Illustrator	12	
3	2471	Nurse	18	
3	2473	Nurse (Institut Pinel)	18	
3	3455	Nursing Assistant	13	

Sectors*	Class Title #	Class Titles	Ranking	Single Rate
3	3445	Nursing Assistant Team Leader	14	
3	2459	Nurse Team Leader	19	
3	1911	Nurse Clinician	22	
3	1912	Nurse Clinician Assistant Head Nurse, Nurse Clinician Assistant to the Immediate Superior	24	
3	1917	Clinical Nurse Specialist	24	
3	2491	Outpost/Northern Clinic Nurse	22	
3	2462	Nurse Educator	19	
3	1915	Specialty Nurse Practitioner	26	
3	1916	Nurse Surgical First Assistant	24	
3	1907	Nurse Clinician (Institut Pinel)	22	
3	1205	Biomedical Engineer	23	
3	2244	Respiratory Therapist	17	
3	2232	Clinical Instructor (Laboratory)	17	
3	2214	Clinical Instructor (Radiology)	17	
3	3585	Industrial Workshops Instructor	8	X
3	3598	Handicrafts or Occupational Therapy Instructor	8	
3	1552	Pastoral Facilitator	20	
3	1660	Child Care Worker	20	
3	6363	Labourer	4	X
3	6353	Machinist (Millwright)	11	X
3	5141	Storekeeper	7	
3	6356	Master Electrician	12	X
3	6366	Refrigeration Machinery Master Mechanic	11	X
3	6357	Master Plumber	10	X
3	6380	Garage Mechanic	9	X
3	6383-2	Stationary Engineer, class II	10	X
3	6383-3	Stationary Engineer, class III	9	X
3	6383-4	Stationary Engineer, class IV	9	X
3	6352	Refrigeration Machinery Mechanic	11	X
3	6360	Millwright	10	X
3	3262	Orthosis and/or Prosthesis Mechanic	10	
3	6364	Carpenter	9	X
3	3687	Education Instructor	8	
3	3699	Recreation Instructor	7	
3	6407	Cleaner	4	X

Sectors*	Class Title #	Class Titles	Ranking	Single Rate
3	5119	Offset Duplicator Operator	6	
3	5108	Data Processing Operator, class I	8	
3	5111	Data Processing Operator, class II	5	
3	5130	Braille Production System Operator	5	
3	2363	Dispensing Optician	14	
3	1551	Community Organizer	21	
3	1656	Ortho-pedagogue	22	
3	1255	Speech Therapist	22	
3	2259	Orthoptist	17	
3	6373	Maintenance Worker	6	X
3	6388	General Caretaker	9	X
3	6302	Baker/Pastry Cook	7	X
3	6362	Painter	6	X
3	2287	Clinical Perfusionist	23	
3	2254	Medical Photographer	12	
3	1233	Physiotherapist	23	
3	6368	Plasterer	5	X
3	6359	Plumber or Pipe Mechanic	10	X
3	6344	Porter	3	X
3	6341	Door Attendant	1	X
3	3459	Beneficiary Attendant ("A" Certification)	6	
3	6398	Laundry Attendant	3	X
3	3259	Message Centre Attendant	3	
3	6262	Painting and Maintenance Attendant	6	X
3	3481	Sterilization Attendant	6	
3	3251	Reception Attendant	5	
3	3245	Audiovisual Attendant	3	
3	6335	Housekeeping Attendant (Light Duty)	2	X
3	6334	Housekeeping Attendant (Heavy Duty)	3	X
3	3685	Unit and/or Pavilion Attendant	6	X
3	3467	Therapeutic Equipment Attendant	7	
3	6386	Food Service Attendant	3	X
3	3204	Transport Attendant	3	
3	6418	Physically Handicapped Beneficiaries Transport Attendant	5	X
3	6347	Elevator Attendant	2	X

