

**2010-2015
COLLECTIVE AGREEMENT**

CONCLUDED BETWEEN

ON THE ONE HAND,

**THE MANAGEMENT NEGOTIATING COMMITTEE
FOR ENGLISH-LANGUAGE SCHOOL BOARDS (CPNCA)**

AND

ON THE OTHER HAND,

**THE CENTRALE DES SYNDICATS DU QUÉBEC (CSQ)
REPRESENTED BY ITS BARGAINING AGENT,
THE FÉDÉRATION DU PERSONNEL DE SOUTIEN SCOLAIRE (FPSS)**

TABLE OF CONTENTS

CHAPTERS	TITLES
1-0.00	OBJECTIVE OF THE AGREEMENT, DEFINITIONS, RESPECT FOR HUMAN RIGHTS AND FREEDOMS, PSYCHOLOGICAL HARASSMENT IN THE WORKPLACE AND EQUAL OPPORTUNITY
1-1.00	Objective of the Agreement 1
1-2.00	Definitions 1
1-3.00	Respect for Human Rights and Freedoms 6
1-4.00	Psychological Harassment 6
1-5.00	Equal Opportunity 7
2-0.00	FIELD OF APPLICATION AND RECOGNITION
2-1.00	Field of Application..... 8
2-2.00	Recognition 11
3-0.00	UNION PREROGATIVES
3-1.00	Union Representation 12
3-2.00	Joint Committee Meetings 13
3-3.00	Union Releases..... 13
3-4.00	Posting 15
3-5.00	Union Meetings 15
3-6.00	Union Dues 16
3-7.00	Union System..... 16
3-8.00	Documentation 17
4-0.00	LABOUR RELATIONS COMMITTEE, INFORMATION, PARTICIPATION IN THE GOVERNING BOARD AND PARTICIPATION IN THE ADVISORY COMMITTEES ON SERVICES FOR STUDENTS WITH HANDICAPS AND STUDENTS WITH SOCIAL MALADJUSTMENTS OR LEARNING DISABILITIES
4-1.00	Labour Relations Committee 19
4-2.00	Information 19
4-3.00	Participation in the Governing Board..... 20

4-4.00	Advisory Committees on Services for Handicapped Students and Students with Social Maladjustments or Learning Disabilities	20
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5-0.00 SOCIAL SECURITY

5-1.00	Special Leaves.....	21
5-2.00	Paid Legal Holidays	23
5-3.00	Life, Health and Salary Insurance Plans	24
5-4.00	Parental Rights	36
5-5.00	Participation in Public Affairs	51
5-6.00	Vacation	52
5-7.00	Professional Improvement.....	55
5-8.00	Civil Responsibility	57
5-9.00	Leaves Without Salary	58
5-10.00	Leave with Deferred Salary	60

6-0.00 REMUNERATION

6-1.00	Classification Rules.....	61
6-2.00	Determination of Step	63
6-3.00	Salary	66
6-4.00	Premiums	70
6-5.00	Travel Expenses	72
6-6.00	Payment of Salary.....	73
6-7.00	Verification of Furnaces	75
6-8.00	Regional Disparities	77
6-9.00	Loan and Rental of Halls	82

7-0.00 MOVEMENT OF PERSONNEL AND SECURITY OF EMPLOYMENT

7-1.00	Movement of Personnel.....	84
7-2.00	Temporary or Periodic Layoff	100
7-3.00	Security of Employment.....	101
7-4.00	Work Accidents and Occupational Diseases	116
7-5.00	Partial Disability	120
7-6.00	Contracting Out.....	121
7-7.00	Organization of Work	122

8-0.00	OTHER WORKING CONDITIONS	
8-1.00	Seniority	124
8-2.00	Workweek and Working Hours	126
8-3.00	Overtime.....	127
8-4.00	Disciplinary Measures.....	129
8-5.00	Health and Safety	130
8-6.00	Clothing and Uniforms	132
8-7.00	Technological Changes	133
9-0.00	SETTLEMENT OF GRIEVANCES, ARBITRATION AND DISAGREEMENT	
9-1.00	Procedure for Settling Grievances	134
9-2.00	Arbitration Procedure	135
9-3.00	Disagreement.....	139
10-0.00	SPECIAL PROVISIONS CONCERNING CERTAIN EMPLOYEES	
10-1.00	Employees Working Within the Framework of Adult Education Courses	140
10-2.00	Cafeteria Employees and Student Supervisors Working Ten Hours or Less per Week	143
11-0.00	MISCELLANEOUS PROVISIONS	
11-1.00	Contributions to a Savings Institution or Credit Union	146
11-2.00	Local Arrangements.....	146
11-3.00	Distribution and Translation of Agreement.....	147
11-4.00	Coming into Force of the Agreement	148
11-5.00	Appendices	149
11-6.00	Interpretation of Texts (Protocol)	149

APPENDICES	TITLES
Appendix 1	Hourly Salary Scales and Rates 151
Appendix 2	Moving Expenses..... 170
Appendix 3	Sabbatical Leave with Deferred Salary 172
Appendix 4	Parental Rights of Temporary Employees and Employees Covered by Articles 10-1.00 and 10-2.00 177
Appendix 5	Parental Rights 178
Appendix 6	Terms and Conditions for Applying the Progressive Retirement Plan 179
Appendix 7	Mediation Arbitration 183
Appendix 8	Technical Committee on Insurance 184
Appendix 9	Relocation 185
Appendix 10	Grievances and Arbitration (former collective agreement) 186
Appendix 11	Classification of Certain Employees 187
Appendix 12	Computerized Billing of Group Insurance Premiums 188
Appendix 13	Provincial Committee for Settling Grievances, Prearbitration Mediation and Accelerated Arbitration 190
Appendix 14	Revision of the Classification Plan 193
Appendix 15	Letter of Agreement Concerning Family Responsibilities 196
Appendix 16	Special Provisions Applicable to Employees of the Eastern Townships School Board 197
Appendix 17	Regional Offices and English-language School Boards 198
Appendix 18	Letter of Intent Concerning the Government and Public Employees Retirement Plan 199
Appendix 19	Modification of the Letter of Intent Concerning the Government and Public Employees Retirement Plan (RREGOP) Signed on July 9, 2010..... 202
Appendix 20	Letter of agreement concerning the problems related to the inability to relocate a surplus employee following a building closure..... 203
Appendix 21	Working Time Reduction Program 204
Appendix 22	Provincial Committee Concerning Students with Handicaps, Social Maladjustments or Learning Disabilities..... 205
Appendix 23	Letter of Agreement Concerning the Setting Up of a “Specialized Workman” Task Force 206

**CHAPTER 1-0.00 OBJECTIVE OF THE AGREEMENT, DEFINITIONS, RESPECT
FOR HUMAN RIGHTS AND FREEDOMS, PSYCHOLOGICAL
HARASSMENT IN THE WORKPLACE AND EQUAL
OPPORTUNITY**

1-1.00 OBJECTIVE OF THE AGREEMENT

1-1.01

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 following words, terms and expressions have the meaning respectively attributed to them.

1-2.01 QESBA

Quebec English School Boards Association.

1-2.02 Seniority

Seniority as 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 Regular Work Year

Product of the regular workweek multiplied by fifty-two (52) weeks.

1-2.05 Provincial Relocation Bureau

Placement bureau composed of the QESBA and the Ministère.

1-2.06 Centrale

The Centrale des syndicats du Québec (CSQ).

1-2.07 Class of Employment

Any of the classes of employment the titles of which are found in the salary scales in Appendix 1 of the agreement and those which could eventually be created under clause 6-1.13.

1-2.08 Classification

Assignment to an employee of a class of employment and, if any, a step in the salary scale applicable to him or her in accordance with the agreement.

1-2.09 Board

The school board bound by the agreement.

1-2.10 Spouse

Spouse means either of two (2) persons who:

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

It being understood that the dissolution of the marriage by divorce or annulment or the dissolution of the civil union as provided for by court decree or notarized joint statement 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 mean the loss of spousal status.

1-2.11 Agreement

This collective agreement.

1-2.12 CPNCA

The Management Negotiating Committee for English-language School Boards established under the Act respecting the process of negotiation of the collective agreements in the public and parapublic sectors.

1-2.13 Regional Office

One of the regional offices established by the Ministère listed in Appendix 17.

1-2.14 Grievance

Any disagreement regarding the interpretation or application of the agreement.

1-2.15 Disagreement

Any dissension between the parties other than a grievance defined in the agreement and other than a dispute defined in the Labour Code.

1-2.16 Ministère

The Ministère de l'Éducation, du Loisir et du Sport (MELS).

1-2.17 Transfer

Movement of an employee to another position 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.

1-2.18 Provincial Negotiating Parties

- A) Employer group: The Management Negotiating Committee for English-language School Boards (CPNCA)
- B) Union group: The Centrale des syndicats du Québec (CSQ) represented by its bargaining agent, the Fédération du personnel de soutien scolaire (FPSS)

1-2.19 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 sixty (60) days actually worked. However, it shall be ninety (90) 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, as the case may be, or a probation period equal in duration to nine (9) consecutive months, whichever is the lesser.

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

This clause applies subject to subparagraph f) of paragraph B) of clause 2-1.01.

1-2.20 Employee

The term "employee", singular or plural, signifies and includes the employees defined hereinafter and to whom one or more provisions of the agreement apply in accordance with article 2-1.00.

1-2.21 Probationary Employee

An employee who has not completed the probation period provided for in clause 1-2.19 in order to become a regular employee.

1-2.22 Tenured Employee

A regular employee who has completed two (2) years of active service in the same board in a full-time position.

Any disability leave covered by the salary insurance plan and any disability leave due to a work accident or employment injury, as long as the employee continues to receive benefits for the disabilities under the agreement, constitute active service for the purpose of acquiring tenure, notwithstanding clause 1-2.38.

As an exception to the rule for acquiring tenure, an employee who has acquired tenure under the preceding provisions or under a former collective agreement and who occupies a part-time position shall retain his or her permanent status, provided that there has been no break in his or her employment ties since acquiring his or her permanent status.

1-2.23 Regular Employee

- A) An employee who has completed the probation period provided for in clause 1-2.19.
- 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.

1-2.24 Temporary Employee

- A) An employee hired as such to perform particular work in the event of a temporary increase in workload or an unforeseen event for a maximum period of four (4) months, unless there is a written agreement with the union.
- B) A substitute employee defined in clause 1-2.25.

- C) An employee hired as such to occupy a permanently vacant or newly created position between the time the position is vacated and the time when it is filled permanently.
- D) A temporary employee hired as such to occupy a specific position.

1-2.25 Substitute Employee

An employee who is hired as such to replace an absent employee for the duration of the absence.

1-2.26 Classification Plan

The Classification Plan prepared by the CPNCA, after consultation with the provincial negotiating union group, for the categories of technical and paratechnical support, administrative support and labour support positions, February 7, 2011 edition, including any change made or new class added during the term of the agreement.

1-2.27 Position

Specific assignment of an employee to perform duties assigned to him or her by the board except for an assignment to a specific position.

Subject to article 7-3.00, every employee who holds a position except for temporary employees and employees referred to in Chapter 10-0.00 who do not hold positions.

The preceding paragraph applies to employees referred to in Chapter 10-0.00, subject to clause 10-2.02.

1-2.28 Day Care Service Position

Position in the class of employment of day care service technician, day care service educator, principal class or day care service educator.

For the purposes of the definitions, the regular workweek of a day care service position shall be thirty-five (35) hours.

1-2.29 Special Education Position

Position in one of the following classes of employment:

- special education technician;
- social work technician;
- interpreter-technician;
- attendant for handicapped students.

1-2.30 Full-time Position

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

Notwithstanding the preceding paragraph, a periodic position is full-time only if the number of hours of active service worked in the position is equal to or greater than seventy-five percent (75%) of the number of hours of the regular work year.

1-2.31 Part-time Position

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

Notwithstanding the preceding paragraph, a periodic position in which the number of hours of active service worked in the position is less than seventy-five percent (75%) of the regular work year is a part-time position.

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.

1-2.32 Specific Position

Specific assignment of a regular or temporary employee to perform duties assigned to him or her by the board in the following context:

- 1) any activity financed by a foundation, it being specified that the employee concerned cannot, in the context of such a project, carry out activities normally assumed by the board;
- 2) any experimental project.

The position cannot exceed twenty-four (24) months. If the position is renewed beyond the twenty-four (24) months, the board shall transform it into a position within the meaning of clause 1-2.27 and the employee concerned becomes the incumbent of the newly created position with all the rights and benefits recognized under article 7-1.00 and clause 1-2.22, retroactively to the beginning of the thirteenth (13th) month of his or her assignment or hiring for the project unless he or she prefers to return to his or her original position, if he or she is a regular employee.

For the purposes of applying this clause, two similar positions in the same class of employment requiring the same qualifications and particular requirements relating to projects of the same nature and separated by less than a year shall be deemed to be the same position.

A project of the same nature which is repeated more than three (3) times must be discussed by the committee on the organization of work defined in article 7-7.00.

1-2.33 Periodic Position

Position in which the annual work period is between six (6) and eleven (11) consecutive months. A periodic position is either full-time or part-time. A part-time position must at least correspond to the equivalent of a full-time position of four (4) months.

The workload and the vacation inherent to a periodic position must be included in its duration. Thus, the employee cannot occupy his or her position beyond the determined period. A temporary employee cannot be hired so as to extend the duration of this position.

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

1-2.34 Promotion

Movement of an employee to another position 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.

1-2.35 Demotion

Movement of an employee to another position 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.

1-2.36 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.

1-2.37 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 as well as the ministries and agencies of the government referred to in the Public Service Act.

1-2.38 Active Service

Period of time during which an employee actually worked in the service of the board or boards (institutions) to which this board is the successor since his or her last hiring or during which his or her salary was maintained. An employee shall acquire one year of active service if his or her salary was maintained or if he or she actually worked for two hundred and sixty (260) days.

In the case of a part-time employee, active service shall be acquired proportionally to his or her workweek in relation to the regular workweek prescribed in article 8-2.00.

1-2.39 Union

The union bound by the agreement.

1-2.40 Salary

The amount paid to an employee under articles 6-1.00, 6-2.00 and 6-3.00, excluding all lump sums except those provided for in clauses 6-2.13, 6-2.15, 6-2.16 and 7-3.12.

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.

The board expressly agrees to respect in its actions, attitudes and decisions, the practice, in full equality, of all employees' 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

There shall be no threat, constraint or reprisal against an employee because of the exercise of a right granted to him or her under the agreement or by law.

1-4.00 PSYCHOLOGICAL HARASSMENT**1-4.01**

The board and the union recognize every employee's right to a workplace free from psychological harassment as provided for under the Act respecting labour standards. They also recognize that psychological harassment is reprehensible and they shall strive to prevent such practices in the workplace.

To this end, the board must adopt reasonable measures to prevent psychological harassment and, when such a practice is brought to its attention, to eliminate it.

1-4.02

The employee who claims to have been psychologically harassed may contact a board representative in order to attempt to find a solution to his or her problem according to the mechanism and procedures prescribed in the board policy, if need be. During a meeting with the employer prescribed in this clause, a union representative may accompany the employee, if the latter so desires.

1-4.03

Any grievance dealing with psychological harassment in the workplace shall be submitted to the board by the plaintiff or the union, with the plaintiff's consent, according to the procedure prescribed in article 9-1.00.

The plaintiff or the union, with the consent of the plaintiff, may refer the grievance to arbitration according to the procedure prescribed in article 9-2.00.

1-4.04

A grievance dealing with psychological harassment in the workplace shall be given hearing priority.

1-5.00 EQUAL OPPORTUNITY**1-5.01**

The board which undertakes to implement an equal opportunity program shall consult the union through the Labour Relations Committee.

1-5.02

The consultation shall focus on the following:

- A) The possibility of setting up an equal opportunity advisory committee grouping together all categories of personnel, it being specified that only one equal opportunity committee may exist at the board and that the union name its representative.

Should such a committee be formed, consultation on the items prescribed in paragraphs B) and C) shall be carried out by this committee.

- B) The diagnostic analysis, if necessary.

- C) The contents of an equal opportunity program, namely:

- objectives pursued;
- corrective measures;
- implementation timetable;
- control mechanisms to assess the progress and difficulties encountered.

1-5.03

During the consultation period provided for in clause 1-5.02, the board shall transmit all pertinent information within a reasonable time limit.

1-5.04

In order to be valid, any equal opportunity measure which has the effect of subtracting from, modifying or adding to a provision of the agreement must be the subject of a written agreement in accordance with clause 2-2.03.

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 who are covered by the certificate of accreditation, subject to the following partial applications:

A) Probationary Employees

Subject to paragraph D) of this clause, a probationary employee shall be covered by the clauses of the agreement except those concerning the right to the grievance and arbitration procedure in the event of dismissal or if his or her employment terminates; in these cases, the board shall give the employee a notice of at least fourteen (14) days.

B) Temporary Employees

- a) 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	The following definitions applicable to an employee's status: 1-2.01, 1-2.03, 1-2.06, 1-2.07, 1-2.08, 1-2.09, 1-2.10, 1-2.11, 1-2.12, 1-2.13, 1-2.14, 1-2.15, 1-2.16, 1-2.18, 1-2.20, 1-2.24, 1-2.25, 1-2.26, 1-2.27, 1-2.28, 1-2.29, 1-2.32, 1-2.36, 1-2.37, 1-2.39, 1-2.40
1-3.00	Respect for Human Rights and Freedoms
1-4.00	Psychological Harassment
2-2.00	Recognition
3-4.00	Posting
3-5.00	Union Meetings
3-6.00	Union Dues
3-7.00	Union System
3-8.00	Documentation
4-1.00	Labour Relations Committee
4-2.00	Information
5-2.00	Paid Legal Holidays (provided that he or she has worked ten (10) days since his or her hiring 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	Premiums
6-5.00	Travel Expenses
6-6.00	Payment of Salary
6-7.00	Verification of Furnaces
6-8.00	Regional Disparities: only clauses 6-8.01, 6-8.02, 6-8.03, 6-8.04 and 6-8.14 apply
6-9.00	Loan and Rental of Halls
7-1.00	Movement of Personnel (for sequences for filling positions)
7-1.09	Second paragraph
7-1.19	Procedure for Filling a Temporarily Vacant Position
7-1.20	Increase in Workload
7-1.21	Procedure for Filling a Specific Position
7-1.26 to 7-1.32	Priority of Employment List
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 Courses
11-2.00	Local Arrangements

- 11-3.00

Distribution and Translation of Agreement
- 11-4.00

Coming into Force of the Agreement
- 11-5.00

Appendices
- 11-6.00

Interpretation of Texts
- Appendix 1

Hourly Salary Scales and Rates
- b)

Subject to paragraph D) of this clause, a temporary employee who is hired for a specific position or for a predetermined period of over six (6) months or an employee who has worked at least six (6) months since his or her hiring or in the context of several immediately consecutive hirings¹ shall, in addition, be entitled to the following clauses or articles:
- 3-3.00

Union Releases: only clauses 3-3.03, 3-3.04, 3-3.05, 3-3.06, 3-3.07 and 3-3.08 apply
- 5-1.00

Special Leaves
- 5-3.00

Life, Health and Salary Insurance Plans (with the exception of paragraph B) of clause 5-3.32)
- 5-4.00

Parental Rights (according to the terms and conditions provided for in Appendix 4 of the agreement)
- 5-6.00

Vacation
- 5-7.02 A)

Organizational Professional Improvement
- 5-7.02 B)

Functional Professional Improvement
- 7-4.00

Work Accidents and Occupational Diseases (with the exception of paragraphs C) and D) of clause 7-4.03 and clauses 7-4.14 to 7-4.24 inclusively)
- Appendix 5

Parental Rights
- c)

A temporary employee whose period of employment exceeds the period determined in paragraph A) of clause 1-2.24 or, where applicable, exceeds the period agreed to with the union under paragraph A) shall obtain regular employee status. The board shall then create a position² that it determines and the employee shall be automatically considered as a candidate for the position. His or her application shall be considered at the step prescribed in paragraph C) of clause 7-1.03. If the employee does not obtain the position concerned, he or she shall be laid off as soon as it is filled.
- d)

The board may hire a substitute employee to replace an absent employee for the duration of the absence; the substitute employee shall be dismissed upon the return of the employee whom he or she replaced or if the position becomes permanently vacant or is abolished.
- e)

The fact that a temporary employee does not hold a position shall not exempt him or her from the application of paragraph C) of this clause when he or she is required to hold a part-time position.
- f)

If a substitute employee obtains, under article 7-1.00, the position of the employee he or she replaced without any interruption between the time of the replacement and the time when the position became permanently vacant, the probation period to become a regular employee shall be reduced by half if the time worked during the replacement period in the position is equal to at least fifty percent (50%) of the probation period referred to in clause 1-2.19.
- g)

A temporary employee shall also be entitled to the grievance and arbitration procedure, if he or she feels wronged with respect to the rights to which he or she is entitled under paragraph B).

¹ Saturdays, Sundays, paid legal holidays, pedagogical days, summer shutdowns provided for in paragraph A) of clause 5-6.04, the period of cyclical slowdown of activities and any interruption of five (5) working days or less do not constitute a work interruption.

However, an employee who is not entitled to those provisions, a single interruption of five (5) days or less may be counted to be entitled thereto.

² The position thus created is full-time, if the temporary employee was full-time and part-time, if the temporary employee was part-time.

C) Employees in a Part-time Position

Subject to paragraph D) of this clause, the relevant provisions apply to an employee in a part-time position; however, whenever such provisions are applied on a pro rata basis to the regular hours remunerated, specific terms, if any, shall be provided in each article.

In this case, the provisions applicable to an employee who occupies a day care service position shall be applied on a pro rata basis in relation to the number of weekly working hours in the position compared to thirty-five (35) hours.

D) Employees Whose Regular Workweek is Less Than Fifteen (15) Hours

The salary of an employee, except for the temporary employee referred to in subparagraph a) of paragraph B) of this clause, whose regular workweek is less than fifteen (15) hours 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 vacation prescribed in article 5-6.00.

For a regular employee, the first paragraph applies after he or she obtains a position when the security of employment procedure prescribed in article 7-3.00 is applied until that of the following year. However, the regular employee shall no longer be covered by the first paragraph when, as a result of the application of clause 7-1.03, he or she obtains a new position in which the regular workweek is fifteen (15) hours or more.

For the temporary employee referred to in subparagraph b) of paragraph B), the first paragraph applies to each hiring.

E) Employees Working Within the Framework of Adult Education Courses

Employees shall be entitled to article 10-1.00 of the agreement only.

F) Cafeteria Employees and Student Supervisors Working Ten (10) Hours or Less per Week

Employees shall be entitled to article 10-2.00 of the agreement only.

G) Employees Working in a Day Care Service or Regular Employees Having Already Worked in a Day Care Service

Employees occupying a day care service position or regular employees who already occupied a day care service position shall be covered by the agreement, except the following clauses and articles:

- clause 6-4.03: night and evening shift premiums
- article 8-2.00: workweek and working hours except clauses 8-2.04 to 8-2.06 and 8-2.08
- article 8-3.00: overtime – however, article 8-3.00 applies to the employee who works hours in addition to his or her regular thirty-five (35)-hour week.

2-1.02

Subject to the use of the services of a surplus employee or support staff member, 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.

2-1.03

The use of the services of a person who does not receive any salary from the board cannot have the effect of reducing the number of hours or the abolition of a position held by a regular employee.

An internship program must take into account the following elements:

- the board shall notify the union in writing;
- the internship shall be carried out within the framework of a program of studies;

- the maximum duration of the internship must correspond to the duration of the internship prescribed by the educational institution in the program of studies;
- an employee shall participate in the planning of the duties and the evaluation of the trainee;
- the participation of an employee shall be on a voluntary basis.

2-2.00 RECOGNITION

2-2.01

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

2-2.02

The board and the union recognize the provincial negotiating parties' right to deal with questions 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 these, meet in order to deal with it within the sixty (60) days of the request.

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

2-2.03

The provincial negotiating parties may meet occasionally in order to discuss any question relating to the employees' working conditions. Any written agreement between the parties may have the effect of modifying or adding to this agreement.

2-2.04

The provincial negotiating parties may meet occasionally to interpret the provisions of this agreement. These interpretations, as long as they are recorded and duly signed, shall bind not only the parties to this agreement but also every arbitrator as well as the board and the union.

2-2.05

The provisions of this article must not be interpreted as constituting a revision of the agreement which could lead to a dispute as defined in the Labour Code.

2-2.06

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

CHAPTER 3-0.00 UNION PREROGATIVES**3-1.00 UNION REPRESENTATION****Union Delegate****3-1.01**

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

3-1.02

For this reason, the employee and the union delegate may temporarily interrupt their work, without loss of salary including applicable premiums, if any, or reimbursement, after having obtained permission from their immediate superiors and indicating the probable duration of their absence. Permission cannot be refused without a valid reason.

3-1.03

However, in the case where, in a building, there are three (3) or fewer employees in a bargaining unit, the union may appoint one delegate for a group of employees included in its jurisdiction, which must not exceed a 1.6-kilometre radius.

3-1.04

The union may appoint a substitute for each delegate if the latter is absent or is unable to act.

Union Representative**3-1.05**

The union may appoint, on behalf of all employees members of the union, a maximum of three (3) union representatives, employees of the board.

3-1.06

The duties of a union representative consist in assisting an employee, once a grievance has been formulated, to obtain, where applicable, the information necessary for the meeting provided for in paragraph A) of clause 9-1.03, to represent an employee at this meeting and to represent all employees at the Labour Relations Committee.

However, employees other than those appointed under clause 3-1.05 may act as union representatives on the Labour Relations Committee.

3-1.07

Except when attending meetings of the Labour Relations Committee or the meeting provided for in paragraph A) of clause 9-1.03, only one union representative at a time may, in the performance of his or her duties, temporarily interrupt his or her work for a limited time, without loss of salary including applicable premiums, if any, or reimbursement, after having obtained permission from his or her immediate superior. Permission cannot be refused without a valid reason.

3-1.08

The union representative may also be absent from work without loss of salary including applicable premiums, if any, or reimbursement, if he or she is required to meet with the board representative in order to see to the application 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.

3-1.09

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

3-1.10

Union representatives may be accompanied by a union adviser to a meeting provided for in paragraph A) of clause 9-1.03 or to meetings of the Labour Relations Committee. The board or its representative must be advised of the presence of the union adviser prior to the meeting.

3-2.00 JOINT COMMITTEE MEETINGS**3-2.01**

Any union representative appointed to a joint committee provided for in the agreement may be absent from work without loss of salary including applicable premiums, if any, or reimbursement in order to attend the meetings of the committee or to carry out work required by the parties.

3-2.02

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 meetings of the committee or to carry out work required by the parties.

3-2.03

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. Therefore, he or she shall not be entitled to any additional remuneration.

3-2.04

The union representative must inform his or her immediate superior in advance of the name of the committee on which he or she is requested to sit or to carry out work required by the parties to the committee and of the anticipated duration of his or her absence.

3-2.05

The meetings of the joint committee shall normally be held during working hours at times agreed to by the parties on the committee.

3-3.00 UNION RELEASES**3-3.01**

At the union's written request, sent at least fifteen (15) days in advance, the board shall release an employee for full-time union activities for an uninterrupted period varying between one and twelve (12) months, renewable according to the same procedure.

At the union's written request, sent at least fifteen (15) days in advance, the board shall release an employee for union activities on a part-time basis for an uninterrupted period from one to twelve (12) months, subject to the terms and conditions to be agreed upon in writing between the board and the union.

3-3.02

The employee or the union must notify the board at least fifteen (15) days before an employee's return to work and the latter shall be reinstated in the position held on his or her departure, subject to the provisions of article 7-3.00. If a twelve (12)-month leave is extended, subject to the provisions of article 7-3.00, the employee shall be reinstated in his or her position, if it is still available or in an equivalent position.

If the position held by the released employee before his or her departure is affected by a reduction in staff, the provisions of article 7-3.00 apply to the released employee at the time when his or her position is affected.

3-3.03

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. However, if the employee has already been released for twenty (20) working days for the current fiscal year, the board shall grant one day of absence per week or the equivalent if the needs of the department so permit.

3-3.04

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

The releases granted under this clause shall not be deductible from the twenty (20) days provided for in clause 3-3.03.

3-3.05

In the case of absences granted under this article, the employees' salary and fringe benefits shall be maintained. The union shall reimburse the board for the salary in all cases and the salary and cost to the board of the fringe benefits in the case of an employee released under clause 3-3.01.

3-3.06

The reimbursement provided for in clause 3-3.05 shall be made within thirty (30) days after the board forwards to the union a quarterly statement indicating the names of the absent employees, the duration of their absence and the amounts owing.

3-3.07

The employee thus released shall maintain the rights and privileges conferred on him or her by the agreement.

3-3.08

Notwithstanding clause 3-3.05, the union representative accompanied by the plaintiff shall be released from their work to attend arbitration sessions; as well, witnesses shall be released from their work for the time deemed necessary by the arbitrator. In the case of a collective grievance, only one plaintiff shall be released.

In these cases, the employees concerned shall be released without loss of salary or reimbursement.

3-3.09

In the case where the provincial negotiating parties meet in the context of clauses 2-2.02, 2-2.03, 2-2.04, 6-1.13 and 6-1.14, the employees designated by the provincial negotiating union party, the number of which shall be agreed upon between the provincial negotiating parties, shall be released without loss of salary or reimbursement to attend these meetings.

3-3.10

The provincial negotiating parties shall set up a committee six (6) months before the date prescribed by law for the beginning of negotiations. The role of the committee shall be to study and establish the terms and conditions for the leave of absence, salary and reimbursement, if need be, of the authorized union agents to prepare and negotiate the next collective agreement.

3-4.00 POSTING**3-4.01**

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

3-4.02

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 certified true copy is given to the person designated by the board.

3-4.03

The union may distribute any document of a union or professional nature to each employee in the workplace but outside of the working hours during which each of these employees performs his or her work.

The union may place any document of a union or professional nature in the employees' mailboxes, if any.

The union may use the electronic mail system set up by the board to distribute any document of a union or professional nature to each employee. The distribution and reading of e-mails must occur outside the time during which the employee is working.

3-5.00 UNION MEETINGS**3-5.01**

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

3-5.02

With the consent 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 provided for in his or her work schedule. The employee shall not be entitled to any additional remuneration on this account.

3-5.03

Moreover, when at the request of the board or the competent authority mandated by it or with its express approval, a union meeting of employees is held during working hours, the employees may attend the meeting without loss of salary, including applicable premiums, if any, or reimbursement for the duration of the meeting.

3-5.04

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.

3-5.05

The board which already provides a room for a union secretariat shall continue to do so under the same conditions. However, these conditions may be modified by the board after consultation with the union.

In other cases, the board shall provide the union with a room, if available, for a secretariat according to the terms and conditions to be agreed by the board and the union.

The use of such a room may be withdrawn for administrative or pedagogical needs provided that the board give the union a fifteen (15)-working day notice. In this case, the board shall provide another available room, if any, according to the terms and conditions to be agreed by the board and the union, which must not be more onerous in general to the union than those in force prior to the withdrawal of the room.

3-6.00 UNION DUES**3-6.01**

An amount equal to the dues established by union regulation or resolution shall be deducted from each employee's pay. 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, if need be, as of the first pay period.

3-6.02

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.

3-6.03

The board shall deduct from the employee's salary an amount equal to the special dues set by the union provided that it has received an advance notice of at least sixty (60) days. The terms and conditions for the deduction of these dues must first be agreed upon by the union and the board.

3-6.04

Each month, the board shall forward to the union or a representative designated by it, the dues collected during the preceding month as well as the list of the contributing employees' names and the amount paid by each. In the case where a board provides the list of names in alphabetical order or forwards the dues more frequently, it shall continue to do so. The board and the union may agree that the board provide other information pertaining to the transfer of dues.

3-6.05

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 membership fees and union dues or their equivalent deducted from their salary under this article.

3-7.00 UNION SYSTEM**3-7.01**

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 clause 3-7.03.

3-7.02

Any employee who is hired after the date of the coming into force of the agreement must become a member of the union, subject to clause 3-7.03.

3-7.03

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.

3-7.04

For the purpose of applying this article, the board shall give to the employee who is hired after the date of the coming into force of the agreement an application form for membership in the union and the form for the authorization for the deduction of membership fees, if need be, in accordance with the aforementioned union system provisions. An employee shall complete the forms and the board shall return them to the union within fifteen (15) days of his or her hiring. The union shall provide the board with the said forms.

3-8.00 DOCUMENTATION**3-8.01**

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 specified in this article.

3-8.02

No later than October 31 of each year, the board shall provide the union with the complete list of employees in alphabetical order to whom the agreement applies and shall indicate for each: his or her surname and given name, status (probationary, regular, tenured or temporary), position held, class of employment and salary, where applicable, date of birth, home address, telephone number and personal identification number, the foregoing as brought to the board's attention as well as any other information previously furnished.

3-8.03

The board shall provide the following information monthly:

- A) the names of new employees, including temporary employees, the date on which they were hired and the information specified in clause 3-8.02;
- B) the names of employees leaving the employment of the board and the termination date;
- C) the names of employees who changed positions, the title of the new position, the date on which the change took place and the salary;
- D) the changes of address and telephone number of employees brought to its attention;
- E) any other information not provided for in this article but which the board and the union agree to add.

3-8.04

At the same time, the board shall forward to the union a copy of all the directives dealing with the application of the agreement and addressed directly or through the immediate superior to an employee, a group of employees or to all the employees.

3-8.05

The board shall forward to 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.

3-8.06

The union shall provide the board with the names of its representatives within fifteen (15) days of their appointment as well as their job titles, the name of the committee provided for in the agreement or set up under the agreement on which they sit, where applicable, and their address for official union correspondence, and shall advise the board of any change.

3-8.07

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

3-8.08

Within sixty (60) days of the date of the coming into force of the agreement, the board shall forward to the union, for information purposes, a copy of every management policy or regulation concerning the personnel covered by the agreement. Subsequently, the board shall forward regular updates of these documents.

3-8.09

The board recognizes for the union all the rights of a taxpayer as regards the obtaining of minutes and the consultation of the minute book of the board.

The board shall forward to the union a copy of the minutes adopted at the meetings of the council of commissioners.

CHAPTER 4-0.00 LABOUR RELATIONS COMMITTEE, INFORMATION, PARTICIPATION IN THE GOVERNING BOARD AND PARTICIPATION IN THE ADVISORY COMMITTEES ON SERVICES FOR STUDENTS WITH HANDICAPS AND STUDENTS WITH SOCIAL MALADJUSTMENTS OR LEARNING DISABILITIES

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 form an advisory committee called the "Labour Relations Committee".

4-1.02

The committee shall have equal representation and shall be composed of a maximum of three (3) union representatives and three (3) board representatives. The fact that a party on the committee designates fewer than three (3) representatives shall not limit the number of representatives to which the other party is entitled under this clause, it being specified that each party shall have only one vote.

4-1.03

The committee shall establish its rules of procedure and shall determine the frequency of its meetings.

4-1.04

The committee shall study, at the request of either party, any question relating to the employees' working conditions and any other matter specifically referred to it under the terms of the agreement.

The committee may submit recommendations to the board on matters within its competence. A copy of every recommendation shall be forwarded to the union at the same time.

4-1.05

At a subsequent meeting of the Labour Relations Committee, the union representatives may ask the board representatives to explain a decision of the board regarding a subject which was previously discussed by the Labour Relations Committee and any other decision concerning or affecting the employees covered by the agreement.

4-2.00 INFORMATION

4-2.01

At least once every fiscal year, the board shall convene its employees to an information meeting concerning the policies and major objectives which concern them; this meeting shall normally be organized by department, building, school, adult education centre or vocational training centre during working hours at a time determined by the board. If among the employees present at the meeting there is no union delegate or representative, the employee acting as a delegate for the school, department or building concerned in accordance with clause 3-1.01 or 3-1.03 may attend without loss of salary including applicable premiums, if any, or reimbursement; if the union delegate or his or her substitute is unable to act or is absent, a union representative may attend the meeting without loss of salary including applicable premiums, if any, or reimbursement.

4-2.02

Within sixty (60) days of the date of the coming into force of the agreement, the board shall send the union a copy of the organization chart in effect.

4-3.00 PARTICIPATION IN THE GOVERNING BOARD**4-3.01**

During the month of September each year, the members of the support staff of a school shall meet to elect a representative to the governing board. The representative may be a day care service employee.

The members of the day care service staff shall meet before or after such a meeting as a subgroup to elect a representative to the governing board.

4-3.02

Every two (2) years, the members of the support staff of an adult education centre or a vocational training centre shall meet to elect a representative to the governing board.

4-3.03

The meeting must be held during a working day.

4-3.04

The representatives elected in accordance with this article may be absent from work without loss of salary, including applicable premiums, if any, or reimbursement to attend the meetings of the governing board.

4-4.00 ADVISORY COMMITTEES ON SERVICES FOR HANDICAPPED STUDENTS AND STUDENTS WITH SOCIAL MALADJUSTMENTS OR LEARNING DISABILITIES**4-4.01**

The union shall appoint, from among the employees concerned, a representative to the advisory committee on services for handicapped students or students with social maladjustments or learning disabilities provided for in the Education Act.

4-4.02

At the board's invitation, the union shall designate from among the employees concerned a representative to sit on any committee dealing with handicapped students or students with social maladjustments or learning disabilities in a school, centre or the board.

4-4.03

Following the designation of the representative, the union shall inform the board of the name of the person designated.

4-4.04

In the cases provided for in the preceding clauses, the designated employee may be absent from work without loss of salary, including applicable premiums, or reimbursement in order to participate in committee meeting.

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 wedding 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 wedding 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, of his or her child, his or her spouse's child living with the employee: 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 father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather, grandmother, granddaughter, grandson: a maximum of three (3) consecutive days, working days or not, including the day of the funeral;
- F) 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;
- G) 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 to grant permission for absence without loss of salary.

In the cases provided for in the preceding paragraphs C), D) and E), the obligation that the leave include the day of the funeral shall not apply if the employee is unable to leave his or her place of assignment due to the lack of transportation. In this case, the employee shall leave his or her place of assignment as soon as transportation becomes available and the leave shall begin as of the date of the employee's departure from his or her place of assignment.

Moreover, if in the cases referred to in preceding paragraphs C), D) and E), there is a cremation or burial service following the funeral, the employee may avail himself or herself of the following option:

- | | |
|--------------|--|
| Paragraph C) | six (6) consecutive days, working days or not, including the day of the funeral, plus one additional day to attend the cremation or burial service; |
| Paragraph D) | four (4) consecutive days, working days or not, including the day of the funeral, plus one additional day to attend the cremation or burial service; |
| Paragraph E) | two (2) consecutive days, working days or not, including the day of the funeral, plus one additional day to attend the cremation or burial service. |

5-1.02

The employee shall only be entitled to a special leave, without loss of salary, in the cases referred to in paragraphs C), D) and E) of clause 5-1.01 if he or she attends the funeral; 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 one additional day or to two (2) additional days if the funeral takes place at a distance of more than four hundred and eighty (480) kilometres from his or her domicile.

Moreover, as regards the regions for which the premiums for regional disparities prescribed in article 6-8.00 are payable and the territory included between Tadoussac and the Moisie River, if it is necessary to cross the river, the union and the board may agree on an additional number of days.

5-1.03

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

5-1.04

The employee who is called to act as a juror or as 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 public health department, 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 in accordance with the law.

5-1.06

Subject to the other provisions of the agreement, an employee may be absent from work for up to ten (10) days per year to carry out obligations relating to the care, health or education of his or her child or spouse's child or because of the state of health of his or her spouse, father, mother, brother, sister or one of his or her grandparents.

Six (6) of the ten (10) days thus used shall be deducted from the credit of seven (7) days obtained under paragraph A) of clause 5-3.40. The other days used or, if the bank of sick-leave days is exhausted, are without salary.

5-1.07

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

5-1.08

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

In keeping with the preceding provisions, the board must ensure that all groups of employees at the board 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 shall remain in force as long as they comply with this clause and shall be applicable to inclement weather.

Leaves 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 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 that he or she had upon his or her departure, if the duration of the assignment foreseen continues after the end of the leave. If the assignment is completed, the employee shall be entitled to any other assignment according to the provisions of the agreement.

5-2.00 PAID LEGAL HOLIDAYS

5-2.01

The employees shall be entitled, without loss of salary, to thirteen (13) guaranteed paid legal holidays, during each fiscal year.

The employee who holds a part-time position shall be entitled to these paid legal holidays in proportion to his or her regular workweek as compared to the length of the regular workweek of a full-time employee in the same category of employment. The board and the union may agree on the terms and conditions for the application of this paragraph.

5-2.02

These paid legal holidays are listed hereinafter:

- January 1
- January 2
- Good Friday
- Easter Monday
- Monday preceding May 25
- June 24 or, if it falls on a Sunday, June 25
- July 1
- First Monday in September
- Second Monday in October
- December 24
- December 25
- December 26
- December 31

However, before July 1 of every year, after agreement with the union or with the group of unions concerned (support personnel), the distribution of these paid legal holidays, with the exception of those prescribed by law which must be taken on the said date, may be modified to allow a shutdown between December 25 and January 1. This change must take into account the school calendar and the categories of personnel involved.

5-2.03

If such a paid legal holiday falls on a Saturday or Sunday, the day off shall be rescheduled, after consulting the union, for the preceding or following working day.

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 of the paid legal holidays falls during an employee's vacation period, the latter shall be extended for an equal duration.

5-2.05

In the case where the former collective agreement or a regulation or resolution of the board in effect in 1975-1976 or in the case where a regulation or resolution of the board in effect on the date of the coming into force of the agreement, if it is a first agreement, provided for a paid legal holiday plan, the application of which for any of the school years of the agreement would have allowed a number of paid legal holidays greater than that provided for annually in the first paragraph of clause 5-2.01, then the number of paid legal holidays provided for in the first paragraph of clause 5-2.01 shall be increased for all the employees covered by the agreement and to whom clause 5-2.01 applies, 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 provided for in the first paragraph of clause 5-2.01.

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

5-2.06

If there is a paid legal holiday 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 this paid legal holiday.

5-3.00 LIFE, HEALTH AND SALARY INSURANCE PLANS

General Provisions

5-3.01

The following shall be eligible to participate in the life, health and salary insurance plans as of the prescribed date and until the date of the beginning of his or her retirement:

- A) any employee who holds a full-time position, as of the coming into force of the plans described hereinafter, if he or she is in service on that date, if not, as of his or her entry into service at the board; the board shall pay its full contribution for this employee;
- B) any employee who holds a part-time position, as of the coming into force of the plans described hereinafter, if he or she is in service on that date, if not, as of his or her entry into service at the board; in this case, the board shall pay half of the contribution which would be payable for an employee referred to in paragraph A) above, the employee paying the remainder of the board's contribution in addition to his or her own contribution. However, an employee who holds a part-time position and is referred to in paragraph D) of clause 2-1.01 shall not be eligible for the insurance plans prescribed in this article;

- C) the temporary employee hired for a specific position or for a predetermined period of over six (6) months and who has worked for at least six (6) months since his or her hiring. However, the temporary employee referred to in paragraph D) of clause 2-1.01 shall not be eligible for the insurance plans prescribed in this article.