Sectors*	Class Title #	Class Titles	Ranking	Single Rate
3	3203	Autopsy Attendant	6	
3	3480	Beneficiary Attendant	7	
3	5117	Storeroom Attendant	4	
3	3241	Animal Attendant	4	
3	3505	Attendant in a Northern Institution	7	
3	3208	Ophthalmology Attendant	6	
3	3247	Orthopedic Attendant	7	
3	3223	Physiotherapy and/or Occupation Therapy Attendant	6	
3	3449	Operating Room Attendant	6	
3	3229	Senior Orthopedic Attendant	8	
3	6325	Presser	3	X
3	1652	Specialized Psycho-educator in Psychosocial Rehabilitation	22	
3	1546	Psychologist, Human Behaviour Therapist (T.R.) (reserved title)	24	
3	2273	Psycho-technician	13	
3	3461	Child Nurse / Baby Nurse	12	
3	1658	Recreologist	20	
3	6382	Upholsterer	7	X
3	2694-1	Living Unit or Rehabilitation Supervisor, class 1	18	
3	1570	Reviser	23	
3	5321	Legal Secretary	8	
3	5322	Medical Secretary	8	
3	6367	Locksmith	8	X
3	1572	Sexologist	22	
3	1573	Clinical Sexologist	23	
3	1554	Sociologist	19	
3	2697	Sociotherapist (Institut Pinel)	17	
3	6361	Welder	10	X
3	1291	Clinical Specialist in Laboratory Medicine	28	
3	1407	Clinical Activities Specialist	22	
3	1661	Audiovisual Specialist	21	
3	1521	Care Evaluation Specialist	22	
3	1557	Orientation and Mobility Specialist	21	
3	1109	Administrative Processes Specialist	21	
3	1560	Specialist in Rehabilitation for the Visually Impaired	21	
3	1207	Biological and Health Physics Science Specialist	23	

Sectors*	Class Title #	Class Titles	Ranking	Single Rate
3	6422	Establishment Guard	8	
3	3679	Lifeguard	6	X
3	2102	Contributions Technician	14	
3	3224	Class "B" Technician	9	
3	2360	Braille Technician	12	
3	2224	Graduate Medical Laboratory Technician	16	
3	2262	Dental Technician	14	
3	2101	Administrative Technician	13	
3	6317-1	Food Technician, class I	9	
3	6317-2	Food Technician, class II	9	
3	2333	Graphic Arts Technician	12	
3	2586	Social Assistance Technician	16	
3	2258	Audiovisual Technician	12	
3	2374	Building Service Technician	15	
3	2275	Communication Technician	12	
3	2284	Clinical Cytogenetic Technician	16	
3	2257	Dietetics Technician	14	
3	2356	Documentation Technician	13	
3	2686	Specialized Education Technician	16	
3	2370	Industrial, Electricity Technician	13	
3	2381	Electrodynamics Technician	13	
3	2241	Electro-encephalography (EEG) Technician	14	
3	2371	Electro-mechanic Technician	13	
3	2369	Electronics Technician	14	
3	2286	Medical Electrophysiology Technician	15	
3	2377	Mechanical Fabrication Technician	12	
3	2367	Biomedical Engineering Technician	15	
3	2285	Gerontology Technician	13	
3	2280	Horticulture Technician	13	
3	2702	Industrial Hygiene Technician	16	
3	2123	Computer Technician	14	
3	2379	Instrumentation and Control Technician	14	
3	2696	Recreation Technician	13	
3	2362	Orthosis-prosthesis Technician	15	