The employee who is temporarily assigned by the board to a position not covered by the certificate of accreditation shall continue to benefit from this article for the duration of the assignment.

5-3.02

For the purpose of this article, the word "dependent" means the employee's spouse or dependent child. Dependent child is defined as follows: a child of an employee, of his or her spouse or of both or a child living with the employee for whom adoption procedures have been undertaken, who is unmarried or not joined in civil union and living or domiciled in Canada, who depends on the employee for his or her financial support and who is under eighteen (18) years of age; every such child under twenty-five (25) years of age who is a duly registered student attending a recognized institution of learning on a full-time basis, or a child of any age, who became totally disabled before reaching his or her eighteenth (18th) birthday or before reaching his or her twenty-sixth (26th) birthday, if he or she was a duly registered student attending a recognized institution of learning on a full-time basis and has remained continuously disabled ever since.

5-3.03

The word "disability" means any state of incapacity resulting from an illness, including a surgical procedure directly related to family planning, an accident subject to article 7-4.00 or an absence provided for in clause 5-4.23, which requires medical care and which renders the employee 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.

5-3.04

"Period of disability" means any continuous period of disability or any series of successive periods of disability separated by fewer than thirty-two (32)¹ days of actual full-time work or availability for such full-time work, unless the employee establishes in a satisfactory manner that a subsequent period of disability is due to an illness or accident in no way related to the cause of the preceding disability.

5-3.05

A period of disability resulting from self-inflicted illness or injury on the part of the employee, 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 purpose of this article.

Notwithstanding the preceding paragraph, in the case of alcoholism or drug addiction, for purposes of this article, the period of disability during which the 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 provisions of the life insurance plan and the salary insurance plan prescribed in the former collective agreement shall remain in force under the conditions prescribed therein until the date of the coming into force of the agreement.

The provisions of the health insurance plan prescribed in the former collective agreement shall be renewed in this agreement and shall continue to apply until the date prescribed by the Insurance Committee of the Centrale.

¹ Read "eight (8) days" instead of "thirty-two (32) days" if the continuous period of disability which precedes his or her return to work is equal to or less than three (3) calendar months.

5-3.07

The life insurance plan prescribed in this agreement shall apply on the date of the coming into force of the agreement.

Subject to clause 5-3.44, the salary insurance plan prescribed in this agreement shall apply on the date of the coming into force of the agreement.

The new health insurance plan shall come into force on the date set by the Insurance Committee of the Centrale.

5-3.08

As a counterpart to the board's contribution to the insurance benefits provided for hereinafter, the full amount of the rebate allowed by Human Resources and Skills Development Canada (HRSDC) in the case of a registered plan shall be the exclusive property of the board.

Insurance Committee of the Centrale**5-3.09**

The Insurance Committee of the Centrale must prepare a schedule of conditions, if necessary, and obtain, for all the participants in the plans, a group insurance policy for the basic health insurance plan and one or more group insurance policies for the other plans.

5-3.10

The Insurance Committee of the Centrale may 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:

- A) the employees' contribution to the plan and the board's corresponding contribution be determined while excluding any cost resulting from the extension of coverage applying to retired employees;
- B) all disbursements, contributions and rebates pertaining to retired employees be computed separately and any additional contribution which may be payable by the employees by virtue of the extension to retired employees be clearly identified as such.

5-3.11¹

The insurer selected for all plans must have its head office in Québec and must be a single insurer or a group of insurers acting as a single insurer. For the purpose of selecting an insurer, the Insurance Committee of the Centrale may request bids or proceed according to any other method that it determines.

5-3.12

The Insurance Committee of the Centrale must carry out a comparative analysis of all bids received, where applicable, and after making its choice, provide the CPNCA with a report on such analysis and a statement giving reasons for its choice.

5-3.13

Each plan shall have only one premium calculation method, whether it be a predetermined amount or an invariable percentage of salary.

¹ See Appendix 12: Computerized Billing of Group Insurance Premiums.

5-3.14

Any change in premiums resulting from a modification to the plan may only take effect on January 1 following a written notice to the board sent at least sixty (60) days in advance.

5-3.15

The benefit of exemption from a plan must be the same for all plans as regards its starting date and it must be total. Moreover, it cannot begin prior to the first complete pay period following the fifty-second (52nd) consecutive week of total disability.

5-3.16

There can be no more than one update campaign per three (3) years for all plans; this campaign shall be carried out by the insurer directly with the participants in a manner to be determined and the modifications shall come into force on January 1 following at least a sixty (60)-day advance written notice sent to the board.

5-3.17

Dividends or rebates to be paid as a result of favourable experience with the plans shall constitute funds entrusted to the management of the Insurance Committee of the Centrale. Fees, salaries, expenses or disbursements incurred for the implementation and application of the plans shall constitute liens on these funds.

The balance of funds shall be used by the committee to meet the increases in the premium rates, to improve existing plans, or to be repaid directly to the participants by the insurer according to the formula determined by the committee or to grant a waiver of premiums. In this latter case, the waiver must be for at least four (4) months and it must be effective as of January 1 or end on December 31. The waiver must be preceded by at least a sixty (60)-day advance notice sent to the board.

For the purpose of this clause, the basic plan must be handled separately from the complementary plans.

5-3.18

The Insurance Committee of the Centrale shall provide the CPNCA with a copy of the schedule of conditions, the group policy and a detailed statement of the operations carried out under the policy as well as a statement of the payments received as dividends or rebates and how they were used.

The committee shall also provide, at a reasonable cost, any and all additional useful and relevant statements or statistics which may be requested by the CPNCA concerning the basic health insurance plan.

Intervention of the Board**5-3.19¹**

The board shall facilitate the implementation and application of the plans, in particular by:

- informing new employees;
- registering new employees;
- forwarding to the insurer the application forms and the pertinent information required by the insurer to maintain the participant's file up-to-date;
- deducting the premium from the employee's salary;
- forwarding the deducted premiums to the insurer;

¹ See Appendix 12: Computerized Billing of Group Insurance Premiums.

- providing employees with the forms required for participation in the plan, claims and benefits or other forms supplied by the insurer;
- transmitting information normally required of the employer by the insurer for settling certain compensations;
- forwarding to the insurer the names of employees who have indicated to the board that they intend to retire.

5-3.20

The CPNCA and the Centrale agree to set up a committee to assess the administrative problems raised by the application of insurance plans. Moreover, any modification concerning the administration of the plans must be the subject of an agreement by the committee before it comes into effect. If such modification obliges the board to hire supernumerary employees or requires overtime, the costs shall be assumed by the union.¹

Complementary Insurance Plans to Which the Board Does Not Contribute**5-3.21²**

- A) The Insurance Committee of the Centrale shall determine the provisions of no more than three (3) complementary personal insurance plans. The cost of these plans shall be borne entirely by the participants.
- B) Every policy must include, among others, the following stipulations:
 - a) the provisions provided for in paragraphs B) to J) of clause 5-3.31;
 - b) the participation of a new employee eligible in a complementary plan shall take effect within thirty (30) days of the request if it is made within thirty (30) days of the entry into service of the employee;
 - c) if the request is made thirty (30) days after his or her entry into service, the participation of a new employee who is eligible for a complementary plan shall take effect on the first day of the full pay period following the date on which the board receives the notice of acceptance sent by the insurer.
- C) In the case of boards which have, on the date of the coming into force of the agreement, optional complementary personal insurance plans other than those established by the Centrale, the following provisions shall apply:
 - a) the personal insurance policies and the resulting administrative measures for boards are maintained;
 - b) any modification to one of the plans or policies must be made in accordance with the provisions concerning the provincial complementary plans and by adapting them accordingly;
 - c) the union may choose to replace all the existing local plans by the provincial complementary plans. In this case, a notice of modification must be forwarded to the board at least sixty (60) days before it comes into force.

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).

¹ See Appendix 8 on the Technical Committee on Insurance.

² See Appendix 12: Computerized Billing of Group Insurance Premiums.

5-3.23

This amount shall be reduced by fifty percent (50%) for the employees referred to in paragraph B) of clause 5-3.01.

5-3.24

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

Basic Health Insurance Plan**5-3.25**

The plan shall cover, as per the terms set down by the Insurance Committee of the Centrale, all drugs sold by a licensed pharmacist or by a duly authorized physician, as prescribed by a physician or a dentist.

Moreover, if the committee deems it appropriate, the plan may cover all other expenses related to the treatment of the illness.

5-3.26¹

The board's contribution to the health insurance plan on behalf of each employee cannot exceed the least of the following amounts:

- a) in the case of a participant insured for himself or herself and his or her dependents: one hundred and three dollars and ninety-five cents (\$103.95) per year plus tax, where applicable;
- b) in the case of an individually insured participant: forty-one dollars and sixty cents (\$41.60) per year plus tax, where applicable;
- c) an amount equal to twice the contribution paid by the participant himself or herself for the benefits provided by the health insurance plan.

5-3.27

In the event that the Québec Health Insurance Plan is extended to cover drugs, the amounts provided for in clause 5-3.26 shall be reduced by two thirds (2/3) of the yearly costs of the drug benefits included in this plan.

5-3.28

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

5-3.29¹

Participation in the health insurance plan shall be compulsory, but an employee may, by giving prior written notice to his or her board stating the name of the insurer and the policy number, refuse or cease to participate in the health insurance plan provided that he or she establish that he or she and his or her dependents are insured under a group insurance plan affording similar benefits.

An employee on leave without salary shall remain covered by the health insurance plan and must pay the total amount of the premiums due and the board's share including tax, where applicable.

¹ See Appendix 12 on Computerized Billing of Group Insurance Premiums.

5-3.30

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

he or she must establish to the satisfaction of the insurer that it is no longer possible for him or her to continue to be covered as a dependent under the current group insurance plan or of any other plan offering similar coverage.

When an employee submits his or her request to the insurer within thirty (30) days of the date on which his or her insurance coverage is terminated, having obtained an exemption, the insurance plan shall take effect on the date on which his or her coverage is terminated. If the request is submitted more than thirty (30) days after the coverage is terminated, the insurance plan shall take effect on the first day of the pay period during which the request is received by the insurer.

In the case of a person who, prior to applying for health insurance, was not insured under the current health insurance plan, the insurer is not responsible for any payment of benefits which might be payable by a previous insurer by virtue of an extension or conversion clause or for any other reason.

5-3.31¹

Every policy must include, among others, the following stipulations:

- A) a specific provision with regard to the premium reduction which shall be allowed in the event that drugs prescribed by a physician are no longer considered admissible expenses under the health insurance plan;
- B) a guarantee to the effect that neither the factors of the retention formula nor the rates 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 every January 1 thereafter;
- C) the excess of premiums over benefits or reimbursements paid to the insured persons must be reimbursed by the insurer as dividends or rebates, after deduction of the agreed amount according to the predetermined retention formula;
- D) the premium for a pay period shall be computed on the basis of the rate applicable to the participant on the first day of this period;
- E) no premium shall be payable for a pay period on the first day of which the employee is not a participant; also, the premium shall be payable in full for a pay period during which the employee's participation terminates;
- F) the insurer must also forward to the CPNCA a copy of every communication of a general nature sent to the boards or the insured;
- G) the insurer shall be responsible for the keeping of files, analyses and claim settlements;
- H) the insurer shall provide the Insurance Committee of the Centrale with a detailed statement of all operations carried out under the policy as well as the reports, various statistics and any and all information which may be required to test the accuracy of the retention calculation;
- I) any modification to the coverage and the resulting deduction at source for an employee already in the employ of the board, following the birth or adoption of a first child or a change in status, shall come into force within thirty (30) days of the request if it is made within thirty (30) days of the event. Should the modification to the basic health insurance coverage be made more than thirty (30) days after the event, the modification shall take effect on the first day of the pay period during which the request is sent to the insurer;

¹ See Appendix 12 on Computerized Billing of Group Insurance Premiums.

- J) if it is accepted by the insurer, any other modification concerning the coverage and the resulting deduction at source for an employee already in the employ of the board shall take effect on the first day of the full pay period following the date on which the board receives the notice of acceptance sent by the insurer.

Salary Insurance Plan

5-3.32

- A) Subject to the provisions of this article and subject to article 7-4.00, every employee shall be entitled, for every period of disability during which he or she is absent from work, to:
- a) up to the lesser of the number of sick-leave days accumulated to his or her credit or of five (5) working days: the payment of a benefit equal to the salary he or she would have received had he or she been at work;
 - b) upon termination of the payment of the benefit provided for in paragraph a), where applicable, but in no event before the expiry of a waiting period of five (5) working days from the beginning of the period of disability and for a period of up to fifty-two (52) weeks from the beginning of the period of disability: the payment of a benefit equal to eighty-five percent (85%) of the salary he or she would have received had he or she been at work;
 - c) upon the expiry of the above-mentioned period of fifty-two (52) weeks and for a further period of up to fifty-two (52) weeks: the payment of a benefit equal to sixty-six and two-thirds percent (66 2/3%) of the salary he or she would have received had he or she been at work.

For the purpose of calculating benefits, an employee's salary is the salary rate he or she would receive if he or she were at work.

For the purpose of applying this clause, salary includes the premiums for regional disparities prescribed in article 6-8.00.

The waiting period of an employee in a part-time position shall be calculated only on the basis of his or her working days, without extending the maximum period of one hundred and four (104) weeks of benefits.

- B) During a disability period, the board and a regular employee who has been absent for at least twelve (12) weeks may agree to a return to work on a gradual basis. In this case:
- a) the board and the employee, accompanied by his or her union delegate or representative, if he or she so desires, shall establish the period during which the employee will return to work on a gradual basis, which shall not exceed twelve (12) weeks and shall determine the time during which the employee must work;
 - b) during this period, the employee is still considered on a disability leave, even if he or she is working;
 - c) while at work, the employee must be able to perform all of his or her usual duties and functions according to the proportion agreed to;
 - d) the employee must provide a medical certificate from his or her attending physician attesting that he or she may return to work on a gradual basis;
 - e) the period of gradual return to work must be immediately followed by the employee's return to work for the duration of his or her regular workweek;
 - f) the preceding provisions shall not have the effect of extending the maximum period of one hundred and four (104) weeks of benefits.

In exceptional cases, the board and the employee may agree on a gradual return to work before the thirteenth (13th) 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. These proportions shall be calculated on the basis of the employee's regular workweek or, in the case of a day care service employee, his or her average weekly working hours on the basis of which his or her average basic weekly salary was determined.

Upon the expiry of the period initially set for the gradual return, if the employee is unable to return to work for the duration of his or her regular workweek or, in the case of a day care service employee, his or her average weekly working hours, the board and the employee may agree on another period of gradual return while complying with the other conditions provided for in this clause; failing agreement, the employee shall definitely resume his or her work for the duration of his or her regular workweek or shall continue his or her disability period.

C) Reintegration

During a disability period, at the employee's request and in order to facilitate his or her eventual reintegration into work, the board and the employee may agree on a temporary assignment to a class of employment in keeping with his or her qualifications, experience and functional capacity confirmed in a medical certificate from his or her attending physician.

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

The duration of the assignment may not exceed twelve (12) weeks and must not have the effect of extending the total or reduced benefit periods beyond one hundred and four (104) weeks for the same disability.

The board shall inform the union of the duties offered to the employee. At any time, the employee may require that the temporary assignment cease upon the advice of the attending physician.

5-3.33

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, where applicable, 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 provided for in subparagraph a) of paragraph A) of clause 5-3.32, he or she shall benefit from a waiver of his or her contributions to the pension plan without losing his or her rights. The provisions relating to the 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.

The board may not dismiss an employee for the sole reason of his or her physical or mental impairment as long as the latter can receive benefits as a result of the application of clause 5-3.32 or of article 7-4.00. However, the fact that an employee does not avail himself or herself of clause 5-3.45 cannot prevent the board from dismissing such an employee.

5-3.34

The benefits paid under clause 5-3.32 are reduced by the initial amount of any basic disability benefit paid to an employee under a federal or provincial law, except those paid under the Employment Insurance Act, regardless of subsequent increases in basic benefits arising from indexation.

When a disability benefit is paid by the Société de l'assurance automobile du Québec (SAAQ), the employee's gross taxable income is established 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 amount of benefit received from the SAAQ and the difference is brought 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 (1/10) of a day from the bank of sick-leave days per day used by virtue of subparagraph a) of paragraph A) of clause 5-3.32 in the case of the employee who receives benefits from the SAAQ.

As of the sixty-first (61st) day from the beginning of a disability, the employee who is presumed to be entitled to disability benefits under a federal or provincial law, with the exception of the Employment Insurance Act must, upon written request by the board, accompanied by the appropriate forms, request such benefits from the organization concerned and meet all the obligations which may follow from such a request. However, the reduction of benefits provided for in clause 5-3.32 is made only from the moment when the employee is recognized as eligible and effectively begins to receive such benefits as provided for under the law. In the case where a benefit provided for under a law is granted retroactively to the first day of the disability, the employee shall undertake to reimburse the board, where applicable, for the portion of the benefit provided for under clause 5-3.32 as a result of the application of the first paragraph of this clause.

Every employee who receives a disability benefit paid under a federal or provincial law, with the exception of the Employment Insurance Act, must, in order to be entitled to his or her salary insurance benefits under clause 5-3.32, notify the board of the amount of the weekly disability benefits paid to him or her. Furthermore, he or she must give his or her written authorization to the board so that the latter may obtain all the necessary information from organizations, such as the SAAQ or the RRQ, which administer a disability insurance plan from which he or she receives benefits.

5-3.35

The payment of this benefit shall terminate at the latest on the date the employee begins his or her retirement.

5-3.36

No benefit shall be paid 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. If the disability began during a strike or lockout and still exists at the end of the strike or lockout, the period of disability provided for in clause 5-3.32 begins on the date of the employee's return to work.

5-3.37

The payment of benefits payable as sick-leave days or under the salary insurance plan shall be made directly by the board provided that the employee submit the supporting documents as required in clause 5-3.38.

5-3.38

The board may require that the employee who is absent because of disability provide a written certificate for absences of fewer than four (4) days or a medical certificate attesting to the nature and duration of the disability. However, the cost of such a certificate shall be borne by the board if the employee is absent for fewer than four (4) days. The board may also require an examination of the employee concerned 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 forty-five (45) kilometres from his or her usual place of work as defined in clause 7-3.18 shall be borne by the board.

Upon the employee's return to work, 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 forty-five (45) kilometres from his or her usual place of work as defined in clause 7-3.18 shall be borne by the board. If, in this case, the opinion of the physician chosen by the board differs from the employee's physician, the board and the union may, within thirty (30) days, agree on the choice of a third physician. If no agreement is reached within the said time limit, the board's physician and the employee's physician shall agree on the choice of a third physician within a reasonable time limit.

The third physician, without restricting the scope of his or her mandate and fully complying with the code of ethics, shall take into account the opinions of the two (2) physicians and his or her decision cannot be appealed.

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

5-3.39

When payment of benefits is refused by reason of presumed nonexistence or termination of any disability, the employee may appeal the decision according to the procedure for settling grievances and arbitration provided for in Chapter 9-0.00.

5-3.40

- A) On July 1 of every year, the board shall credit each employee covered by this article with seven (7) days of sick leave. 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 under the provisions of this article at the rate in effect on that date per day or per fraction of a day not used. However, the employee may choose to convert the balance of his or her sick-leave days, up to five (5) days, into annual vacation.
- B) Moreover, in the case of a first year of service of an employee who is not reassigned in accordance with the provisions of article 7-3.00, the board shall add a credit of six (6) nonredeemable sick-leave days.

The employee hired during a fiscal year who was granted fewer than six (6) nonredeemable sick-leave days shall be entitled, on July 1 of the following fiscal year, if he or she remains in the service of the same board, to the difference between six (6) days and the number of nonredeemable sick-leave days granted to him or her on the effective date of his or her hiring.

- C) The employee who has thirteen (13) or fewer days of sick leave accumulated to his or her credit on June 1 may, upon 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 paragraph A) of this clause and not used under this article. The employee, having made this choice, shall add on June 30 the balance of these seven (7) days, which are now nonredeemable, to the nonredeemable sick-leave days already accumulated.

5-3.41

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, except for paid leave, the number of days credited for the year in question shall be reduced in proportion to the number of complete months of service, it being specified that "complete month of service" means a month of service during which the employee is in service for half or more of the working days contained in that month.

Nevertheless, if an employee has used, in accordance with this agreement, some or all of the sick-leave days that the board credited to him or her on July 1 of one year, no claim shall be made as a result of the application of this clause.

5-3.42

In the case of an employee in 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 workweek provided for in clause 8-2.01.

5-3.43

Subject to clause 5-3.44, disabilities for which payment is being made on the date of the coming into force of the agreement become covered under the plan provided for in this article. The effective date of the beginning of the disability period determines both the duration and the benefits to which the employee concerned may be entitled according to the provisions of clause 5-3.32 of the agreement. The disabled employee who is not entitled to any benefits on the date of the coming into force of the agreement shall be covered by the new plan upon his or her return to work when he or she commences a new disability period.

5-3.44

The employee who benefited until June 30, 1973 or, as the case may be, until June 30, 1976 or, as the case may be, until the date of the coming into force of the relevant provisions of the 1979-1982 collective agreement or, as the case may be, until the date of the coming into force of the relevant provisions of the 1983-1985 collective agreement or, as the case may be, until the date of the coming into force of the relevant provisions of the 1986-1988 collective agreement or, as the case may be, until the date of the coming into force of the relevant provisions of the 1989-1991 collective agreement or, as the case may be, until the date of the coming into force of the relevant provisions of the 1995-1998 collective agreement or, as the case may be, until the date of the coming into force of the relevant provisions of the 2000-2002 collective agreement or, as the case may be, until the date of the coming into force of the former collective agreement, from redeemable sick-leave days retains the right to the reimbursement of the value of the redeemable days accumulated on one of these dates which is applicable to him or her in accordance with the provisions of formerly applicable agreements 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 this 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 that is 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 was determined under a former agreement or a board regulation having the same effect.

5-3.45

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 prescribed in the pension plan provisions.

The redeemable sick-leave days to an employee's credit according to clause 5-3.44 may also be used at a rate of one day per day, for purposes other than those provided for 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 expiry of the benefits provided for in subparagraph c) of paragraph A) of clause 5-3.32 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 expiry of the benefits provided for in subparagraph c) of paragraph A) of clause 5-3.32. In addition, these days may also be used to extend a maternity leave.

The redeemable sick-leave days under clause 5-3.44 as well as the nonredeemable sick-leave days to the credit of an employee who has 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 shall also apply to the employee who is fifty-five (55) years of age even if he or she does not have the required thirty (30) years of seniority.

The redeemable sick-leave days to the employee's credit under clause 5-3.44 on the date of the coming into force of the agreement shall be considered used when used under this clause and under the other provisions of this article.

5-3.46

The sick-leave days to an employee's credit on the date of the coming into force of the agreement shall remain to his or her credit and the days used shall be deducted from the total accumulated. The sick-leave days shall be used in the following order:

- A) the redeemable days credited under clause 5-3.40 of the agreement;
- B) after having used up the days mentioned in subparagraph A), the other redeemable days to the employee's credit;
- C) after having used up the days in subparagraphs A) and B), the nonredeemable days to the employee's credit.

5-3.47

Subject to the provisions of the following paragraph, every employee who benefits from paragraph A) of clause 5-3.40 may use up to two (2) days per year for personal business upon a notice sent to the board at least twenty-four (24) hours in advance.

The days thus used shall be deducted from the credit of seven (7) days obtained by the application of paragraph A) of clause 5-3.40 and, after having used such days, they shall be deducted from the other redeemable days to the employee's credit.

The days provided for in the first paragraph of this clause must be taken in half-days or full days.

5-3.48

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.

5-4.00 PARENTAL RIGHTS**Section I General Provisions****5-4.01**

Maternity leave, paternity leave 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 or the Employment Insurance Plan provides no benefit.

However, maternity leave, paternity leave 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 either one of the plans during the maternity leave prescribed in clause 5-4.05, the paternity leave prescribed in clause 5-4.26 or the adoption leave prescribed in clause 5-4.37.

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.

5-4.03

The board shall not reimburse an employee for an amount that could be claimed from the employee by the Minister of Employment and Social Solidarity under the Act respecting parental insurance.

Moreover, the board shall not reimburse an employee for an amount that could be claimed from the employee by Human Resources and Skills Development Canada (HRSDC) under the Employment Insurance Act.

The basic weekly salary¹, 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 Employment Insurance Plan.

5-4.04

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

5-4.05

The maternity leave of a pregnant employee referred to in clause 5-4.12 is twenty-one (21) weeks which, subject to clause 5-4.08 or 5-4.09, must be taken consecutively.

The maternity leave of a pregnant employee referred to in clause 5-4.14 or 5-4.15 is twenty (20) weeks which, subject to clauses 5-4.08 and 5-4.09, must be taken consecutively.

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 clauses 5-4.12, 5-4.14 and 5-4.15, as the case may be.

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.

5-4.06

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

5-4.07

The distribution of maternity leave, before and after delivery, shall be decided by the employee and shall include the day of delivery. The leave shall be concurrent with the period during which benefits are paid under the Act respecting parental insurance and must begin no later than the week following the start of benefit payments under the Québec Parental Insurance Plan.

5-4.08 Suspension of Maternity Leave

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.

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. It shall be completed when the child is brought home.

5-4.09 Division of Maternity Leave

At the employee's request, a maternity leave may be divided into weeks if her child is hospitalized or for a situation, other than illness related to pregnancy, referred to in sections 79.1 and 79.8 to 79.12 of the Act respecting labour standards.

¹ "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.

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 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 clause 5-4.51 during those suspensions.

5-4.10

When the employee resumes the maternity leave suspended or divided under clause 5-4.08 or 5-4.09, 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 5-4.12, 5-4.14 or 5-4.15, as the case may be, subject to clause 5-4.01.

5-4.11 Advance Notice

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

5-4.12

An employee who has accumulated twenty (20) weeks of service¹ and who is eligible for benefits under the Québec Parental Insurance Plan, is also entitled to receive, during her twenty-one (21) weeks of maternity leave, a benefit equal to the difference between ninety-three percent (93%)² of her basic weekly salary and the amount of maternity or parental benefits she is receiving or would receive, upon request, under the Québec Parental 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.

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 ninety-three percent (93%) of the basic weekly salary paid by the board and the amount of the Québec Parental Insurance Plan benefit 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.

¹ An employee on a leave shall accumulate service if her leave is authorized, in particular in the case of a disability, and involves a benefit or remuneration.

² Ninety-three percent (93%): this percentage is based on the fact that an employee in this situation is exempt from making contributions to the pension plans, the Québec Parental Insurance Plan and the Employment Insurance Plan equivalent, on average, to seven percent (7%) of her salary.

5-4.13

The board may not offset, by the allowance that 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 may not exceed ninety-three percent (93%) of the basic weekly salary paid by the board or, where applicable, her employers (including the board).

Cases Ineligible for the Québec Parental Insurance Plan but Eligible for the Employment Insurance Plan**5-4.14**

An employee who has accumulated twenty (20) weeks of service¹ 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:

- A) For each week of the waiting period prescribed by the Employment Insurance Plan, an allowance equal to ninety-three percent (93%)² of her basic weekly salary;
- B) For each week following the period prescribed in paragraph A), an allowance equal to the difference between ninety-three percent (93%) of her basic weekly salary and the amount of maternity or parental benefits she is receiving or could receive, upon request, under the Employment Insurance Plan up to the end of the twentieth (20th) week of maternity leave.

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.

If an employee works for more than one employer, the benefit shall be equal to the difference between ninety-three percent (93%) of the basic weekly salary paid by the board 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 HRSDC.

Moreover, should HRSDC 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 HRSDC, the allowance prescribed in the first subparagraph of this paragraph as if the employee had received Employment Insurance benefits during that period.

¹ An employee on a leave shall accumulate service if her leave is authorized, in particular in the case of a disability, and involves a benefit or remuneration.

² Ninety-three percent (93%): this percentage is based on the fact that an employee in this situation is exempt from making contributions to the pension plans and to the Employment Insurance Plan equivalent, on average, to seven percent (7%) of her salary.

Clause 5-4.13 applies to this clause with the necessary changes.

Cases Ineligible for both the Québec Parental Insurance Plan and the Employment Insurance Plan

5-4.15

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 5-4.12 and 5-4.14.

However, a full-time employee who has accumulated twenty (20) weeks of service¹ is entitled to an allowance equal to ninety-three percent (93%) of her basic weekly salary for twelve (12) weeks, if she is not receiving benefits under a parental rights plan established by another province or territory.

A part-time employee who has accumulated twenty (20) weeks of service¹ is entitled to an allowance equal to ninety-five percent (95%) of her basic weekly salary, for a period of twelve (12) weeks, if she is not receiving benefits under a parental rights plan established by another province or territory.

If the part-time employee is exempt from making contributions to the pension plans and to the Québec Parental Insurance Plan, the percentage of allowance shall be set at ninety-three percent (93%) of her basic weekly salary.

5-4.16

In the cases prescribed in clauses 5-4.12, 5-4.14 and 5-4.15:

- A) No allowance may be paid during a period of vacation for which the employee is paid.
- B) In the case of an employee eligible for benefits under the Québec Parental Insurance Plan, the allowance owing shall be paid at two (2)-week intervals. Unless the employee is paid weekly, the first payment being due, only fifteen (15) days after the board obtains proof that she is receiving benefits under the Québec Parental Insurance Plan.

In the case of the employee eligible for benefits under the Employment Insurance Plan, the allowance owing for the first two (2) weeks shall be paid by the board in first two (2) weeks of the leave. Unless the employee is paid weekly, the allowance owing after that date shall be paid at two (2)-week intervals, the first payment being due, in the case of an employee eligible for benefits under the Employment Insurance Plan, only fifteen (15) days after the board obtains proof that she is receiving Employment Insurance benefits.

For purposes of this paragraph, a statement of benefits, a stub and information provided by the Ministry of Employment and Social Solidarity or by HRSDC 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.

Moreover, the requirement of twenty (20) weeks' service under clauses 5-4.12, 5-4.14 and 5-4.15 shall be deemed to have been met, where applicable, when the employee has satisfied that requirement with any of the employers mentioned in this paragraph.

¹ An employee on leave shall accumulate service if her leave is authorized, in particular in the case of a disability, and involves a benefit or remuneration.

- 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 weekly salary for her maternity leave shall be based on the basic weekly salary on which the benefits were based.

In addition, any period during which an employee on special leave prescribed in clause 5-4.22 is not receiving any benefits from the CSST 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 rates and scales 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.

Any layoff during the twenty (20) weeks preceding an employee's maternity leave shall be excluded for the purposes of calculating her average basic weekly salary.

The provisions of this paragraph shall constitute one of the express stipulations mentioned in clause 5-4.04.

- 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 date of the layoff.

Subsequently, if the employee is reinstated in her position or is recalled, as the case may be, in accordance with the provisions of the agreement, the maternity leave benefit shall be reestablished as of the date on which she is reinstated in her position or a job under her right of recall.

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 5-4.12, 5-4.14 or 5-4.15, as the case may be, and the maternity leave benefits shall be reestablished for the number of weeks remaining under clause 5-4.12, 5-4.14 or 5-4.15, as the case may be.

5-4.17

During maternity leave and the extensions prescribed in clause 5-4.18, 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 or 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.

5-4.18 Extension of Maternity Leave

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 5-4.17 during the first six (6) weeks and subsequently in clause 5-4.51 during those extensions.

5-4.19

Maternity leave may be for a shorter period than that prescribed in clause 5-4.05. 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.

5-4.20

In the fourth (4th) 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 5-4.49.

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.

5-4.21

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****5-4.22**

An employee may request to be assigned temporarily to another position that is permanently vacant or temporarily unoccupied 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.

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, the special leave shall end the fourth (4th) week prior to the expected date of delivery. This assignment occurs prior to the application of the sequences for filling temporarily vacant positions provided in clause 7-1.19, except for paragraphs A) and B), clause 7-1.37, except for paragraphs A) and B), clause 7-1.45, except for paragraphs A) and B) and the application of the priority for filling those positions granted to the employee laid off temporarily or periodically under clause 7-2.04.

During the special leave prescribed in this clause, compensation is governed by the provisions of the Act respecting occupational health and safety 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 payments that may be anticipated. If the Commission de la santé et de la sécurité du travail (CSST) pays the anticipated allowance, the reimbursement shall be deducted from that amount. If not, the reimbursement shall be made under clause 6-6.03 until the debt is fully paid. However, if the employee exercises the right to apply for a review of the CSST decision or to contest the decision before the Commission des lésions professionnelles, reimbursement may not be claimed before the administrative review of the CSST or, where applicable, the decision of the Commission des lésions professionnelles has been made.

In addition to the preceding provisions, at the employee's request, the board must study the possibility of temporarily changing the duties, without losing any rights, of the employee working with 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 and of assigning her to other duties she is reasonably capable of performing for the remainder of her working time.

Other Special Leaves

5-4.23

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 (4th) 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 (20th) 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.

5-4.24

For the visits prescribed in subparagraph c) of clause 5-4.23, 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 5-4.17, provided she is normally entitled to them, and in clause 5-4.21. In addition, the employee covered by subparagraphs a), b) and c) of clause 5-4.23 may opt for the benefits under the sick-leave plan or the salary insurance plan. However, in the case of subparagraph c) of clause 5-4.23, the employee must first have exhausted the four (4) days prescribed in the preceding paragraph.

Section IV Paternity Leave

5-4.25 Paternity Leave - Maximum Duration of Five (5) Days

A male 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 leave if his spouse miscarries after the beginning of the twentieth (20th) 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 (15th) day after the mother or child returns home.

One of these 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.

5-4.26 Paternity Leave - Maximum Duration of Five (5) Weeks

Upon the birth of his child, a male employee shall also be entitled to paternity leave of no more than five (5) weeks which, subject to clauses 5-4.28 and 5-4.29, must be taken consecutively. This leave must end no later than at the end of the fifty-second (52nd) 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 either plan 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.

5-4.27

The employee who takes a paternity leave under clauses 5-4.25 and 5-4.26 shall receive the benefits prescribed in clause 5-4.17 insofar as he is normally entitled to them and in clause 5-4.21.

5-4.28 Suspension of Paternity Leave

When the child is hospitalized, the employee may interrupt his paternity leave prescribed in clause 5-4.26, upon agreement with the board, and return to work for the duration of the hospitalization.

5-4.29 Division of Paternity Leave

At the employee's request, a paternity leave prescribed in clause 5-4.26 may be divided into weeks before the expiry of the first fifty-two (52) weeks, if his 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.

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 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 clause 5-4.51 during those suspensions.

5-4.30

An employee who, before the expiry date of his paternity leave prescribed in clause 5-4.26, sends his board a notice accompanied by a medical certificate attesting that the state of health of the child requires it, is entitled to extend his paternity leave for the duration indicated 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 clause 5-4.51 during that period.

5-4.31 Cases Eligible for the Québec Parental Insurance Plan or the Employment Insurance Plan

During the paternity leave prescribed in clause 5-4.26, the employee 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 allowance is based on the Québec Parental Insurance Plan or the Employment Insurance Plan benefits, as the case may be, 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 Québec Parental Insurance Plan or the Employment Insurance Plan.

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

An employee who works for more than one employer shall receive an allowance equal to the difference between one hundred percent (100%) of the basic salary paid by the board and the amount of the Québec Parental Insurance Plan or Employment 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 his employers a statement of the weekly salary paid by each of them and the amount of benefits paid under the Québec Parental Insurance Plan or the Employment Insurance Plan.

The board may not offset, in the allowance it pays to the employee on paternity leave, the reduction in the Québec Parental Insurance Plan or Employment Insurance Plan benefits 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 is customary 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 customary, compensation shall be limited to that portion.

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

The total amounts received by the employee during his paternity leave as Québec Parental Insurance Plan or Employment Insurance Plan benefits, compensation and salary may not exceed one hundred percent (100%) of the basic weekly salary paid by his board or, where applicable, employers.

5-4.32

An employee excluded from receiving 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 5-4.26 an allowance equal to his basic weekly salary.

5-4.33

Subparagraphs A), B), D) and E) of clause 5-4.16 apply to an employee who receives the benefits prescribed in clause 5-4.31 or 5-4.32 with the necessary changes.

5-4.34

When an employee resumes the paternity leave suspended or divided under clause 5-4.28 or 5-4.29, the board shall pay the employee the allowance to which he would have been entitled had he not availed himself of the suspension or division. The board shall pay the allowance for the number of weeks remaining under clause 5-4.26, subject to clause 5-4.01.

5-4.35**Paternity Leaves**

- a) An employee must send the board, as soon as possible, a notice prior to the leave prescribed in clause 5-4.25.
- b) The leave of absence mentioned in clause 5-4.26 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 5-4.26, unless the leave was extended in the manner prescribed in clause 5-4.49.

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.

Section V Adoption Leave and Leave for Adoption Purposes**5-4.36 Adoption Leave - Maximum Duration of Five (5) Days**

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

5-4.37 Adoption Leave - Maximum Duration of Five (5) Weeks

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 5-4.39 and 5-4.40, must be taken consecutively. This leave must end no later than at the end of the fifty-second (52nd) week following the week of the child's arrival home.

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 plan 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.

For each week of the leave, the employee shall receive an allowance equal to the difference between his or her basic weekly salary paid at two-week intervals or at one-week intervals if he or she is paid weekly and the amount he or she receives or would receive, if he or she applied for benefits under the Québec Parental Insurance Plan or the Employment Insurance Plan.

If the employee is entitled to the premium for regional disparities under the agreement, the employee shall also receive the premium during his or her adoption leave prescribed in this clause.

5-4.38 Leave Without Salary for Adoption Purposes

An employee shall be entitled to a leave without salary of a maximum duration of ten (10) weeks to adopt a child, other than the spouse's child, beginning on the date on which the employee assumes full legal responsibility for the child. To obtain a leave, an employee must submit a written request to the board at least two (2) weeks in advance.

The employee who travels outside Québec in order to adopt a child, other than his or her spouse's child, shall be granted, for that purpose and upon a written request submitted 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 end no later than the week following the start of benefit payments under the Québec Parental Insurance Plan and the provisions of clause 5-4.37 apply.

During the leave of absence, the employee shall be entitled to the benefits prescribed in clause 5-4.51.

5-4.39 Suspension of Adoption Leave

If the child is hospitalized, the employee may suspend his or her adoption leave prescribed in clause 5-4.37 after agreement with the board and return to work for the period during which the child is hospitalized.

5-4.40 Division of Adoption Leave

At the employee's request, an adoption leave prescribed in clause 5-4.37 may be divided into weeks before the expiry of the first fifty-two (52) weeks if his or her 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.

The maximum number of weeks during which the adoption leave may be 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 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 clause 5-4.51 during those suspensions.

5-4.41

When the employee resumes the adoption leave suspended or divided under clause 5-4.39 or 5-4.40, 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 5-4.37, subject to clause 5-4.01.

5-4.42 Extension of Adoption Leave

An employee who forwards to the board, prior to the expiry date of his or her adoption leave prescribed in clause 5-4.37, a notice accompanied by a medical certificate attesting that the health of his or her child so requires, is entitled to an extended 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 shall be covered by clause 5-4.51 during that period.

5-4.43 Cases Eligible for the Québec Parental Insurance Plan or the Employment Insurance Plan

During the adoption leave provided for in clause 5-4.37, the employee shall receive an allowance equal to the difference between his or her basic weekly salary and the amount of benefits he or she is receiving or would receive, upon request, under the Québec Parental Insurance Plan or the Employment Insurance Plan.

The allowance is based on the benefits under the Québec Parental Insurance Plan or the Employment Insurance Plan, as the case may be, 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 Québec Parental Insurance Plan or the Employment Insurance Plan.

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

An employee who works for more than one employer shall receive an allowance equal to the difference between one hundred percent (100%) of the basic weekly salary paid by the board and the amount of the Québec Parental Insurance Plan or Employment Insurance Plan benefit 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 Québec Parental Insurance Plan or the Employment Insurance Plan.

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

Notwithstanding the provisions of the preceding paragraph, the board shall pay the allowance 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 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 his or her adoption leave as Québec Parental Insurance Plan or Employment Insurance Plan benefits, allowances and salary may not exceed one hundred percent (100%) of the basic weekly salary paid by the board or, where applicable, her employers.

5-4.44 Cases Ineligible for both the Québec Parental Insurance Plan and the Employment Insurance Plan

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 5-4.37, a benefit equal to his or her basic weekly salary.

5-4.45 Leave for the Purposes of Adopting the Spouse's Child

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 of filing adoption papers.

5-4.46

During the adoption leave prescribed in clauses 5-4.36, 5-4.37 and 5-4.45, the employee is entitled to the benefits prescribed in clause 5-4.17, provided he or she is normally entitled to them and, in clause 5-4.21.

5-4.47

Subparagraphs A), B), D) and E) of clause 5-4.16 apply to the employee who is entitled to the compensation prescribed in clause 5-4.37, 5-4.43 or 5-4.44 with the necessary changes.

5-4.48

Adoption Leaves

- a) An employee must send the board, as soon as possible, a notice prior to the leave mentioned in clause 5-4.36.

- b) The leave of absence mentioned in clause 5-4.37 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 on the date of expiry of the adoption leave prescribed in clause 5-4.37, unless the leave is extended in the manner prescribed in clause 5-4.49.

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. The employee who does not report for work at the end of that period is deemed to have resigned.

Section VI Full-time or Part-time Leaves of Absence Without Salary for Maternity, Paternity or Adoption

5-4.49

- A) Upon a written request submitted to the board at least three (3) weeks in advance in the case of a full-time leave without salary and at least thirty (30) days in advance in the case of a part-time leave without salary, the employee shall be entitled to one of the following leaves:

- 1) a leave without salary for two (2) years immediately following the maternity leave prescribed in clause 5-4.05;
- 2) a leave without salary for two (2) years immediately following the paternity leave prescribed in clause 5-4.26. However, the leave must not extend beyond the one hundred and twenty-fifth (125th) week following the birth;
- 3) a leave without salary for two (2) years immediately following the adoption leave prescribed in clause 5-4.37. However, the leave must not extend beyond the one hundred and twenty-fifth (125th) week following the child's arrival home.

However, an employee may modify his or her choice for the period exceeding the twelfth (12th) month of leave, provided he or she submit a written request to the board thirty (30) days prior to the end of the first year of leave.

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 continue to apply.

An employee who does not take the full-time or part-time leave of absence without salary may take the leave unused by his or her spouse either as a full-time or part-time leave of absence without salary in accordance with the necessary formalities.

If the employee's spouse is not employed in the public or parapublic sector, the employee may avail himself or herself of one of the above leaves, at a time of his or her choosing, within the two (2) years following the birth or adoption, without however exceeding the set limit of two (2) years from the date of birth or adoption.

- B) The employee who does not use the leave prescribed in the preceding paragraph A) may benefit after the birth or adoption of his or her child from a leave 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 after the birth or, in the case of an adoption, seventy (70) weeks after he or she assumes full legal responsibility for the child.

During any of the leaves prescribed in this clause, the employee shall retain the right, if he or she has such a right, to use the days of sick leave provided for in article 5-3.00.

In the case of one of the leaves mentioned above, the request must indicate the date of return to work. The request for a part-time leave without salary must specify the schedule of the leave. 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 days (2 1/2) days off per week or the equivalent up to two (2) years. Should the board disagree on the distribution of the days, it shall carry out the distribution.

5-4.50

Upon the employee's request, a full-time leave without salary prescribed in clause 5-4.49 may be divided into weeks prior to the end of the first fifty-two (52) weeks.

The leave may be divided if the employee's child is hospitalized or because of a situation covered by sections 79.1 and 79.8 to 79.12 of the Act respecting labour standards.

The maximum number of weeks during which the leave may be suspended is equal 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 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 employer. The employee is entitled to the benefits prescribed in clause 5-4.51 during those suspensions.

5-4.51

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.

During the part-time leave of absence without salary, the employee shall also accumulate his or her seniority on the same basis as prior to the leave and, for the proportion of hours worked, he or she shall be governed by the rules applicable to an employee who holds a part-time position.

Subject to a specific provision of the agreement, during the full-time or 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 of a leave of absence without salary or a part-time leave of absence without salary.

5-4.52

An employee may take his or her postponed annual vacation immediately before his or her full-time or part-time leave of absence without salary, provided there is no interruption with his or her paternity leave, maternity leave or adoption leave, as the case may be.

5-4.53

An employee who has been notified four (4) weeks in advance by the board of the date of expiry of a leave of absence without salary must give advance notice of his or her return to work at least two (2) weeks before expiry of the said leave. If the employee does not report for work on the date of return foreseen, he or she is deemed to have resigned.

5-4.54

An employee who wishes to end his or her leave without salary before the scheduled expiry date shall give written notice of his or her intent to return to work at least twenty-one (21) days in advance. In the case of a leave without salary exceeding fifty-two (52) weeks, such a notice shall be submitted at least thirty (30) days in advance.

Upon his or her return from the leave without salary or part-time leave without salary, the employee shall be reinstated in the position held before his or her departure, subject to article 7-3.00.

5-4.55

A full-time or 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 ill and who requires his or her care. In this case, the last paragraph of clause 5-4.49 shall apply except for the maximum duration of the leave without salary, which may not exceed one year.

Section VII Miscellaneous Provisions**5-4.56**

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 benefits, as the case may be, prescribed in clause 5-4.26 or 5-4.37.

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

5-4.57

Allowance or benefit payments prescribed in this article that start prior to a strike or lockout shall continue during the strike or lockout.

5-4.58

If it can be established before an arbitrator that an employee on probation has taken a maternity leave or a full-time or part-time leave of absence without salary to extend a maternity leave and that the board has terminated her employment, it shall be up to the board to prove that the employee was dismissed for reasons other than for taking maternity leave or the full-time or part-time leave of absence without salary.

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

The 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 could extend from the declaration of the elections to the tenth (10th) day which follows the election day.

5-5.03

A regular employee who does not report to work within the time allotted shall be considered as having resigned, unless the reason for which he or she does not report to work is one of the reasons for absence provided for in the agreement. In that case, the employee must notify the board and, except if it is impossible for him or her to report to work on the first working day following such a leave, he or she shall be considered as having resigned as of that day.

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 according to the terms and conditions prescribed by the board; the board cannot refuse the leave without a valid reason.

5-5.05

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

5-5.06

Within the twenty-one (21) days following 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, he or she shall be reinstated in his or her position, if it is available, subject to Chapter 7-0.00.

5-6.00 VACATION**5-6.01**

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

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 or a work accident 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, if he or she has not returned at the end of the fiscal year, to another period in a subsequent fiscal year, to be agreed between the employee and the board.

5-6.03

For the sole purpose of the table in clause 5-6.09, the first two hundred and forty-two (242) working days of one or more disability periods, a leave of absence without salary the total duration of which does not exceed one month, as well as the working days included during a temporary layoff period under article 7-2.00, constitute active service.

In no case may more than two hundred and forty-two (242) days of active service per disability period be counted even if such period extends over more than one fiscal year.

The month during which a new employee is hired or an employee leaves his or her position permanently shall count for one complete month of active service, provided that he or she worked 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 or group of unions concerned before establishing a period of total or partial shutdown of its activities for a period not exceeding ten (10) working days. The shutdown period may be longer than ten (10) working days insofar as the union agrees. Each employee concerned 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) before May 15 of each year, 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, adult education centre or vocational training centre, where applicable.

However, the employee who holds a day care service position or a special education position must take his or her vacation when the students of the school or day care service are not present, as the case may be.

Any employee who has a cyclical position may use his or her vacation to defer or avoid a temporary layoff or to advance his or her return to work following a temporary layoff. He or she may advance his or her vacation before July 1 when they are due, provided that the employee has, at that time, accumulated sufficient active service to be entitled thereto;

- C) in all cases, 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, adult education centre or vocational training centre involved; the board shall render its decision within thirty (30) days of the date mentioned in the preceding paragraph B) and, if the employee's choice is refused, he or she must choose new dates;
- D) once the vacation period has been approved by the board, a change is possible when requested by an employee if the needs of the office, department, school, adult education centre or vocational training centre permit and if the change does not affect the vacation periods of other employees;
- E) the board and union may agree on terms and conditions other than those provided for in this clause.

5-6.05

An employee must take his or her vacation in periods of at least five (5) consecutive days. However, an employee may take a maximum of five (5) days of annual vacation in full days or more than one day at a time. The choice of vacation dates is subject to the consent of the board which shall take into account the needs of the office, department, school or centre concerned.

5-6.06

The employee on vacation shall continue to receive the salary regularly paid to him or her according to the provisions of article 6-6.00. However, the salary for the entire vacation period shall be paid to him or her before his or her departure.

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 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) 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;
- B) 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;
- C) 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;
- D) 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;
- E) 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;
- F) 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

If an employee’s active service during the year vacation was acquired was less than one year, he or she shall be entitled to a reduced number of vacation days as determined in the following table:

Table of Accumulation of Days of Vacation

			Normal duration of vacation based on an employee’s seniority					
			20 days	21 days	22 days	23 days	24 days	25 days
Total number of days of active service during year of acquisition			Actual duration of vacation based on the days of active service during year of acquisition					
5	to	10	0.5	0.5	0.5	0.5	0.5	0.5
11	to	32	2.0	2.0	2.0	2.0	2.0	2.0
33	to	54	3.5	4.0	4.0	4.0	4.0	4.0
55	to	75	5.0	5.5	6.0	6.0	6.0	6.5
76	to	97	7.0	7.0	7.5	8.0	8.0	8.5
98	to	119	8.5	9.0	9.0	10.0	10.0	10.5
120	to	140	10.0	11.0	11.0	12.0	12.0	13.0
141	to	162	12.0	12.5	13.0	13.5	14.0	15.0
163	to	184	13.5	14.0	14.5	15.5	16.0	17.0
185	to	205	15.0	16.0	17.0	17.5	18.0	19.0
206	to	227	17.0	17.5	18.5	19.0	20.0	21.0
228	to	241	18.5	19.0	20.0	21.0	22.0	23.0
242	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 who, as a result of the application of clause 5-6.11 of the 1975-1979 collective agreement, benefited in 1978-1979 from a number of vacation days greater than the maximum number to which he or she would be entitled as a result of the application of subparagraphs A) to F) of clause 5-6.08 for the year in question shall be entitled for the duration of the agreement to this additional number of vacation days. The excess shall be reduced by any additional vacation day which may be granted to him or her as a result of the application of subparagraphs B) to F) inclusively of clause 5-6.08. It shall also be reduced, as the case may be, by taking into account the duration of his or her active service during the year vacation was acquired.

5-6.11

When an employee leaves the board at the time 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 PROFESSIONAL IMPROVEMENT**5-7.01**

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

5-7.02

For the purpose of applying this article, professional improvement activities include one of the following types of professional improvement:

- A) organizational professional improvement includes all professional improvement activities required by the board, designed to increase knowledge, develop or acquire skills or techniques, modify an employee's work habits and improve the quality of administration at the board;
- B) occupational professional improvement includes all professional improvement activities designed to increase knowledge, develop or acquire skills or techniques, modify an employee's work habits and enable him or her to better perform his or her duties or prepare him or her for duties which he or she could be called upon to perform at the board;
- C) personal professional improvement includes courses or studies offered in a learning institution recognized by the Ministère excluding popular education courses.

5-7.03

Professional improvement is the responsibility of the board and the professional improvement programs shall be developed by the board in relation to its needs and to those of its employees.

5-7.04

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

5-7.05

The board shall establish its professional improvement policy and programs in consultation with the Professional Improvement Committee; the board shall inquire about the employees' needs in professional improvement from the committee and the committee shall collaborate in preparing these programs.

5-7.06

The duties of the Professional Improvement Committee shall be:

- A) to collaborate in the setting up of professional improvement programs;
- B) to collaborate in the planning of professional improvement activities;
- C) to study professional improvement requests presented by the employees or required by the board;
- D) to make appropriate recommendations to the board, particularly those concerning the distribution and use of the professional improvement budget.

5-7.07

When a board requests an employee to take part in professional improvement activities, it must reimburse him or her for the costs, according to the norms it establishes, upon presentation of an attestation to the effect that he or she has taken part in the activities. In the case where an employee receives an allowance or any other amount of money from another source, he or she must give the board any amount thus received.

5-7.08

When, at an employee's request, the board authorizes an employee to participate in professional improvement activities, it may reimburse the costs upon presentation of an attestation to the effect that he or she has taken part in the activities. In the case where an employee receives an allowance or any other money from another source, he or she must give the board any amount thus received.

5-7.09

The employee who, at the request of the board, participates in professional improvement activities during his or her regular work hours shall be considered at work during that period.

5-7.10

The courses offered by the board, with the exception of popular education courses, shall be free of cost 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.

5-7.11

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 regular employee who has a full-time position or the equivalent, according to the number established at the beginning of each fiscal year.

For each fiscal year of the agreement, the board shall add an amount equal to forty dollars (\$40) per regular employee who has a full-time position or the equivalent, according to the number established at the beginning of each fiscal year. The amount shall be earmarked for the training or professional improvement of special education and day care service employees. The board shall decide on how the amounts will be used.

The amounts mentioned in the preceding paragraphs shall be increased by fifty percent (50%) for an employee working in a school board under regional office no. 01 (Bas Saint-Laurent, Gaspésie, Îles-de-la-Madeleine), no. 08 (Abitibi-Témiscamingue and Nord du Québec) or no. 09 (Côte-Nord).

The board shall decide on the use of these amounts after consulting with the Professional Improvement Committee.

The amounts not used or committed during a fiscal year shall be added to those provided for the following fiscal year.

5-7.12

The amounts for professional improvement related to the implementation of a technological change within the meaning of clause 8-7.01 shall not be taken from the amounts mentioned in the preceding clause.

5-7.13

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

5-7.14 Upgrading

- A) In order to permit employees to meet more adequately the requirements of the position to be filled within the framework of article 7-1.00, the professional improvement policy must provide for, within one hundred and twenty (120) days of the coming into force of the agreement, subject to paragraph C), the setting up of a professional improvement program dealing specifically with the upgrading of secondary-level skills already acquired by regular employees during their basic training.
- B) This program provides for short-term professional improvement activities (which take a few days or even a few hours).
- C) The board shall make enquiries through the Professional Improvement Committee as to the upgrading needs of its employees.
- D) The nature, duration and frequency of the upgrading activities offered to employees shall be determined in consultation¹ with the Professional Improvement Committee.
- E) The refresher courses designed to update the training acquired in the context of first-aid courses shall be assumed by the board and offered normally during working hours when they are part of the required qualifications prescribed in the Classification Plan.

An employee who attends refresher courses outside his or her regular working hours shall be compensated at the single rate.

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 shall agree to indemnify the employee against any liability imposed by a final judgement for loss or damage resulting from actions, other than in the case of serious fault or gross negligence, committed by the employee as a result of or in the course of the carrying out of his or her duties as an employee or in applying clause 5-8.05 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;

¹ or, if need be, according to the eligibility and the method of participation of employees prescribed by the Professional Improvement Committee.

- B) the employee has not admitted responsibility with regard to such a claim;
- C) the employee 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 final judgement, 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 such 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

Clause 5-8.01 applies in all cases where an employee is called upon as a result of or in the course of the carrying out of his or her duties to administer first aid to a student or to an employee.

5-9.00 LEAVES WITHOUT SALARY

5-9.01

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

5-9.02

The board may also grant a part-time leave without salary to a regular employee for a reason it deems valid. This leave shall be for a maximum duration of twelve (12) consecutive months and may be renewed. At the time of the leave, the pertinent provisions of the agreement apply to the employee concerned on a prorated basis.

5-9.03

The board shall grant a leave without salary to enable a regular employee to accompany his or her spouse whose place of work changes temporarily or permanently for a period not exceeding twelve (12) months.

5-9.04

The board shall grant a regular employee who so requests a full-time or part-time leave without salary if the granting of such a leave permits the use of the services of a person in surplus.

5-9.05

The board shall grant a regular employee a full-time or part-time leave without salary for studies leading to a diploma in an officially recognized institution for a period not exceeding twelve (12) consecutive months.

However, the board shall not be required to grant for or during the same period more than one leave at a time in the same department, office, school, adult education centre or vocational training centre. Moreover, the board may refuse a request if it is unable to find a replacement, where applicable.

If more than one request for a leave without salary is submitted for the same period, the regular employee who has the most seniority shall have priority.

5-9.06

The board shall grant a regular employee a full-time or part-time leave without salary of a maximum duration of one month without exceeding twelve (12) consecutive months. The regular employee may benefit from such a leave every time he or she has accumulated at least five (5) years of seniority.

The granting of the leave shall be subject to the provisions of the second and third paragraphs of clause 5-9.05.

5-9.07

The request to obtain or renew every leave without salary must be made at least thirty (30) days prior to the beginning of the leave except in the case provided for in clause 5-9.04; the request shall be made in writing and must specify the reasons as well as the dates of the beginning and end of the leave. Moreover, any request for a part-time leave without salary must specify the schedule of the leave.

5-9.08

In the case where a part-time leave without salary is provided for in this article, there must be an agreement between the board and the employee on the schedule of this leave and on the other terms and conditions of application.

5-9.09

During his or her absence, the employee's seniority shall be calculated in accordance with article 8-1.00 of the agreement; he or she shall continue to participate in the health insurance plan and shall pay all the required premiums and contributions including the tax on the amount, where applicable; he or she may also participate in the complementary plans, provided that he or she pay the entire amount of the required premiums and contributions if the regulations of the said plans permit.

5-9.10

Upon a prior written notice of at least thirty (30) days, the employee may, on reasonable grounds, terminate any leave without salary before the date foreseen.

5-9.11

On the employee's return, he or she shall be reinstated in the position held upon his or her departure, subject to article 7-3.00 of the agreement.

5-9.12

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

5-9.13

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

5-10.00 LEAVE WITH DEFERRED SALARY

5-10.01

The leave with deferred salary plan allows an employee to have his or her salary spread over a determined period in order to benefit from a leave with salary; this plan can only apply in accordance with the law or the regulations.

This leave shall not have the effect of paying the employee benefits upon retirement nor of deferring income tax.

5-10.02

For the purpose of this article, the word "contract" means the contract mentioned in Appendix 3 of the agreement.

5-10.03

Only regular employees shall be eligible for a leave with deferred salary plan.

An employee receiving salary insurance benefits or on a leave without salary at the time of the coming into force of the contract shall not be eligible for the plan. Subsequently, the provisions of the contract for such situations apply.

5-10.04

Upon an employee’s written request, the board may grant him or her a leave with deferred salary.

5-10.05

The leave shall only apply 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%

5-10.06

Following the leave, the employee must return to work for a period at least equal to that of the leave. The employee may return to work during or after the expiry of the contract.

5-10.07

The employee who obtained a leave with deferred salary under a former collective agreement shall continue to be subject to the provisions applicable to him or her.

5-10.08

The board and the employee shall sign, where applicable, the contract stipulating the terms and conditions of the leave.

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**

The classification of an employee shall be that held on the date of the coming into force of the agreement.

Determination of the Class of Employment During the Agreement**6-1.02**

Upon his or her hiring, an 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 provided for in the Classification Plan shall be based on the nature of the work and on the characteristic duties 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, class of employment, salary, step, date of advancement in step under article 6-2.00 and his or her 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 as a result of the application 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 the one 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, clause 6-1.15 applies.

Change in Duties**6-1.07**

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 grievance procedure provided for in article 9-1.00 of the agreement. Notwithstanding the time limit specified in the first subparagraph of paragraph A) of clause 9-1.03, the employee may validly submit a grievance as long as he or she is performing such duties.

In the event of arbitration, clause 6-1.15 shall apply and the ensuing decision cannot have any retroactive effect prior to the date on which the grievance was filed with the board.

The fact that these changes occurred during the former collective agreement cannot invalidate the grievance as long as it was filed within thirty (30) working days of the date of the coming into force of the agreement.

6-1.08

The arbitrator who decides a grievance filed under clauses 6-1.06 and 6-1.07 shall only have the power to grant a monetary compensation equal to the difference between the employee's salary and the higher salary corresponding to the class of employment the duties of which the employee proved that he or she performed principally and customarily as required by the board.

The arbitrator must render his or her decision in keeping with the Classification Plan and must establish the similarity between the employee's characteristic duties and those provided for in the Classification Plan.

The monetary compensation prescribed in this article shall be calculated according to the terms and conditions provided for in clause 6-2.13.

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 in the salary scales provided for in the agreement and agree, if need be, on the class of employment on which the said compensation shall be determined in accordance with clauses 6-1.06 and 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 closest to a salary which corresponds to duties similar to those of the employee concerned in the public and parapublic sectors.

6-1.10

In the case of a grievance submitted under clause 6-1.06 or 6-1.07, if the board has not reestablished the employee's duties to those prior to the grievance within thirty (30) days following the arbitrator's decision by virtue of clause 6-1.08 or 6-1.09, the employee shall be reclassified automatically in his or her new class of employment.

6-1.11

When the board decides to maintain a position for which the arbitrator was not able to establish similarity under clause 6-1.09, 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 provided for in clauses 6-1.13 and 6-1.14 shall then apply.

6-1.12

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

Creation of New Classes 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, new classes of employment are created by the provincial negotiating employer group or if the duties or qualifications of a class of employment are modified, the provincial negotiating parties shall determine the salary rate of these classes of employment 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 twenty (20) working days, submit a grievance directly to arbitration according to the procedure provided for 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 clauses 6-1.08, 6-1.09, 6-1.14 and 7-1.02, the grievances submitted to arbitration shall be decided upon, for the duration of the agreement, by one of the following arbitrators:

Jacques Bhérer
Paul Charlebois
Pierre N. Dufresne
Lyse Tousignant

or any person appointed by the provincial negotiating parties to act as arbitrator in accordance with this clause.

The chief arbitrator whose name appears in clause 9-2.02 shall see to the distribution of the grievances among the arbitrators appointed pursuant to this clause. The procedure provided for in article 9-2.00 applies by making the necessary changes.

6-1.16

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

6-2.00 DETERMINATION OF STEP**At the Time of Hiring****6-2.01**

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 this article.

6-2.02

The step usually corresponds to one complete year of recognized experience. It denotes the salary rate in the scales found in Appendix 1.

6-2.03

An employee who possesses only the minimum required qualifications specified in the Classification Plan to enter a class of employment shall be entitled to the first step of the class.

6-2.04

An employee who possesses more years of experience than the minimum specified in the Classification Plan for the class of employment shall be granted one step per additional year of experience, provided that this experience be deemed valid and directly relevant to the duties outlined in the class of employment.

For the purpose of determining the step in a class of employment, 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.

6-2.05

An employee who has successfully completed more years of schooling than the minimum required in the Classification Plan 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 are deemed directly relevant by the board and that they are greater than the qualifications required in terms of the schooling for the class of employment to which the employee belongs.

Advancement in Step

6-2.06

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.

The subsequent advancement in step shall usually be granted on the anniversary date of the first advancement.

This clause applies subject to clause 6-2.08.

6-2.07

The employee who is temporarily laid off due to a periodic slowdown or seasonal shutdown of activities in his or her sector shall be considered as being in the service of the board during that period for the purpose of determining the date of his or her advancement in step as well as for the purpose of advancement in step.

6-2.08

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

Unless otherwise provided, no advancement in step shall be granted for the period from January 1 to December 31, 1983 and the step thus lost may in no way be recuperated.

Moreover, the months between January 1 and December 31, 1983 may not be taken into account when determining any subsequent step or when applying clauses 6-2.06, 6-2.13, 6-2.14 and 6-2.15.

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

6-2.09

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

6-2.10

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.

6-2.11

The advancement of 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 these studies are deemed directly relevant by the board and that they are greater in terms of schooling than the required qualifications specified in the Classification Plan for his or her class of employment.

6-2.12

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**6-2.13 At the Time of a Promotion**

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

- A) a) Categories of Technical and Paratechnical Support and Administrative Support Positions

An employee shall be placed in the step in which the salary rate is immediately above the one 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 has the effect of giving the employee a rate higher than that of the last step in the scale, the difference between the rate of the last step and this higher rate shall be paid to him or her in a lump sum spread over each of his or her pays.

- b) 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, an employee shall receive the rate of the new class of employment and a lump sum spread over each of his or her pays to make up the difference up to the minimum \$0.10/hour.

- B) The employee 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:

- a) Categories of Technical and Paratechnical Support and Administrative Support Positions

An employee shall receive an increase determined as follows:

- his or her overscale salary shall be increased by one third (1/3) of the difference between the maximum salary provided for in the scale of the class of employment he or she is leaving and the maximum salary provided for in the scale of the class of employment to which he or she is promoted; the increase must ensure an increase at least equal to the difference between the first two (2) steps of the employee's new class of employment; the increase shall be paid as a lump sum spread over each of the employee's pays.

b) Category of Labour Support Positions

An employee shall receive an increase determined in the following manner:

- his or her overscale salary shall be increased by one third (1/3) of the difference between the rate provided for the class of employment that he or she is leaving and the rate provided for the class of employment to which he or she is promoted; the salary rate shall ensure an increase of at least \$0.10/hour; the increase shall be paid as a lump sum spread over each of the employee's pays.

6-2.14 At the Time of a Transfer

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 class of employment or the employee shall retain his or her current salary rate if it is more advantageous.

6-2.15 At the Time of a Demotion

- A) An employee demoted voluntarily shall receive the salary which corresponds to the more advantageous of the following formulas:
- a) he or she shall be placed in the step of the new class of employment the salary rate of which is immediately below that which he or she receives;
 - b) 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 this class of employment.
- B) An employee demoted involuntarily shall obtain the salary which corresponds to the more advantageous of the formulas provided for in the preceding paragraph A), on the condition that the difference between the salary of 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 spread over each of his or her pays and paid over a maximum period of two (2) years after the demotion.

However, the employee who, within a two (2)-year period following his or her demotion, obtains a position which would have constituted a transfer had he or she not been affected by a demotion shall then receive the same salary he or she would have received had he or she not been demoted.

6-2.16

An employee who receives a lump sum under clauses 6-2.13 and 6-2.15 of the former collective agreement shall continue to do so in accordance with the clauses referred to and for the time specified therein.

This clause cannot result in modifying each party's rights and obligations as provided for in clauses 6-2.13 and 6-2.15 of the former collective agreement.

6-3.00 SALARY

Salary Scales and Rates

6-3.01

An 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 his or her step, if any, as determined under article 6-2.00.

6-3.02

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 6-3.03 to 6-3.08 and are found in Appendix 1.

6-3.03 Period from April 1, 2010 to March 31, 2011

Each salary scale and rate in effect on March 31, 2010 shall be increased, effective on April 1, 2010, by zero point five percent (0.5%).

6-3.04 Period from April 1, 2011 to March 31, 2012

Each salary scale and rate in effect on March 31, 2011 shall be increased, effective on April 1, 2011, by zero point seven five percent (0.75%).

6-3.05 Period from April 1, 2012 to March 31, 2013

Each salary scale and rate in effect on March 31, 2012 shall be increased, effective on April 1, 2012, by one percent (1%).

The percentage determined in the preceding paragraph shall be increased, effective on April 1, 2012, by one point two five (1.25) times the difference between the cumulative growth (sum of the annual variations) of Québec's nominal gross domestic product (GDP)¹ based on the Statistics Canada data for 2010 and 2011² and the projected cumulative growth (sum of the annual variations) of Québec's nominal GDP for the same years, set at three point eight percent (3.8%) for 2010 and at four point five percent (4.5%) for 2011. However, the increase calculated cannot exceed zero point five percent (0.5%).

The increase prescribed in the preceding paragraph shall be paid to employees within sixty (60) days of the publication of the Statistics Canada data on Québec's nominal GDP for 2011.

6-3.06 Period from April 1, 2013 to March 31, 2014

Each salary scale and rate in effect on March 31, 2013 shall be increased, effective on April 1, 2013, by one point seven five percent (1.75%).

The percentage determined in the preceding paragraph shall be increased, effective on April 1, 2013, by one point two five (1.25) times the difference between the cumulative growth (sum of the annual variations) of Québec's nominal gross domestic product (GDP)¹ based on the Statistics Canada data for 2010, 2011 and 2012³ and the projected cumulative growth (sum of the annual variations) of Québec's nominal GDP for the same years, set at three point eight percent (3.8%) for 2010, at four point five percent (4.5%) for 2011 and at four point four percent (4.4%) for 2012. However, the increase calculated cannot exceed two percent (2%), minus the increase granted on April 1, 2012 under the second paragraph of clause 6-3.05.

The increase prescribed in the preceding paragraph shall be paid to employees within sixty (60) days of the publication of the Statistics Canada data on Québec's nominal GDP for 2012.

6-3.07 Period from April 1, 2014 to March 31, 2015

Each salary scale and rate in effect on March 31, 2014 shall be increased, effective on April 1, 2014, by two percent (2%).

¹ Gross domestic product (GDP), expenditure-based, at current prices, Québec. Source: Statistics Canada, CANSIM, table 384-0002, series number CANSIM v687511

² Based on first estimate available from Statistics Canada of Québec's nominal GDP for 2011 and its estimate at the same point in time of Québec's nominal GDP for 2009 and 2010

³ Based on first estimate available from Statistics Canada of Québec's nominal GDP for 2012 and its estimate at the same point in time of Québec's nominal GDP for 2009, 2010 and 2011

The percentage determined in the preceding paragraph shall be increased, effective on April 1, 2014, by one point two five (1.25) times the difference between the cumulative growth (sum of the annual variations) of Québec's nominal gross domestic product (GDP)¹ based on the Statistics Canada data for 2010, 2011, 2012 and 2013² and the projected cumulative growth (sum of the annual variations) of Québec's nominal GDP for the same years, set at three point eight percent (3.8%) for 2010, at four point five percent (4.5%) for 2011, at four point four percent (4.4%) for 2012 and at four point three percent (4.3%) for 2013. However, the increase calculated cannot exceed three point five percent (3.5%), minus the increase granted on April 1, 2012 under the second paragraph of clause 6-3.05 and the increase granted on April 1, 2013 under the second paragraph of clause 6-3.06.

The increase prescribed in the preceding paragraph shall be paid to employees within sixty (60) days of the publication of the Statistics Canada data on Québec's nominal GDP for 2013.

6-3.08 Adjustment on March 31, 2015

Each salary scale and rate in effect on March 30, 2015 shall be increased, effective on March 31, 2015, by a percentage equal to the difference between the cumulative variation (sum of the annual variations) of the Consumer Price Index³ for Québec based on the Statistics Canada data for the collective agreement years 2010-2011, 2011-2012, 2012-2013, 2013-2014 and 2014-2015⁴ and the cumulative of the salary parameters (sum of the annual parameters) determined in clauses 6-3.03 to 6-3.07, including the adjustments resulting from the growth in the nominal GDP. However, the increase calculated cannot exceed one percent (1%).

The increase prescribed in the preceding paragraph shall be paid to employees within sixty (60) days of the publication of the Statistics Canada data on Québec's nominal GDP for March 2015.

6-3.09

Employees who are employed by the board at the time of payment of the increase prescribed in the second paragraph of clauses 6-3.05, 6-3.06 and 6-3.07 and in the first paragraph of clause 6-3.08 shall receive a retroactive amount, if any, within sixty (60) days of the publication of the data prescribed in each of those clauses.

The board shall provide the union with a list of employees whose employment ended between the beginning of the periods prescribed in clauses 6-3.05, 6-3.06 and 6-3.07 and in the first paragraph of clause 6-3.08 and the payment of the increase prescribed within one hundred and twenty (120) days of the date on which the payment is made.

To receive the amounts owing under the preceding paragraph, the employee must submit a written request to the board within one hundred and twenty (120) days of the date on which the union received the list. In the event of the employee's death, the request may be made by his or her beneficiaries.

The amounts owing under the preceding paragraph shall be paid within sixty (60) days of receiving the request.

¹ Gross domestic product (GDP), expenditure-based, at current prices, Québec. Source: Statistics Canada, CANSIM, table 384-0002, series number CANSIM v687511

² Based on first estimate available from Statistics Canada of Québec's nominal GDP for 2013 and its estimate at the same point in time of Québec's nominal GDP for 2009, 2010, 2011 and 2012

³ Consumer Price Index for Québec. Source: Statistics Canada, CANSIM, Table 326-0020, series number CANSIM v41691783

⁴ For each year of the collective agreement concerned, the annual variation in the Consumer Price Index corresponds to the variation between the average of the indexes for the months of April to March of the year of the collective agreement concerned and the average of the indexes for the preceding months of April to March.

Overtime or Overscale Employees**6-3.10**

The employee whose salary rate on the day preceding the date on which the salary scales and rates are increased is higher than the single salary rate or the maximum of the salary scale in effect for his or her class of employment shall receive on the date on which the salary scales and rates 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 at the single salary rate or step situated at the maximum of the scale on the preceding March 31 corresponding to his or her class of employment.

6-3.11

If the application of the minimum rate of increase determined in clause 6-3.10 has the effect, on April 1, of placing an employee who was overscale or overtime on March 31 of the preceding year at a salary which is lower than the maximum step of the salary scale or single salary rate corresponding to his or her class of employment, the minimum rate of increase shall be brought to the percentage necessary to permit the employee to reach the step or the single salary rate.

6-3.12

The difference between the percentage increase of the maximum salary step or the single salary rate corresponding to the employee's class of employment, on the one hand, and the minimum rate of increase established under clauses 6-3.10 and 6-3.11, on the other hand, shall be paid to him or her as a lump sum calculated on the basis of his or her salary rate on March 31.

6-3.13

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

6-3.14 Responsibility Premiums, Premiums for Regional Disparities and Other Premiums and Allowances

The premiums and allowances referred to in this clause are found in the clauses mentioned hereinafter for the periods covered by article 6-3.00:

- responsibility premiums in paragraphs A), B), C) and D) of clause 6-4.02;
- premiums (evening and night) in paragraphs A) and B) of clause 6-4.03;
- split shift premium in a day care service in clause 6-4.04;
- annual isolation and remoteness premiums in clause 6-8.02;
- premiums (loan and rental of halls) in paragraphs A) and B) of clause 6-9.01.

6-4.00 PREMIUMS

6-4.01

Except for set premiums¹ and premiums expressed in percentage, each premium shall be increased as of the same date and by the same rate determined in clauses 6-3.03 to 6-3.08 inclusively.

Premiums do not apply to an employee on disability leave. However, the premiums shall continue to apply until the end of the disability, where applicable, to the employee on disability leave at the time of the signing of the agreement.

6-4.02 Responsibility Premiums

A) Lead Hand Premium

The 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 as such an hourly premium according to the rate in effect:

Rate 2010-04-01 to 2011-03-31	Rate 2011-04-01 to 2012-03-31	Rate 2012-04-01 to 2013-03-31	Rate 2013-04-01 to 2014-03-31	Rate as of 2014-04-01
\$0.89/hour	\$0.90/hour	\$0.91/hour	\$0.93/hour	\$0.95/hour

The premium does not apply to the employees whose class of employment involves the supervision of a group of employees.

B) 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 provided for in his or her class of employment, a salary supplement according to the rate in effect:

Rate 2010-04-01 to 2011-03-31	Rate 2011-04-01 to 2012-03-31	Rate 2012-04-01 to 2013-03-31	Rate 2013-04-01 to 2014-03-31	Rate as of 2014-04-01
\$10.14/week	\$10.22/week	\$10.32/week	\$10.50/week	\$10.71/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:

Rate 2010-04-01 to 2011-03-31	Rate 2011-04-01 to 2012-03-31	Rate 2012-04-01 to 2013-03-31	Rate 2013-04-01 to 2014-03-31	Rate as of 2014-04-01
\$0.86/hour	\$0.87/hour	\$0.88/hour	\$0.90/hour	\$0.92/hour

¹ The agreement does not contain set premiums on the date it comes into force.

C) Pipe Welder Premium

The welder who possesses the "high pressure welder certificate" issued by the Ministère du Travail and the Société québécoise de développement de la main-d'oeuvre or a certificate of competency in fitting and welding issued by the Ministère de la Solidarité sociale (Emploi Québec) shall receive, when he or she is required to work in this capacity, in addition to the salary rate provided for in his or her class of employment and for each hour thus worked, an hourly premium according to the rate in effect:

Rate 2010-04-01 to 2011-03-31	Rate 2011-04-01 to 2012-03-31	Rate 2012-04-01 to 2013-03-31	Rate 2013-04-01 to 2014-03-31	Rate as of 2014-04-01
\$1.46/hour	\$1.47/hour	\$1.48/hour	\$1.51/hour	\$1.54/hour

D) Premium for a Caretaker, class I or II Assigned to a School Equipped with a Steam Heating System

The caretaker, class I or II assigned to a school (building) equipped with a steam heating system regulated by the Act respecting stationary engineers shall be entitled, in addition to the salary rate provided for in his or her class of employment, to a weekly premium, provided that he or she is in charge of operating and supervising the system and that he or she possesses the necessary certificate of competence. The premium shall be:

Rate 2010-04-01 to 2011-03-31	Rate 2011-04-01 to 2012-03-31	Rate 2012-04-01 to 2013-03-31	Rate 2013-04-01 to 2014-03-31	Rate as of 2014-04-01
\$10.29/week	\$10.37/week	\$10.47/week	\$10.65/week	\$10.86/week

6-4.03 Other Premiums

Evening and Night Shift Premium

A) 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 according to the rate in effect:

Rate 2010-04-01 to 2011-03-31	Rate 2011-04-01 to 2012-03-31	Rate 2012-04-01 to 2013-03-31	Rate 2013-04-01 to 2014-03-31	Rate as of 2014-04-01
\$0.64/hour	\$0.64/hour	\$0.65/hour	\$0.66/hour	\$0.67/hour

B) Night Shift Premium

The employee for whom half or more of the regular working hours are between 24:00 and 08:00 shall receive an hourly premium according to the rate in effect:

	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
Night shift premium					
- 0 to 5 years of seniority ¹	11%	11%	11%	11%	11%
- 5 to 10 years of seniority ¹	12%	12%	12%	12%	12%
- 10 or more years of seniority ¹	14%	14%	14%	14%	14%

Premiums are considered or paid only when an employee works his or her regular working hours.

The board and the union may agree 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 purposes of applying the preceding paragraph, the method for converting a night shift premium into paid time off shall be determined as follows:

- eleven percent (11%) equals twenty-two point six (22.6) days;
- twelve percent (12%) equals twenty-four (24) days;
- fourteen percent (14%) equals twenty-eight (28) days.

6-4.04 Split Shift Premium in a Day Care Service

A day care service technician 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 based on the following rates:

Rate 2010-04-01 to 2011-03-31	Rate 2011-04-01 to 2012-03-31	Rate 2012-04-01 to 2013-03-31	Rate 2013-04-01 to 2014-03-31	Rate as of 2014-04-01
\$3.51/day	\$3.54/day	\$3.58/day	\$3.64/day	\$3.71/day

6-5.00 TRAVEL EXPENSES

6-5.01

The 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 in accordance with the norms established by the board applicable to all of its administrative personnel.

6-5.02

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

¹ For an employee not covered by article 8-1.00, the term "seniority" is replaced by "duration of employment".

6-5.03

The employee who uses his or her car shall be entitled to a reimbursement in accordance with the norms established by the board, which shall take into account the additional premium required in clause 6-5.09.

6-5.04

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

6-5.05

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

6-5.06

The board shall not force an employee to transport heavy material or equipment which could damage or cause premature wear to his or her vehicle.

6-5.07

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

However, if no such requirement existed at the time when the employee was assigned to the position, the possession of a vehicle as a subsequent requirement for this position shall not cause the employee concerned to lose his or her position or employment.

6-5.08

Subject to article 8-4.00, a tenured employee whose driver's license was lost, suspended or revoked, who notifies the board in writing of the circumstances and who cannot perform his or her duties in whole or in part shall obtain, upon written request to the board, a leave of absence without salary in accordance with article 5-9.00 for a period not exceeding twelve (12) months, unless the board can temporarily reassign the employee upon agreement with the union. In this case, the employee shall receive the salary corresponding to the new assignment.

6-5.09 Insurance

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 the public liability coverage is at least one million dollars (\$1 000 000) for damages to another's property.

6-6.00 PAYMENT OF SALARY**6-6.01**

Employees shall be paid by direct deposit every second Thursday. If a Thursday falls on a paid legal holiday, employees shall be paid on the preceding working day.

Moreover, employees shall receive a pay to cover the period ending June 30.

An employee must receive his or her first pay within a maximum period of four (4) weeks after he or she is hired.

6-6.02

The pay slip must contain, in particular, the following information:

- A) the name of the board;
- B) the employee's surname and given name;
- C) the employee's class of employment;
- D) the date of payment and the period concerned;
- E) the number of hours paid at the regular rate and the hourly rate;
- F) the number of hours paid at the overtime rate and rate applicable;
- G) the nature and amount of premiums, indemnities or allowances paid;
- H) the union dues;
- I) the income tax deductions;
- J) the pension plan contributions;
- K) the contributions to the Québec Pension Plan;
- L) the employment insurance contributions;
- M) the deductions to a credit union, if any;
- N) the gross salary and net salary;
- O) the accumulated earnings and deductions and any other information as long as it was already provided by the board on the date of the coming into force of the agreement;
- P) any other information already provided by the board on the date of the coming into force of the agreement.

6-6.03

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. Such terms and conditions must not cause an employee to reimburse more than ten percent (10%) of his or her gross salary per pay.

6-6.04

The board shall inform the union and the employee concerned simultaneously of any cuts in salary ensuing from the application of the agreement.

6-6.05

In the event where the board omits to pay an employee on the date prescribed or pays him or her amounts which are less than the amounts owing, it shall, upon a request from the employee concerned, take the necessary interim measures, without delay, to pay the amounts owing.

6-6.06

On an employee's departure date, the board shall give an employee a signed statement of the amounts owing as salary and fringe benefits less any amount owing by the employee to the board.

During the pay period following the employee's departure, the board shall forward to the employee his or her paycheck, including fringe benefits less any amount owing by the employee to the board.

However, if the employee contests a claim by means of a grievance, the amount shall not be recovered before the grievance is resolved if the employee submits a written request. However, once the grievance is resolved, the employee, where applicable, must reimburse the overpaid amount according to the provisions of this article.

6-6.07

The board shall inform the employee in writing of the amount collected in his or her name from the Commission de la santé et de la sécurité du travail (CSST).

6-6.08

The board shall indicate on the T-4 and Relevé 1 slips the amounts deducted as union dues.

6-7.00 VERIFICATION OF FURNACES**6-7.01**

Subject to clause 8-3.04, the board may require an employee to carry out the verification of furnaces on Saturdays, Sundays and paid legal holidays in accordance with the following provisions.

6-7.02

When the board decides to offer the verification of furnaces to employees, it shall obtain once a year a list of employees interested in carrying out these verifications by posting a notice of at least five (5) working days.

6-7.03

The board shall forward the list of interested employees to the union.

6-7.04

For the purpose of applying clause 6-7.02, the board shall entrust the verification to employees registered on the list according to the following order:

- A) the caretaker, class I or II or night caretaker, class I or II assigned to the building, school, adult education centre or vocational training centre concerned;
- B) the class II maintenance workman assigned to the building, school, adult education centre or vocational training centre concerned;
- C) another employee in the labour support staff category assigned to the building, school, adult education centre or vocational training centre concerned;
- D) another caretaker, class I or II or night caretaker, class I or II in the employ of the board;
- E) another class II maintenance workman in the employ of the board;
- F) another employee in the labour support staff category in the employ of the board.

Seniority shall prevail in each of the aforementioned steps.

6-7.05

An employee registered on the list shall agree to carry out the verifications required for the length of time mentioned in the notice. Should the employee be unable to carry out the verification for a short period of time for a valid reason, he or she must notify the board at least forty-eight (48) hours in advance.

In uncontrollable circumstances, the employee may waive the advance notice.

6-7.06

The name of the employee who does not conform to clause 6-7.05 shall automatically be struck from the list.

6-7.07

Notwithstanding clause 6-7.05, an employee shall not be required to carry out the verification of furnaces if he or she is absent for a reason provided for in the agreement.

6-7.08

If the board is unable to have the required verifications carried out by the application of the preceding provisions, it may require any one of its employees to carry out the verifications.

6-7.09

If the law or the regulations require that employees who perform work related to the verification or supervision of furnaces possess special qualifications, the preceding provisions apply only to employees who possess those qualifications.

6-7.10

Notwithstanding the foregoing, if, on the date of the coming into force of the agreement, the verifications were carried out by employees other than those in the subcategory of maintenance and service staff, the board may continue to use the other employees.

6-7.11

The employee who is requested by the board to carry out the verification of furnaces shall receive for each visit to a school, adult education centre or vocational training centre, the following applicable amount:

Rate 2010-04-01 to 2011-03-31	Rate 2011-04-01 to 2012-03-31	Rate 2012-04-01 to 2013-03-31	Rate 2013-04-01 to 2014-03-31	Rate as of 2014-04-01
\$19.42/visit	\$19.57/visit	\$19.77/visit	\$20.12/visit	\$20.52/visit

When two (2) buildings of the same school, adult education centre or vocational training centre are located more than one kilometre from one another, they shall be considered, for the purpose of this article, as two (2) distinct schools, two (2) distinct adult education centres or two (2) distinct vocational training centres.

6-7.12

Notwithstanding clause 6-7.11, the indemnity shall not be paid in the following cases:

- A) if the employee is absent from work on the preceding working day; however, if the employee is on a disability leave or a leave of absence with salary on the preceding working day, he or she may, subject to the other provisions of this article, carry out the verification if he or she notifies his or her immediate superior before noon on the preceding working day.
- B) if the employee is at school for any activity for which he or she is paid as provided for in the agreement, namely, loan and rental of halls or overtime; in no case shall the remuneration be less than that provided for in the first paragraph of clause 6-7.11.