Sectors*	Class Title #	Class Titles	Ranking	Single Rate
3	2270	Cardio-respiratory Physiology Technician	14	
3	2368	Prevention Technician	13	
3	2584	Psychosocial Research Technician	13	
3	2124	Specialized Computer Technician	16	
3	2223	Medical Technologist	16	
3	2278	Hemodynamic Technologist	16	
3	2208	Nuclear Medicine Technologist	16	
3	2205	Radio-diagnostic Technologist	16	
3	2222	Radiology Technologist (Information and Digital Imaging System)	17	
3	2207	Radiotherapy Technologist	16	
3	2212	Specialized Radiology Technologist	16	
3	2295	Physical Rehabilitation Technologist	16	
3	1258	Art Therapist	22	
3	1241	Translator	19	
3	2375	Community Worker	16	
3	3465	Neighbourhood or Sector Worker	9	
3	1550	Professional Social Worker, Social Work Officer (reserved title)	22	
4	C746	Attendant for Disabled Students	6	
4	C910	Prevention and Security Officer	10	
4	C202	Finance Officer	20	
4	C233	Social Services Officer	22	
4	C505	Administrative Support Agent, class I	8	
4	C506	Administrative Support Agent, class II	5	
4	C503	Administrative Support Agent, principal class	11	
4	C911	Trades Helper	3	X
4	C902	Domestic Helper	2	X
4	C903	General Kitchen Assistant	3	X
4	C204	Academic Advisor	21	
4	C205	Analyst	21	
4	C206	Student Activities Counsellor	20	
4	C432	Sociocultural or Sports Activities Leader	6	X
4	C701	Laboratory Attendant	6	
4	C208	Administration Officer	20	
4	C262	Librarian	20	
4	C905	Residence Caretaker	6	X

Sectors*	Class Title #	Class Titles	Ranking	Single Rate
4	C925	Light Vehicle Driver	4	X
4	C926	Heavy Vehicle Driver	6	X
4	C263	Student Life Counsellor	20	
4	C220	Guidance Counsellor	21	
4	C223	Re-education Counsellor	21	
4	C203	Communication Counsellor	20	
4	C221	Academic Training Counsellor	20	
4	C214	Academic and Vocational Information Counsellor	20	
4	C216	Adapted Services Counsellor	22	
4	C219	Pedagogical Counsellor	22	
4	C915	Cook, class I	11	X
4	C916	Cook, class II	10	X
4	C917	Cook, class III	7	X
4	C716	Cabinetmaker	10	X
4	C702	Electrician	10	X
4	C704	Electrician, principal class	12	X
4	C305	College Professors	23	
4	C417	Dental Hygienist	14	
4	C421	Interpreter (Cégep Ste-Foy and Vieux Montréal)	15	
4	C907	Gardener	7	X
4	C620	Storekeeper, class I	7	
4	C621	Storekeeper, class II	4	
4	C934	Labourer	2	X
4	C719	Equipment Maintenance Mechanic	10	X
4	C728	Stationary Engineer, class III	10	X
4	C726	Stationary Engineer, class I	10	X
4	C729	Stationary Engineer, class IV	9	X
4	C732	Stationary Engineer, class VII	9	X
4	C735	Stationary Engineer, class X	9	X
4	C737	Stationary Engineer, class XII	9	X
4	C738	Stationary Engineer, class XIII	9	X
4	C741	Stationary Engineer, class XVI	9	X
4	C742	Stationary Engineer, class XVII	9	X
4	C707	Carpenter	9	X
4	C431	Socio-cultural or Sports Activities Counsellor	10	