6-7.13

The board and the union may agree on different terms and conditions regarding the verification of furnaces.

6-8.00 REGIONAL DISPARITIES**Section I Definitions****6-8.01**

For the purpose of this article, the following expressions mean:

A) Dependent

The spouse and dependent child¹ and any other dependent as defined in the Taxation Act provided that the latter resides with the employee. However, for the purpose of this article, the income earned from a job by the employee's spouse shall not nullify the latter's status as dependent.

The fact that a child attends a secondary school declared to be of public interest situated elsewhere than in the employee's place of residence shall not nullify his or her status as dependent if no public secondary school is accessible where the employee lives.

Moreover, the fact that a child attends preschool or elementary school, recognized of public interest, in a locality other than the employee's place of residence shall not remove his or her status of dependent when no school recognized of public interest, preschool or elementary, as the case may be, is accessible in the child's language of instruction (French or English) in the locality where the employee lives.

A child aged twenty-five (25) or younger is also considered as having the status of dependent, provided he meets the following three (3) conditions:

- the child attends, on a full-time basis, a post-secondary institution recognized of public interest elsewhere than in the place of residence of the employee working in a locality situated in sector III;
- the child had dependent status according to the aforementioned definition;
- the employee provided supporting documents to prove that the child is pursuing, on a full-time basis, a post-secondary education program, namely, proof of registration at the beginning of the term and proof of attendance at the end of the term.

The recognition of dependent status defined in the preceding paragraph enables an employee to retain his or her isolation and remoteness premium and the dependent child to benefit from the provisions related to outings.

However, the transportation costs allocated to a dependent child under other programs shall be deducted from the benefits related to outings to which the dependent child is entitled.

The details contained in the fourth paragraph do not apply to the provisions concerning food transportation and housing.

Point of Departure

Domicile in the legal sense of the word upon engagement insofar as the domicile is situated in one of the localities of Québec. This point of departure may be modified by an agreement between the board and the employee subject to it being situated in one of the localities of Québec.

¹ Dependent child means a child of an employee, of an employee's spouse or of both or a child living with the employee and for whom adoption procedures have been undertaken, who is unmarried or not joined in civil union and living or domiciled in Canada, who depends on the employee for support and who is under eighteen (18) years of age; also any child who is twenty-five (25) years of age or less, who is a duly registered full-time student attending a recognized educational institution or a child of any age who became totally disabled prior to his or her eighteenth (18th) birthday or twenty-fifth (25th) birthday, if he or she was a full-time student attending a recognized educational institution and has remained continuously disabled since that time.

The fact that an employee already covered by this article changes board shall not modify his or her point of departure.

B) Sectors

Sector I

- Localities of Chapais and Chibougamau
- Locality of Témiscaming
- Locality of Matagami

Sector II

- Locality of Fermont
- Localities of the Îles-de-la-Madeleine

Sector III

- Territory located north of the 51° of latitude including Kawawachikamach and Schefferville, except the locality of Fermont.

Section II Rates of Premiums

6-8.02

The employee working in one of the sectors mentioned in clause 6-8.01 shall receive an annual isolation and remoteness premium according to the rates in effect:

		Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
SECTOR		per year	per year	per year	per year	per year
With dependents	Sector V	\$18 081	\$18 217	\$18 399	\$18 721	\$19 095
	Sector IV	\$15 326	\$15 441	\$15 595	\$15 868	\$16 185
	Sector III	\$11 786	\$11 874	\$11 993	\$12 203	\$12 447
	Sector II	\$9 367	\$9 437	\$9 531	\$9 698	\$9 892
	Sector I	\$7 574	\$7 631	\$7 707	\$7 842	\$7 999
No dependents	Sector V	\$10 256	\$10 333	\$10 436	\$10 619	\$10 831
	Sector IV	\$8 695	\$8 760	\$8 848	\$9 003	\$9 183
	Sector III	\$7 368	\$7 423	\$7 497	\$7 628	\$7 781
	Sector II	\$6 243	\$6 290	\$6 353	\$6 464	\$6 593
	Sector I	\$5 295	\$5 335	\$5 388	\$5 482	\$5 592

Part-time employees working in one of the aforementioned sectors shall receive a premium in proportion to the hours worked in relation to the regular workweek provided for in clause 8-2.01.

6-8.03

The amount of the isolation and remoteness premium shall be adjusted in proportion to the time worked by the employee in the board’s territory included in one of the sectors described in clause 6-8.01.

An employee on maternity leave or an employee on adoption leave who remains in the territory during the leave shall continue to benefit from the provisions of this article.

Subject to the first paragraph of this clause, the board shall cease to pay the premium provided for in clause 6-8.02 if the employee and his or her dependents deliberately leave the territory during a paid leave or absence for more than thirty (30) days, except annual vacation, paid legal holidays, sick leave, maternity leave, adoption leave or leave due to a work accident.

6-8.04

If both members of a couple work for the same board or if both work for two (2) different employers in the public or parapublic sector, only one of the two may avail himself or herself of the premium applicable to the employee with dependents, if he or she has one or more dependents other than the spouse. If he or she has no dependent other than the spouse, each shall be entitled to the premium appearing in the "no dependents" scale, despite the definition of the term "dependent" found in clause 6-8.01.

Section III Other Benefits**6-8.05**

The board shall assume the following expenses incurred by every employee recruited in Québec at a distance of more than fifty (50) kilometres from the locality where he or she is required to perform his or her duties, provided that it be situated in one of the sectors described in clause 6-8.01:

- A) the transportation expenses of the transferred employee and his or her dependents;
- B) the cost of transporting his or her personal belongings and those of his or her dependents up to a maximum of:
 - 228 kg for each adult or each child twelve (12) years of age and over;
 - 137 kg for each child under the age of twelve (12);
- C) the cost of transporting the employee's furniture (including household utensils), if need be, other than those provided by the board;
- D) the cost of transporting the employee's vehicle, if need be, on land, by boat or by train;
- E) the cost of storing the employee's furniture, if need be.

The weight of 228 kg provided for in paragraph B) of this clause shall be increased by 45 kg per year of active service during which the employee remained in the territory in the employ of the board. This provision shall cover the employee only.

The expenses incurred between the point of departure and the place of assignment shall be paid by the board or shall be reimbursed upon presentation of supporting vouchers.

If an employee is recruited from outside Québec, these expenses shall be assumed by the board without exceeding the equivalent costs between Montréal and the locality where the employee is called to perform his or her duties.

If both spouses, within the meaning of clause 5-3.02, work for the same board, only one may avail himself or herself of the benefits granted under this section.

The employee shall not be reimbursed for the expenses mentioned in this clause if he or she is in breach of contract to go work for another employer before the sixty-first (61st) calendar day of his or her stay in the territory unless the union and the board agree otherwise.

6-8.06

If the employee eligible for the provisions of paragraphs B), C) and D) of clause 6-8.05 decides not to avail himself or herself of some or of all of them immediately, he or she shall remain eligible for the said provisions during the year following the date on which the assignment began.

6-8.07

These expenses shall be payable provided that the employee is not reimbursed by another plan, such as the federal mobility assistance program plan to look for employment or his or her spouse has not received an equivalent benefit from his or her board or from another source and solely in the following cases:

- A) the employee's first assignment: from the point of departure to the place of assignment;
- B) a subsequent assignment or transfer at the request of the board or the employee: from one place of assignment to another;
- C) breach of contract, resignation or death of the employee: from the place of assignment to the point of departure; in the case of sectors I and II, reimbursement shall only be made proportionately to the time worked in relation to a period of reference established at one year, except in the event of death;
- D) when an employee obtains a leave of absence for educational purposes: from the place of assignment to the point of departure; in this case, the expenses mentioned in clause 6-8.05 shall also be payable to the employee whose point of departure is situated at fifty (50) kilometres or less from the locality where he or she performs his or her duties.

These expenses shall be borne by the board between the point of departure and the place of assignment or shall be reimbursed upon presentation of supporting vouchers.

If an employee is recruited from outside Québec, these expenses shall be borne by the board without exceeding the equivalent costs between Montréal and the locality where the employee is called to perform his or her duties.

Section IV Outings**6-8.08**

- A) The board shall pay directly or reimburse the employee recruited from more than fifty (50) kilometres from the locality where he or she performs his or her duties for the expenses inherent to the following outings for the employee and his or her dependents:
 - a) the localities of Fermont, Kawawachikamach and Schefferville: four (4) outings per year for the employee with no dependents and three (3) outings per year for employees with dependents;
 - b) the localities of Îles-de-la-Madeleine: one outing per year.
- B) The initial place of recruitment shall not be modified due to the fact that the employee who is laid off within the framework of article 7-3.00 and who is subsequently recalled to work has chosen to stay there during the period of unemployment.
- C) The fact that the employee's spouse works for the board or another employer in the public or parapublic sector must not grant the employee a number of outings paid by the board which is greater than that provided for in this article.
- D) These expenses shall be paid directly or reimbursed upon presentation of supporting vouchers for the employee and his or her dependents up to, for each, the equivalent of the price of a return flight from the locality of assignment to the point of departure situated in Québec or as far as Montréal.

In the cases provided for in paragraphs A) and B) of this clause, an outing may be used by a nonresident spouse or family member to visit the employee living in one of the localities mentioned in clause 6-8.01.

6-8.09

If an employee or one of his or her dependents must immediately leave his or her place of work situated in one of the localities mentioned in clause 6-8.01 because of an illness, accident or complication related to pregnancy, the board shall pay for the cost of the return flight. The employee must prove that it was necessary for him or her to leave immediately. An attestation from the nurse or physician in the locality or, if the attestation cannot be obtained locally, a medical certificate from the attending physician shall be accepted as proof. The board shall also pay for the return flight of the person who accompanies the person who had to leave his or her workplace immediately.

The board shall authorize an employee to take a leave of absence without salary if one of his or her dependents must leave the locality immediately within the framework of the preceding paragraph to allow him or her to accompany his or her dependent, subject to the acquired rights in the special leaves.

The employee who originates from a locality situated more than fifty (50) kilometres from his or her place of assignment, who was recruited there and who gained the right to outings because he or she lived together in a conjugal relationship with an employee working in the public or parapublic sector shall continue to be entitled to the outings provided for in paragraphs A) and B) of this clause even if he or she loses the status of spouse within the meaning of the clause on insurance.

Section V Reimbursement of Transit Expenses**6-8.10**

The board shall reimburse the employee, upon presentation of supporting vouchers, for the expenses incurred in transit (meals, taxis and hotels, if need be) for himself or herself and for his or her dependents when he or she is hired and on any authorized trip provided for in clause 6-8.08, provided that these expenses not be assumed by a carrier.

These expenses shall be limited to the amounts provided for in the policy established by the board applicable to all its employees.

Section VI Death**6-8.11**

In the event of the death of the employee or of one of his or her dependents, the board shall pay for the repatriation of the mortal remains. Moreover, in the event of the employee's death, the board shall reimburse the dependents for the expenses inherent to the return trip from the place of assignment to the burial place situated in Québec.

Section VII Lodging**6-8.12**

The obligations and practices of the board to provide lodging for the employee at the time of hiring shall be maintained only for the locations where they already existed.

The rent charged to the employees who benefit from lodging in the localities of Fermont and Schefferville shall be maintained at its June 30, 2003 rate.

At the union's request, the board shall explain its lodging policy. Moreover, at the union's request, it shall provide information on its existing maintenance practices.

Section VIII Provisions of Former Collective Agreements

6-8.13

In the event of benefits greater than the current plan for regional disparities resulting from the application of the former collective agreement or recognized administrative practices, they shall be renewed with the exception of the following elements of the agreement:

- the retention premium;
- the definition of "point of departure" found in clause 6-8.01;
- the rates of premiums and the calculation of the premium for the employee in a part-time position provided for in Section II;
- the reimbursement of expenses related to moving and outings of the employee recruited from outside Québec provided for in Sections III and IV;
- the number of outings when the employee's spouse works for the board or an employer in the public or parapublic sector provided for in Section IV.

6-8.14

An employee working in the localities of Sept-Îles (including Clarke City), Port-Cartier, Gallix and Rivière Pentecôte shall receive a retention premium equal to eight percent (8%) of the annual salary.

6-9.00 LOAN AND RENTAL OF HALLS

6-9.01

When the board decides to assign work to its employees within the framework of this article, the employee to whom the board assigns the task outside of his or her regular working hours shall be paid according to the following provisions:

- A) for the opening of the school and rooms used, supervision during the activity and the closing of the school and rooms used:

Rate 2010-04-01 to 2011-03-31	Rate 2011-04-01 to 2012-03-31	Rate 2012-04-01 to 2013-03-31	Rate 2013-04-01 to 2014-03-31	Rate as of 2014-04-01
\$15.86/hour	\$15.98/hour	\$16.14/hour	\$16.42/hour	\$16.75/hour

- B) for the preparation of the rooms, the equipment and the furniture required as well as cleaning:

Rate 2010-04-01 to 2011-03-31	Rate 2011-04-01 to 2012-03-31	Rate 2012-04-01 to 2013-03-31	Rate 2013-04-01 to 2014-03-31	Rate as of 2014-04-01
\$18.61/hour	\$18.75/hour	\$18.94/hour	\$19.27/hour	\$19.66/hour

- C) if the regular rate of the employee concerned is higher, the regular rate shall apply;
- D) the salary rates calculated according to the preceding paragraphs A) and B) shall be increased by eleven percent (11%) in lieu of fringe benefits such as: paid legal holidays, the salary insurance plan and sick-leave days. With respect to vacation, the employee shall be subject to the provisions of the applicable laws. If the employee is already entitled to the provisions of article 5-6.00 of the agreement, the rate of eleven percent (11%) shall be increased to fifteen percent (15%).

6-9.02

For the purpose of applying clause 6-9.01, if the board decides to assign work related to the loan and rental of halls to an employee, it shall do so in the following order:

- A) the caretaker, class I or II or night caretaker, class I or II assigned to the building, school, adult education centre or vocational training centre concerned;
- B) the class II maintenance workman assigned to the building, school, adult education centre or vocational training centre concerned;
- C) another employee in the labour support staff category assigned to the building, school, adult education centre or vocational training centre concerned;
- D) another caretaker, class I or II or night caretaker, class I or II in the employ of the board;
- E) another class II maintenance workman in the employ of the board;
- F) another employee in the labour support staff category in the employ of the board;
- G) another employee of the board.

Seniority shall prevail in each of the steps mentioned above.

6-9.03

An employee's minimum remuneration for a day, under this article, shall equal, for each period covered by the agreement, the sum of the amounts prescribed in paragraphs A) and B) of clause 6-9.01 for one hour of work.

6-9.04

The claim duly signed by the employee and approved by the board shall be paid within a maximum period of one month.

6-9.05

However, the board and the union may agree on different terms and conditions regarding the loan and rental of halls.

CHAPTER 7-0.00 MOVEMENT OF PERSONNEL AND SECURITY OF EMPLOYMENT**7-1.00 MOVEMENT OF PERSONNEL****General Provisions****7-1.01**

When a position becomes permanently vacant, the board shall have a period of twenty-five (25) working days in which to decide to:

- fill the position;
- abolish the position;
- modify the position.

Once the board has made its decision, it shall inform the union of its decision within ten (10) working days.

Then, the board shall immediately proceed according to clause 7-1.03, 7-1.34, 7-1.35, 7-1.36, 7-1.42, 7-1.43 or 7-1.44, according to the sector concerned.

7-1.02

When the board assigns the duties of an abolished position to other employees, this cannot create an excessive workload or endanger the health and safety of employees.

The fact that abolishing a position causes an employee to principally and customarily perform duties corresponding to a class of employment different from his or her own must be the subject of a written agreement between the board and the union and, in this case, clauses 6-1.03, 6-1.04 and 6-1.05 apply.

Failing an agreement, the employee may file a grievance according to the procedure provided for in clause 6-1.07. However, in the event of arbitration, clause 6-1.15 shall apply and the arbitrator shall carry out the mandate conferred under clauses 6-1.03, 6-1.08 and 6-1.09.

Section I General Sector**7-1.03 Filling a Permanently Vacant or Newly Created Position**

Subject to article 7-3.00 and clause 7-1.04, when the board decides to fill a permanently vacant or newly created position, it shall proceed in the following order:

- A) it shall fill the position by choosing, in the same class of employment, from among the surplus employees, the surplus members of the support staff in its employ, the tenured employees benefiting from a right to return under article 7-3.00 or clause 7-4.20 and the employees benefiting from a right to reintegrate their municipal territory following an amalgamation, annexation or restructuring of their board;
- B) it shall fill the position by choosing, regardless of the class of employment, from among the surplus employees and the surplus members of the support staff in its employ;
- C) it shall post a notice addressed to all its employees in accordance with clause 7-1.11;
- D) it shall choose from among the regular employees laid off for less than two (2) years;
- E) it shall contact the Provincial Relocation Bureau which may refer a surplus member of the support staff from another school board;
- F) it shall fill the position by choosing from among the members of the management staff in its employ in surplus by virtue of and within the meaning of the document governing their working conditions;

- G) it shall fill the position by choosing from among the temporary employees registered on the priority of employment lists prescribed in clauses 7-1.26 to 7-1.32;
- H) it shall fill the position by choosing from among the employees covered by articles 10-1.00 and 10-2.00 who have completed their probation period; in addition, the employee shall be covered by this paragraph for a period of eighteen (18) months after his or her layoff;
- I) it shall fill the position by choosing from among the temporary employees who have completed six (6) months of service at the board within twelve (12) consecutive months;
- J) it shall choose an external candidate whose qualifications are superior to those of the candidate refused in one of the steps prescribed in this clause.

7-1.04 Filling a Permanently Vacant or Newly Created Position as of March 1

As of March 1, the board may decide to abolish a permanently vacant or newly created position or to fill it permanently or temporarily. However, it must fill it permanently on the following July 1.

If the board decides to fill it permanently, it shall proceed according to the provisions of clause 7-1.03.

If the board decides to fill the position temporarily, it shall postpone filling the position permanently until the following July 1 by applying the provisions of article 7-3.00. In the meantime, it shall fill the position temporarily in the following manner:

- A) it shall assign a surplus employee or a surplus member of the support staff in its employ to the position;
- B) failing this, the board may, under clauses 7-4.15, 7-4.18 and 7-5.01, offer a temporary assignment to an employee in its employ who is unable to occupy his or her position for medical reasons. It may also assign a member of the support staff in its employ for the same reasons;
- C) failing this, it shall offer the position to an employee in the same office, department, school, adult education centre or vocational training centre for whom the additional hours do not entail a schedule conflict. The holding of concurrent positions does not constitute overtime;
- D) failing this, the board shall offer the position to the regular employee laid off for less than two (2) years, laid off temporarily or laid off because he or she has a periodic position. In the case of a temporary or periodic layoff, the assignment must not conflict with the scheduled return to work;
- E) failing this, the board shall offer the position to a temporary employee registered on the priority of employment lists prescribed in clauses 7-1.26 to 7-1.32;
- F) failing this, it may hire any other person of its choice.

In the context of paragraphs A), B) and D), the board must take seniority into account.

In the context of paragraph C), the position shall be offered by taking into account first seniority and then the duration of employment of the employee subject to articles 10-1.00 and 10-2.00. For the sole purpose of applying paragraph C), in the case of a probationary employee, the board shall determine his or her seniority exceptionally under clause 8-1.11.

In the context of paragraph D), the laid-off regular employee shall not accumulate active service for the purpose of acquiring tenure.

In the context of paragraph E), the board must take into account duration of employment.

A temporarily vacant position shall be filled in the class of employment of the position in which the replacement is carried out.

When the board decides, under clause 7-1.01, to abolish the position, it may proceed under clause 7-1.20 until the following July 1.

7-1.05

When an employee benefiting from the right to reintegrate his or her municipal territory within the framework of paragraph A) of clause 7-1.03, paragraph A) of clause 7-1.34 or paragraph A) of clause 7-1.42 refuses a position offered within this context, he or she shall then lose all the rights inherent to his or her right to reintegrate his or her municipal territory.

7-1.06

In exceptional cases, when, within the framework of paragraph C) of clause 7-1.03, paragraph C) of clause 7-1.34 and paragraph C) of clause 7-1.42, an employee who holds a part-time position obtains a full-time position, the period constituting active service during which the employee occupied a part-time position with the board shall then be recognized for the purpose of acquiring tenure.

The same applies for the purpose of applying paragraph D) of clause 7-1.03 to a laid-off regular employee who had a part-time position before being laid off and who obtains a full-time position.

In the context of paragraph C) of clause 7-1.03, paragraph C) of clause 7-1.34 and paragraph C) of clause 7-1.42, this clause can apply only after the three (3)-month adaptation period provided for in clause 7-1.18.

7-1.07

A probationary employee who obtained a position under clause 7-1.03 and who cannot retain his or her position during the probation period is deemed to be, as the case may be:

- a temporary employee, without losing any rights; in this case, he or she shall retain his or her applicable rights and benefits when he or she obtains the position;
- an employee covered by article 10-1.00, without losing any rights; in this case, he or she shall be reinstated in his or her former position or shall resume his or her layoff period, as the case may be, thus cancelling any movement of personnel due to the fact that a position was obtained under clause 7-1.03, the foregoing subject to article 10-1.00;
- an employee covered by article 10-2.00, without losing any rights; in this case, he or she shall be reinstated in his or her former position or shall resume his or her layoff period, as the case may be, thus cancelling any movement of personnel due to the fact that a position was obtained under clause 7-1.03, the foregoing subject to article 10-2.00.

7-1.08

The employee or person demoted as a result of the application of paragraph B) of clause 7-1.03 shall benefit from the provisions of clauses 7-3.08 and 7-3.09.

7-1.09

In the cases provided for in clauses 7-1.03, 7-1.04, 7-1.19, 7-1.20 and 7-1.21, the employee or person concerned must have the required qualifications and meet the other requirements determined by the board.

Pursuant to clause 7-1.03, if more than one candidate has the required qualifications and meets the other requirements determined by the board, the board shall proceed according to seniority in the case of employees referred to in paragraphs A), B), C), D) and E) or according to the duration of employment in the case of employees referred to in paragraphs G), H) and I).

In the case of a probationary employee who applies for the position under paragraph C) of clause 7-1.03, the board shall determine his or her seniority exceptionally under clause 8-1.11 on the date on which clause 7-1.03 is applied for the sole purpose of applying that clause.

In the case of the employees or persons referred to in paragraph A) of clause 7-1.03, the employee or person who has the least seniority shall be required to accept it.

If the board establishes requirements other than those specified in the Classification Plan, those requirements must be in keeping with the position to be filled.

Notwithstanding the foregoing, should other requirements determined by the board deal with knowledge of software 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 actually worked to allow the employee to acquire the necessary skills and the board to assess the ability of the person to meet the particular requirements related to the knowledge of the software.

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 transferred or demoted employee may decide to return to his or her former position within thirty (30) days of the transfer or demotion.

The application of the preceding paragraphs shall cancel any movement of personnel and the employee concerned shall not be entitled to the income protection granted for a demotion. An employee may, in this respect, again become available and may be sent back to his or her original board, where applicable.

7-1.10

Any movement resulting from the application of paragraphs B), E) and F) of clause 7-1.03 cannot constitute a promotion or have the effect of assigning to the person selected a salary scale the maximum of which is higher than that of his or her salary scale before being placed in surplus or before acquiring a status equivalent to that of a surplus employee.

7-1.11

Among other things, the notice of posting includes:

- a summary description of the position or the specific position;
- a summary of the work schedule;
- the title of the class of employment;
- the immediate superior's title;
- the salary scale or rate;
- the required qualifications and other requirements determined by the board;
- the duration of the regular workweek or the number of weekly working hours when a day care service position is posted;
- the name of the department, school, adult education centre or vocational training centre.

The notice also includes the deadline for submitting an application as well as the name of the person to whom it must be forwarded.

In keeping with clause 7-1.21, the posting must also include the following information:

- the original position held by the regular employee assigned to a specific position shall continue to hold such a position for the first twenty-four (24) months;
- the specific position becomes a regular position if it is maintained beyond the first twenty-four (24) months;
- in such a case, the position shall be granted to the employee who held the specific position concerned.

This notice shall be posted for at least ten (10) working days and a copy shall be forwarded to the union.

The employee interested in the posting, whether it involves a promotion, transfer or demotion, shall submit an application according to the method prescribed by the board; he or she may also obtain any other additional information concerning the description of the duties to be performed.

7-1.12

When the board offers a position to an employee, the employee must give his or her reply to the person responsible for the posting within forty-eight (48) hours of the offer. Should the employee refuse the position, the board shall offer the position to the next eligible employee.

7-1.13

Within twenty (20) working days of the end of the posting, the person responsible for the posting shall forward his or her recommendation to the competent authority. The competent authority must appoint an employee as soon as possible. Within the same time limit, the board shall forward to the union the names of the candidates and their seniority and shall indicate the candidate selected.

7-1.14

An employee shall assume his or her duties within fifteen (15) working days of his or her appointment. Failing this, the board shall grant the employee the class of employment and the conditions pertaining to the new position as if he or she had assumed his or her duties.

The preceding paragraph does not apply to a probationary employee who must have successfully completed his or her probation period before his or her appointment to the new position can take effect.

7-1.15

The board may continue to draw up eligibility lists for promotion to certain classes of employment according to the terms and conditions provided for in former collective agreements.

7-1.16

As an exception to the provisions of clause 7-1.09, 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 relevant years of 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 rule of exception applies to the subcategory of paratechnical support positions, the category of administrative support positions and the category of labour support positions.

However, employees already holding positions in the subcategory of technical support shall be deemed to have the required qualifications with regard to the class of employment held.

7-1.17

Subject to clause 7-1.14, the employee assigned on a regular basis to a position shall receive the title of the class of employment and the inherent salary as of his or her assignment.

7-1.18

At any time, during the adaptation period of fifty (50) days actually worked following a promotion, if the board determines that the employee does not carry out his or her duties adequately, it shall notify the union and return the employee to his or her former position. In the event of arbitration, the burden of proof lies with the board.

The promoted employee may decide to return to his or her former position within thirty (30) days of the promotion.

The application of the preceding paragraphs shall cancel any movement of personnel resulting from the promotion and the employee concerned shall not be entitled to the income protection granted for a demotion. An employee may, in this respect, again become available and may be sent back to his or her original board, where applicable.

7-1.19 Filling a Temporarily Vacant Position

When the board decides to fill a position which is temporarily vacant for a period of at least ten (10) working days, it shall proceed in the following manner:

- A) it shall assign a surplus employee or a surplus member of the support staff in its employ to this position;
- B) failing this, under clauses 7-4.15, 7-4.18 and 7-5.01, the board may offer a temporary assignment to an employee in its employ who is unable to occupy his or her position for medical reasons. It may also assign a member of the support staff in its employ for the same reasons;
- C) failing this, it shall offer the position to an employee in the same office, department, school, adult education centre or vocational training centre for whom the additional hours do not entail a schedule conflict. The holding of concurrent positions does not constitute overtime;
- D) failing this, the board shall offer the position to the regular employee laid off for less than two (2) years, laid off temporarily or laid off because he or she has a periodic position. In the case of a temporary or periodic layoff, the assignment must not conflict with the scheduled return to work;
- E) failing this, the board may offer the position to a temporary employee registered on the priority of employment lists prescribed in clauses 7-1.26 to 7-1.32;
- F) failing this, it may hire any other person of its choice.

In the context of paragraphs A), B) and D), the board must take into account seniority.

In the context of paragraph C), the position shall be offered by taking into account first seniority and then the duration of employment of the employee subject to articles 10-1.00 and 10-2.00. For the sole purpose of applying paragraph C), in the case of a probationary employee, the board shall determine his or her seniority exceptionally under clause 8-1.11.

In the context of paragraph D), the laid-off regular employee shall not accumulate active service for the purposes of acquiring tenure.

In the context of paragraph E), the board must take into account duration of employment.

A temporarily vacant position shall be filled in the class of employment of the position in which the replacement is carried out.

7-1.20 Increase in Workload

When the board has particular work to be performed in the event of an increase in workload, it shall proceed in the following manner:

- A) it shall offer the position to a surplus employee or a surplus member of the support staff in its employ;
- B) failing this, under clauses 7-4.15, 7-4.18 and 7-5.01, the board may offer a temporary assignment to an employee in its employ who is unable to occupy his or her position for medical reasons. It may also assign a member of the support staff in its employ for the same reasons;
- C) failing this, it shall offer the position to an employee in the same office, department, school, adult education centre or vocational training centre for whom the additional hours do not entail a schedule conflict. The holding of concurrent positions does not constitute overtime;

- D) failing this, the board shall offer the position to the regular employee laid off for less than two (2) years, laid off temporarily or laid off because he or she has a periodic position. In the case of a temporary or periodic layoff, the assignment must not conflict with the scheduled return to work;
- E) failing this, the board may offer the position to a temporary employee registered on the priority of employment lists prescribed in clauses 7-1.26 to 7-1.32;
- F) failing this, it may hire any other person of its choice.

In the context of paragraphs A), B) and D), the board must take into account seniority.

In the context of paragraph C), the assignment shall be offered by taking into account first seniority and then the duration of employment of the employee subject to articles 10-1.00 and 10-2.00. For the sole purpose of applying paragraph C), in the case of a probationary employee, the board shall determine his or her seniority exceptionally under clause 8-1.11.

In the context of paragraph D), the laid-off employee shall not accumulate active service for the purposes of acquiring tenure.

In the context of paragraph E), the board must take into account duration of employment.

When, in the context of this clause, the assignment period of a regular employee exceeds four (4) months, the board shall create a position that it determines and shall fill it under clause 7-1.03.

7-1.21 Specific Position

Before creating a specific position, the board must consult the union. The consultation must deal with the nature, duration and staff required for the project as well as its source of financing.

- A) When the board decides to fill a specific position before the end of February, it shall proceed in the following manner:
 - a) it shall fill the position by choosing, in the same class of employment, from among the surplus employees, the surplus members of the support staff in its employ, the tenured employees benefiting from a right to return under article 7-3.00 or clause 7-4.20 and the employees benefiting from a right to reintegrate their municipal territory following an amalgamation, annexation or restructuring of their board;
 - b) it shall fill the position by choosing, regardless of the class of employment, from among the surplus employees and the surplus members of the support staff in its employ;
 - c) failing this, it shall post the position under clause 7-1.11 and shall offer the position to a regular employee chosen from among the regular employees who have applied;
 - d) failing this, it shall fill the position by choosing from among the temporary employees registered on the priority of employment lists prescribed in clauses 7-1.26 to 7-1.32;
 - e) failing this, it may hire any other person of its choice.

In the context of subparagraphs a), b) and c), the board must take into account seniority.

In the context of subparagraph d), the board must take into account duration of employment.

- B) When the board decides to fill a specific position as of March 1, it shall proceed in the following manner:
 - a) it shall assign a surplus employee or a surplus member of the support staff in its employ to the position;
 - b) failing this, under clauses 7-4.15, 7-4.18 and 7-5.01, the board may offer a temporary assignment to an employee in its employ who is unable to occupy his or her position for medical reasons. It may also assign a member of the support staff in its employ for the same reasons;

- c) failing this, it shall offer the position to an employee in the same office, department, school, adult education centre or vocational training centre for whom the additional hours do not entail a schedule conflict. The holding of concurrent positions does not constitute overtime;
- d) failing this, the board shall offer the position to the regular employee laid off for less than two (2) years, laid off temporarily or laid off because he or she has a periodic position. In the case of a temporary or periodic layoff, the assignment must not conflict with the scheduled return to work;
- e) failing this, the board shall offer the position to a temporary employee registered on the priority of employment lists prescribed in clauses 7-1.26 to 7-1.32;
- f) failing this, it may hire any other person of its choice.

In the context of subparagraphs a), b) and d), the board must take into account seniority.

In the context of subparagraph c), the position shall be offered by taking into account first seniority and then the duration of employment of the employee subject to articles 10-1.00 and 10-2.00. For the sole purpose of applying subparagraph c), in the case of a probationary employee, the board shall determine his or her seniority exceptionally under clause 8-1.11.

In the context of subparagraph d), the laid-off regular employee shall not accumulate active service for the purposes of acquiring tenure.

In the context of subparagraph e), the board must take into account duration of employment.

A regular employee assigned to a specific position shall continue to hold his or her position for the first twenty-four (24) months.

When the board decides to fill a temporarily vacant position because the incumbent is assigned to a specific position, it shall proceed in accordance with clause 7-1.19.

7-1.22

The priority of recall period of twenty-four (24) months of a laid-off regular employee who is recalled to work to fill a temporarily vacant position, to carry out specific work during an increase in workload or an unforeseen event or to fill a specific position shall be renewed for every return to work.

The employee shall lose his or her seniority only if he or she is not recalled to work for a period of twenty-four (24) consecutive months.

7-1.23

The regular employee assigned temporarily to a position which constitutes a promotion for him or her shall be remunerated, as of the first day of the assignment, in the same manner as if he or she were promoted to the position.

At the end of the assignment, the employee shall return to his or her position under the conditions and with the rights he or she had prior to the assignment, subject to the application of article 7-3.00.

An employee's salary shall not be reduced as a result of a temporary assignment requested by the board.

7-1.24

In the case of an administrative reorganization, the board and the union may agree on special rules pertaining to the movement of personnel.

7-1.25

Notwithstanding the provisions of this chapter, the board may, at any time, with the consent of the union, carry out other reassignments for administrative reasons, subject to clause 7-3.15. These reassignments shall take place within the same class of employment.

Priority of Employment Lists

7-1.26

When the board is required to use the priority of employment list, it shall offer the position to an employee according to the duration of employment from among those registered on the priority of employment list and who have the required qualifications for the position as determined in the Classification Plan and who meet the other requirements determined by the board.

7-1.27

The duration of employment shall be calculated in years, months, days and, where applicable, hours.

7-1.28

A priority of employment list shall be drawn up for each category of employment: technical and paratechnical support, administrative support and labour support. The name of an employee may not be entered on more than one list.

7-1.29

To be eligible for a priority of employment list, the employee must meet the following criteria: must have worked within the framework of a replacement or a temporary increase in workload for at least four (4) months during the preceding twelve (12) months, must have received a satisfactory evaluation and whom the board decides to include on the list.

7-1.30

The name of an employee may be struck from the priority of employment list for one of the following reasons:

- A) refusing an offer of employment except for:
 - a) a maternity leave, an adoption leave or a paternity leave covered by the Act respecting labour standards;
 - b) a disability or work accident within the meaning of the agreement;
 - c) a position within the Centrale, the Fédération du personnel de soutien scolaire or the union;
 - d) a reason agreed by the board and the union;
- B) failing to report for work on the date agreed by the employee and the employer without a reason deemed valid by the board;
- C) having obtained a full-time position;
- D) not having worked for eighteen (18) months.

7-1.31

The lists shall be updated on July 1 of each year according to the duration of employment accumulated on June 30 of each year. A copy shall be sent to the union before July 31.

7-1.32

A local arrangement, within the meaning of article 11-2.00 of the agreement, may replace or modify the provisions dealing with priority of employment lists.

Section II Day Care Service**7-1.33**

Only the following clauses of article 7-1.00 apply to day care service employees: 7-1.01, 7-1.02, 7-1.05, 7-1.06, 7-1.07, 7-1.10, 7-1.11, 7-1.12, 7-1.13, 7-1.14, 7-1.15, 7-1.17, 7-1.18, 7-1.23, 7-1.24 and 7-1.25.

7-1.34 Filling a Permanently Vacant or Newly Created Position in the Context of the Annual Movement of Personnel Held Before the First Day of Class

Every year, in the context of the security of employment procedure prescribed in Section II of article 7-3.00 and, in particular, clause 7-3.26, when the board decides to fill a vacant or newly created position in a day care service, it must proceed in the following order:

- A) it shall fill the position by choosing, in the same class of employment, from among all tenured employees. Employees in surplus or benefiting from a right of return under clause 7-3.28, 7-3.30 or 7-4.20 and the employees benefiting from a right to reintegrate their municipal territory following an amalgamation, annexation or restructuring of their board shall be covered by this clause.

A tenured day care service employee whose position is abolished or who is displaced must exercise his or her choice under clause 7-3.27;

A position assigned to any tenured employee must include a number of hours equal to or less than the number of hours of the position that the employee holds or held and for which he or she has income protection.

When the application of the preceding paragraph has the effect of preventing a tenured employee from being assigned a position that would avoid income protection or placement in surplus, the employee shall obtain a position which has a greater number of hours, but is closest to the number of hours for which he or she was entitled to income protection.

The tenured employee who decides voluntarily to hold a position for which the number of work hours per week is less than the number of hours of the position held shall not be entitled to income protection for the number of hours of his or her former position.

- B) it shall fill the position by choosing, according to seniority, from among all the regular day care service employees.

At this step, the board shall proceed by allowing a nontenured regular day care service employee whose position is abolished or who is displaced to exercise his or her choice under clause 7-3.27;

- C) failing this, it shall fill the position under clause 7-1.03.

However, at this step, the employees covered by the preceding steps A) and B) shall not be considered except for the positions that were not offered during those steps.

Only the movement of personnel that continues until the end of the procedure under this clause shall take effect and the positions vacated during the process shall be filled in the same manner.

If no employee accepts the position offered, the board shall designate, subject to clause 7-3.15, the employee who has the least seniority from among the employees in surplus or covered by income protection.

7-1.35 Filling a Permanently Vacant or Newly Created Position During the Months of September and October

Subject to article 7-3.00, when the board decides to fill a permanently vacant or newly created position created during the months of September and October, it shall proceed according to clause 7-1.03.

7-1.36 Filling a Permanently Vacant or Newly Created Position as of November 1

When the board decides to fill a permanently vacant or newly created position as of November 1, it shall proceed in the following manner:

- A) it shall assign a surplus employee or a surplus member of the support staff in its employ to the position;
- B) failing this, under clauses 7-4.15, 7-4.18 and 7-5.01, the board may offer a temporary assignment to an employee in its employ who is unable to occupy his or her position for medical reasons. It may also assign a member of the support staff in its employ for the same reasons;
- C) failing this, it shall offer the position to an employee in the same office, department, school, adult education centre or vocational training centre for whom the additional hours do not entail a schedule conflict. The holding of concurrent positions does not constitute overtime;
- D) failing this, the board shall offer the position to the regular employee laid off for less than two (2) years, laid off temporarily or laid off because he or she has a periodic position. In the case of a temporary or periodic layoff, the assignment must not conflict with the scheduled return to work;
- E) failing this, the board shall offer the position to a temporary employee registered on the priority of employment lists prescribed in clauses 7-1.26 to 7-1.32;
- F) failing this, it may hire any other person of its choice.

In the context of paragraphs A), B) and D), the board must take into account seniority.

In the context of paragraph C), the position shall be offered by taking into account first seniority and then the duration of employment of the employee subject to articles 10-1.00 and 10-2.00. For the sole purpose of applying paragraph C), in the case of a probationary employee, the board shall determine his or her seniority exceptionally under clause 8-1.11.

In the context of paragraph D), the employee concerned shall not accumulate active service for the purposes of acquiring tenure.

In the context of paragraph E), the board must take into account duration of employment.

7-1.37 Filling a Temporarily Vacant Position or an Increase in Workload

When the board decide to fill a temporarily vacant position or have specific work performed during an increase in workload, it shall proceed in the following manner:

- A) it shall assign a surplus employee or a surplus member of the support staff in its employ to the position;
- B) failing this, under clauses 7-4.15, 7-4.18 and 7-5.01, the board may offer a temporary assignment to an employee in its employ who is unable to occupy his or her position for medical reasons. It may also assign a member of the support staff in its employ for the same reasons;
- C) failing this, it shall offer the position to an employee in the same office, department, school, adult education centre or vocational training centre for whom the additional hours do not entail a schedule conflict. The holding of concurrent positions does not constitute overtime;
- D) failing this, the board shall offer the position to the regular employee laid off for less than two (2) years, laid off temporarily or laid off because he or she has a periodic position. In the case of a temporary or periodic layoff, the assignment must not conflict with the scheduled return to work;
- E) failing this, it shall offer the position to a temporary employee registered on the priority of employment lists prescribed in clauses 7-1.26 to 7-1.32;
- F) failing this, it may hire any other person of its choice.

In the context of paragraphs A), B) and D), the board must take into account seniority.

In the context of paragraph C), the position shall be offered by taking into account first seniority and then the duration of employment of the employee subject to articles 10-1.00 and 10-2.00. For the sole purpose of applying paragraph C), in the case of a probationary employee, the board shall determine his or her seniority exceptionally under clause 8-1.11.

In the context of paragraph D), the employee concerned shall not accumulate active service for the purposes of acquiring tenure.

In the context of paragraph E), it must take into account duration of employment.

In the case of a temporarily vacant position for a predetermined duration of ten (10) days or more, the board shall offer the position in accordance with paragraphs A) and B) of this clause and, subsequently, by seniority to a regular employee in the same day care service for whom the replacement is equal to a minimum of five (5) additional hours per week in his or her schedule. Failing this, the board shall offer the position under paragraphs C) to F) of this clause.

7-1.38 Filling a Temporarily Vacant Position for the Duration of the School Year

Each year, following the application of clause 7-1.34 and the security of employment procedure prescribed in Section II of article 7-3.00, the board that decides to fill a temporarily vacant position for the duration of the school year shall offer the position by choosing by seniority from among all the regular day care service employees and, subsequently, by duration of employment from among the employees registered on the priority of employment list. The employee must have the necessary qualifications and meet the other requirements determined by the board.

The position thus left temporarily vacant by the employee who obtained the replacement shall be filled in accordance with the procedure prescribed in clause 7-1.37, except if the board and the union agree otherwise.

Notwithstanding any provision to the contrary in the agreement, the board may decide to reassign to other tasks the incumbent who returns to work before the end of the school year or to reassign to other tasks the employee assigned to the temporarily vacant position for the duration of the school year.

Any reassignment to other tasks must be compatible with the qualifications of the employees concerned.

7-1.39 Adding Hours

Occasionally, the board may add hours in the following situations:

- pedagogical days;
- spring break;
- outings.

In those situations, the board shall proceed in the following manner:

- A) it shall offer the hours to the day care service employee concerned;
- B) it shall offer the hours to the employee in the same school for whom the additional hours do not entail a schedule conflict;
- C) it shall offer the hours to an employee laid off for less than two (2) years;
- D) it shall offer the hours to a temporary employee registered on the priority of employment lists prescribed in clauses 7-1.26 to 7-1.32;
- E) it may hire any other person of its choice.

In the context of paragraphs A) and C), the board must take into account seniority.

In the context of paragraph B), the position shall be offered by taking into account first seniority and then the duration of employment of the employee subject to articles 10-1.00 and 10-2.00. For the sole purpose of applying paragraph B), in the case of a probationary employee, the board shall determine his or her seniority exceptionally under clause 8-1.11.

In the context of paragraph C), the employee concerned shall not accumulate active service for the purposes of acquiring tenure.

In the context of paragraph D), it must take into account duration of employment.