Sectors*	Class Title #	Class Titles	Ranking	Single Rate
4	C430	Day Camp Counsellor	6	X
4	C725	Electronic Phototypesetter Operator	8	
4	C703	Offset Duplicator Operator	6	
4	C700	Offset Duplicator Operator, principal class	9	
4	C755	Data Processing Operator	8	
4	C708	Certified Maintenance Technician	9	X
4	C709	Painter	6	X
4	C908	Security Attendant	5	
4	C222	Psychologist	24	
4	C606	Administrative Secretary	9	
4	C209	Specialist in Teaching Methods and Techniques	21	
4	C753	Swimming Pool Supervisor	6	
4	C419	Test Bed Technician	16	
4	C840	Certified Aeronautics Maintenance Technician	17	
4	C830	Aeronautics Maintenance Technician (Collèges Chicoutimi and Édouard-Montpetit)	13	
4	C405	Administration Technician	13	
4	C409	Graphic Arts Technician	12	
4	C406	Audiovisual Technician	12	
4	C413	Building Services Technician	15	
4	C401	Information Technician	13	
4	C424	Special Education Technician	16	
4	C411	Electronics Technician	14	
4	C416	Mechanical Production Technician	14	
4	C414	Information Technician	12	
4	C403	Data Processing Technician	14	
4	C402	Data Processing Technician, principal class	16	
4	C407	Recreational Activities Technician	13	
4	C418	Social Work Technician	16	
4	C404	Laboratory Technician	14	
4	C231	Social Worker	22	
4	C706	Pipe Fitter	10	X

*Note: The class title rankings listed in this appendix are those ascertained as of the date of the signature of the agreement, without admission from the union party.*

\* **Sector 2: School Boards; sector 3: Health and Social Services; sector 4 : Colleges**

**SUB-APPENDIX 3****TEACHERS OTHER THAN REGULAR SCHOOL BOARD TEACHERS**

Class Titles #	Class Titles	Reference Class Titles	Adjustment	Rule
0395	Casual Supply Teacher	0310 – Teacher	1 / 1000 of step 1	Truncated <sup>1</sup> to the cent
0397	Teacher-by-the-lesson, class 16	0310 – Teacher	Increase <sup>2</sup> granted to step 8	Rounded to the cent <sup>3</sup>
0397	Teacher-by-the-lesson, class 17	0310 – Teacher	Increase <sup>2</sup> granted to step 10	Rounded to the cent <sup>3</sup>
0397	Teacher-by-the-lesson, class 18	0310 – Teacher	Increase <sup>2</sup> granted to step 12	Rounded to the cent <sup>3</sup>
0397	Teacher-by-the-lesson, class 19	0310 – Teacher	Increase <sup>2</sup> granted to step 14	Rounded to the cent <sup>3</sup>
0396	Teacher paid on an hourly basis	Teacher-by-the-lesson	Rate for class 16 <sup>4</sup>	n/a

**TEACHERS OTHER THAN REGULAR COLLEGE PROFESSORS**

Class Titles #	Class Titles	Reference Class Titles	Adjustment	Rule
C399	Hourly-paid Professor, class 16	C305 – Professor	Increase <sup>2</sup> granted to step 8	Rounded up to the cent <sup>3</sup>
C399	Hourly-paid Professor, class 17 & 18	C305 – Professor	Average increase <sup>2</sup> granted to steps 10 & 12	Rounded to the cent <sup>3</sup>
C399	Hourly-paid Professor, class 19 & 20	C305 – Professor	Average increase <sup>2</sup> granted to steps 14 & 16	Rounded to the cent <sup>3</sup>
C330	Aeronautics Professor	C305 – Professor	Increase <sup>2</sup> granted to step 15	Rounded to the dollar <sup>5</sup>
C393	Aeronautics Professor – Overtime	C305 – Professor	Increase <sup>2</sup> granted to step 15	Rounded to the cent <sup>3</sup>
C394	Aeronautics Professor in Continuing Education	C305 – Professor	Increase <sup>2</sup> granted to step 15	Rounded to the cent <sup>3</sup>

<sup>1</sup> When the decimal point is followed by three digits or more, the third digit and the following ones are removed.

<sup>2</sup> The increases calculated from the reference step (step in time t / step in time t-1) are rounded to four decimals.

<sup>3</sup> When the decimal point is followed by three digits or more, the third digit and the following ones are removed if the third digit is lower than five. If the third digit is equal to or higher than five, the second digit is carried to the nearest higher digit and the third and following digits are removed.

<sup>4</sup> This is not an adjustment. The applicable rate is that of the teacher-by-the lesson, class 16.