The board cannot be required to assign the work prescribed in this clause to an employee if this has the effect of causing him or her to work a number of weekly hours exceeding the workweek prescribed in the Act respecting labour standards or ensuing regulations.

7-1.40

In all cases, the employee concerned must have the required qualifications and meet the other requirements determined by the board.

As an exception to the preceding paragraph, 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 relevant years of experience to a candidate's credit must remain sufficient to meet the qualifications required for the class of employment in terms of experience. This rule of exception applies to the positions of day care service educator.

However, employees already in the class of employment of a day care service technician shall be deemed to have the required qualifications for the class of employment held.

In the 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.

Section III Special Education

7-1.41

Only the following clauses of article 7-1.00 apply to special education employees: 7-1.01, 7-1.02, 7-1.05, 7-1.06, 7-1.07, 7-1.10, 7-1.11, 7-1.12, 7-1.13, 7-1.14, 7-1.15, 7-1.16, 7-1.17, 7-1.18, 7-1.23, 7-1.24 and 7-1.25.

7-1.42 Filling a Permanently Vacant or Newly Created Position in the Context of the Annual Movement of Personnel Held Before the First Day of Class

Every year, in the context of the security of employment procedure prescribed in Section II of article 7-3.00 and, in particular, clause 7-3.34, when the board decides to fill a vacant or newly created position in the special education sector, it must proceed in the following order:

- A) it shall fill the position by choosing, in the same class of employment, from among all tenured employees. Employees in surplus or benefiting from a right of return under clause 7-3.09, 7-3.11 or 7-4.20 and the employees benefiting from a right to reintegrate their municipal territory following an amalgamation, annexation or restructuring of their board shall be covered by this clause.

A tenured regular special education employee whose position is abolished or who is displaced must exercise his or her choice under clause 7-3.35.

A position assigned to any tenured employee must include a number of hours equal to or less than the number of hours for which the employee is entitled to income protection.

When the application of the preceding paragraph has the effect of preventing a tenured employee from being assigned a position that would avoid income protection or placement in surplus, the employee shall obtain a position which has a greater number of hours, but is closest to the number of hours for which he or she was entitled to income protection.

The tenured employee who decides voluntarily to hold a position for which the number of work hours per week is less than the number of hours of the position held shall not be entitled to income protection for the number of hours of his or her former position.

- B) it shall fill the position by choosing, according to seniority, from among the regular special education employees.

In this step, the board shall proceed by allowing a nontenured regular special education employee whose position is abolished or who is displaced to exercise his or her choice under clause 7-3.35;

- C) failing this, it shall fill the position under 7-1.03.

However, at this step, the employees covered by the preceding steps A) and B) shall not be considered except for the positions that were not offered during those steps.

Only the movement of personnel that continues until the end of the procedure under this clause shall take effect and the positions vacated during the process shall be filled in the same manner.

If no employee accepts the position offered, the board shall designate, subject to clause 7-3.15, the employee who has the least seniority from among the employees in surplus or covered by income protection.

7-1.43 Filling a Permanently Vacant or Newly Created Position During the Months of September and October

Subject to article 7-3.00, when the board decides to fill a permanently vacant or newly created position during the months of September and October, it shall proceed as prescribed under clause 7-1.03.

7-1.44 Filling a Permanently Vacant or Newly Created Position as of November 1

When the board decides to fill a permanently vacant or newly created position created as of November 1, it shall proceed in the following manner:

- A) it shall assign a surplus employee or a surplus member of the support staff in its employ to the position;
- B) failing this, under clauses 7-4.15, 7-4.18 and 7-5.01, the board may offer a temporary assignment to an employee in its employ who is unable to occupy his or her position for medical reasons. It may also assign a member of the support staff in its employ for the same reasons;
- C) failing this, it shall offer the position to an employee in the same office, department, school, adult education centre or vocational training centre for whom the additional hours do not entail a schedule conflict. The holding of concurrent positions does not constitute overtime;
- D) failing this, the board shall offer the position to the regular employee laid off for less than two (2) years, laid off temporarily or laid off because he or she has a periodic position. In the case of a temporary or periodic layoff, the assignment must not conflict with the scheduled return to work;
- E) failing this, it shall offer the position to a temporary employee registered on the priority of employment lists prescribed in clauses 7-1.26 to 7-1.32;
- F) failing this, it may hire any other person of its choice.

In the context of paragraphs A), B) and D), the board must take into account seniority.

In the context of paragraph C), the position shall be offered by taking into account first seniority and then the duration of employment of the employee subject to articles 10-1.00 and 10-2.00. For the sole purpose of applying paragraph C), in the case of a probationary employee, the board shall determine his or her seniority exceptionally under clause 8-1.11.

In the context of paragraph D), the employee concerned shall not accumulate active service for the purposes of acquiring tenure.

In the context of paragraph E), it must take into account duration of employment.

7-1.45 Filling a Temporarily Vacant Position or an Increase in Workload

When the board decides to fill a temporarily vacant position or to have specific work performed during an increase in workload, it shall proceed in the following manner:

- A) it shall assign a surplus employee or a surplus member of the support staff in its employ to the position;
- B) failing this, under clauses 7-4.15, 7-4.18 and 7-5.01, the board may offer a temporary assignment to an employee in its employ who is unable to occupy his or her position for medical reasons. It may also assign a member of the support staff in its employ for the same reasons;
- C) failing this, it shall offer the position to an employee in the same office, department, school, adult education centre or vocational training centre for whom the additional hours do not entail a schedule conflict. The holding of concurrent positions does not constitute overtime;
- D) failing this, the board shall offer the position to the regular employee laid off for less than two (2) years, laid off temporarily or laid off because he or she has a periodic position. In the case of a temporary or periodic layoff, the assignment must not conflict with the scheduled return to work;
- E) failing this, it shall offer the position to a temporary employee registered on the priority of employment lists prescribed in clauses 7-1.26 to 7-1.32;
- F) failing this, it may hire any other person of its choice.

In the context of paragraphs A), B) and D), the board must take into account seniority.

In the context of paragraph C), the position shall be offered by taking into account first seniority and then the duration of employment of the employee subject to articles 10-1.00 and 10-2.00. For the sole purpose of applying paragraph C), in the case of a probationary employee, the board shall determine his or her seniority exceptionally under clause 8-1.11.

In the context of paragraph D), the employee concerned shall not accumulate active service for the purposes of acquiring tenure.

In the context of paragraph E), it must take into account duration of employment.

7-1.46 Filling a Temporarily Vacant Position for the Duration of the School Year

Each year, following the application of clause 7-1.42 and the security of employment procedure prescribed in Section II of article 7-3.00, the board that decides to fill a temporarily vacant position for the duration of the school year shall offer the position by choosing by seniority from among all the regular special education employees and, subsequently, by duration of employment from among the employees registered on the priority of employment list. The employee must have the necessary qualifications and meet the other requirements determined by the board.

The position thus left temporarily vacant by the employee who obtained the replacement shall be filled in accordance with the procedure prescribed in clause 7-1.45, except if the board and the union agree otherwise.

Notwithstanding any provision to the contrary in the agreement, the board may decide to reassign to other tasks the incumbent who returns to work before the end of the school year or to reassign to other tasks the employee assigned to the temporarily vacant position for the duration of the school year.

Any reassignment to other tasks must be compatible with the qualifications of the employees concerned.

7-1.47 Adding Hours

A) As of the first day of class until the end of the month of October, the board may add hours for the following reasons:

- worsening of a student's condition;
- change in the individualized education plan.

When the board decides to add hours, it shall proceed in the following manner:

- a) it shall offer the hours to the employee working with the student and for whom the additional hours do not entail a schedule conflict. The additional hours do not constitute overtime;
- b) failing this, it shall offer the hours, according to seniority, to the employee in the same school for whom the additional hours do not entail a schedule conflict. The additional hours do not constitute overtime;
- c) failing this, it shall proceed according to the provisions of clause 7-1.03.

B) As of November 1, the board may add hours for the following reasons:

- worsening of a student's condition;
- change in the individualized education plan;
- arrival of a new student.

When the board decides to add hours as a result of the worsening of a student's condition or a change in the individualized education plan, it shall proceed in the following manner:

- a) it shall offer the hours to the employee working with the student and for whom the additional hours do not entail a schedule conflict. The additional hours do not constitute overtime;
- b) failing this, it shall offer the hours, according to seniority, to the employee in the same school for whom the additional hours do not entail a schedule conflict. The additional hours do not constitute overtime;
- c) failing this, the board shall offer the position to the regular employee laid off for less than two (2) years or laid off because he or she has a periodic position. In the case of a periodic layoff, the assignment must not conflict with the scheduled return to work;
- d) failing this, it shall offer the position to a temporary employee registered on the priority of employment lists prescribed in clauses 7-1.26 to 7-1.32;
- e) failing this, it may hire any other person of its choice.

When the board decides to add hours as a result of the arrival of a new student, it shall proceed according to the provisions of the preceding subparagraphs b), c) and d). Failing this, it shall proceed according to clause 7-1.03.

7-1.48

In all cases, the employee concerned must have the required qualifications and meet the other requirements determined by the board.

As an exception to the preceding paragraph, 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 relevant years of experience to a candidate's credit must remain sufficient to meet the qualifications required for the class of employment in terms of experience.

In the 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.

7-2.00 TEMPORARY OR PERIODIC LAYOFF**7-2.01**

An employee whose work is such that he or she must be temporarily laid off because of a periodic slowdown or seasonal shutdown of activities in his or her sector shall not benefit from the provisions of article 7-3.00.

However, article 7-3.00 applies to the employee whose position is abolished pursuant to the said article.

Moreover, when a position which is not of a periodic or seasonal nature becomes one, the employee concerned shall benefit from the provisions of article 7-3.00.

7-2.02

After consulting the union, before May 1 of each year, the board shall establish the approximate duration of every temporary layoff and the order in which each one shall be carried out.

The duration of a temporary layoff must not exceed the period between June 23 and the day after Labour Day of the same year.

7-2.03

The board shall notify the employee of the date and the approximate duration of the temporary layoff at least one month before the effective date of such layoff and shall notify him or her of the provisions of clause 7-2.04. A copy of the notice shall be sent to the union at the same time.

7-2.04

Subject to the possibility of the board using a surplus employee in its employ, covered or not by the agreement, the employee laid off temporarily or periodically shall be given priority during that period under clauses 7-1.04, 7-1.19, 7-1.20, 7-1.21, 7-1.36, 7-1.37, 7-1.44, 7-1.45 and 7-1.47. In order to benefit from such a priority, the employee must inform the board in writing of his or her intention to accept the position which could be offered to him or her within the five (5) working days after receiving the notice provided for in clause 7-2.03. Moreover, the employee must have the required qualifications and meet the other requirements determined by the board. He or she shall receive the salary rate of the position he or she holds temporarily.

The priority mentioned in this clause shall be conferred on the basis of the seniority of the employees who so benefit.

7-2.05

Subject to the permanent abolition of his or her position, the employee shall be reinstated in his or her position at the end of the temporary layoff period.

7-2.06

Moreover, the employee laid off temporarily under this article shall be covered by the following provisions:

- A) during the temporary layoff period, the employee shall be covered by the life insurance and health insurance plans provided that he or she pay, during the period of active service, his or her share of the annual premium plus tax, where applicable;
- B) for the purpose of determining vacation as provided for in clauses 5-6.08 and 5-6.09, the employee shall be considered in the service of the board during the temporary layoff period.

7-2.07

Notwithstanding the application of clauses 7-2.02, 7-2.03 and 7-2.04 of this article, the board may temporarily lay off regular or probationary day care service employees when students are absent as prescribed in the school calendar for a reason other than a paid legal holiday within the meaning of article 5-2.00 or when a daily recurring decline in the number of students results in a reduction in the number of groups. In this case, the board shall proceed according to the inverse order of seniority.

The board shall consult the union and shall then inform the employee concerned at least fourteen (14) days before the beginning of the layoff period.

7-2.08

The periodic layoff associated with a position cannot circumvent in an obvious manner the application of article 5-2.00 to the Christmas holidays.

7-2.09

A periodic position does not include a temporary layoff within the meaning of article 7-2.00. Consequently, the periodic layoff cannot correspond to the period prescribed in the second paragraph of clause 7-2.02.

7-3.00 SECURITY OF EMPLOYMENT**General Provisions**

Subject to the provisions of Sections II and III, this section applies to regular employees and probationary employees.

7-3.01

Subject to article 7-1.00, the board may only abolish positions on:

- a date agreed with the union before the beginning of classes in the case of day care service positions. Failure to agree on a date must not have the effect of preventing the board from abolishing a position on September 1;
- a date agreed with the union before the beginning of classes in the case of special education positions. Failure to agree on a date must not have the effect of preventing the board from abolishing a position on September 1;
- July 1 for positions in other classes of employment.

The board and the union may agree to modify each of these dates.

However, the board may, in exceptional cases, abolish positions on other dates during the fiscal year to meet administrative or pedagogical needs of an urgent nature.

The board shall not be required to abolish a position in the case where only one of the following changes occurs:

- A) when the position is transferred at a distance of less than fifteen (15) kilometres from an employee's usual place of work; however, the board and the union may agree on another radius;
- B) when there is a change in the hierarchical relationship;
- C) when the position is transferred to another administrative unit in the same building;
- D) when the distribution of the working time among the administrative units or buildings located in the radius prescribed in paragraph A) is modified.

A position cannot be modified more than once every three (3) years, unless there is an agreement with the union.

7-3.02

The board may assign the duties of an abolished position to other employees. The assignment may not cause employees to have excessive workloads or endanger their health or safety.

7-3.03

When, within the framework of clause 7-3.01, the board intends to modify or abolish a position, it shall inform the union of:

- A) the position deemed in surplus or to be modified;
- B) the name and status of the incumbent of the position deemed in surplus or to be modified;
- C) the date on which the position will be abolished or modified;
- D) the vacant positions it intends to fill.

Depending on his or her status, the employee whose position is abolished shall be reassigned to another position, placed in surplus, laid off or his or her employment shall be terminated according to the following provisions.

7-3.04

The board shall consult the union on the validity of the abolition at least sixty (60) days before the date specified in clause 7-3.01 in the case of the first paragraph of that clause and, at least thirty-five (35) days before that date, in the case of the third paragraph.

Following the consultation:

- A) the board shall identify the positions it is abolishing;
- B) it shall inform in writing the employee whose position is abolished at least forty-five (45) days before the date specified in paragraph C) of clause 7-3.03 and shall indicate the choices offered to him or her under clauses 7-3.05 and 7-3.06 that are applicable; the employee must convey his or her decision in writing within three (3) days of receiving the notice. The board and the union may agree that the choices of employees be conveyed to the board during an assignment session intended for the employees concerned.

For every other employee who has a choice to be exercised in accordance with clause 7-3.05, the board shall indicate the choices offered to him or her in accordance with clause 7-3.05 and the employee shall convey his or her decision within the time limit prescribed in the preceding paragraph;

- C) the regular employee who must be laid off or placed in surplus shall receive at least a thirty (30)-day notice prior to the date prescribed in paragraph C) of clause 7-3.03;
- D) notwithstanding the preceding paragraphs, in the case of the abolition referred to in the third paragraph of clause 7-3.01, the forty-five (45)-day notice mentioned in the preceding paragraph B) shall be replaced by a thirty (30)-day notice and the notice mentioned in the preceding paragraph C) shall be replaced by a fifteen (15)-day notice;
- E) the probationary employee whose employment terminates shall receive a fourteen (14)-day notice;
- F) any movement of personnel resulting from the application of clause 7-3.05 shall take effect on the date specified in paragraph C) of clause 7-3.03.

The board and the union may agree to modify the dates and time limits prescribed in this clause.

Section I General Sector**7-3.05**

The following provisions apply to the employee whose position is abolished as well as to the employee who is displaced.

- A) If he or she is a probationary employee, his or her employment shall be terminated and clause 7-1.07 applies.
- B) If he or she is a nontenured regular employee, he or she must choose in his or her class of employment either:
 - a) being reassigned to a vacant position, subject to the application of paragraphs A) and B) of clause 7-1.03, notwithstanding the other paragraphs of this clause;
 - or
 - b) displacing an employee who has the least seniority.

If an employee fails to exercise one of these choices, he or she must choose in another class of employment either:

- c) being reassigned to a vacant position, subject to the application of paragraphs A) and B) of clause 7-1.03, notwithstanding the other paragraphs of this clause;
- or
- d) displacing an employee who has the least seniority.

Failing this, he or she shall be laid off.

- C) If he or she is a tenured employee, he or she must choose in his or her class of employment either:
 - a) being reassigned to a vacant position, notwithstanding clause 7-1.03;
 - or
 - b) displacing an employee who has the least seniority.

If an employee fails to exercise one of these choices, he or she must choose in another class of employment either:

- c) being reassigned to a vacant position, notwithstanding clause 7-1.03;
- or
- d) displacing an employee who has the least seniority.

If an employee fails to exercise one of these choices, he or she shall be placed in surplus.

Notwithstanding the foregoing, when the application of this clause has the effect of offering an employee who occupies a full-time position to displace an employee who occupies a part-time position, the employee who occupies a full-time position may then displace the employee who has the least seniority in his or her class of employment in a full-time position. The fact that a position is abolished cannot create more than three (3) displacements. The third employee displaced as a result of the abolition must, if he or she is a regular employee, choose a vacant position or, failing this, he or she shall be placed in surplus or laid off according to his or her status.

If the third employee has no other choice than to accept a vacant position with fewer hours, his or her hours shall be maintained, subject to a corresponding workload.

7-3.06

In the cases provided for in clause 7-3.05, 7-3.27 or 7-3.35:

- A) the vacant position concerned is the one the board intends to fill;
- B) the employee concerned must have the required qualifications and meet the other requirements determined by the board;
- C) if a position includes, in addition to the requirements or qualifications required by the Classification Plan, other requirements determined by the board, these requirements shall be taken into account before seniority;
- D) an employee can only displace another employee if he or she has more seniority than him or her;
- E) only the employee who holds a position may be displaced;
- F) a movement of personnel under clause 7-3.05, 7-3.27 or 7-3.35 cannot entail a promotion. Exceptionally, in the context of clause 7-3.27 or 7-3.35, the fact that an employee chooses a vacant position may entail a promotion;
- G) when a nontenured regular employee is demoted, his or her salary shall be established under paragraph B) of clause 6-2.15;
- H) when a tenured employee is demoted, his or her salary shall be established under clause 7-3.08, subject to clause 7-3.14;
- I) in the case where an employee is required, under clauses 7-3.05, 7-3.27 and 7-3.35, to displace in his or her class of employment an employee whose position has been affected by a technological or software change during the two (2) years preceding the date on which the displacement must take place, the following terms and conditions apply:
 - if the specific requirements for filling the position deal with technological or software changes only, the employee may not be refused the position for the sole reason that he or she does not meet the specific requirements;
 - the employee agrees to participate in activities that enable him or her to meet these requirements;
- J) the employee's choice to displace another employee shall be carried out either in the locality or in another locality of his or her choice in the territory of the board.

Notwithstanding the foregoing, the second employee displaced as a result of an abolition must choose to displace pursuant to this clause the employee with the least seniority in his or her class of employment or, failing this, in another class of employment, as the case may be, in the territory of the board, subject to clause 7-3.15.

At the union's choosing and for the duration of the agreement, locality means the municipal territory or the territory of the board.

The union must inform the board in writing of its choice within sixty (60) days of the date of the coming into force of the agreement. Failing a notice, locality means the territory of the board;

- K) a movement in the context of clause 7-3.05, 7-3.27 or 7-3.35 cannot entail the reassignment of a tenured employee to a periodic position.

7-3.07

When, as a result of the application of clause 7-3.05, 7-3.27 or 7-3.35, an employee who holds a part-time position is reassigned to a full-time position or displaces an employee who holds a full-time position, the period of active service during which the employee held a part-time position with the board shall be recognized exceptionally for the purpose of acquiring tenure.

7-3.08

The tenured employee who has no other choice than to be reassigned to a position which constitutes a demotion for him or her, under clause 7-3.05, clause 7-3.35 or subparagraph a) of paragraph B) of clause 7-3.17 of the agreement, shall maintain his or her class of employment and inherent salary.

The tenured employee whose class of employment and inherent salary were protected on the date of the coming into force of the agreement shall continue to so benefit according to the applicable provisions.

7-3.09

The employee mentioned in the preceding clause shall benefit from the right to return to a vacant or a newly created position in his or her class of employment that the board decides to fill, in accordance with paragraph A) of clause 7-1.03 or paragraph A) of clause 7-1.42, as the case may be.

7-3.10

When, as a result of the application of clause 7-3.05 or 7-3.35 of the agreement, a tenured employee who has no choice other than to be reassigned to a position with fewer working hours than his or her regular workweek is deemed to be temporarily reassigned and the reassignment shall last until the board assigns him or her, notwithstanding clauses 7-1.03 and 7-1.42 and article 7-3.00, to a vacant or newly created position in his or her class of employment or in the class of employment he or she occupies, if he or she has been demoted, with working hours which are at least equal to his or her regular workweek. At the time of this reassignment on a temporary basis, it shall be up to the board to complete the work schedule of the employee with support staff duties in keeping with his or her qualifications.

The application of the preceding paragraph may not have the effect of imposing a split shift on the employee. However, this condition does not apply to a day care service employee or to a special education employee.

This clause also applies to the employee who, as a result of the application of clause 7-3.09, obtains a position with fewer working hours than his or her regular workweek.

A tenured employee who is granted, on the date of the coming into force of the agreement, income protection shall continue to benefit therefrom according to the applicable conditions.

7-3.11

The employee referred to in the preceding clause shall have, as long as he or she is deemed as being temporarily reassigned, the right to return mentioned in clause 7-3.09 to a position with a number of hours at least equal to his or her regular workweek before his or her reassignment.

7-3.12

In the case where, under clause 7-3.05 or 7-3.35 of the agreement, a tenured employee has no choice other than to be reassigned to a full-time position of a cyclical or seasonal nature, he or she shall be covered by the following income protection:

The employee shall retain the salary established on the basis of his or her salary rate and the number of regular working hours applicable immediately prior to his or her assignment as long as the remuneration of the new position is lower.

However, the difference between the remuneration of the new position and that established immediately prior to the employee's assignment shall be paid in a lump sum spread over each of his or her pays; the amount shall be reduced as the employee's salary progresses.

The tenured employee who is granted, at the time of the signing of the agreement, the income protection mentioned in clause 7-3.12 of the 1986-1988 collective agreement shall continue to so benefit according to the conditions and for the duration mentioned.

7-3.13

The employee referred to in the preceding clause shall also benefit from the right to return mentioned in clause 7-3.09 to a full-time position which is not of a cyclical or seasonal nature.

7-3.14

If an employee refuses to accept a position offered to him or her under the right to return from which he or she benefits under clause 7-3.09, 7-3.11 or 7-3.13, as the case may be, he or she shall then lose all the benefits inherent to such a right; the provisions concerning the voluntary demotion provided for in clause 6-2.15 apply to the employee for whom the original reassignment which gave him or her a right to return to a position constituted a demotion. Moreover:

- A) if he or she is an employee referred to in clause 7-3.10, he or she shall no longer be reassigned temporarily. It shall no longer be up to the board to complete his or her work schedule and he or she shall then be remunerated according to the hours actually worked;
- B) if he or she is an employee referred to in clause 7-3.12, he or she shall no longer benefit from the second and third paragraphs of clause 7-3.12 and shall be remunerated according to the hours actually worked.

7-3.15

A tenured employee cannot refuse a position situated under a fifty (50)-kilometre radius by road from his or her domicile or place of work when his or her position is abolished or he or she is displaced.

7-3.16 Measures Designed to Reduce the Number of Employees in Surplus**A) Preretirement**

For the purpose of reducing the number of employees in surplus, the board shall grant a preretirement leave under the following terms and conditions:

- a) the preretirement leave is a leave of absence with salary for a maximum period of one year; during the leave, the employee shall not be entitled to any of the benefits of the agreement except as regards the health and life insurance plans, provided that, at the beginning of such a leave, he or she pay the entire amount of the premiums required plus tax, where applicable;
- b) the preretirement leave shall count as a period of service for purposes of the pension plan covering the employee concerned;
- c) only the employee who would be entitled to retire at the end of the leave of absence but who would not have reached the normal retirement age of sixty-five (65) years during the leave or who would not be entitled to a full pension during the leave is eligible;
- d) at the end of the leave with salary, the employee shall be considered as having resigned and he or she shall be pensioned off;
- e) the leave shall permit the reduction of the number of employees in surplus.

B) Severance Pay

The board shall grant severance pay to a tenured employee if his or her resignation allows the reassignment of a surplus employee. Acceptance of severance pay shall entail the employee's loss of tenure.

The board may also grant severance pay to the employee placed in surplus who chooses to resign. In this case, the employee concerned shall lose his or her tenure.

Severance pay shall equal one month of salary per complete year of service at the time the tenured employee resigns from the board. Severance pay shall be limited to a maximum of six (6) months' salary. For purposes of calculating severance pay, the salary is that which the employee concerned receives at the time he or she resigns from the board.

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, unless he or she reimburses it. Severance pay may not be granted to an employee who has already received a similar payment from an employer in the education sector or to an employee who resigns as a result of refusing a position.

C) Transfer of Rights

When an employee who is not in surplus is hired by another school board and the resignation permits the reassignment of an employee in surplus, his or her status of employee, tenure, seniority, bank of nonredeemable sick-leave days, salary step and date of advancement in step shall be transferred to the new employer.

D) Voluntary Relocation Premium

The surplus employee who accepts, in the education sector, a position situated at a distance greater than fifty (50) kilometres by road from his or her domicile and place of work at the time of his or her placement in surplus shall be entitled to a voluntary relocation premium, if the relocation involves his or her moving.

The voluntary relocation premium shall be equivalent to four (4) months of salary if the relocation takes place in the territory of regional office 1, 8 or 9 from another regional office than that of his or her new place of work. In other cases, the voluntary relocation premium shall be equivalent to two (2) months' salary.

The board shall also grant a voluntary relocation premium to the tenured employee who is not in surplus but whose relocation permits the reassignment of an employee in surplus.

The relocated employee shall transfer to the new employer his or her status of employee, tenure, seniority, bank of nonredeemable sick-leave days, salary step and date of advancement in step.

The employee who is relocated under paragraph D) and who must move shall benefit from his or her board or, as the case may be, from the school board which hires him or her, from the provisions of Appendix 2 under the conditions stipulated therein insofar as the allowances provided for in the federal mobility assistance program to look for employment do not apply. Moreover, he or she shall be entitled to:

- a maximum of three (3) working days without loss of salary to cover the search for a dwelling; such three (3)-day maximum shall not include travelling time there and back;
- a maximum of three (3) working days without loss of salary to cover the moving and settling into a new dwelling.

7-3.17 Rights and Obligations of the Employee

A) Rights of the Employee

- a) As long as the employee remains in surplus, his or her salary shall progress normally.
- b) When the employee accepts a position in another school board under this clause, he or she shall not be required to undergo a probation period.
- c) When the employee is relocated under this clause, he or she shall transfer to his or her new employer his or her status of regular employee or, as the case may be, tenure, seniority, bank of nonredeemable sick-leave days, salary step and date of advancement in step.
- d) The employee relocated as a result of the application of paragraph D) of clause 7-3.16 or subparagraph e) of paragraph B) of this clause who must move shall benefit from his or her board or, as the case may be, from another school board which hires him or her, from the provisions of Appendix 2 under the conditions stipulated therein insofar as the allowances provided for in the federal mobility assistance program to look for employment do not apply.

B) Obligations of the Employee

- a) The employee in surplus to whom his or her board or another school board offers a full-time position, within a fifty (50)-kilometre radius by road from his or her domicile or place of work at the time of his or her placement in surplus, must accept it in the following situations:
- 1- in the case of an employee who, at the time of his or her placement in surplus, had fewer regular working hours than the regular workweek;
 - if the position is offered by his or her board or another school board, and if such position has a number of regular working hours which is at least equal to that of the position held at the time of his or her placement in surplus;
 - 2- in the case of an employee who, at the time of his or her placement in surplus, had regular working hours equal to or greater than the regular workweek;
 - if the position is offered by his or her board or another school board, and if such position has a number of regular working hours at least equal to the regular workweek;
 - 3- in the case of an employee who holds, at the time of his or her placement in surplus, a day care service position;
 - if the position offered by his or her board or another school board has a number of weekly working hours corresponding to at least seventy-five percent (75%) of the thirty-five (35) weekly working hours;
 - 4- in the case of an employee who holds, at the time he or she is laid off, a periodic position;
 - if the position offered by his or her board or another school board has a regular work year at least equal to his or her own at the time of his or her placement on availability.

In the cases where an employee must thus accept a position, he or she shall benefit from clauses 7-3.08 and 7-3.09, as the case may be, and clause 7-3.14 applies.

Failure to accept a position thus offered within ten (10) days of the written offer constitutes the employee's resignation.

In the cases where an employee in surplus voluntarily accepts any other position offered to him or her, the employee shall benefit, where applicable, from clauses 7-3.08, 7-3.09, 7-3.10, 7-3.11, as the case may be, and clause 7-3.14 applies.

- b) A surplus employee must appear for a selection interview at another school board if requested by the Provincial Relocation Bureau. If the employee fails or neglects to meet this obligation, he or she shall be considered as having resigned.
- c) The employee in surplus must provide, upon request, any information which is relevant to his or her security of employment.
- d) As long as the employee remains in surplus, he or she shall be required to carry out the duties of a class of employment in his or her category of employment that the board assigns to him or her in keeping with his or her qualifications, regardless of the certificate of accreditation and the work schedule which apply to the employee at the time of his or her placement in surplus. This assignment cannot be more than fifty (50) kilometres by road from his or her domicile or place of work at the time of his or her placement in surplus.

- e) The nontenured regular employee who has completed at least one year of active service as a regular employee and who was laid off following the abolition of a position shall remain registered on the lists of the Provincial Relocation Bureau for a maximum period of two (2) years. During that period, the employee shall be required to accept, within ten (10) days of the offer, a written offer of engagement which could be made to him or her by his or her board or another school board under the same regional office. Failure to accept such an offer, his or her name shall be removed from the lists of the Provincial Relocation Bureau.
- C) The date of the signature on the receipt for the documents sent by registered mail or on the confirmation for a fax is considered as prima facie proof used to calculate the time limits provided for in this clause.
- D) The board may, based on its needs, require that a surplus employee undergo retraining so as to improve his or her chances of being reinstated in a position at the board while taking into account the qualifications, skills and capacity of that employee to successfully complete the retraining. Before proceeding, the board shall inform the union of its intention to require retraining.

All training costs shall be assumed by the employer. The other terms and conditions shall be agreed between the local parties and the employee before the training begins.

Failure to accept the retraining constitutes for all legal purposes the employee's resignation and eliminates any possibility of obtaining severance pay.

The employee who undergoes such retraining shall be considered as having applied under paragraph C) of clause 7-1.03.

7-3.18

For the purpose of applying article 7-3.00, place of work means the place of work where the employee usually carries out his or her duties.

In the case where an employee usually performs his or her duties in several locations, the place of work designates the place where the employee generally receives his or her instructions and where he or she must report on his or her activities; in this latter case, if the employee concerned receives his or her instructions in several locations, the place of work for the purpose of applying article 7-3.00 is that the board determines for the duration of the agreement; the board shall inform the employee and the union in writing of the place of work thus determined.

For the purpose of applying article 7-3.00, "by road" designates the shortest public route normally used.

Obligations of the Board

7-3.19

When the board must proceed with a hiring to fill a vacant full-time position other than a temporarily vacant position or a day care service position, it shall submit a request to the Provincial Relocation Bureau serving its territory and shall specify the class of employment and the requirements of the position to be filled.

The board that hires a person referred by the Provincial Relocation Bureau shall recognize his or her status of regular employee or, as the case may be, his or her tenure, bank of nonredeemable sick-leave days, salary step, date of advancement in step and seniority which he or she had upon his or her departure.

The board must inform the Provincial Relocation Bureau of the names of the employees 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 it is laying off.

7-3.20

After another school board assumes the responsibility for instruction to children with social maladjustments or learning disabilities or for instruction to students of a given level or option, pursuant to section 213 of the Education Act, the regular employee or the tenured employee affected by a reduction in personnel as regards the major portion of his or her work shall be required to go into the employ of this other school board.

However, with the consent of the board which no longer offers such instruction, the employee may remain in the employ of this board provided that no layoff or placement in surplus occurs because of this agreement.

As of the anniversary on which the responsibility for such instruction was assumed, the board which assumed it may proceed with any layoff or, as the case may be, placement in surplus.

7-3.21

Upon request, the Provincial Relocation Bureau shall forward to the union a report on the positions to be filled by means of hiring as well as a report on surplus employees and laid-off regular employees registered on the lists; these lists shall be forwarded only if they are available.

7-3.22 Integration of School Boards

- A) During an amalgamation (including the disappearance of one board to the benefit of one or more other boards) an annexation or restructuring, the rights and obligations of the parties concerned emanating from the agreement shall be maintained in the new school board.
- B) During an amalgamation (including the disappearance of one board to the benefit of one or more other boards) an annexation or restructuring, the problems directly ensuing from the integration and affecting the rights and obligations of the parties concerned emanating from the agreement shall be the subject of an agreement between the union and the board involved. The conclusion of such an agreement between the union and the board together with the maintenance of the agreement mentioned in paragraph A) shall equal a new collective agreement.
- C) If the parties do not reach such an agreement within the framework of paragraph B) within sixty (60) days of the notice of authorization issued by the Ministère to proceed with the integration, the foregoing shall be referred to dispute arbitration pursuant to the Labour Code. The arbitrator shall have the mandate to settle the problems directly resulting from the integration and affecting the rights and obligations of the parties mentioned in paragraph B); the arbitrator could also, if he or she deems it necessary, include in his or her decision effects that are retroactive to the day of the integration, provided they are applicable.
- D) 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 restructuring, the board may not abolish positions which would result in one or more layoffs or in one or more placements in surplus, as the case may be, of regular employees or tenured regular employees if the cause of this abolition results from the 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 in one or more placements in surplus.

- E) This clause cannot, under any circumstances, have the effect of delaying or preventing such an amalgamation, annexation or restructuring of boards.

Section II Day Care Service**7-3.23**

This section applies to day care service employees.

Only the following clauses of article 7-3.00 apply to day care service employees: 7-3.01, 7-3.02, 7-3.06, except for paragraphs G), H) and J), 7-3.07 and 7-3.10 to 7-3.22 inclusively.

7-3.24

Prior to the annual assignment process and at least fifteen (15) working days before the date determined under the first paragraph of clause 7-3.01, the board shall submit all the positions to the union for consultation. The working time when students are not present prescribed in clause 8-2.06 must be identified for each day care service position.

The board shall consult the union on the grounds for abolishing a position within the same time limit, in the case of the first paragraph of clause 7-3.01, and at least thirty-five (35) days before that date in the case of the third paragraph.

Following the consultation, the board shall identify the positions it abolishes.

The board and the union may agree to change the dates and time limits prescribed in this clause.

7-3.25

When, in the context of clause 7-3.01, the board intends to modify or abolish positions, it shall inform the union:

- A) of the positions deemed in surplus or to be modified;
- B) the name and status of the incumbent of the position deemed in surplus or to be modified;
- C) the date on which the position will be abolished or modified;
- D) the vacant positions it intends to fill.

An employee whose position is abolished is, according to his or her status, reassigned to another position, placed in surplus, laid off or his or her employment is terminated according to the following provisions.

7-3.26

When the board decides to abolish a position, it shall proceed by means of an assignment session on a date agreed with the union prior to the first day of class or according to the following provisions:

- A) it shall notify in writing at least ten (10) days before the date foreseen in clause 7-3.01, the employee whose position is abolished and shall indicate the choices available to him or her;
- B) the employee must convey his or her decision, in writing, within three (3) days of receiving such a notice;
- C) the employee displaced under this clause shall also have the same time limit in which to convey his or her decision to the board;
- D) the regular employee who must be laid off or placed in surplus or the probationary employee whose employment terminates shall receive a prior written notice of at least fourteen (14) days.

The board and the union may agree to modify this clause.

When the board conducts an assignment session, it shall inform the employee concerned of the date and time of the holding of such a session at least ten (10) days in advance.

7-3.27

The following provisions apply to the employee whose position is abolished and to the employee who is displaced:

- A) In the case of a probationary employee, his or her employment shall end and the provisions of clause 7-1.07 apply.

B) In the case of a nontenured regular employee, he or she must choose in his or her class of employment between:

- a) being reassigned to a vacant position, subject to the application of paragraphs A) and B) of clause 7-1.34 and notwithstanding any other paragraphs of that clause;

or

- b) displacing an employee who has the least seniority.

If an employee fails to exercise one of these choices, he or she must choose in another class of employment between:

- c) being reassigned to a vacant position, subject to the application of paragraphs A) and B) of clause 7-1.34 and notwithstanding any other paragraphs of that clause;

or

- d) displacing an employee who has the least seniority.

Failing this, he or she shall be laid off.

C) In the case of a tenured employee, he or she must choose in his or her class of employment between:

- a) being reassigned to a vacant position, notwithstanding clause 7-1.34;

or

- b) displacing an employee who has the least seniority.

If an employee fails to exercise one of these choices, he or she must choose in another class of employment in which the maximum of the salary scale is identical to or immediately below that of the class of employment he or she is leaving between:

- c) being reassigned to a vacant position, notwithstanding clause 7-1.34;

or

- d) displacing an employee who has the least seniority.

If an employee fails to exercise one of these choices, he or she must choose, in another class of employment, between:

- e) being reassigned to a vacant position, notwithstanding clause 7-1.34;

or

- f) displacing an employee who has the least seniority.

Failing this, the employee shall be placed in surplus.

Notwithstanding the preceding paragraph, if the application of this clause has the effect of offering an employee in a full-time position to displace an employee in a part-time position, the employee in a full-time position may then displace the employee with the least seniority in his or her class of employment in a full-time position. The fact that a position is abolished cannot entail more than three (3) displacements. The third employee displaced following the abolition of a position must, if he or she is a regular employee, choose a vacant position or, failing that, be placed in surplus or laid off, according to his or her status.

If the third employee has no other choice than to accept a vacant position with fewer hours, his or her hours shall be maintained, subject to a corresponding workload.

7-3.28

When, by the application of clause 7-3.27, the tenured employee has no choice other than to be reassigned to a position which constitutes a demotion for him or her, he or she shall retain his or her class of employment and inherent salary and shall benefit from a right to return to a vacant or newly created position in his or her class of employment under paragraph A) of clause 7-1.34.

The tenured employee whose salary or class of employment is protected on the date of the coming into force of the agreement shall continue to so benefit according to the applicable conditions.

7-3.29

When, by the application of clause 7-3.27, the tenured employee has no choice other than to be reassigned to a position with a number of weekly working hours that is:

- less than eighty percent (80%) of the number of weekly working hours of the position held the preceding year, he or she shall be reassigned temporarily and the reassignment applies until the board assigns him or her to a vacant or newly created position in which the number of weekly working hours corresponds to eighty percent (80%) of the number of weekly working hours of the position held in the preceding year. It is the board's responsibility to fill the work schedule up to eighty percent (80%) of the number of weekly working hours of the position held in the preceding year with support staff duties in keeping with his or her qualifications;
- or
- less than seventy-five percent (75%) of the thirty-five (35) weekly working hours, he or she shall be assigned temporarily and the reassignment applies until the board assigns him or her to a vacant or newly created position in which the number of weekly working hours corresponds to seventy-five percent (75%) of the thirty-five (35) weekly working hours. It is the board's responsibility to fill the work schedule up to seventy-five percent (75%) of the thirty-five (35) weekly working hours with support staff duties in keeping with his or her qualifications.

The tenured employee whose salary, on the date of the coming into force of the agreement, is protected shall continue to so benefit according to the applicable conditions.

7-3.30

The employee covered by clause 7-3.28 or 7-3.29, as long as he or she remains reassigned on a temporary basis or demoted, shall benefit from the right to return to a vacant or newly created position which at least meets the two (2) criteria described in clause 7-3.29 that the board decides to fill.

The tenured employee whose class of employment or salary is protected on the date of the coming into force of the agreement shall continue to so benefit according to the applicable conditions.

When an employee refuses to accept a position offered under a right to return, he or she shall then lose all the benefits inherent to such a right.

Section III Special Education**7-3.31**

This section applies to special education employees.

Only the following clauses of article 7-3.00 apply to special education employees: 7-3.01, 7-3.02, and 7-3.06 to 7-3.22 inclusively.

7-3.32

Prior to the annual assignment process and at least fifteen (15) working days before the date determined under the first paragraph of clause 7-3.01, the board shall submit all the positions to the union for consultation. The working time when students are not present prescribed in clause 8-2.07 must be identified for each special education position.

The board shall consult the union on the grounds for abolishing a position within the same time limit, in the case of the first paragraph of clause 7-3.01 and at least thirty-five (35) days before that date in the case of the third paragraph.

Following the consultation, the board shall identify the positions it abolishes.

The board and the union may agree to change the dates and time limits prescribed in this clause.

7-3.33

When, in the context of clause 7-3.01, the board intends to modify or abolish positions, it shall inform the union:

- A) of the positions deemed in surplus or to be modified;
- B) the name and status of the incumbent of the position deemed in surplus or to be modified;
- C) the date on which the position will be abolished or modified;
- D) the vacant positions it intends to fill.

An employee whose position is abolished is, according to his or her status, reassigned to another position, placed in surplus, laid off or his or her employment is terminated according to the following provisions.

7-3.34

When the board decides to abolish a position, it shall proceed by means of an assignment session on a date agreed with the union before the first day of class or according to the following provisions:

- A) it shall notify in writing at least ten (10) days before the date foreseen in clause 7-3.01, the employee whose position is abolished and shall indicate the choices available to him or her;
- B) the employee must convey his or her decision in writing within three (3) days of receiving such a notice;
- C) the employee displaced under this clause shall also have the same time limit in which to convey his or her decision to the board;
- D) the regular employee who must be laid off or placed in surplus or the probationary employee whose employment terminates shall receive a prior written notice of at least fourteen (14) days.

The board and the union may agree to modify this clause.

When the board conducts an assignment session, it shall inform the employee concerned of the date and time of the holding of such a session at least ten (10) days in advance.

7-3.35

The following provisions apply to the employee whose position is abolished and to the employee who is displaced:

- A) In the case of a probationary employee, his or her employment shall end and the provisions of clause 7-1.07 apply.
- B) In the case of a nontenured regular employee, he or she must choose in his or her class of employment between:
 - a) being reassigned to a vacant position, subject to the application of paragraphs A) and B) of clause 7-1.42 and notwithstanding the other paragraphs of that clause;
 - or
 - b) displacing an employee who has the least seniority.

If an employee fails to exercise one of these choices, he or she must choose in another class of employment between:

- c) being reassigned to a vacant position, subject to the application of paragraphs A) and B) of clause 7-1.42 and notwithstanding the other paragraphs of that clause;

or

- d) displacing an employee who has the least seniority.

Failing this, he or she shall be laid off.

- C) In the case of a tenured employee, he or she must choose in his or her class of employment between:

- a) being reassigned to a vacant position, notwithstanding clause 7-1.42;

or

- b) displacing an employee who has the least seniority.

If an employee fails to exercise one of these choices, he or she must choose in another class of employment in which the maximum of the salary scale is identical to or immediately below that of the class of employment he or she is leaving between:

- c) being reassigned to a vacant position, notwithstanding clause 7-1.42;

or

- d) displacing an employee who has the least seniority.

If an employee fails to exercise one of these choices, he or she must choose, in another class of employment, between:

- e) being reassigned to a vacant position, notwithstanding clause 7-1.42;

or

- f) displacing an employee who has the least seniority.

Failing to exercise one of these choices, the employee shall be placed in surplus.

Notwithstanding the foregoing, if the application of this clause has the effect of offering an employee in a full-time position to displace an employee in a part-time position, the employee in a full-time position may then displace the employee with the least seniority in his or her class of employment in a full-time position. The fact that a position is abolished cannot entail more than three (3) displacements. The third employee displaced following the abolition of a position must, if he or she is a regular employee, choose a vacant position or, failing that, be placed in surplus or laid off, according to his or her status.

If the third employee has no other choice than to accept a vacant position with fewer hours, his or her hours shall be maintained, subject to a corresponding workload.

Failing this, he or she shall be placed in surplus, if he or she is a tenured regular employee, laid off, if he or she is a regular employee or his or her employment shall be terminated, if he or she is a probationary employee.

7-3.36

Notwithstanding clause 7-3.01 and, subject to clause 7-3.15, the board may reassign an employee to a position in the same class of employment with the same number of weekly working hours if the number of hours of service to be provided (including a student's absence) to a student or students is reduced during the year. Failing this, the board may temporarily use the services of the employee concerned for other duties compatible with his or her class of employment or, failing this, with another class of employment in the case of an attendant for handicapped students. However, such an assignment must not constitute a promotion. The employee concerned shall maintain his or her salary.

If the student with whom the employee works leaves permanently, the employee shall be reassigned to other temporary duties as provided for in the preceding paragraph until the date on which the security of employment procedure prescribed in Section III of article 7-3.00 is applied. The board shall consult the union before proceeding with a substantial reassignment according to the terms and conditions agreed between the board and the union.

7-4.00 WORK ACCIDENTS AND OCCUPATIONAL DISEASES**7-4.01**

The following provisions apply to the employee who suffers a work accident or contracts an occupational disease covered by the Act respecting industrial accidents and occupational diseases.

The employee who suffered a work accident before August 19, 1985 and who is still absent for this reason shall remain covered by the Workmen's Compensation Act as well as by the article concerning work accidents in the provisions constituting the 1983-1985 collective agreements; moreover, the employee shall benefit, by making the necessary changes, from clauses 7-4.14 to 7-4.23 inclusively of this article.

7-4.02

The provisions of this article corresponding to specific provisions of the Act respecting industrial accidents and occupational diseases apply insofar as these provisions of the Act apply to the board.

Definitions**7-4.03**

For the purpose 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 his or her 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) health establishment: a public establishment within the meaning of the Act respecting health services and social services;
- F) 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.

An injury or a disease which is solely due to gross and voluntary negligence on the part of the employee who suffers or contracts such injury or disease shall not be an employment injury unless it results in the employee's death or it permanently and severely affects his or her physical or mental well-being;

- G) occupational disease: a disease arising 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;
- H) health professional: a professional in the field of health within the meaning of the Health Insurance Act.

Miscellaneous Provisions

7-4.04

The employee must inform the board of the details concerning the work accident or employment injury before leaving the building where he or she works, if he or she is able to do so or, if not, as soon as possible. Moreover, the employee shall provide a medical certificate to the board in conformity with the Act, if the employment injury which he or she suffered renders him or her unable to perform his or her duties after the day on which it manifested itself.

7-4.05

The board shall inform the union of every work accident or occupational disease which an employee has suffered or contracted as soon as it is brought to its attention.

7-4.06

The employee may be accompanied by a union representative to any meeting with the board concerning an employment injury which he or she suffers; in this case, the union representative may temporarily interrupt his or her work, without loss of salary, including applicable premiums, if any, or reimbursement, after having obtained the authorization of his or her immediate superior; this authorization cannot be refused without a valid reason.

7-4.07

The board must immediately give first aid to an employee who has suffered an employment injury and, if need be, provide transportation to a health establishment, 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 employee shall choose the health establishment, if possible. If the employee is unable to express his or her choice, he or she must accept the health establishment chosen by the board. However, the employee who was unable to express his or her choice may be transferred to another health establishment of his or her choice in accordance with the Act.

The employee shall be entitled to receive care from the health professional of his or her choice.

7-4.08

Notwithstanding clause 5-3.38, the board may require that an employee who has suffered an employment injury undergo an examination by a health professional that it designates and gives its reasons for doing so, in accordance with the Act. The cost of the examination and travel expenses shall be assumed by the board in accordance with clause 6-5.01.

Group Plans

7-4.09

The employee who suffers an employment injury entitling him or her to an income replacement indemnity shall remain covered by the life insurance plan provided for in clauses 5-3.22 and 5-3.23 and by the health insurance plan provided for in clause 5-3.25.

The employee shall benefit, without losing any rights, from the waiver of his or her pension plan contributions (TPP, RREGOP and CSSP). The provisions concerning the waiver of such contributions are an integral part of 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 when the employment injury has consolidated or the employee is assigned temporarily as provided for in clause 7-4.15.

7-4.10

In the case where the date of consolidation of the employment injury is prior to the 104th week following the date of the beginning of the continuous period of absence due to an employment injury, the salary insurance plan provided for in clause 5-3.32 applies, subject to the second paragraph of this clause, if the employee is still disabled within the meaning of clause 5-3.03 and, in this case, the date of the beginning of such an absence shall be considered as the date of the beginning of the disability for the purpose of applying the salary insurance plan, particularly clauses 5-3.32 and 5-3.45.

On the other hand, for the employee who would receive from the Commission de la santé et de la sécurité du travail (CSST) an income replacement indemnity which is less than the benefit he or she would have received as a result of the application of clause 5-3.32, the salary insurance plan provided for in this clause shall apply to make up the difference if the employee is still disabled within the meaning of clause 5-3.03 and, in this case, the date of the beginning of such an absence shall be considered as the date of the beginning of the disability for the purpose of applying the salary insurance plan, particularly clauses 5-3.32 and 5-3.45.

7-4.11

The bank of sick-leave days of an employee shall not be reduced for the days for which the CSST has paid an income replacement indemnity until the employment injury has consolidated and for the absences provided for in clause 7-4.24. The same applies for the part of the day on which the employment injury occurred.

Salary

7-4.12

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

the 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 benefits required by the Act and the agreement.

For the purpose of this clause, the salary to which the employee is entitled includes, as the case may be, the premiums for regional disparities provided for in article 6-8.00.

7-4.13

Subject to clause 7-4.12, the CSST shall reimburse the board the amount corresponding to the income replacement indemnity of the CSST.

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

The employee who must appear before a review board, a medical arbitration session or the Commission des lésions professionnelles shall obtain permission to be absent from work without loss of salary after having informed his or her immediate superior at least forty-eight (48) hours prior to the date of the absence and produce proof to this effect, if required by the board.

Right to Return to Work

7-4.14

An employee who is informed by his or her physician of the date of consolidation of the employment injury he or she has suffered and of the fact that this employee 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.

7-4.15

The board may temporarily assign work to an employee, with the approval of the employee's physician, while awaiting that the employee again become able to return to his or her position or a suitable or equivalent position, even if his or her employment injury has not consolidated, the foregoing as provided for in the Act.

7-4.16

The employee whose employment injury has consolidated and who is again able to carry out the duties of the position he or she had prior to his or her absence shall be entitled to return to his or her position.

7-4.17

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 shall be entitled to return to an available equivalent position that the board intends to fill, insofar as he or she is entitled to obtain that position as a result of the application of article 7-3.00 of the agreement.

7-4.18

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, shall be entitled to hold a suitable available position that the board intends to fill in accordance with clause 7-4.20.

7-4.19

The rights mentioned in clauses 7-4.16, 7-4.17 and 7-4.18 apply, subject to article 7-3.00.

If the board does not allow an employee to exercise the rights mentioned in clauses 7-4.16, 7-4.17 and 7-4.18 because he or she would have been displaced, placed in surplus, laid off, fired, dismissed or would have otherwise lost his or her employment had he or she been at work, the relevant provisions of the agreement shall apply as if the employee had been at work at the time of such events; moreover, the exercise of these rights cannot have the effect of cancelling or deferring any suspension imposed pursuant to article 8-4.00 of the agreement.

7-4.20

The exercise of the right mentioned in clause 7-4.18 shall be subject to the following terms and conditions:

- A) the position must be filled in accordance with clause 7-1.03, 7-1.34 or 7-1.42 of the agreement, subject to any provision contained in this clause;

- B) the employee shall submit his or her application in writing;
- C) as of the first step provided for in clause 7-1.03, 7-1.34 or 7-1.42, the employee shall obtain the position if he or she has more seniority than the other employees or persons concerned;
- D) the employee must possess the required qualifications and meet the other requirements determined by the board;
- E) access to this position cannot constitute a promotion, except in step C) of clause 7-1.03, step B) of clause 7-1.34 or step B) of clause 7-1.42;
- F) the right of the employee can only be exercised during the two (2) years immediately following the beginning of his or her absence or in the year following the date of consolidation according to whichever date is later.

However, the board and the union may agree on terms and conditions for the exercise of the right mentioned in clause 7-4.18 other than those prescribed in this clause, provided that this does not have the effect of modifying the provisions concerning security of employment; particularly, the board and the union may agree on a special movement of personnel as regards priority of employment.

7-4.21

The employee who obtains a position referred to in clause 7-4.18 shall be entitled to an adaptation period of thirty (30) working days; at the end of that period, the employee cannot keep the position if the board deems he or she is unable to perform his or her duties adequately.

If the employee is thus unable to keep his or her position, he or she again becomes eligible for a position under clause 7-4.18, as if he or she had never exercised the right mentioned in that clause.

7-4.22

The employee who obtains a position referred to in clause 7-4.17 shall receive the salary he or she had before suffering an employment injury.

7-4.23

Notwithstanding any provision to the contrary, the employee who obtains a position referred to in clause 7-4.18 shall receive the salary related to the new position.

In the case of a demotion, the employee shall benefit from the provisions of paragraph B) of clause 6-2.15. However, in the case when an income replacement indemnity is paid to the employee, the amounts payable under paragraph B) of clause 6-2.15 shall be reduced accordingly.

7-4.24

Once the employee who has suffered an employment injury returns to work, the board shall pay him or her the salary as well as the premiums for regional disparities provided for in article 6-8.00 of the agreement to which he or she is entitled, where applicable, for each day or part of day during which the employee must be absent from work to receive treatment or undergo medical examinations related to the employment injury or to carry out an activity of his or her personal rehabilitation program.

7-5.00 PARTIAL DISABILITY

7-5.01

The tenured employee affected by a permanent partial physical disability and who is therefore unable to meet the requirements of his or her position may, under article 7-1.00, obtain a position provided that there is an available position that the board intends to fill, that he or she possesses the required qualifications and meets the other requirements determined by the board. He or she shall then receive the salary provided for the new position.

7-5.02

The right mentioned in the preceding clause may be exercised during the period in which the tenured employee benefits from the salary insurance plan provided for in clause 5-3.32.

This right may also be exercised within twenty-four (24) months of the date on which the tenured employee is laid off by the board, where applicable, as a result of his or her physical disability to meet the requirements of his or her former position. During the layoff, the tenured employee shall not receive any salary.

Upon termination of the twenty-four (24)-month period mentioned in the preceding paragraph, the board may terminate the employee's employment.

7-5.03

As of the date on which the employee referred to in clause 7-5.01 becomes unable to meet on a permanent basis the requirements of his or her position, it shall then be considered as permanently vacant unless it was abolished under article 7-3.00.

7-5.04

The board and the union may agree on other terms and conditions in order to modify or assign a position to an employee affected by a permanent partial physical disability, provided that this not have the effect of modifying the security of employment provisions.

7-5.05

Except for the first paragraph of clause 7-5.02, this article applies to the tenured employee referred to in clause 7-4.18 of the agreement who was unable to be reinstated in a suitable position pursuant to clause 7-4.20.

7-6.00 CONTRACTING OUT**7-6.01**

The parties recognize the importance of studying alternatives designed to reduce contract work or to avoid resorting to contracting out. The quality of services, quality of life at work, improved work relations and budgetary constraints must be taken into account in order to attain this objective.

7-6.02

Contracting out must not cause any layoff, placement in surplus or demotion entailing a decrease in salary or a reduction of working hours of the regular employees of the board.

7-6.03

When the board intends to contract out work of an ongoing nature which could be performed by an employee in a class of employment of the Classification Plan, it must inform the union beforehand. The notice must be sent at least forty-five (45) days before the decision is made and shall include the reasons thereof.

7-6.04

The Labour Relations Committee shall study the reasons underlying the proposal submitted by the board in accordance with the preceding clause. It shall study solutions which favour the performance of the work by employees. These solutions shall be submitted to the board before it makes its decision.

In the context of this work, the Labour Relations Committee shall determine the information it requires as well as its work schedule.

7-6.05

Any ongoing subcontract must include a clause which stipulates the expiry of the contract at the end of the fiscal year if the rules specified in clauses 7-6.01 to 7-6.04 have not been complied with.

If the rules described in clauses 7-6.01 to 7-6.05 have not been complied with, the board must terminate the contract at the end of the fiscal year.

7-6.06

Moreover, in the case where the number of employees placed in surplus in the relevant classes of employment (including employees in surplus for whom such reassignment would constitute a transfer or involuntary demotion) would permit the abolition of a subcontract of an ongoing nature, the board shall undertake to terminate the contract within the legal framework provided for therein in order to reassign the surplus employees as a replacement for the subcontractor. If the subcontract covers several buildings of the board (e.g. maintenance), the obligation to eliminate the subcontract shall be interpreted per building.

For the purpose of applying the preceding paragraph, the obligation made to the board shall be valid only if the abolition of the subcontract allows the full-time reassignment on an annual, cyclical or seasonal basis of one or more surplus employees.

For the purpose of applying the preceding paragraphs, it is understood that the obligation to terminate a subcontract also applies when awarding a subcontract provided that all the other conditions prescribed in the said paragraphs are met.

7-6.07

In the case where the number of laid-off tenured employees within the framework of clause 7-4.18 or article 7-5.00 who have the skills to work in the relevant classes of employment would permit the abolition of a subcontract of an ongoing nature, the board shall undertake to terminate the said contract within the legal framework provided for therein in order to reassign the employees as a replacement for the subcontractor. If the subcontract covers several buildings of the board (e.g. maintenance), the obligation to terminate the subcontract shall be interpreted per building.

For the purpose of applying the preceding paragraph, the obligation made to the board shall be valid only if the abolition of the subcontract allows the full-time reassignment on an annual, cyclical or seasonal basis of one or more employees.

For the purpose of applying the preceding paragraphs, it is understood that the obligation to terminate a subcontract also applies when awarding a subcontract provided that all the other conditions prescribed in the said paragraphs are met.

7-6.08

Clauses 7-6.06 and 7-6.07 apply regardless of clause 7-1.03. The employee must have the required qualifications and meet the requirements determined by the board for the position concerned.

7-6.09

The employee referred to in clause 7-6.07 must produce a certificate from the attending physician stating that the employee may return to work. The medical certificate must not contain any restrictions with respect to the performance of the tasks required by that position.

7-7.00 ORGANIZATION OF WORK**7-7.01**

The board and the union agree to analyze jointly:

- the needs which have been filled to meet increases in workload of a repetitive nature;
- the part-time positions;

- the workload of personnel;
- the periodic positions;
- the overtime paid;
- the number of hours accumulated in the overtime banks and not taken on the preceding June 30;
- housekeeping standards.

7-7.02

Unless the board and the union decide otherwise, a joint committee shall be set up under article 3-2.00 to analyze the data and to find solutions that meet the objectives of this operation.

7-7.03

At the request of either party, the operation mentioned above shall be conducted annually. The parties shall identify the pertinent information and the board shall forward the information to the union at least thirty (30) days before the beginning of the operation.

The board shall also forward the information on subcontracts.

7-7.04

The objective of this operation is to improve the quality of the existing positions and to create, as a priority, full-time positions or, failing this, part-time positions by combining different compatible needs while taking into account:

- the various categories of employment;
- the needs of schools, centres and departments;
- the different periods during which work must be carried out;
- the change foreseen in the student population;
- the possibility of the board of eventually using a surplus employee.

However, the housekeeping norms shall be analyzed to ensure uniformity of the maintenance work carried out in the buildings of the board, while taking into account specific requirements and budgetary constraints.

7-7.05

The board must consider the solutions set forth by the committee.

CHAPTER 8-0.00 OTHER WORKING CONDITIONS**8-1.00 SENIORITY****8-1.01**

The employee in the employ of the board on the date of the coming into force of the agreement shall maintain the seniority already acquired on that date according to the calculation provided for in article 8-1.00 of the former collective agreement.

As of the date of the coming into force of the agreement, seniority shall be calculated according to the provisions of this article.

8-1.02

Seniority corresponds to the period of employment of any regular employee in one of the positions of the classes of employment provided for 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.

The seniority of an employee who belongs to a group of employees different from the one mentioned above and who is integrated into a position belonging to one of the classes of employment for support staff corresponds to the period of employment with the board.

However, the seniority cannot be used to integrate an employee into one of the classes of employment provided for 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 the employee is in active service;
- B) when the employee is on a leave of absence with salary as provided for in the agreement;
- C) when the employee is absent from work because of an occupational disease or a work accident;
- D) when the employee is absent from work because of an accident or illness other than an occupational disease or work accident for a period not exceeding twenty-four (24) months;
- E) in the other cases specifically stipulated in the agreement;
- F) when the employee is on a leave of absence without salary for union activities or studies. However, if he or she applies for a vacant position during the leave and obtains it, he or she must return to work and the leave without salary shall be cancelled, if it is for a period of four (4) months or more;
- G) when the employee is temporarily laid off due to a periodic slowdown or seasonal shutdown of activities in his or her sector as provided for in article 7-2.00;
- H) when the employee is on a maternity leave as well as any extension thereof;
- I) when the employee is on leave of absence without salary for a period of one month or less.

8-1.04

A regular employee shall retain seniority but without accumulating it in the following cases:

- A) when the employee is on a leave of absence without salary for more than one month, unless specifically provided otherwise in the agreement;

- B) when the employee is laid off for a period not exceeding twenty-four (24) months;
- C) when the employee is absent from work because of an illness or accident other than an occupational disease or work accident for more than twenty-four (24) months.

8-1.05

A regular employee shall lose seniority under the following circumstances:

- A) when the employee's employment is permanently terminated;
- B) when the employee is laid off for a duration in excess of that mentioned in paragraph B) of clause 8-1.04;
- C) when the employee 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 or fax sent to his or her last known address.

8-1.06

No later than August 31 of each year, the board shall update the seniority list and post it in its buildings for a period of forty-five (45) days or forward a copy to each employee. A copy of the list shall be sent to the union.

8-1.07

The seniority list provided for in clause 8-1.06 shall be calculated on the preceding June 30.

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 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 if it is not posted or at the expiry date of the posting period, subject to the changes resulting from a grievance submitted before this list becomes official. However, a revision requested after the list becomes official cannot have any retroactive effect prior to the filing of the grievance on action taken by virtue of this list.

8-1.10

The procedures provided for in clauses 8-1.08 and 8-1.09 apply after each updating of the seniority list.

8-1.11

When an employee acquires regular employee status after the date of the coming into force of the agreement, the board shall inform him or her in writing of the seniority he or she has accumulated on that date and shall send a copy to the union at the same time.

For the employee referred to in the preceding paragraph, every period worked for the board before obtaining such a status as an employee referred to in clause 1-2.24 or in article 10-1.00 or 10-2.00 shall also be recognized as seniority under this article, retroactively to the first date of hiring, unless there was a work interruption for more than twenty-four (24) months, in which case the time worked before the interruption is not counted. The same applies to any period worked for the board as an employee referred to in article 10-3.00 of a former agreement.

The period worked shall be calculated in proportion to the regular working hours.

8-1.12

The seniority of a regular employee in a part-time position shall be determined in proportion to his or her regular working hours and shall accumulate in accordance with this article.

8-2.00 WORKWEEK AND WORKING HOURS**8-2.01****A) Categories of Technical 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.

B) 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).

8-2.02

Notwithstanding clause 8-2.01, the regular workweek of certain classes of employment such as stationary engineer and guard may be divided differently according to the needs of the department, subject to clauses 8-2.09 and 8-2.10. It is agreed that any schedule which includes work on a Saturday or Sunday also includes two (2) consecutive days off.

8-2.03

In the case where the employee benefits from a different number of weekly working hours, the salary scales shall apply in proportion to the regular hours worked in relation to those provided for in clause 8-2.01.

8-2.04

The day care services and special education positions must include the greatest number of hours possible, taking into account the needs of the service and of the students, without exceeding the 35-hour regular workweek.

8-2.05

In establishing the work schedule of a day care service position, the board shall try to maintain twenty (20) children per group.

8-2.06

Day care service positions must include time when the students are not present, devoted to the planning, preparation and organization required for services dispensed to students, meetings with the school team and follow-up with those involved in intervention efforts or with parents.

8-2.07

In establishing special education positions, the board must take into account the services offered to special education students and students with handicaps or learning disabilities attending a day care service.

In addition, special education positions must include time when the students are not present devoted to the preparation, organization and planning required for services dispensed to students, meeting with the school team and follow-up those involved in intervention efforts or with parents. However, this time does not apply to the class of employment of attendant for handicapped students.

8-2.08

The employee shall be entitled to a paid fifteen (15)-minute rest period, per half-day of work, taken towards the middle of the period.

8-2.09

The board shall maintain the work schedules in effect on the date of the coming into force of the agreement.

8-2.10

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 or pedagogical needs make these changes necessary. The board shall give the union and the employee concerned at least a thirty (30)-day written notice before implementing the new schedule. 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 grievance shall be given hearing priority.

At the time of arbitration, the burden of proof lies with the board. The arbitrator's mandate shall be to decide whether the changes were necessary; if they were not, the board must reinstate the former schedules and must pay the employees at the overtime rate provided for 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 modification may cause an employee to work split shifts.

8-2.11

In the case where the former collective agreement or a board regulation or resolution in effect in 1978-1979 permitted employees to benefit from a regular workweek with fewer working hours during the summer, this provision shall be maintained under the same conditions for the duration of the agreement.

8-2.12

In the case where the former collective agreement or a board regulation or resolution in effect on the date of the coming into force of the agreement provided for a different number of weekly working hours, the board and the union may agree to maintain this number of hours or to adopt the number of hours provided for in clause 8-2.01 and the work schedule shall be adapted accordingly. Failing an agreement, the number of working hours in effect shall be maintained. However, the board shall not be required to maintain a number of regular weekly working hours which exceeds the duration of a regular workweek provided for in the Act respecting labour standards and subsequent regulations.

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 or her regular workweek or regular workday or outside the hours provided by his or her schedule, shall be considered as overtime.

8-3.02

Overtime shall be assigned to the employee who 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, adult education centre, vocational training 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 this hindering the proper progress of the work.

If no other employee in the same class of employment, able to perform the work without interrupting the smooth operation of the work, accepts, the board shall designate an employee who is able to perform the work by taking the inverse order of seniority into account.

8-3.05

For the overtime carried out, the employee shall benefit from the following:

- A) for all the hours worked in addition to the number of hours of his or her regular workday or outside of the hours provided for in his or her schedule and during a weekly day off: from a leave of a duration equal to one and a half the time actually worked as overtime;
- B) for all the hours worked during a paid legal holiday provided for in the agreement in addition to his or her salary for the paid legal holiday: from a leave of a duration equal to one and a half the time actually worked as overtime;
- C) for all the hours worked on Sunday or during the second weekly day off: from a leave of a duration equal to double the time actually worked as overtime.

8-3.06

The board and the employee shall agree on terms and conditions for applying the preceding clause by taking into account the requirements of the department; failing an agreement between the board and the employee, within sixty (60) days of the date on which the overtime work was carried out, on the time when the leave provided for in paragraphs A), B) and C) of the preceding clause may be taken, the overtime shall be remunerated according to the rates provided for in clause 8-3.07.

When the board and the employee have agreed on the time when the leave is to be taken but it cannot be taken at that time either due to the needs of the department or due to circumstances beyond the employee's control, the employee shall then choose to either have the overtime remunerated according to the rates provided for in clause 8-3.07 or take it in time off in accordance with paragraphs A), B) and C) of clause 8-3.05; in this latter case, the board and the employee shall agree on the time when the leave may be taken.

8-3.07

Notwithstanding the foregoing, the board and the employee may agree that the overtime be remunerated according to the following rates:

- A) at one and a half times the hourly rate in the cases provided for in paragraphs A) and B) of clause 8-3.05;
- B) at double the hourly rate in the cases provided for in paragraph C) of clause 8-3.05.

8-3.08

When an employee is recalled from his or her home to perform emergency work, he or she shall benefit from a leave of a minimum duration of four (4) hours taken in accordance with clause 8-3.06 if this is more advantageous than the application of clause 8-3.05 of the agreement, where applicable.

Notwithstanding the foregoing, the board and the employee may agree that these four (4) hours be remunerated at the regular rate.

8-3.09

When overtime is paid in accordance with the foregoing, it must be within a maximum period of one month after the claim duly signed is submitted by the employee and approved by the board. The board shall provide the forms.

8-4.00 DISCIPLINARY MEASURES

8-4.01

Every disciplinary measure and the reasons therefor must be set forth in a written notice addressed to the employee concerned. A copy of such a 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

Except in the case of an indefinite suspension or a dismissal based on a moral or criminal issue, any final decision to dismiss or suspend indefinitely an employee must be preceded, subject to the fourth paragraph of this clause, by a meeting between the board, the union and the employee concerned. During that meeting, the board shall inform the union and the employee of the reasons for such a measure. To this end, the employee must receive at least a forty-eight (48)-hour written notice 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 such a notice shall also be forwarded to the union at the same time.

In the case of an indefinite suspension or dismissal based on a moral or criminal issue, the meeting between the board, the employee and the union shall be convened within forty-eight (48) hours of the board's initial decision.

Following any meeting held pursuant to this clause, the board must inform the employee of its final decision, by written notice, within the time limit mentioned in clause 8-4.11. A copy of the notice shall also be sent to the union within the same time limit.

The fact that the union or the employee does not attend the meeting duly summoned shall not prevent the board from instituting procedures or imposing a disciplinary measure.

8-4.03

Subject to clause 8-4.02, the board shall convene an employee who is suspended; in this case and in the case where the board decides to convene an employee regarding any other 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 must be accompanied by a union representative. A copy of the notice shall be forwarded to the union at the same time.

The fact that the union or the employee does not attend the meeting duly summoned shall not prevent the board from instituting procedures or imposing a disciplinary measure.

A disciplinary measure handed directly to an employee shall not constitute a summons as defined in the preceding provisions.

8-4.04

The employee may, after having made an appointment, consult his or her official file twice a year, accompanied if he or she so desires by his or her union representative; moreover, upon the employee's specific written authorization in each case, the union representative may consult the official file of an employee on two (2) other occasions during the year.

8-4.05

An employee who is subject to a disciplinary measure may submit a grievance. However, the employee who is the subject of a dismissal or indefinite suspension may submit his or her grievance directly to arbitration within thirty (30) working days of the receipt of the notice informing him or her of the board's final decision insofar as the meeting provided for in clause 8-4.02 has taken place.

8-4.06

A suspension shall not interrupt the employee's seniority. During the suspension, the employee shall maintain his or her contribution to the various contributory plans provided for in the agreement.

8-4.07

In the event of arbitration, the board must establish that the disciplinary measure was imposed for just and sufficient reason.

8-4.08

The board may only invoke an infraction placed in the official file for which a disciplinary measure has been issued 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 these infractions including the first one mentioned in the preceding paragraph may only be invoked within the twenty-four (24) months of each of them. Any disciplinary measure that is void shall be withdrawn from the file.

8-4.09

No disciplinary measure rescinded by the board may be invoked against an employee; the same applies to a disciplinary measure declared unjustified by a tribunal or an arbitrator and the facts giving rise thereto.

8-4.10

The provincial negotiating parties agree to grant priority to dismissal cases when preparing the arbitration roll.

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 an incident shall be null, void and illegal for the purpose of the agreement. However, in the case of modifications to an indefinite suspension, the thirty (30)-day limit does not apply at the time of the modification.

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. An employee shall 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.

8-5.00 HEALTH AND SAFETY**8-5.01**

The board and the union shall collaborate through the Labour Relations Committee or a specific health and safety committee to maintain working conditions that ensure the health, safety and physical well-being of employees.

8-5.02

The employee must:

- A) take the necessary measures to protect his or her health, safety or physical well-being;
- B) see to it that he or she does not endanger the health, safety or physical well-being of other persons who are on the work premises or near the work premises;
- C) undergo health examinations required by the application of the Act and the regulations applicable to the board.

8-5.03

Insofar as it is provided for by the Act and the regulations applicable to it, the board must take the measures necessary to protect the health and ensure the safety and physical well-being of employees; it must, in particular:

- A) see to it that the buildings under its jurisdiction are equipped and laid out in such a way as to protect the employees;
- B) ensure that the organization of the work and the methods and techniques used to carry out the work are safe and do not endanger the health of employees;
- C) provide suitable lighting, ventilation and heating;
- D) provide safety material and ensure that it is kept in good condition;
- E) allow an employee to undergo health examinations required for the application of the Act and the regulations applicable to the board;
- F) provide for measures designed to ensure the safety of employees working evenings or nights.

8-5.04

When it becomes necessary under the Act and regulations applicable to the board to place individual or group safety means and equipment at the disposal of employees in order to meet their specific needs, this must not reduce in any way the efforts required by the board, the union and the employees to eliminate at the source dangers to their health, safety and physical well-being.

8-5.05

When an employee exercises the right of refusal provided for in the Act respecting occupational health and safety, he or she must notify his or her immediate superior or a representative authorized by the board immediately.

As soon as the immediate superior is notified or, where applicable, the representative authorized by the board shall convene the union representative mentioned in clause 8-5.09 if he or she is available or, in the case of an emergency, the union delegate of the building concerned; the purpose of this summons is to assess the situation and the corrective measures that the immediate superior or authorized representative of the board intends to apply.

For the purpose of the meeting following the summons, the union representative or, where applicable, the union delegate, may temporarily interrupt his or her work, without loss of salary, including applicable premiums, if any, or reimbursement.

8-5.06

The right of an employee mentioned in clause 8-5.05 shall be exercised subject to the relevant provisions of the Act and regulations concerning occupational health and safety applicable to the board and subject to the terms and conditions specified therein, where applicable.

8-5.07

The board cannot impose a layoff, a move, a disciplinary or discriminatory measure due to the fact that the employee exercised in good faith the right provided for in clause 8-5.05.

8-5.08

Nothing in the agreement shall prevent the union representative or, where applicable, the union delegate from being accompanied by a union adviser at the meeting provided for in clause 8-5.05; however, the board or its representatives must be informed of the presence of the adviser before the meeting is held.

8-5.09

The union may expressly designate one of its representatives to the Labour Relations Committee or to the specific health and safety committee, where applicable, to deal with health and safety matters; the representative may be absent temporarily from his or her work, after having informed his or her immediate superior, without loss of salary, including applicable premiums, if any, or reimbursement, in the following cases:

- a) to attend a meeting provided for in the third paragraph of clause 8-5.05;
- b) to accompany an inspector of the Commission de la santé et de la sécurité du travail during an inspection visit to the board in connection with a matter dealing with the health, safety or physical well-being of an employee.

8-6.00 CLOTHING AND UNIFORMS**8-6.01**

The board shall provide its employees, free of charge, with any uniform, special clothing or safety shoes which it requires them to wear due to the nature of their work as well as any special article or garment required by the Act and the regulations.

Moreover, the board and the union, if they deem it necessary for the performance of duties, may agree that the board provide the employee free of charge with any other clothing, uniform or special article.

8-6.02

The uniforms, clothing, special articles or safety shoes supplied by the board shall remain its property and may only be replaced upon the return of the old uniform, clothing, special article or safety shoes unless the employee is prevented from doing so due to circumstances beyond his or her control. The board shall decide if a uniform, clothing, article or safety shoes must be replaced.

8-6.03

The upkeep of uniforms, clothing, special articles or safety shoes supplied by the board shall be the employees' responsibility except special clothing such as overalls, smocks and other similar items used exclusively on the premises and for working purposes.

8-6.04

In the case where the former collective agreement so provided, the board shall continue to supply the apparel and uniforms according to the conditions specified therein.

8-6.05

Any grievance concerning the application of this article shall be referred to the grievance procedure without assessors.

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 or its modification, used to produce goods or services and which either modifies the duties entrusted to an employee or causes the abolition of one or more positions.

8-7.02

The board shall inform the union in writing 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, adult education centre, vocational training centre or department concerned;
- C) date foreseen for the implementation;
- D) employee or group of employees concerned.

8-7.04

At the union's request, the board shall inform the union of the effects of the technological changes foreseen on the working conditions or the security of employment, where applicable, of the employees concerned; moreover, at the union's request, the board shall send to the union the technical sheet of the new equipment, if it is available.

8-7.05

The board and union shall agree to meet within forty-five (45) 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.

8-7.06

The employee whose duties are modified as a result of the implementation of a technological change shall benefit, if necessary, from the appropriate training or professional improvement, taking into account his or her skills. The costs of the training or professional improvement shall be borne by the board and shall usually be offered during working hours.

8-7.07

The parties may, by 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.

8-7.08

The provisions of this article shall not have the effect of preventing the application of other provisions of the agreement, notably Chapter 7-0.00.

CHAPTER 9-0.00 SETTLEMENT OF GRIEVANCES, ARBITRATION AND DISAGREEMENT

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 the employee to lose any rights.

9-1.02

It is the express intent of the parties to settle all grievances regarding the application and interpretation of the agreement within the shortest possible time.

9-1.03

In the case of grievances, the board and the union agree to comply with the following procedure:

A) Step One

The employee shall submit the grievance, in writing, to the authority designated by the board or to the board, if there has been no such designation, within ninety (90) days of the date of the event that gave rise to the grievance.

The representatives of both the union and the board must meet to study the grievance within ten (10) working days of its receipt.

However, the fact that this procedure has not been followed shall cause neither the employee nor the union to lose any rights.

In order to participate in such a meeting, three (3) union representatives may be released without loss of salary or reimbursement by the union.

The board shall give its written reply to the union within the twenty (20) working days of receiving the grievance and shall forward a copy to the employee. This notice must clearly indicate, for information purposes and without prejudice, the main reasons for the decision.

B) Step Two

In the case of an unsatisfactory written reply, no reply or the reply of the board was not forwarded within the time limit prescribed, the union may submit the grievance to arbitration according to the provisions of this chapter.

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 provided for in clause 9-1.03.

9-1.05

The time limits referred to in this article shall be compulsory, unless there is a written agreement to the contrary. Failure to comply with the time limits provided for in this article shall render the grievance null, void and illegal for the purpose of the agreement.

However, the rejection of a grievance cannot as such be considered as an acknowledgment by the union of the board's allegations and may not be invoked as a precedent.

9-1.06

The grievance notice shall contain a summary account of the facts so as to be able to identify the problem raised. This notice shall also contain, for information purposes and without prejudice, the clauses concerned and the corrective measures required.

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 distressed due to his or her involvement in a grievance.

9-2.00 **ARBITRATION PROCEDURE**

9-2.01

The union that wishes to submit a grievance to arbitration must, within a maximum time limit of thirty (30) working days of the expiry of the time limit provided for in the last subparagraph of paragraph A) of clause 9-1.03, submit a written notice to this effect to the chief arbitrator whose name appears in clause 9-2.02. This notice must contain a copy of the grievance and of the board's written reply, if any, and it must be sent on the electronic form prescribed to the Greffe des tribunaux d'arbitrage du secteur de l'éducation. The Records Office shall forward a copy of the arbitration notice to the board.

Notwithstanding the preceding paragraph, the union may forward the grievance by registered mail or by fax. In this case, a copy of the arbitration notice must be sent at the same time to the board.

However, the union may submit the grievance to arbitration in the manner provided for in the preceding paragraph as soon as it receives the reply of the board as provided for in clause 9-1.03.

In the event of a disruption of postal services, the arbitration notice shall be sent by fax or on the electronic form and, at the end of the disruption, the union shall forward the aforementioned documents, unless they were forwarded electronically.

9-2.02

All grievances submitted to arbitration shall be decided upon by an arbitrator chosen from among the following:

Jean-Guy Ménard, chief arbitrator¹

- | | |
|----------------------|-----------------------|
| BOISVERT, Marc | LADOUCEUR, André |
| BRAULT, Serge | LAVERY, Daniel |
| CHARLEBOIS, Paul | LUSSIER, Jean-Pierre |
| CHOQUETTE, Robert | MORIN, Fernand |
| FORTIER, François G. | NADEAU, Denis |
| FRUMKIN, Harvey | RONDEAU, Claude |
| HAMELIN, François | TOUSIGNANT, Lyse |
| | VILLAGGI, Jean-Pierre |

or any other person appointed by the Centrale, the QESBA and the Ministère to act in this capacity.

¹ Address of the chief arbitrator:
Greffe des tribunaux d'arbitrage
du secteur de l'éducation
Édifice Lomer-Gouin
575, rue Saint-Amable, bureau 2.02
Québec (Québec) G1R 5Y8

However, the arbitrator shall proceed with the arbitration with assessors if, when the grievance is entered on the monthly arbitration roll or within the fifteen (15) days that follow, there is a request to this effect by the representative of the Centrale, the QESBA and the Ministère.

9-2.03

In the event of an arbitration with assessors, an assessor shall be appointed by the Centrale and another appointed jointly by the QESBA and the Ministère within the time limit provided for in the last paragraph of clause 9-2.02 to assist the arbitrator and 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 dispute or duties in the union, board or elsewhere.

9-2.04

Upon his or her 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 agreement.

Upon their appointment, each of the arbitrators shall take an oath or pledge on their honour before the chief arbitrator for the term of the agreement, to render their decisions in conformity with the law and the agreement.

9-2.05

After the records office registers the notice of arbitration mentioned in clause 9-2.01, it shall acknowledge receipt without delay to the union. A copy of the acknowledgment, the grievance notice and the notice of arbitration shall be sent, without delay, to the Centrale, the Ministère, the board concerned and the QESBA.

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 in the presence of the representatives of the parties to the provincial agreement;
- B) appoint an arbitrator from the list mentioned in clause 9-2.02;
- C) set the time, date and place of the first arbitration session; arbitration sessions, in the case of school boards located outside Montréal and Quebec City, will take place, at the parties' request, in the territory of the school board concerned;
- D) indicate for each grievance whether the arbitration is referred to a single arbitrator or an arbitrator assisted by assessors in accordance with the procedure described in this article or to an arbitrator appointed in accordance with the accelerated procedure described in Appendix 13.

The records office shall notify the arbitrators, the assessors, the parties concerned, the Centrale, the QESBA and the Ministère. The same applies to an arbitrator appointed to hear a grievance in accordance with the accelerated procedure described in Appendix 13 or to act as a mediator in the case of prearbitration mediation.

9-2.07

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, the parties concerned, the Centrale, the Ministère and the QESBA. The arbitrator shall also set the time, date and place of the deliberation sessions and shall so inform the assessors.

9-2.08

If the arbitrator is unable to act because he or she resigns, refuses to act or for other reasons, he or she shall be replaced according to the procedure established for the original appointment.

If the assessor is unable to act because he or she resigns, refuses to act or for other reasons, the party which designated him or her shall appoint a replacement.

9-2.09

The arbitrator may proceed with the arbitration if the party that the assessor represents does not designate a replacement within the time limits he or she prescribes.

9-2.10

The arbitrator shall ensure that the operating rules of the records office are complied with and, more specifically, those found in Appendix 13.

9-2.11

At any time before the end of the hearings, the provincial negotiating union party, the QESBA and the Ministère may individually or collectively intervene and may make any representation to the arbitrator that they deem appropriate or relevant.

However, if one of the parties mentioned in the preceding paragraph wishes to intervene, it must so inform the other parties.

9-2.12

The arbitration sessions shall be public. The arbitrator may, however, on his or her own initiative or at the request of one of the parties, order the sessions to be held in camera.

9-2.13

The arbitrator may deliberate in the absence of an assessor provided that he or she has been informed at least seven (7) days in advance in accordance with clause 9-2.07.

9-2.14

The arbitrator must render his or her decision within the forty-five (45) days that follow the end of the hearing, except in the case of the presentation of written notes, in which case the board and the union may agree to extend the time limit. However, the decision shall not be null for the sole reason that it was rendered after the expiry of the time limits.

The chief arbitrator may not assign a grievance to an arbitrator who has not rendered a decision within the time limit allotted as long as the decision has not been rendered.

9-2.15

The arbitration decision shall state the reasons therefor and shall be signed by the arbitrator.

The assessor may draft a separate report which shall be 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 or the chief arbitrator shall forward a copy of the said decision to the assessors, the parties involved, the Centrale, the Ministère and the QESBA and shall file for and on behalf of the arbitrator two (2) certified copies at the Ministère du Travail.

9-2.16

At any time before the final decision, an arbitrator may render any provisional or interlocutory decision which he or she deems just and useful.

The arbitration decision shall be final, executory and shall bind the parties.

When the decision includes a time limit in which to comply with an obligation, the time limit shall begin on the day the decision was sent by the records office unless the arbitrator decides otherwise in the decision.

9-2.17

An arbitrator may not, by his or her decision, subtract from, add to or modify the clauses of the agreement.

9-2.18

Subject to articles 2-1.00, 9-1.00 and 9-2.00, a grievance filed by an employee who is no longer in the employ of the board or by the union for an employee who is no longer in the employ of the board shall be considered as validly submitted to arbitration, provided that the facts which gave rise to the grievance occurred during the period of employment or as a result of his or her departure and entitles him or her to a monetary claim.

9-2.19

As regards a disciplinary measure, the arbitrator may uphold, modify or annul the decision of the board. 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.

9-2.20

The chief arbitrator shall choose the chief records clerk.

9-2.21

The board and the union may agree in writing that grievances be subject to the mediation-arbitration procedure provided for in Appendix 8. Failing this, grievances shall be subject to the arbitration procedure prescribed in this article.

9-2.22**A) Arbitrators and Mediators' Fees and Expenses**

In the case of arbitration, the fees and expenses shall be paid by the party that submitted the grievance if it is rejected and by the party to which the grievance was submitted if it is upheld.

If the grievance is partially upheld, the arbitrator shall determine the proportion of the fees and expenses payable by each party.