<sup>5</sup> When the decimal point is followed by one digit or more, the first digit and the following ones are removed if the first digit is lower than five. If the first digit is equal to or higher than five, the dollar is carried to the nearest higher unit and the first decimal and following ones are removed.

## SUB-APPENDIX 4

## ABOLISHED CLASSIFICATIONS AND SCALES

## SECTION A: TO BE ABOLISHED ON APRIL 2, 2019

<i>Sector</i>	<i>Class Titles #</i>	<i>Class Titles</i>	<i>Abolished Scale or Classification</i>
3	2694	<i>Living Unit or Rehabilitation Supervisor, class 2</i>	<i>Scale</i>
3	2694	<i>Living Unit or Rehabilitation Supervisor, class 3</i>	<i>Scale</i>
3	2688	<i>Integration Officer, class 3</i>	<i>Scale and Classification</i>
3	2691	<i>Educator, class 3</i>	<i>Scale and Classification</i>

## SECTION B: CLASS TITLES WITHOUT INCUMBENTS

<i>Sector</i>	<i>Class Titles #</i>	<i>Class Titles</i>
4	C232	<i>Student Affairs Counsellor</i>
4	C909	<i>Storekeeper, principal class</i>
4	C727	<i>Stationary Engineer, class II</i>
4	C731	<i>Stationary Engineer, class VI</i>
4	C739	<i>Stationary Engineer, class XIV</i>
4	C745	<i>Stationary Engineer Assistant, class XX</i>
3	3446	<i>Nursing Assistant, Assistant Team Leader</i>
3	3495	<i>Attendant in Rehabilitation or Industrial Occupation (Psychiatric Establishments)</i>
3	3458	<i>Community Organizer Monitor (Institut Pinel)</i>
3	3684	<i>Workshop Instructor (Institut Pinel)</i>

**SUB-APPENDIX 5**  
**TOW-CLAUSE JOBS, SCHOOL BOARDS**

Class Title #	Class Titles	Employment Class	Reference Class Titles	Adjustment %
5133	Trade Apprentice, 1 <sup>st</sup> year	0	2-5104; 2-5115; 3-6354; 3-6359; 4-C702; 4-C706	72.5
5134	Trade Apprentice, 2 <sup>nd</sup> year	0		75.0
5135	Trade Apprentice, 3 <sup>rd</sup> year	0		77.5
5136	Trade Apprentice, 4 <sup>th</sup> year	0		80.0

**TOW-CLAUSE JOBS, HEALTH AND SOCIAL SERVICES**

Class Title #	Class Titles	Employment Class	Reference Class Titles	Adjustment %
1914	Specialty Nurse Practitioner Candidate	0	3-1915	97.5
2485	Nurse on a Refresher Period	1	3-2471	90.0
2490	Candidate for Admission to the Practice of the Nursing Profession	1	3-2471	91.0
3456	Candidate for Admission to the Practice of Practical Nursing	1	3-3455	91.0
3529	Licensed Practical Nurse on a Refresher Period	1	3-3455	90.0
4001	Nursing Extern	1	3-2471	80.0
4002	Respiratory Therapy Extern	1	3-2244	80.0
4003	Medical Technology Extern	1	3-2223	80.0
6375	Trade Apprentice, step 1	1	2-5104; 2-5115; 3-6354; 3-6359; 4-C702; 4-C706	72.5
6375	Trade Apprentice, step 2	1		75.0
6375	Trade Apprentice, step 3	1		77.5
6375	Trade Apprentice, step 4	1		80.0

## SUB\_APPENDIX 6

## ADVANCES ON SALARY RELATIVITY

<i>Sector</i>	<i>Class Title #</i>	<i>Class Titles</i>	<i>Advance</i>
3	2702	Occupational Health Technician	13.50%
3	2277	Technical Coordinator in Biomedical Engineering	9.00%
3	2697	Social Therapist	11.01%
3	2367	Technician in Biomedical Engineering	9.00%