Notwithstanding the foregoing, in the case of a grievance contesting a dismissal, the arbitrator's fees and expenses shall be assumed by the Ministère.

If the grievance is settled, regardless of the number of grievances concerned and the nature of the settlement, the amount payable in cancellation fees as well as the arbitrator's fees and expenses, if any, shall be assumed equally by the parties or according to the terms and conditions of settlement.

At the request of either party, the arbitrator who takes note of the settlement may agree on a different distribution.

If the grievance is unresolved, the party that withdraws or accedes to it shall assume the amount payable in cancellation fees.

In the case of a deferral, the amount payable in cancellation fees, if any, shall be assumed by the party that requested the deferral or shall be shared equally in the case of a joint request.

Should a hearing be cancelled, the amount payable in cancellation fees is four hundred dollars (\$400) and applies only if the cancellation request is made to the arbitrator thirty (30) days or less prior to the hearing date.

In any type of mediation, the mediator's fees and expenses shall be shared equally by the parties. If the mediator is mandated to act as an arbitrator in the same file, the fees and expenses charged as an arbitrator shall be assumed according to the rules prescribed in this clause. The terms and conditions related to the amount payable in arbitration cancellation fees apply, if any, to mediation.

B) Expenses of the Records Office

The expenses of the records office and the salaries of the records office personnel shall be borne by the Ministère.

The arbitration hearings and deliberations shall be held on premises free of rental costs.

9-2.23

The assessors shall be remunerated and their expenses reimbursed by the party they represent.

9-2.24

The stenography costs shall be assumed by the party which requires it.

If there is a transcript of the official stenographic notes, a copy thereof shall be forwarded by the stenographer, without cost, to the arbitrator and assessors before the beginning of the deliberation.

9-2.25

At the request of a party, or on his or her own initiative, the arbitrator shall transmit or otherwise serve, any order or document and may summon a witness as provided for in the Labour Code.

9-3.00 DISAGREEMENT

9-3.01

All disagreements, as defined in clause 1-2.15, which may arise during the term of the agreement, shall be referred to the Labour Relations Committee.

CHAPTER 10-0.00 SPECIAL PROVISIONS CONCERNING CERTAIN EMPLOYEES**10-1.00 EMPLOYEES WORKING WITHIN THE FRAMEWORK OF ADULT EDUCATION COURSES****10-1.01**

The following provisions apply within the framework of adult education courses under the jurisdiction of the board:

- A) to the employee working therein in addition to or outside of his or her regular working hours;
- B) to the person who, although not a regular employee of the board, is hired by the board to work exclusively therein.

Their remuneration shall be established as follows:

- a) For the employee assigned to duties corresponding to one of the classes of employment of the categories of technical and paratechnical support and administrative support positions:

he or she shall receive, for each hour worked, the average hourly rate¹ of the salary scale corresponding to the class of employment concerned, which rate shall be increased by eleven percent (11%) in lieu of all fringe benefits; with respect to vacation, the employee shall be entitled to an amount equal to eight percent (8%) of his or her salary.
- b) For the employee assigned to duties corresponding to one of the classes of employment of the category of labour support positions:

he or she shall receive, for each hour worked, the hourly rate for the class of employment concerned, which rate shall be increased by eleven percent (11%) in lieu of all fringe benefits; with respect to vacation, the employee shall be entitled to an amount equal to eight percent (8%) of his or her salary.
- c) If the employee already benefits from the provisions of article 5-6.00 of the agreement, the salary rate applicable to him or her shall be increased by fifteen percent (15%) instead of eleven percent (11%).
- d) The employee who is called to carry out, within the framework of adult 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, vacation benefits if this rate is higher than that provided for in the preceding paragraph a) or b).
- e) If an employee receives a remuneration higher than that provided for above by virtue of an agreement concluded between the board and the union, the remuneration shall be that paid on the date of the coming into force of the agreement as long as this remuneration remains higher.
- f) The vacation indemnity to which the employee is entitled shall be paid with each pay, provided that this complies with the law and the applicable regulations.

10-1.02

This article does not apply to the employee who is working in the adult education department and who is required by the board to perform, in addition to or outside of his or her regular working hours, work already begun during his or her regular work period.

10-1.03

When an employee is specifically required by the board to look after, in addition to or outside of his or her regular working hours, the preparation, cleaning or supervision of the school during adult education courses, article 6-9.00 concerning the loan and rental of halls applies.

¹ Average hourly rate: minimum salary scale rate plus maximum salary scale rate, the total divided by two (2).

10-1.04

The employee working within the framework of adult education courses shall benefit from the following clauses or articles of the agreement:

1-1.01	Objective of the Agreement
1-2.00	The following definitions relevant to an employee's status: 1-2.01, 1-2.03, 1-2.06, 1-2.07, 1-2.08, 1-2.09, 1-2.10, 1-2.11, 1-2.12, 1-2.13, 1-2.14, 1-2.15, 1-2.16, 1-2.18, 1-2.20, 1-2.24, 1-2.25, 1-2.26, 1-2.27, 1-2.36, 1-2.39, 1-2.40
1-3.00	Respect for Human Rights and Freedoms
1-4.00	Psychological Harassment
2-1.01 E)	Field of Application
2-2.00	Recognition
3-1.00	Union Representation
3-2.00	Meetings of Joint Committees
3-3.00	Union Releases: only clauses 3-3.03, 3-3.04, 3-3.05, 3-3.06, 3-3.07 and 3-3.08 apply
3-4.00	Posting
3-5.00	Union Meetings
3-6.00	Union Dues
3-7.00	Union System
3-8.00	Documentation
4-1.00	Labour Relations Committee
5-4.00	Parental Rights (in the case of the employee who is hired for six (6) months or more according to the terms and conditions mentioned in Appendix 4 of the agreement)
5-8.00	Civil Responsibility
6-1.00	Classification Rules
6-2.00	Determination of Step
6-3.00	Salary
6-5.00	Travel Expenses
6-6.00	Payment of Salary
7-1.00	Movement of Personnel (for sequences for filling positions)
7-1.07	Reinstatement in a former position or return to a layoff period following a probation period for a position filled under clause 7-1.03
8-4.00	Disciplinary Measures
8-5.00	Health and Safety
8-6.00	Clothing and Uniforms
11-2.00	Local Arrangements
11-3.00	Distribution and Translation of Agreement
11-4.00	Coming into Force of the Agreement
11-5.00	Appendices
Appendix 1	Hourly Salary Scales and Rates
Appendix 4	Parental Rights of Temporary Employees and Employees Covered by Chapter 10-0.00
Appendix 5	Parental Rights

10-1.05

Amounts due under clause 10-1.01 shall be paid according to article 6-6.00 upon the presentation of the claim duly signed by the employee. The board shall provide the forms.

10-1.06

When the board organizes adult education course sessions, it shall establish for each course session its needs in staff covered by this article. Subsequently, the board shall meet its needs in the following order:

- A) it shall recall to work employees of the building concerned by class of employment and duration of employment;
- B) it shall recall to work employees working within the framework of adult education courses and benefiting from a recall right by class of employment and duration of employment;

- C) it shall address all employees by means of a posting of at least five (5) working days inviting employees to submit their application to the authority designated according to the method prescribed. The board shall draw up a list of employees who have submitted their application and shall forward a copy to the union.

The employee who submits his or her application shall automatically accept to work during every course session unless he or she is prevented from doing so for a valid reason and for short periods. The employee who refuses such a commitment shall lose his or her right for the current session.

The board shall fill the position in the following order and manner:

- a) it shall fill the position by choosing from among the other employees covered by this article;
 - b) it shall fill the position by choosing from among the other employees covered by Chapter 10-0.00 and temporary employees;
 - c) it shall fill the position by choosing from among the part-time regular employees who may hold the adult education position and their part-time position without creating a conflict in their schedule;
- D) failing this, the board may hire any other candidate of its choice.

10-1.07

Notwithstanding the preceding clause, the board cannot be required to assign work to an employee if this has the effect of causing him or her to work for the board a number of weekly working hours in his or her regular workweek greater than the hours of the regular workweek provided for in the Act respecting labour standards or in the inherent regulations.

10-1.08

In all cases, an employee must have the required qualifications and meet the other requirements determined by the board.

10-1.09

If more than one candidate meets the conditions prescribed in the preceding clause, the board shall proceed in the following manner:

- in the case of employees referred to in subparagraphs a) and b) of paragraph C) of clause 10-1.06, according to equivalent seniority obtained by the application of clause 8-1.11;
- in the case of employees referred to in subparagraph c) of paragraph C) of clause 10-1.06, according to seniority.

10-1.10

The employee hired within the framework of this article shall undergo a probation period of sixty (60) days actually worked. However, the probation period shall be ninety (90) days actually worked for employees occupying a position in the subcategory of technical support positions. During the probation period, the board may terminate an employee's employment.

An employee occupying a position of less than seventy-five percent (75%) of thirty-five (35) hours or thirty-eight hours and forty-five minutes (38 h 45 min) according to the employment category, shall undergo a probation period equal to that prescribed above, as the case may be, or a probation period equal to nine (9) consecutive months, whichever is the lesser.

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

10-1.11

A laid-off employee who has completed the probation period mentioned in clause 10-1.10 shall benefit from a right of recall to work for a period of eighteen (18) months following his or her layoff.

10-1.12

For the purpose of this article, the duration of employment corresponds to the period of employment of an employee as of the beginning of his or her employment within the framework of adult education courses. Notwithstanding the foregoing, the period of employment prior to July 1, 1986 cannot be taken into account.

As of July 1, 2000, the duration of employment shall be calculated in hours worked. It shall be added, where applicable, to the duration of employment accumulated on June 30, 2000.

10-1.13

The employee shall be entitled to the procedure for settling grievances and arbitration when he or she feels wronged as a result of the application of the clauses of this article.

10-1.14

Notwithstanding the provisions of this article, the board may always use the services of an employee in surplus or a person in surplus in its employ.

10-2.00 CAFETERIA EMPLOYEES AND STUDENT SUPERVISORS WORKING TEN HOURS OR LESS PER WEEK**10-2.01**

- A) The employee referred to in this article shall be entitled to the salary rate which applies to him or her in accordance with articles 6-1.00, 6-2.00 and 6-3.00.
- B) The salary rate shall be increased by eleven percent (11%) in lieu of all fringe benefits; with respect to vacation, the employee shall be entitled to an amount equal to eight percent (8%) of his or her salary.
- C) The vacation indemnity to which the employee is entitled shall be paid on each pay, provided that this complies with the law and applicable regulations.

10-2.02

The cafeteria employee who holds a part-time position consisting of more than ten (10) hours per week or a full-time position and who was in the employ of the board on the date of the coming into force of the agreement shall maintain, subject to Chapter 7-0.00, his or her position and status and shall benefit from the provisions of the agreement relevant to his or her status.

10-2.03

The employee referred to in this article shall benefit from the following clauses or articles of the agreement:

1-1.01	Objective of the Agreement
1-2.00	The following definitions relevant to an employee's status: 1-2.01, 1-2.03, 1-2.06, 1-2.07, 1-2.08, 1-2.09, 1-2.10, 1-2.11, 1-2.12, 1-2.13, 1-2.14, 1-2.15, 1-2.16, 1-2.18, 1-2.20, 1-2.24, 1-2.25, 1-2.26, 1-2.27, 1-2.36, 1-2.39, 1-2.40
1-3.00	Respect for Human Rights and Freedoms
1-4.00	Psychological Harassment
2-1.01 F)	Field of Application
2-2.00	Recognition
3-1.00	Union Representation
3-2.00	Meetings of Joint Committees

3-3.00	Union Releases: only clauses 3-3.03, 3-3.04, 3-3.05, 3-3.06, 3-3.07 and 3-3.08 apply
3-4.00	Posting
3-5.00	Union Meetings
3-6.00	Union Dues
3-7.00	Union System
3-8.00	Documentation
4-1.00	Labour Relations Committee
4-3.00	Participation in the Governing Board
5-4.00	Parental Rights (in the case of the employee who is hired for six (6) months or more according to the terms and conditions mentioned in Appendix 4 of the agreement)
5-7.02 A)	Organizational Professional Improvement
5-7.02 B)	Occupational Professional Improvement
5-8.00	Civil Responsibility
5-9.05	Leaves Without Salary for Studies
6-1.00	Classification Rules
6-2.00	Determination of Step
6-3.00	Salary
6-5.00	Travel Expenses
6-6.00	Payment of Salary
7-1.00	Movement of Personnel (for sequences for filling positions)
7-1.07	Reinstatement in a former position or return to a layoff period following a probation period for a position filled under clause 7-1.03
7-1.09	Second paragraph
7-6.00	Contracting Out
8-4.00	Disciplinary Measures
8-5.00	Health and Safety
8-6.00	Clothing and Uniforms
9-1.00	Procedure for settling grievances for the purposes of applying this article
9-2.00	Arbitration procedure for the purposes of applying this article
9-3.00	Disagreement for the purposes of applying this article
11-2.00	Local Arrangements
11-3.00	Distribution and Translation of Agreement
11-4.00	Coming into Force of the Agreement
11-5.00	Appendices
Appendix 1	Hourly Salary Scales and Rates
Appendix 4	Parental Rights of Temporary Employees and Employees Covered by Chapter 10-0.00
Appendix 5	Parental Rights

10-2.04

Amounts due under this article shall be paid according to article 6-6.00 upon the presentation of the claim duly signed by the employee. The board shall provide the forms.

10-2.05

The employee hired within the framework of this article shall undergo a probation period of sixty (60) days actually worked or a probation period of nine (9) consecutive months, whichever is the lesser. During the probation period, the board may terminate his or her employment.

Any absence during that period shall be added to it.

10-2.06

During a layoff including a temporary layoff of an employee covered by this article, the board shall proceed by place of work, class of employment and according to the inverse order of duration of employment.

In the case of a recall, the board shall proceed first by place of work, class of employment and according to the duration of employment of the employees who have been laid off for less than eighteen (18) months and, secondly, by class of employment and duration of employment according to a list maintained at the board level on which the board registered the employees who were laid off for less than eighteen (18) months and who requested to be registered on the list in writing.

To benefit from this right of recall, the employee must have completed the probation period referred to in clause 10-2.05.

If there is a possibility of adding hours or of a replacement, the hours shall be assigned by duration of employment and, as a priority, by place of work up to ten (10) hours per week.

10-2.07

For the purpose of this article, the duration of employment corresponds to the employee's period of employment as of the beginning of his or her employment within the framework of this article.

As of July 1, 2000, the duration of employment shall be calculated in hours worked. It shall be added, where applicable, to the duration of employment accumulated on June 30, 2000.

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 to the board a standard form authorizing deduction.

11-1.02

The board shall collaborate in facilitating this operation.

11-1.03

Thirty (30) days after this savings institution or credit union has forwarded the authorizations for deductions to the board, the latter 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 a written notice to this effect by the employee, 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.

11-1.07

Article 11-1.00 applies, by making the necessary changes, to the employee who wishes to purchase government savings bonds.

11-2.00 LOCAL ARRANGEMENTS**11-2.01**

The board and the union may agree on local arrangements according to the procedure prescribed in this article.

11-2.02

No local arrangement may directly or indirectly modify a provision of the agreement which cannot be the subject of a local arrangement.

Any local arrangement concluded after the date of the coming into force of the agreement must specify an expiry date.

11-2.03

Failing a local arrangement on a subject for which the agreement or the law so provides, the provisions of the agreement apply.

11-2.04

The board or the union may give an eight (8)-day written notice of its intention to meet the other party for the purpose of discussing the replacement of one or more provisions of the agreement which could be the subject of local arrangements.

11-2.05

To be considered valid, any agreement constituting a local arrangement under this article must meet the following requirements:

- A) it must be in writing;
- B) the board and the union must sign it through their authorized representatives;
- C) any article thus modified must appear in the agreement;
- D) it must be filed in accordance with the provisions of the Labour Code;
- E) the date of the application of the agreement must be stipulated therein and may in no case be prior to the signing of the agreement and, unless otherwise provided, this agreement shall be in effect until it is replaced or, at the latest, until the coming into force of new stipulations negotiated and agreed at the provincial level.

11-2.06

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.

11-2.07

A local arrangement may be cancelled or replaced by a written agreement between the board and the union. Such agreement must fulfill the requirements of clause 11-2.05.

11-2.08

At the union's request, the board shall release, without loss of salary, including applicable premiums, if any, or reimbursement, a maximum of two (2) employees designated by the union in order to participate in the joint meetings required to discuss the provisions arising from this article. The employee must notify his or her immediate superior before the leave.

11-3.00 DISTRIBUTION AND TRANSLATION OF AGREEMENT**11-3.01**

As soon as possible after the coming into force of the agreement and the Classification Plan, the provincial negotiating employer group shall make them available on the CPNCA site.

11-3.02

The French text constitutes the official text of the agreement. However, the provincial negotiating parties shall agree to an English version of the agreement for administrative purposes.

11-3.03

The text of the agreement and the Classification Plan shall be translated into English at the expense of the CPNCA. The English version must be made available to English-speaking employees and to the union as quickly as possible.

11-3.04

The board must, in each of its buildings, place a computer at the disposal of employees so that they may consult the agreement and the Classification Plan on the CPNCA site.

11-4.00 COMING INTO FORCE OF THE AGREEMENT**11-4.01**

The agreement shall come into force on the date of its signature and shall expire on March 31, 2015. Moreover, the agreement shall have no retroactive effect, unless otherwise provided.

However, the working conditions provided for in the agreement continue to apply until the signing of a new collective agreement.

11-4.02

The time limits provided for in the procedure for settling grievances shall be extended until such time as the provincial negotiating employer group has rendered the official text available on the CPNCA site.

11-4.03

Unless otherwise provided, the agreement shall replace any former collective agreement concluded between the board and the union.

Notwithstanding the preceding paragraph, the provisions of the former collective agreement negotiated and agreed at the local or regional level in accordance with the Act respecting the process of negotiation of the collective agreements in the public and parapublic sectors shall continue to be in force as long as they are not modified, repealed or replaced by agreement between the board and the union as provided for by law.

11-4.04

Within sixty (60) days of the date of the coming into force of the agreement, employees employed by the board shall be entitled to receive the amounts prescribed in clause 11-4.07.

11-4.05

Within 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 employment between April 1, 2010 and the date on which the agreement is signed, including the latest known address.

The employee whose employment ended between April 1, 2010 and the date on which the agreement comes into force must submit a written request to the board for payment of the amount owing under clause 11-4.07 within one hundred and twenty (120) days of the date on which the union receives the list. In the event of the employee's death, the request may be made by his or her beneficiaries.

The amounts prescribed in clause 11-4.07 shall be paid within sixty (60) days of receiving the request.

11-4.06

The board shall pay employees the retroactive amounts owing and shall provide them with a statement of the payment calculations, with a copy to the union.

11-4.07 Retroactivity

The employee employed by the board between April 1, 2010 and the date on which the agreement comes into force 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 in accordance with the following provisions: 5-3.32 A), 5-3.44, 5-4.00, 6-1.00, 6-2.00, 6-3.00, 6-4.00, 6-7.00, 6-8.00, 6-9.00, 7-4.12, 8-3.00, 10-1.01 and 10-2.01 and the amounts already paid by the board between April 1, 2010 and the date on which the agreement comes into force.

11-4.08

The board shall apply the new salary scales found in Appendix 1 within forty-five (45) days of the date of the coming into force of the agreement.

11-4.09

Strikes and lockouts are prohibited for all persons as of the coming into force of the agreement as long as the right to strike and lockout has not been acquired in accordance with the provisions of the Labour Code.

11-5.00 APPENDICES**11-5.01**

The appendices are an integral part of the agreement, unless provided otherwise.

11-6.00 INTERPRETATION OF TEXTS (PROTOCOL)**11-6.01**

For the purposes of this agreement, the use of a fax shall constitute, in every case, a valid mode of transmission of a written notice.

11-6.02

The expression "1989-1991 collective agreement" means the 1989-1991 agreement and its extensions.

The expression "2000-2002 collective agreement" means the 2000-2002 agreement and its extensions.

The expression "former collective agreement" means the provisions binding the parties from 2005 to 2010.

IN WITNESS WHEREOF, the parties have signed in Montréal on this 2nd day of May 2011 the provisions negotiated and agreed between the Management Negotiating Committee for English-language School Boards (CPNCA) and the Centrale des syndicats du Québec (CSQ) represented by its bargaining agent, the Fédération du personnel de soutien scolaire (FPSS).

FOR THE EMPLOYER GROUP

FOR THE UNION GROUP

(signed) Line Beauchamp

Line Beauchamp
Minister of Education, Recreation and Sports

(signed) Réjean Parent

Réjean Parent
President, CSQ

(signed) Bernard Huot

Bernard Huot
President, CPNCA

(signed) Diane Cinq-Mars

Diane Cinq-Mars
President, FPSS-CSQ

(signed) Éric Bergeron

Éric Bergeron
Vice-president, CPNCA

(signed) Joanne Quévillon

Joanne Quévillon
Vice-president, FPSS-CSQ

(signed) Debbie Horrocks

Debbie Horrocks
President, QESBA

(signed) Brent Tweddell

Brent Tweddell
Coordonnateur des négociations nationales
CSQ

(signed) Yves Lanctôt

Yves Lanctôt
Adjoint à la coordination des négociations
nationales, CSQ

(signed) Wendy Bernier

Wendy Bernier
Negotiator, CPNCA

(signed) Lise Beauchamp

Lise Beauchamp
Negotiator, FPSS-CSQ

(signed) Marco Boulanger

Marco Boulanger
Spokesperson, CPNCA

(signed) Alain Gingras

Alain Gingras
Spokesperson, FPSS-CSQ

APPENDIX 1 HOURLY SALARY SCALES AND RATES

FOR THE PERIODS FROM:

- 2010-04-01 to 2011-03-31
- 2011-04-01 to 2012-03-31
- 2012-04-01 to 2013-03-31
- 2013-04-01 to 2014-03-31
- as of 2014-04-01

HOURLY SALARY SCALES AND RATES

INDEX

	Page
I- CATEGORY OF TECHNICAL AND PARATECHNICAL SUPPORT POSITIONS	154
I-1 Subcategory of Technical Support Positions	154
Nurse.....	154
Social Work Technician	154
Special Education Technician	154
Laboratory Technician	155
Building Technician.....	155
Electronics Technician.....	155
Vocational Training Technician	155
Administration Technician	155
Graphic Arts Technician	156
School Transportation Technician	156
Audiovisual Technician	156
Recreational Activities Technician.....	156
Documentation Technician	157
Psychometry Technician	157
Day Care Service Technician	157
Braille Technician	157
Food Management Technician	158
Data Processing Technician.....	158
Data Processing Technician, principal class.....	158
School Organization Technician.....	159
Interpreter-Technician.....	159
I-2 Subcategory of Paratechnical Support Positions	160
Laboratory Attendant	160
Day Care Service Educator	160
Day Care Service Educator, principal class	160
Nursing Assistant (or those possessing a Diploma in Health, Assistance and Nursing Care).....	161
School Transportation Inspector	161
Printing Operator	161
Printing Operator, principal class	162
Data Processing Operator, class I.....	162
Data Processing Operator, principal class	162
Attendant for Handicapped Students	162
Swimming Pool Supervisor.....	162
Binder	163
Student Supervisor	163
II- CATEGORY OF ADMINISTRATIVE SUPPORT POSITIONS	164
Buyer	164
Office Agent, class II.....	164
Office Agent, class I.....	164
Office Agent, principal class	164
Office Assistant	165
Storekeeper, class II	165
Storekeeper, class I	165
Storekeeper, principal class	165
Reprography Operator	166
Reprography Operator, principal class.....	166
Secretary.....	166
School or Centre Secretary	166

Executive Secretary	167
III- CATEGORY OF LABOUR SUPPORT POSITIONS.....	168
III-1 Subcategory of Qualified Workman Positions	168
Trade Apprentice	168
Cabinetmaker.....	168
Electrician	168
Electrician, principal class	168
Master Pipe Mechanic	168
Stationary Engineer	168
Mechanic, class II	168
Mechanic, class I	168
Carpenter	168
Certified Maintenance Workman	168
Painter.....	168
Locksmith	168
Welder.....	168
Specialized Shop Mechanic	168
Pipe Fitter.....	168
Glazier-Installer-Mechanic.....	168
III-2 Subcategory of Maintenance and Service Positions	169
Heavy Vehicle Driver Assistant	169
Trades Helper	169
General Kitchen Helper	169
Laundryman	169
Caretaker, class II.....	169
Caretaker, class I.....	169
Night Caretaker, class II	169
Night Caretaker, class I	169
Light Vehicle Driver.....	169
Heavy Vehicle Driver	169
Cook, class III	169
Cook, class II	169
Cook, class I	169
Guard	169
Gardener	169
Maintenance Workman, class III	169
Maintenance Workman, class II	169
Maintenance Workman, class I	169

HOURLY SALARY SCALES AND RATES

I- CATEGORY OF TECHNICAL AND PARATECHNICAL SUPPORT POSITIONS

I-1 Subcategory of Technical Support Positions

Class of employment: Nurse

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	21.52	21.68	21.90	22.28	22.73
2	22.30	22.47	22.69	23.09	23.55
3	23.14	23.31	23.54	23.95	24.43
4	23.98	24.16	24.40	24.83	25.33
5	24.88	25.07	25.32	25.76	26.28
6	25.77	25.96	26.22	26.68	27.21
7	26.73	26.93	27.20	27.68	28.23
8	27.72	27.93	28.21	28.70	29.27
9	28.74	28.96	29.25	29.76	30.36
10	29.81	30.03	30.33	30.86	31.48
11	30.91	31.14	31.45	32.00	32.64
12	32.05	32.29	32.61	33.18	33.84

Classes of employment: Social Work Technician
Special Education Technician

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	20.82	20.98	21.19	21.56	21.99
2	21.45	21.61	21.83	22.21	22.65
3	22.13	22.30	22.52	22.91	23.37
4	22.82	22.99	23.22	23.63	24.10
5	23.55	23.73	23.97	24.39	24.88
6	24.24	24.42	24.66	25.09	25.59
7	25.00	25.19	25.44	25.89	26.41
8	25.77	25.96	26.22	26.68	27.21
9	26.59	26.79	27.06	27.53	28.08
10	27.38	27.59	27.87	28.36	28.93
11	28.26	28.47	28.75	29.25	29.84
12	29.15	29.37	29.66	30.18	30.78

Classes of employment: **Laboratory Technician**
Building Technician
Electronics Technician
Vocational Training Technician

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	18.09	18.23	18.41	18.73	19.10
2	18.64	18.78	18.97	19.30	19.69
3	19.23	19.37	19.56	19.90	20.30
4	19.83	19.98	20.18	20.53	20.94
5	20.46	20.61	20.82	21.18	21.60
6	21.06	21.22	21.43	21.81	22.25
7	21.73	21.89	22.11	22.50	22.95
8	22.40	22.57	22.80	23.20	23.66
9	23.09	23.26	23.49	23.90	24.38
10	23.81	23.99	24.23	24.65	25.14
11	24.55	24.73	24.98	25.42	25.93
12	25.31	25.50	25.76	26.21	26.73

Class of employment: **Administration Technician**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	17.19	17.32	17.49	17.80	18.16
2	17.75	17.88	18.06	18.38	18.75
3	18.48	18.62	18.81	19.14	19.52
4	19.12	19.26	19.45	19.79	20.19
5	19.89	20.04	20.24	20.59	21.00
6	20.57	20.72	20.93	21.30	21.73
7	21.42	21.58	21.80	22.18	22.62
8	22.20	22.37	22.59	22.99	23.45
9	23.04	23.21	23.44	23.85	24.33
10	23.91	24.09	24.33	24.76	25.26
11	24.80	24.99	25.24	25.68	26.19
12	25.75	25.94	26.20	26.66	27.19

Classes of employment: **Graphic Arts Technician**
School Transportation Technician

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	16.73	16.86	17.03	17.33	17.68
2	17.29	17.42	17.59	17.90	18.26
3	18.00	18.14	18.32	18.64	19.01
4	18.63	18.77	18.96	19.29	19.68
5	19.38	19.53	19.73	20.08	20.48
6	20.05	20.20	20.40	20.76	21.18
7	20.87	21.03	21.24	21.61	22.04
8	21.64	21.80	22.02	22.41	22.86
9	22.44	22.61	22.84	23.24	23.70
10	23.29	23.46	23.69	24.10	24.58
11	24.15	24.33	24.57	25.00	25.50
12	25.09	25.28	25.53	25.98	26.50

Classes of employment: **Audiovisual Technician**
Recreational Activities Technician

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	16.42	16.54	16.71	17.00	17.34
2	17.10	17.23	17.40	17.70	18.05
3	17.66	17.79	17.97	18.28	18.65
4	18.31	18.45	18.63	18.96	19.34
5	18.97	19.11	19.30	19.64	20.03
6	19.65	19.80	20.00	20.35	20.76
7	20.33	20.48	20.68	21.04	21.46
8	21.12	21.28	21.49	21.87	22.31
9	21.93	22.09	22.31	22.70	23.15
10	22.74	22.91	23.14	23.54	24.01
11	23.53	23.71	23.95	24.37	24.86
12	24.42	24.60	24.85	25.28	25.79

Classes of employment: **Documentation Technician**
Psychometry Technician
Day Care Service Technician

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	17.34	17.47	17.64	17.95	18.31
2	18.05	18.19	18.37	18.69	19.06
3	18.64	18.78	18.97	19.30	19.69
4	19.33	19.47	19.66	20.00	20.40
5	20.03	20.18	20.38	20.74	21.15
6	20.74	20.90	21.11	21.48	21.91
7	21.45	21.61	21.83	22.21	22.65
8	22.30	22.47	22.69	23.09	23.55
9	23.15	23.32	23.55	23.96	24.44
10	24.00	24.18	24.42	24.85	25.35
11	24.86	25.05	25.30	25.74	26.25
12	25.75	25.94	26.20	26.66	27.19

Class of employment: **Braille Technician**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	16.70	16.83	17.00	17.30	17.65
2	17.38	17.51	17.69	18.00	18.36
3	17.95	18.08	18.26	18.58	18.95
4	18.62	18.76	18.95	19.28	19.67
5	19.29	19.43	19.62	19.96	20.36
6	19.98	20.13	20.33	20.69	21.10
7	20.66	20.81	21.02	21.39	21.82
8	21.47	21.63	21.85	22.23	22.67
9	22.30	22.47	22.69	23.09	23.55
10	23.13	23.30	23.53	23.94	24.42
11	23.94	24.12	24.36	24.79	25.29
12	24.83	25.02	25.27	25.71	26.22

Class of employment: **Food Management Technician**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	19.18	19.32	19.51	19.85	20.25
2	19.78	19.93	20.13	20.48	20.89
3	20.35	20.50	20.71	21.07	21.49
4	20.89	21.05	21.26	21.63	22.06
5	21.52	21.68	21.90	22.28	22.73
6	22.16	22.33	22.55	22.94	23.40
7	22.75	22.92	23.15	23.56	24.03
8	23.37	23.55	23.79	24.21	24.69
9	24.07	24.25	24.49	24.92	25.42
10	24.72	24.91	25.16	25.60	26.11
11	25.55	25.74	26.00	26.46	26.99
12	26.23	26.43	26.69	27.16	27.70

Class of employment: **Data Processing Technician**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	18.91	19.05	19.24	19.58	19.97
2	19.56	19.71	19.91	20.26	20.67
3	20.16	20.31	20.51	20.87	21.29
4	20.86	21.02	21.23	21.60	22.03
5	21.53	21.69	21.91	22.29	22.74
6	22.22	22.39	22.61	23.01	23.47
7	22.93	23.10	23.33	23.74	24.21
8	23.70	23.88	24.12	24.54	25.03
9	24.49	24.67	24.92	25.36	25.87
10	25.27	25.46	25.71	26.16	26.68
11	26.10	26.30	26.56	27.02	27.56
12	26.97	27.17	27.44	27.92	28.48

Class of employment: **Data Processing Technician, principal class**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	22.62	22.79	23.02	23.42	23.89
2	23.41	23.59	23.83	24.25	24.74
3	24.15	24.33	24.57	25.00	25.50
4	25.01	25.20	25.45	25.90	26.42
5	25.86	26.05	26.31	26.77	27.31
6	26.71	26.91	27.18	27.66	28.21
7	27.72	27.93	28.21	28.70	29.27
8	28.69	28.91	29.20	29.71	30.30
9	29.71	29.93	30.23	30.76	31.38

Class of employment: **School Organization Technician**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	18.75	18.89	19.08	19.41	19.80
2	19.33	19.47	19.66	20.00	20.40
3	19.93	20.08	20.28	20.63	21.04
4	20.55	20.70	20.91	21.28	21.71
5	21.22	21.38	21.59	21.97	22.41
6	21.84	22.00	22.22	22.61	23.06
7	22.52	22.69	22.92	23.32	23.79
8	23.24	23.41	23.64	24.05	24.53
9	23.96	24.14	24.38	24.81	25.31
10	24.66	24.84	25.09	25.53	26.04
11	25.48	25.67	25.93	26.38	26.91
12	26.23	26.43	26.69	27.16	27.70

Class of employment: **Interpreter-Technician**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	19.50	19.65	19.85	20.20	20.60
2	20.15	20.30	20.50	20.86	21.28
3	20.78	20.94	21.15	21.52	21.95
4	21.50	21.66	21.88	22.26	22.71
5	22.19	22.36	22.58	22.98	23.44
6	22.88	23.05	23.28	23.69	24.16
7	23.63	23.81	24.05	24.47	24.96
8	24.43	24.61	24.86	25.30	25.81
9	25.21	25.40	25.65	26.10	26.62
10	26.05	26.25	26.51	26.97	27.51
11	26.87	27.07	27.34	27.82	28.38
12	27.77	27.98	28.26	28.75	29.33

I-2 Subcategory of Paratechnical Support Positions

Class of employment: Laboratory Attendant

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	15.48	15.60	15.76	16.04	16.36
2	15.86	15.98	16.14	16.42	16.75
3	16.22	16.34	16.50	16.79	17.13
4	16.61	16.73	16.90	17.20	17.54
5	16.99	17.12	17.29	17.59	17.94

Class of employment: Day Care Service Educator

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	17.18	17.31	17.48	17.79	18.15
2	17.78	17.91	18.09	18.41	18.78
3	18.40	18.54	18.73	19.06	19.44
4	19.02	19.16	19.35	19.69	20.08
5	19.65	19.80	20.00	20.35	20.76
6	20.35	20.50	20.71	21.07	21.49
7	21.03	21.19	21.40	21.77	22.21

Class of employment: Day Care Service Educator, principal class

Week: 35 hours

Steps	Rates 2011-07-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	20.61	20.82	21.18	21.60
2	21.22	21.43	21.81	22.25
3	21.86	22.08	22.47	22.92
4	22.52	22.75	23.15	23.61
5	23.17	23.40	23.81	24.29

Class of employment: **Nursing Assistant (or those possessing a Diploma in Health, Assistance and Nursing Care)**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	15.72	15.84	16.00	16.28	16.61
2	16.17	16.29	16.45	16.74	17.07
3	16.70	16.83	17.00	17.30	17.65
4	17.29	17.42	17.59	17.90	18.26
5	17.79	17.92	18.10	18.42	18.79
6	18.35	18.49	18.67	19.00	19.38
7	18.98	19.12	19.31	19.65	20.04
8	19.61	19.76	19.96	20.31	20.72
9	20.28	20.43	20.63	20.99	21.41
10	21.03	21.19	21.40	21.77	22.21

Class of employment: **School Transportation Inspector**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	16.30	16.42	16.58	16.87	17.21
2	16.80	16.93	17.10	17.40	17.75
3	17.28	17.41	17.58	17.89	18.25
4	17.81	17.94	18.12	18.44	18.81
5	18.34	18.48	18.66	18.99	19.37
6	18.89	19.03	19.22	19.56	19.95
7	19.47	19.62	19.82	20.17	20.57
8	20.03	20.18	20.38	20.74	21.15
9	20.62	20.77	20.98	21.35	21.78

Class of employment: **Printing Operator**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	15.48	15.60	15.76	16.04	16.36
2	15.99	16.11	16.27	16.55	16.88
3	16.45	16.57	16.74	17.03	17.37
4	17.07	17.20	17.37	17.67	18.02
5	17.54	17.67	17.85	18.16	18.52
6	18.09	18.23	18.41	18.73	19.10
7	18.63	18.77	18.96	19.29	19.68

Class of employment: **Printing Operator, principal class**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	18.09	18.23	18.41	18.73	19.10
2	18.66	18.80	18.99	19.32	19.71
3	19.23	19.37	19.56	19.90	20.30
4	19.86	20.01	20.21	20.56	20.97
5	20.49	20.64	20.85	21.21	21.63

Class of employment: **Data Processing Operator, class I**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	17.21	17.34	17.51	17.82	18.18
2	17.81	17.94	18.12	18.44	18.81
3	18.46	18.60	18.79	19.12	19.50
4	19.17	19.31	19.50	19.84	20.24
5	19.87	20.02	20.22	20.57	20.98
6	20.59	20.74	20.95	21.32	21.75

Class of employment: **Data Processing Operator, principal class**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	20.59	20.74	20.95	21.32	21.75
2	21.31	21.47	21.68	22.06	22.50
3	22.04	22.21	22.43	22.82	23.28
4	22.75	22.92	23.15	23.56	24.03
5	23.52	23.70	23.94	24.36	24.85
6	24.32	24.50	24.75	25.18	25.68
7	25.14	25.33	25.58	26.03	26.55

Classes of employment: **Attendant for Handicapped Students
Swimming Pool Supervisor**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	16.07	16.19	16.35	16.64	16.97
2	16.54	16.66	16.83	17.12	17.46
3	17.01	17.14	17.31	17.61	17.96
4	17.57	17.70	17.88	18.19	18.55
5	18.07	18.21	18.39	18.71	19.08
6	18.59	18.73	18.92	19.25	19.64

Class of employment: **Binder**

Week: 35 hours

	Rate 2010-04-01 to 2011-03-31	Rate 2011-04-01 to 2012-03-31	Rate 2012-04-01 to 2013-03-31	Rate 2013-04-01 to 2014-03-31	Rate as of 2014-04-01
	19.38	19.53	19.73	20.08	20.48

Class of employment: **Student Supervisor**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	16.93	17.06	17.23	17.53	17.88
2	17.35	17.48	17.65	17.96	18.32
3	17.75	17.88	18.06	18.38	18.75
4	18.16	18.30	18.48	18.80	19.18
5	18.59	18.73	18.92	19.25	19.64

II- CATEGORY OF ADMINISTRATIVE SUPPORT POSITIONS

Class of employment: **Buyer**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	19.38	19.53	19.73	20.08	20.48
2	19.94	20.09	20.29	20.65	21.06
3	20.58	20.73	20.94	21.31	21.74
4	21.29	21.45	21.66	22.04	22.48
5	21.93	22.09	22.31	22.70	23.15
6	22.53	22.70	22.93	23.33	23.80

Class of employment: **Office Agent, class II**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	16.69	16.82	16.99	17.29	17.64
2	17.10	17.23	17.40	17.70	18.05
3	17.48	17.61	17.79	18.10	18.46
4	17.90	18.03	18.21	18.53	18.90

Class of employment: **Office Agent, class I**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	17.63	17.76	17.94	18.25	18.62
2	18.23	18.37	18.55	18.87	19.25
3	18.82	18.96	19.15	19.49	19.88
4	19.50	19.65	19.85	20.20	20.60
5	20.15	20.30	20.50	20.86	21.28

Class of employment: **Office Agent, principal class**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	19.78	19.93	20.13	20.48	20.89
2	20.36	20.51	20.72	21.08	21.50
3	21.01	21.17	21.38	21.75	22.19
4	21.74	21.90	22.12	22.51	22.96
5	22.39	22.56	22.79	23.19	23.65
6	23.00	23.17	23.40	23.81	24.29

Class of employment: **Office Assistant**

Week: 35 hours

	Rate 2010-04-01 to 2011-03-31	Rate 2011-04-01 to 2012-03-31	Rate 2012-04-01 to 2013-03-31	Rate 2013-04-01 to 2014-03-31	Rate as of 2014-04-01
	16.25	16.37	16.53	16.82	17.16

Class of employment: **Storekeeper, class II**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	15.48	15.60	15.76	16.04	16.36
2	15.86	15.98	16.14	16.42	16.75
3	16.22	16.34	16.50	16.79	17.13
4	16.61	16.73	16.90	17.20	17.54

Class of employment: **Storekeeper, class I**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	16.87	17.00	17.17	17.47	17.82
2	17.46	17.59	17.77	18.08	18.44
3	18.05	18.19	18.37	18.69	19.06
4	18.63	18.77	18.96	19.29	19.68
5	19.26	19.40	19.59	19.93	20.33

Class of employment: **Storekeeper, principal class**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	19.23	19.37	19.56	19.90	20.30
2	19.92	20.07	20.27	20.62	21.03
3	20.58	20.73	20.94	21.31	21.74
4	21.29	21.45	21.66	22.04	22.48
5	21.94	22.10	22.32	22.71	23.16
6	22.68	22.85	23.08	23.48	23.95
7	23.45	23.63	23.87	24.29	24.78

Class of employment: **Reprography Operator**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	15.48	15.60	15.76	16.04	16.36
2	15.86	15.98	16.14	16.42	16.75
3	16.22	16.34	16.50	16.79	17.13
4	16.61	16.73	16.90	17.20	17.54

Class of employment: **Reprography Operator, principal class**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	15.48	15.60	15.76	16.04	16.36
2	16.02	16.14	16.30	16.59	16.92
3	16.59	16.71	16.88	17.18	17.52
4	17.16	17.29	17.46	17.77	18.13
5	17.73	17.86	18.04	18.36	18.73
6	18.34	18.48	18.66	18.99	19.37
7	18.97	19.11	19.30	19.64	20.03

Class of employment: **Secretary**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	16.72	16.85	17.02	17.32	17.67
2	17.23	17.36	17.53	17.84	18.20
3	17.71	17.84	18.02	18.34	18.71
4	18.27	18.41	18.59	18.92	19.30
5	18.80	18.94	19.13	19.46	19.85
6	19.35	19.50	19.70	20.04	20.44

Class of employment: **School or Centre Secretary**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	17.63	17.76	17.94	18.25	18.62
2	18.17	18.31	18.49	18.81	19.19
3	18.72	18.86	19.05	19.38	19.77
4	19.28	19.42	19.61	19.95	20.35
5	19.87	20.02	20.22	20.57	20.98
6	20.44	20.59	20.80	21.16	21.58
7	21.04	21.20	21.41	21.78	22.22

Class of employment: **Executive Secretary**

Week: 35 hours

Steps	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
1	19.21	19.35	19.54	19.88	20.28
2	19.80	19.95	20.15	20.50	20.91
3	20.41	20.56	20.77	21.13	21.55
4	21.03	21.19	21.40	21.77	22.21

III- CATEGORY OF LABOUR SUPPORT POSITIONS

III-1 Subcategory of Qualified Workman Positions

Week: 38.75 hours

Classes of employment	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
Trade Apprentice					
1st year	15.40	15.52	15.68	15.95	16.27
2nd year	15.89	16.01	16.17	16.45	16.78
3rd year	16.43	16.55	16.72	17.01	17.35
4th year	16.99	17.12	17.29	17.59	17.94
Cabinetmaker	21.56	21.72	21.94	22.32	22.77
Electrician	21.56	21.72	21.94	22.32	22.77
Electrician, principal class	22.92	23.09	23.32	23.73	24.20
Master Pipe Mechanic	22.92	23.09	23.32	23.73	24.20
Stationary Engineer					
Class 4	17.90	18.03	18.21	18.53	18.90
Class 3	19.83	19.98	20.18	20.53	20.94
Class 2	21.80	21.96	22.18	22.57	23.02
Class 1	22.49	22.66	22.89	23.29	23.76
Mechanic, class II	20.05	20.20	20.40	20.76	21.18
Mechanic, class I	21.56	21.72	21.94	22.32	22.77
Carpenter	20.62	20.77	20.98	21.35	21.78
Certified Maintenance Workman	20.62	20.77	20.98	21.35	21.78
Painter	19.13	19.27	19.46	19.80	20.20
Locksmith	19.62	19.77	19.97	20.32	20.73
Welder	21.56	21.72	21.94	22.32	22.77
Specialized Shop Mechanic	21.56	21.72	21.94	22.32	22.77
Pipe Fitter	21.56	21.72	21.94	22.32	22.77
Glazier-Installer-Mechanic	19.83	19.98	20.18	20.53	20.94

III-2 Subcategory of Maintenance and Service Positions

Week: 38.75 hours

Classes of employment	Rates 2010-04-01 to 2011-03-31	Rates 2011-04-01 to 2012-03-31	Rates 2012-04-01 to 2013-03-31	Rates 2013-04-01 to 2014-03-31	Rates as of 2014-04-01
Heavy Vehicle Driver Assistant	16.61	16.73	16.90	17.20	17.54
Trades Helper	16.99	17.12	17.29	17.59	17.94
General Kitchen Helper	16.72	16.85	17.02	17.32	17.67
Laundryman	16.40	16.52	16.69	16.98	17.32
Caretaker, class II	17.71	17.84	18.02	18.34	18.71
Caretaker, class I	19.51	19.66	19.86	20.21	20.61
Night Caretaker, class II	17.26	17.39	17.56	17.87	18.23
Night Caretaker, class I	18.79	18.93	19.12	19.45	19.84
Light Vehicle Driver	16.61	16.73	16.90	17.20	17.54
Heavy Vehicle Driver	18.97	19.11	19.30	19.64	20.03
Cook, class III	18.95	19.09	19.28	19.62	20.01
Cook, class II	19.83	19.98	20.18	20.53	20.94
Cook, class I	20.62	20.77	20.98	21.35	21.78
Guard	15.86	15.98	16.14	16.42	16.75
Gardener	17.90	18.03	18.21	18.53	18.90
Maintenance Workman, class III (Domestic Help)	16.25	16.37	16.53	16.82	17.16
Maintenance Workman, class II	16.22	16.34	16.50	16.79	17.13
Maintenance Workman, class I (Window Installer, Tile Setter, Sander)	17.71	17.84	18.02	18.34	18.71

APPENDIX 2 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 the employee unless the Provincial Relocation Bureau accepts that the relocation of this employee necessitates his or her moving.

Moving shall be deemed necessary if it takes place and if the distance between the employee's new place of work and his or her 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 is married or joined in civil union or of two hundred dollars (\$200) if he or she is single, 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.

Nevertheless, the seven hundred and fifty dollar (\$750)-moving allowance payable to the displaced married employee is also payable to the single employee who maintains a domicile.

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 sublet shall be assumed by the board.

Reimbursement of Expenses Inherent to the Sale or the Purchase 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 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, 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) the interest on the mortgage;
 - c) the 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 the 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 family of an employee who is married or joined in civil union is 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) Moving expenses provided for in this appendix shall be reimbursed within sixty (60) days of the employee's presentation of supporting vouchers to the board that engages him or her.

APPENDIX 3

SABBATICAL LEAVE WITH DEFERRED SALARY

CONTRACT SIGNED

BETWEEN

_____SCHOOL BOARD

HEREINAFTER CALLED THE BOARD

AND

SURNAME: _____ GIVEN NAME: _____

ADDRESS: _____

HEREINAFTER CALLED THE EMPLOYEE

SUBJECT: 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 XII herein.

II The Sabbatical Leave and Certain Inherent Terms and Conditions

- a) The duration of the sabbatical leave shall be _____, that is, from _____ to _____.
- b) 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.
- c) In the case of a surplus tenured regular employee 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 shall 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.
- d) 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 provided for in clause 5-10.05
- e) 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 salary determined in section III for the duration of the contract.
- f) Notwithstanding any benefit and condition of which the employees may avail himself or herself 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 5-10.05 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, provided that he or she pays his or her share, including tax, where applicable;
 - accumulation of 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 provided for 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 pursuant to section III.

- c) For the purposes of vacation, the sabbatical leave constitutes active service. It is understood that, during the term of the contract, including the sabbatical leave, vacation shall be remunerated at the salary rate provided for in section III herein. The vacation deemed used during the sabbatical leave shall be in proportion to the duration of the leave.
- d) Each of the years referred to in this contract shall count as a period of service for the purposes of the pension plans currently in force and the average salary shall be 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, Québec Health Insurance Plan and the Occupational Health and Safety Plan for the duration 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 reimburse¹ the board an amount equal to the difference between the salary received during the term of 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.

The amount reimbursed shall not include any interest.

B) The employee has not taken a sabbatical leave (salary not paid).

The board shall reimburse the employee, without interest, 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 under 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 had his or her leave (elapsed period) 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.

The amount reimbursed 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 provided for in paragraph A), B) or C) of section V shall then apply.

VII- Leave Without Salary

During the term of the contract, the total of one or more leaves without salary authorized in accordance with the agreement cannot exceed twelve (12) months. In this case, the duration of this contract shall be extended accordingly.

¹ The board and the employee may agree on the terms and conditions of reimbursement.

However, if the total of one or more leaves without salary exceeds twelve (12) months, the agreement shall expire on the twelfth (12th) month and the provisions of section V of this contract apply.

VIII- Placement in Surplus of the Employee

An employee who is placed in surplus during the contract shall continue to participate in the plan.

In the case of an employee relocated to another employer in the education sector, paragraph c) of section II herein concerning the relocated employee applies.

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 provided for 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 5-3.32, disability shall be considered as beginning on the date an employee returns to work and not during the sabbatical leave.

However, the employee shall be entitled, during his or her sabbatical leave, to the salary based on the percentage determined in this contract.

At the end of the leave, the employee who is still disabled shall be entitled to a salary insurance benefit resulting from the application of the provisions of clause 5-3.32 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 leave

The employee shall continue to participate in this contract and the salary insurance benefit resulting from the application of the provisions of clause 5-3.32 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 resulting from the application of the provisions of clause 5-3.32 based on 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 the interruption, the employee shall be entitled to the salary insurance benefit resulting from the application of the provisions of clause 5-3.32 based on his or her regular salary.

2. An employee may terminate the contract and thus receive the salary that has not been paid (paragraph B) of section V). The salary insurance benefit resulting from the application of the provisions of clause 5-3.32 shall be based on his or her regular salary.

D) The disability lasts for more than two (2) 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- Work Accident or Employment Injury

In the case of a work accident or employment injury, 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.
- 2. Terminate the contract on the date of the employment injury or work accident.

Article 7-4.00 applies on the date of the employment injury or work accident.

Section V herein applies when the employee has availed himself or herself of his or her choice.

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) weeks, twenty-one (21) weeks or five (5) weeks, as the case may be; the contract shall then be extended accordingly, the provisions of article 5-4.00 shall apply, and the benefits provided for in this article shall be established on the basis of the regular salary.
- 2. However, if the maternity 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 (paragraph B) of section V). The benefits provided for in article 5-4.00 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's signature

c.c.: Union

APPENDIX 4**PARENTAL RIGHTS OF TEMPORARY EMPLOYEES AND
EMPLOYEES COVERED BY ARTICLES 10-1.00 AND 10-2.00**

This appendix applies to the temporary employees referred to in subparagraph b) of paragraph B) of clause 2-1.01 and to the employees covered by articles 10-1.00 and 10-2.00 of the agreement whose period of engagement provided for in these articles is six (6) months or more.

The employees referred to in this appendix shall benefit from article 5-4.00 of the agreement subject to the following terms and conditions:

- A) To be eligible for maternity leave, the employee must have worked at the board for at least twenty (20) weeks during the twelve (12) months preceding the leave.
- B) An employee shall benefit from parental rights only for the period during which he or she would have actually worked.
- C) Following a written request presented to the board at least three (3) weeks in advance, the employee who wishes to extend her maternity leave, the employee who wishes to extend his paternity leave and the employee who wishes to extend an adoption leave shall benefit from paragraph B) of clause 5-4.49 according to the terms and conditions prescribed.
- D) For these employees, the special leave provided for in clause 5-4.23 of the agreement shall be without salary but the four (4) days to which the employee may be entitled are paid, where applicable, under clause 5-4.24.
- E) For the purpose of applying paragraph D) of clause 5-4.16, the twenty (20)-week period prior to the employee's maternity leave shall exclude all layoffs when calculating the average basic weekly salary.

APPENDIX 5 PARENTAL RIGHTS

Amendments made to parental rights

Should amendments be made to the Québec Parental Insurance Plan, the Employment Insurance Act or the Act respecting labour standards 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 6

TERMS AND CONDITIONS FOR APPLYING THE PROGRESSIVE RETIREMENT PLAN

- 1) The progressive retirement plan, hereinafter called the "plan", is intended to enable an employee to reduce his or her time worked for a period of one to five (5) years. The proportion of the number of hours worked per week must not be less than forty percent (40%) of the regular workweek provided for his or her class of employment.¹

Notwithstanding the preceding paragraph, the board and the employee may agree that the number of hours worked be scheduled other than on a weekly basis.

- 2) Only the full-time regular employee or the part-time regular employee whose regular workweek is greater than forty percent (40%) of the regular workweek provided for his or her class of employment, and who is a member of one of the pension plans currently in force (CSSP, RREGOP and TPP) may benefit from the plan but only once.
- 3) For the purpose of this appendix, the agreement found herein is an integral part of the appendix.
- 4) To be eligible for the progressive retirement plan, the employee must first verify with the Commission administrative des régimes de retraite et d'assurances (CARRA) that in all likelihood he or she will be entitled to a pension on the date on which the agreement expires.

The employee shall sign the form required by CARRA and shall forward a copy to the board.

- 5)
 - A) The employee who wishes to avail himself or herself of the plan must forward a written request to the board at least ninety (90) days in advance. This deadline may be shortened upon agreement with the board.
 - B) The request must specify the period during which the employee intends to avail himself or herself of the progressive retirement plan as well as the distribution of the working time.
 - C) The employee shall also forward to the board, at the same time as the request, an attestation from CARRA confirming that in all likelihood he or she will be entitled to a pension on the date on which the agreement expires.
- 6) Approval of the request for the progressive retirement plan shall be subject to a prior agreement with the board, which shall take into account the needs of the office, department, school, adult education centre or vocational training centre.
- 7) During the progressive retirement period, the employee shall receive his or her salary, including the premiums to which he or she is entitled in proportion to the hours worked.
- 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. The employee shall pay his or her share of the contribution. For the term of the agreement, the employee shall be entitled to the life insurance plan to which he or she was entitled prior to the agreement.
- 10) The board and the employee shall sign, where applicable, the agreement stipulating the terms and conditions relating to the progressive retirement plan.

¹ In the case where 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.

- 11) 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 covered by the agreement is the salary which an employee would have received or for a period during which benefits under the salary insurance plan were paid to which he or she would have been entitled 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.
- 12) For the term 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.
- 13) 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 applying to a part-time employee whose weekly working hours as established in the agreement are less than seventy-five percent (75%) of the regular workweek provided for his or her class of employment.
- 14) Where applicable, the number of weekly hours not worked by the employee participating in the plan shall be filled according to the provisions of clause 7-1.19, 7-1.37 or 7-1.45 of the agreement.
- 15) Should the employee not be entitled to his or her pension upon the expiry of the agreement due to circumstances beyond his or her control as stipulated by regulation, the agreement shall be extended to the date on which the employee will be entitled to his or her pension, even though 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 been approved by CARRA beforehand.

- 16)
 - A) In the event of the retirement, resignation, layoff, dismissal, death of the employee or, where applicable, upon expiry of the extension agreed to under clause 15, the agreement shall terminate on the date on which such event occurs.
 - B) The same applies in the event of the employee's withdrawal, which can only occur with consent 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 and provided that such continuation meets the approval of CARRA.
 - D) If the agreement becomes null or terminates due to circumstances mentioned previously or which are stipulated by regulation, the pensionable salary, the credited service and the contributions shall be determined, for each of these circumstances, in the manner prescribed by regulation.
- 17) For each of the years stipulated in the agreement, the employee shall be entitled to all the benefits of the agreement which are not incompatible with the provisions of the agreement.
- 18) 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

_____ 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 may expire on another date under circumstances and according to the terms and conditions prescribed in clauses 15) and 16) of Appendix 6 of the collective agreement.

2) Time Worked

For the duration of the agreement, the number of hours worked and the scheduling of those hours shall be:

Notwithstanding the preceding paragraph, the board and the employee may agree to change the number of hours worked and the schedule, provided, however, that the number of hours worked is not less than forty percent (40%) of the regular workweek prescribed for the employee’s class of employment.

3) Other Terms and Conditions for Applying the Plan Agreed to with the Employee

IN WITNESS WHEREOF, the parties have signed in _____ on this _____ day of the month of _____ 20____.

For the school board

Employee’s signature

APPENDIX 7**MEDIATION ARBITRATION**

- 1) Pursuant to clause 9-2.21, the board and the union agree, in writing, on a mediation-arbitration procedure and shall so advise the records office as soon as possible and shall indicate, if applicable, any previous grievance or grievances for which mediation arbitration was used. Starting with this agreement, all grievances shall be submitted to the mediation-arbitration procedure.
- 2) The parties agree on the person who must act as mediator-arbitrator from the list of arbitrators found in the agreement and shall so advise the records office. Failing agreement, the mediator-arbitrator shall be appointed, at the request of either party, by the chief arbitrator from the same list.
- 3) The mediator-arbitrator shall attempt to bring the parties to a solution. To this end, he or she shall be able to use the powers of conciliation.

If a settlement is reached at this stage, it shall be confirmed in writing and shall bind the parties.

- 4) Failing a settlement, the mediator-arbitrator must dispose of the grievance in accordance with the provisions of article 9-2.00 which are not incompatible with this appendix.

APPENDIX 8**TECHNICAL COMMITTEE ON INSURANCE**

The CPNCA and the Centrale agree that the mandate of the committee provided for in clause 5-3.20 shall be to ensure the implementation of a system for the computerized billing and remittance of personal insurance premiums and for the deduction at source of general property insurance premiums (FAMR) in the same manner.

APPENDIX 9**RELOCATION**

At the request of either provincial negotiating party, a parity committee shall be set up.

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 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 party;
- three (3) representatives appointed by the provincial negotiating union party.

The Provincial Relocation Bureau must apply the unanimous recommendations that have been submitted in writing by the committee members.

APPENDIX 10**GRIEVANCES AND ARBITRATION (FORMER COLLECTIVE AGREEMENT)**

Any grievance which legally arose before the expiry of the former agreement and submitted to arbitration, after its expiry within the time limits prescribed in the former agreement, is deemed as validly submitted to arbitration. To this end, the board and the Ministère shall renounce to raise the objection of the non-arbitrability based on the inexistence of working conditions after the expiry of the agreement.

Any arbitrator appointed pursuant to provisions of the agreement shall be deemed competent to sit for any grievance which arose prior to the date of the coming into force of the agreement.

APPENDIX 11**CLASSIFICATION OF CERTAIN EMPLOYEES**

This appendix applies solely to the employees for whom this agreement constitutes a first agreement and to the employees who receive a first accreditation before the expiry of the agreement.

In these cases, the board shall send the employee, within sixty (60) days of their accreditation, 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 (class of employment and step) has been confirmed and who claims that the duties which he or she is required to perform principally and customarily by the board correspond to a class of employment which differs from the one assigned or who claims that the step assigned to him or her does not correspond to that to which he or she is entitled may submit a classification grievance within ninety (90) days of the receipt of the notice of classification. This grievance may also be lodged by the union and must state, whenever possible, the reasons for the disagreement. The board shall forward its 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 union may, within twenty (20) working days following the expiry of the time limit prescribed for the reply, submit the grievance to arbitration according to the procedure provided for in article 9-2.00. In the event of arbitration, clause 6-1.15 applies.

In this case, the arbitrator may only determine the class of employment in the Classification Plan and salary step in which the employee should have been classified. If the arbitrator cannot establish similarity between the characteristic duties which the employee is required to perform principally and customarily by the board and a class of employment provided for in the Classification Plan, clauses 6-1.09 and 6-1.11 to 6-1.16 inclusively apply by making the necessary changes.

The application of these provisions cannot have the effect of causing the demotion of the employee concerned.

APPENDIX 12

COMPUTERIZED BILLING OF GROUP INSURANCE PREMIUMS

In keeping with the work of the committee provided for in Appendix 8, the following special provisions apply to the board that accepts to replace the current self-billing system¹ for personal group insurance premiums with a computerized billing system:

- 1) Clause 5-3.11 is replaced with the following:

5-3.11 The insurer selected for all plans, including the general group insurance plans (FAMR)² provided for in paragraph D) of clause 5-3.21, must have its head office in Québec and must be a single insurer or a group of insurers acting as a single insurer. For the purpose of selecting an insurer, the Insurance Committee of the Centrale, or the Centrale in the case of the general group insurance plans (FAMR), may request bids or proceed according to any other method that it determines.

- 2) Clause 5-3.19 is replaced with the following:

5-3.19 A) The board shall facilitate the implementation and application of the personal group insurance plans, in particular by:

- a) informing new employees;
- b) registering new employees;
- c) forwarding to the insurer the application forms and the pertinent information required by the insurer to maintain the participant's file up-to-date;
- d) forwarding the deducted premiums to the insurer;
- e) providing employees with the forms required for participation in the plan, claim forms or other forms supplied by the insurer;
- f) conveying information normally required from the board by the insurer for settling certain benefits;
- g) forwarding to the insurer the names of employees who have indicated to the board that they intend to retire.

B) In the case of the general group insurance (FAMR) provided for in paragraph D) of clause 5-3.21, the board shall merely forward the deducted premiums to the insurer.

- 3) Subparagraph 1) of paragraph B) of clause 5-3.21 is modified as follows:

5-3.21 B) 1) the provisions of paragraphs B) to K) of clause 5-3.31;

- 4) Clause 5-3.21 is modified by adding the following paragraph D):

5-3.21 D) General Group Insurance (FAMR)

The Centrale may also determine the provisions of the general insurance plans (FAMR). The cost of these plans shall be borne entirely by the participants.

¹ The main difference between the two (2) billing systems is as follows:

- under the self-billing system, the board establishes the cost of each employee's personal group insurance premiums and deducts these premiums at source;
- under the computerized billing system, the insurer establishes the cost of the premiums and forwards to the board by computerized listing the total amount it will deduct from each employee's pay.

² (FAMR): Fire, Accident and Miscellaneous Risk.

The employees referred to in clause 5-3.01 may benefit from payroll deduction of the insurance premiums for these plans.

Only paragraph K) of clause 5-3.31 shall apply to these general group insurance plans (FAMR)¹.

- 5) Clause 5-3.26 is modified by adding the following paragraph D):

- 5-3.26 D) The board's contribution to the health insurance plan shall be sent to the insurer in two (2) installments each year:
- a) the first installment shall cover the period from January 1 to June 30 and shall be established by the insurer for all employees concerned for the pay period which includes April 1 and for whom the contribution must be made; the installment represents fifty percent (50%) of the board's contribution;
 - b) the second installment shall cover the period from July 1 to December 31 and shall be established by the insurer for all employees concerned for the pay period which includes November 1 and for whom the contribution must be made; the installment represents fifty percent (50%) of the board's contribution.

- 6) The fourth paragraph of clause 5-3.29 is replaced with the following:

- 5-3.29 Notwithstanding clause 5-3.01, the employee on a leave without salary for twenty-eight (28) days or less remains covered by the plan. The insurer shall, upon the employee's return to work, adjust his or her premiums to take into account the total amount of the required premiums due during his or her leave, including the board's share.

Notwithstanding clause 5-3.01, the employee on a leave without salary for more than twenty-eight (28) days remains covered by the plan. The insurer shall claim directly from the employee the total amount of the premiums due, including the board's share.

- 7) Clause 5-3.31 is modified by adding the following paragraph K):

- 5-3.31 K) the insurer shall determine the total amount of the employee's premiums for each pay period and shall transmit it to the board by computerized listing so that the board can make the deduction;

¹ (FAMR): Fire, Accident and Miscellaneous Risk.

APPENDIX 13**PROVINCIAL COMMITTEE FOR SETTLING GRIEVANCES,
PREARBITRATION MEDIATION AND ACCELERATED
ARBITRATION**

In order to increase the effectiveness of the arbitration system, to reduce costs and to enable the local parties to assume greater responsibility for arbitration files, the provincial negotiating parties agree, while complying with the current arbitration procedures prescribed in the agreement, to set up a provincial committee for settling grievances and to implement two new methods for settling grievances, namely: prearbitration mediation and accelerated arbitration of a "small claims" nature.

I- Mandate of the Provincial Committee for Settling Grievances

The provincial committee for settling grievances composed of one representative of the CPNCA and one representative of the Centrale des syndicats du Québec (CSQ) shall have the following mandate:

- conduct operations aimed at the greatest possible reduction of the number of grievances accumulated according to the priorities and procedures determined by the committee;
- intervene, prior to entering a file, with the local parties in order to help them resolve the issue;
- guide the parties towards the appropriate method to resolve grievances;
- encourage a better use of the time allotted to hearings and a reduction in their duration.

II- Prearbitration Mediation

The board and the union may agree to proceed with prearbitration mediation in dealing with certain grievances. To do so, the parties shall forward a joint notice to the records office. The records office shall recommend to the parties a list of mediators chosen from the list found in clause 9-2.02. Once the parties have approved a name from this list, the records office shall set the date, as quickly as possible, of the first mediation session.

Only an employee of the board and an employee or an elected member of the union may represent the parties; they may, however, after having informed the other party, call upon an advisor.

The mediator shall attempt to help the parties reach a settlement. If a settlement is reached, the mediator shall take note thereof, draft it and file a copy at the records office. The settlement shall bind the parties.

The records office shall file two (2) certified copies at the Ministère du Travail.

The procedure shall apply for every group of grievances agreed to by the board and the union.

In the event that a number of grievances included in the prearbitration-mediation process are unresolved, those remaining shall be dealt with according to the arbitration procedure provided for in Chapter 9-0.00 of the agreement or in this appendix, as agreed to between the parties.

Failing agreement, the grievances shall be referred to the arbitration procedure prescribed in article 9-2.00 of the agreement.

The mediator cannot act as an arbitrator in any grievance not settled in the prearbitration-mediation process, unless the parties agreed otherwise, in writing, prior to mediation.

The honoraria and expenses of the arbitrator who is mandated to act as a mediator shall be shared equally by the parties.

III- Accelerated Arbitration Procedure of a "Small Claims" Nature**1- Admissible grievances**

Any grievance may be referred to this procedure provided that the board and the union explicitly agree to do so. In this case, a notice signed jointly by the authorized representatives of the parties, attesting such agreement, shall be forwarded to the records office.

Failure on the part of the board and the union to sign a joint notice of their intent to refer a grievance to the accelerated arbitration procedure, the board or the union may indicate separately such intent by forwarding a separate written notice to this effect to the records office along with a certified copy to the other party.

In this latter case, the written notice of the union and that of the board must both be received by the records office at least seven (7) days prior to entering the grievance in question on the arbitration roll.

2- Arbitrator

The arbitrator shall be appointed by the records office; he or she shall conduct an investigation, interrogate the parties and witnesses previously identified to the other party and may attempt to reconcile the parties either at their request or with their consent.

3- Representation

Only an employee of the board and an employee or an elected member of the union may represent the parties; they may, however, after having informed the other party, call upon an advisor.

4- Duration of hearing

In general, a hearing lasts approximately one hour.

5- Award

The arbitration award must contain a brief description of the dispute and a summary of the reasons supporting its conclusion (approximately two pages). This decision may not be cited or used by anyone as regards the arbitration of any other grievance, unless this grievance is related to an identical dispute between the same board and the same union and deals with the same facts and clauses.

The arbitrator shall render his or her decision and shall forward a copy to the parties within a maximum five (5)-working day time limit after the hearing. He or she shall also file the signed original copy at the records office.

6- The provisions of articles 9-1.00 and 9-2.00 apply by adapting them to the accelerated arbitration procedure provided for in this appendix, except clause 9-2.03, the second paragraph of clause 9-2.08, clauses 9-2.09, 9-2.11, 9-2.13, the first paragraph of clause 9-2.14, the first, second and third subparagraphs of clause 9-2.15, the first paragraph of clause 9-2.16 and clauses 9-2.21, 9-2.23 and 9-2.24.**IV- Other Measures Contributing to Reducing the Costs of the Arbitration System and to Increasing its Effectiveness**

- A) In order to reduce the amounts earmarked for the expenses and honoraria of arbitrators and to resolve a greater number of grievances, the provincial negotiating parties agree to:
- encourage the local parties to use the prearbitration-mediation procedure and the accelerated arbitration procedure of a "small claims" nature;
 - keep an updated list of joint requests of the local parties as regards prearbitration mediation and accelerated arbitration of a "small claims" nature;

- submit this list on a regular basis to the chief arbitrator or chief records clerk to enable him or her to set the date of the first meeting.

B) Holding of hearings in keeping with article 9-2.00:

- the lawyers assigned to every grievance file shall inform the arbitrator and each other of the nature of the preliminary methods they intend to raise one week prior to the hearing;
- every hearing shall be scheduled for 9:30 a.m., the lawyers, assessors, where applicable, and the arbitrator must however use the first half-hour for a private preparatory session.

The purpose of the preparatory session is to:

- improve the arbitration process, to better use the availability time invested therein and to accelerate the holding of hearings;
- allow the parties to declare, if not already done, the means they intend to use to plead the case other than those mentioned in the preliminary remarks;
- outline the dispute and identify the issues to be discussed in the course of the hearing;
- ensure the exchange of documentary evidence;
- plan the presentation of evidence to be produced in the course of the hearing;
- study the admissibility of certain facts;
- analyze any other question which could simplify or accelerate the hearings.

APPENDIX 14

REVISION OF THE CLASSIFICATION PLAN

1. Transitional measures for the classes of employment of caretaker, night caretaker, maintenance workman, class II, documentation technician and laboratory technician

Whereas the Classification Plan (February 7, 2011 edition) no longer includes the classes of employment of caretaker and night caretaker;

Whereas those classes of employment were replaced by the following:

- caretaker, class I
- caretaker, class II
- night caretaker, class I
- night caretaker, class II

Whereas these classes of employment were integrated into Appendix 1 of the agreement;

Whereas the Classification Plan (February 7, 2011 edition) also includes changes to the following classes of employment:

- maintenance workman, class II
- documentation technician
- laboratory technician

Whereas the employees affected by the changes must be informed of the class of employment, step or rate assigned by the board.

The provincial negotiating parties agree as follows:

- A) The employee who held a position in one of the classes of employment that were modified or replaced shall receive, within one hundred and twenty (120) days of the coming into force of the agreement, a classification notice confirming, as of the coming into force of the collective agreement, the corresponding class of employment prescribed in the Classification Plan (February 7, 2011 edition) and a copy shall be sent to the union.
- B) The employee shall be integrated into the corresponding class of employment prescribed in the Classification Plan (February 7, 2011 edition) as follows:

Classification Plan (February 1, 2006 Edition)	Classification Plan (February 7, 2011 Edition)
Documentation Technician	Documentation Technician
Laboratory Technician	Laboratory Technician
Caretaker (9 275 m ² or more) ¹	Caretaker, class I
Caretaker (less than 9 275 m ²) ¹	Caretaker, class II
Night Caretaker (9 275 m ² or more) ¹	Night Caretaker, class I
Night Caretaker (less than 9 275 m ²) ¹	Night Caretaker, class II
Maintenance Workman, class II (Assistant Caretaker, Labourer)	Maintenance Workman, class II

- C) The employee concerned shall be integrated into the class of employment in the same step and at the rate corresponding to the hourly salary scales and rates found in Appendix 1 of the agreement.

¹ For the classes of employment of caretaker and night caretaker, the surface areas covered mentioned in Appendix I, Hourly Salary Scales and Rates, of the 2005-2010 collective agreement were added to those classes of employment for easier reading.

- D) The fact of integrating an employee covered by the preceding provisions shall not entail a salary adjustment or retroactive amount nor shall it be interpreted as or correspond to a change in duties within the meaning of clause 6-1.07 of the agreement and, therefore, give rise to a grievance.

2. Transitional measures for the classes of employment of day care service educator and day care service educator, principal class

Whereas the Classification Plan (February 7, 2011 edition) provides for the creation of the class of employment of day care service educator, principal class as well as the introduction of the Attestation of Vocational Specialization (AVS) in day care services leading to the class of employment of day care service educator;

Whereas the revision of the Classification Plan entails the implementation of transitional measures to ensure the continuity of services to students and to promote the attraction and retention of day care service staff;

Whereas improving the quality of services offered to students in day care services calls for upgrading the qualifications of employees in the class of employment of day care service educator;

Whereas the changes made shall take effect as of the 2011-2012 school year.

The provincial negotiating parties agree as follows:

2.1 Position of Day Care Service Educator, Principal Class

- A) In anticipation of the 2011-2012 and 2012-2013 school years, when the school board decides to create a position of day care service educator, principal class before applying clause 7-1.34, it shall first offer it as a promotion to regular employees in the class of employment of day care service educators in the same service based on seniority.
- B) Failing to fill the position in the same day care service, the position shall be offered to other employees in accordance with clause 7-1.34.
- C) Notwithstanding the qualifications required under the Classification Plan, the regular employee in the class of employment of day care service educator may obtain a position of day care service educator, principal class even if he or she has not completed the collegial training leading to an Attestation of College Studies (ACS) or the vocational training program leading to an Attestation of Vocational Specialization (AVS) provided that he or she has four (4) years of pertinent experience or more, meets the other qualifications prescribed in the Classification Plan as well as the other requirements determined by the board.
- D) The employee entitled to such a measure must complete his or her adaptation period prescribed in clause 7-1.18.
- E) If the employee does not complete either training programs by June 30, 2014, except for reasons of illness, work accident, employment injury, parental leaves or leaves for family responsibilities prescribed in article 5-1.00, he or she is considered, at the end of the school year, as if he or she held a position of day care service educator, which position is abolished, based on the number of weekly work hours of the position and the status held at the time of the assignment. However, if at the time of assignment, he or she held a part-time position, clause 7-3.29 does not apply.

2.2 Position of Day Care Service Educator

- A) Notwithstanding the qualifications required by the Classification Plan at the beginning of the 2011-2012 school year, the regular employee who, at the beginning of the school year, holds a position of day care service educator or the employee registered on the priority of employment list and who completed, on June 30, 2011, a minimum of nine hundred (900) work hours in the class of employment of day care service educator with the board is considered as having the qualifications required for that class of employment.

- B) The temporary or replacement employee in the class of employment of day care service educator not covered by the preceding paragraph A) must complete the vocational training program leading to an AVS no later than June 30, 2014. Failing to complete the training program by that date, the board may strike the employee's name from the priority of employment list.
- C) The employee, other than a regular employee, covered by paragraph A) or B) who obtains a position must complete the probation period prescribed in clause 1-2.19. However, the period shall be reduced by half if the time worked during the period prior to obtaining the attestation of studies equals at least fifty percent (50%) of the probation period. Moreover, the employee shall not acquire the status of regular employee until such time as he or she has completed the training program and has provided proof thereof to the board.
- D) A provincial follow-up committee shall be set up within thirty (30) days of the coming into force of the agreement and whose mandate shall be to submit its comments to the CPNCA by January 31, 2012 on:
 - the implementation of the measures prescribed in this appendix;
 - the problems raised by the provincial negotiating parties on the application of this appendix.
- E) The provisions of this appendix apply, notwithstanding any provisions to the contrary specified in the agreement.

**APPENDIX 15 LETTER OF AGREEMENT CONCERNING FAMILY
RESPONSIBILITIES**

The negotiating union group CSQ-CSN-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 local, regional or sectorial 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 16

SPECIAL PROVISIONS APPLICABLE TO EMPLOYEES OF THE
EASTERN TOWNSHIPS SCHOOL BOARD

The parties agree that:

1. The provisions of this appendix are specific to employees of the Eastern Townships School Board.
2. An employee who benefited up to June 30, 1998 from a bank of nonredeemable sick-leave days under the pertinent provisions of a regulation of the Eastern Townships School Board shall retain the right to use this bank of sick-leave days in accordance with clauses 5-3.45 and 5-3.46 concerning nonredeemable sick-leave days or, in accordance with clause 12.5.2 of the regulation found below.
3. This agreement comes into force on December 19, 1997.

Use of nonredeemable sick-leave days^(a)

12.5.2 Use of bank of sick-leave days

An employee who (1) resigns or (2) retires and receives a pension may redeem the sick-leave days accumulated in his or her bank. The school board shall recognize each day accumulated in his or her bank as equal to a half-day (0.5) up to the maximum specified in the following table:

1. **Resignation**

<u>Years of service</u>	<u>Equivalent redeemable days</u>
10 years or more	10 days
15 years or more	15 days ¹⁾

2. **Preretirement***

<u>Years of service</u>	<u>Equivalent redeemable days</u>
5 years or more	10 days
10 years or more	15 days
15 years or more	20 days ²⁾

* For the purposes of this clause, preretirement is defined as the period prior to the beginning of a pension payment. In exceptional circumstances, another definition of preretirement may apply with the authorization of the director general.

- 1) EXAMPLE: Years of service 15
 Sick-leave days in bank 30
 Equivalent redeemable days 15
- 2) EXAMPLE: Years of service 17
 Sick-leave days in bank 36
 Equivalent redeemable days 18

^(a) Extract of a document of the Eastern Townships School Board entitled: Working conditions of support staff, revised 1995.

APPENDIX 17

REGIONAL OFFICES AND ENGLISH-LANGUAGE SCHOOL
BOARDS

Regional offices	School boards
Region 01 Du Bas-Saint-Laurent et de la Gaspésie–Îles-de-la-Madeleine	Eastern Shores
Region 02 Du Saguenay–Lac-Saint-Jean	
Region 03 De la Capitale-Nationale et de la Chaudière-Appalaches	Central Québec
Region 04 De la Mauricie et du Centre-du-Québec	
Region 05 De l'Estrie	Eastern Townships
Region 06.1 De Laval, des Laurentides et de Lanaudière	Sir Wilfrid Laurier
Region 06.2 De la Montérégie	New Frontiers Riverside
Region 06.3 De Montréal	English Montreal Lester B. Pearson
Region 07 De l'Outaouais	Western Québec
Region 08 De l'Abitibi-Témiscamingue et du Nord-du-Québec	
Region 09 De la Côte-Nord	

APPENDIX 18**LETTER OF INTENT CONCERNING THE GOVERNMENT AND PUBLIC EMPLOYEES RETIREMENT PLAN****1. Legislative amendments**

The government shall adopt the necessary orders-in-council and propose to the National Assembly the adoption of the necessary legislative provisions in order to make the amendments prescribed in sections 2 to 7 of this appendix to the Act respecting the Government and Public Employees Retirement Plan (RREGOP).

2. Number of years of service

The maximum number of years of credited service used for pension calculation purposes is increased. The maximum shall be increased gradually so as to reach 38 years on January 1, 2014. Subject to the following, these years guarantee the same benefits as the previous ones:

- As of January 1, 2011, the number of years of credited service used for pension calculation purposes beyond 35 years must be service performed or bought back. No buy-back of service prior to January 1, 2011 may cause the credited service used for pension calculation purposes to exceed 35 years on January 1, 2011.
- No retroactivity measure shall be allowed. No contribution or buy-back can be made to recognize service exceeding 35 years of credited service used for pension calculation purposes prior to January 1, 2011.
- The pension reduction applicable as of 65 years of age (QPP coordination) does not apply to the years of credited service used for pension calculation purposes exceeding 35 years.
- A person who receives a long-term salary insurance benefit may only accumulate a maximum of 35 years of pensionable service for pension calculation purposes.
- Any service that occurred, as of January 1, 2011, beyond 35 years of credited service is pensionable up to a maximum of 38 years of credited service.

As regards the reassessment of pension credits, the increase from 35 to 38 years in the maximum number of years of service must not have the effect of increasing or decreasing the number of years that would be reassessed if this measure did not exist.

3. Pension credits

As of January 1, 2011, it is no longer possible to buy back prior service in the form of pension credits.

4. Contribution formula

As of January 1, 2012, the contribution formula shall be amended according to the specifications described in Schedule 1.

The compensation described in Schedule 1 reflects an amount that allows a contributor whose annualized salary is lower than the MPE to make contributions comparable to those he or she would make if the 35% MPE exemption was maintained.

Each year, CARRA shall determine the total compensation no later than nine months after the end of the calendar year; it constitutes a shortfall in the participants' fund. Each year, the shortfall is absorbed by the government which transfers, no later than three months following the CARRA calculation, the amount required from the employers' contributions to the RREGOP employees' contributions (fund 301).

5. Bank of 90 days

Unredeemed absences without pay after January 1, 2011 can no longer be granted without cost upon retirement. However, unredeemed absences without pay related to parental leaves may continue to be offset with the 90-day bank. The 90-day limit continues to apply.

6. Frequency of actuarial valuations

The frequency of actuarial valuations remains on a 3-year basis. However, every year, the actuarial valuation is updated.

7. Indexation clause

Should a surplus exceeding by more than 20% the unfunded actuarial liability in the benefits paid by participants be identified in a 3-year actuarial valuation where the validity of assumptions has been confirmed by the consulting actuary or in an updated valuation, the indexation clause related to benefits paid by the participants, payable to retirees, for service credited between June 30, 1982 and January 1, 2000 is enhanced on January 1 after the Minister receives the consulting actuary's report in the case of a 3-year actuarial valuation or on January 1 after the valuation was updated, provided that the portion of the surplus exceeding 20% of the unfunded actuarial valuation covers the total cost of the enhanced benefits.

The cost corresponds to the difference, with respect to the years of service credited between June 30, 1982 and January 1, 2000, between the current value of the benefits that would be payable to retirees according to the indexation clause applicable for the service credited since January 1, 2000 (CPI - 3% with a minimum of 50% of the CPI) and the current value of the benefits paid by participants, payable to retirees under the indexation clause (CPI - 3%).

On January 1 of each subsequent year, the enhancement of the indexation clause remains in force only if, after the 3-year actuarial valuation was updated or the Minister received the consulting actuary's report validating a new 3-year actuarial valuation, there is a surplus that exceeds by more than 20% the unfunded actuarial liability in the benefits paid by participants and the portion of the surplus that exceeds 20% of the unfunded actuarial liability covers the total cost of the enhanced benefits as determined above. It is understood that a benefit increase ensuing from the enhanced indexation granted during one year shall not be reduced subsequently.

As regards benefits paid by the government and payable to retirees for service credited between June 30, 1982 and January 1, 2000, the government shall discuss with the unions referred to in this letter of intent, when the aforementioned conditions are met, the possibility of enhancing the indexation clause in the same manner as it has been enhanced for benefits paid by participants.

Where benefits paid by the government and payable to retirees with respect to the service credited between June 30, 1982 and January 1, 2000 would not be enhanced, a transfer from the employees' contribution fund must be made to the employers' contribution fund so as to preserve the cost sharing of benefits prescribed by law, it being understood that the enhancement applies only to the portion of the benefits paid by participants. CARRA shall determine the amount to be transferred on December 31 preceding the benefit enhancement paid by participants and payable to retirees based on the method and assumptions of the most recent actuarial valuation. The amount shall be transferred within three months of the date on which CARRA assessed the amount to be transferred.

8. Amendments to the pension plans

Subject to the amendments prescribed herein during the term of this agreement, no amendment to RREGOP may make the provisions of the plan less favourable for members, unless there is an agreement between the negotiating parties to this effect.

SCHEDULE 1
CONTRIBUTION FORMULA

A- A participant’s contribution to RREGOP is currently based on the following formula:

a) if pensionable salary < 35% of MPE

Contribution = 0

b) if pensionable salary > 35% of MPE

Contribution = Rate A x (pensionable salary – 35% of MPE)

Where:

MPE: Maximum pensionable earnings

Rate A: Contribution rate applicable to excess pensionable salary on 35% of MPE determined by CARRA during actuarial valuation

B- As of January 1, 2012, the contribution formula in point A shall be replaced by:

a) if pensionable salary < 35% of MPE

Contribution = Rate B x [pensionable salary – Z% of MPE] – Compensation

Compensation = MAXIMUM [0; Rate B x (pensionable salary – Z% of MPE)]

b) if pensionable salary > 35% of MPE

Contribution = Rate B x [pensionable salary – Z% of MPE] – Compensation

Compensation = MAXIMUM [0; Factor x (MPE – pensionable salary)]

Where:

Rate B: Contribution rate applicable to excess pensionable salary on Z% of MPE determined by CARRA during actuarial valuation

Z: Equals 33 for 2012, 31 for 2013, 29 for 2014, 27 for 2015 and 25 for 2016

Factor: Factor determined every year by CARRA allowing contributors whose salary is lower than the MPE to make contributions that are essentially the same as under the current contribution formula (point A)

APPENDIX 19**MODIFICATION OF THE LETTER OF INTENT CONCERNING THE
GOVERNMENT AND PUBLIC EMPLOYEES RETIREMENT PLAN
(RREGOP) SIGNED ON JULY 9, 2010**

In the context of the implementation of the legislative provisions as a result of the signing of the letter of intent, two amendments are being made to the letter of intent.

First, a situation has been eliminated where a participant could not reach thirty-eight (38) years of credited service. In fact, considering the administrative impact of differentiating a long-term salary insurance benefit from a short-term salary insurance benefit, the privilege clause according to which “a person who receives a long-term salary insurance benefit cannot accumulate beyond thirty-five (35) years of creditable service for pension calculation purposes” shall be abolished.

Second, a clarification was made about the objective sought by the parties concerning the elimination of recognized service in the form of pension credits. The wording should read as follows:

“As of January 1, 2011, no prior service shall be recognized in the form of pension credits under RREGOP, TPP and CSSP”.

APPENDIX 20**LETTER OF AGREEMENT CONCERNING THE PROBLEMS
RELATED TO THE INABILITY TO RELOCATE A SURPLUS
EMPLOYEE FOLLOWING A BUILDING CLOSURE**

Should the board not be able to offer a full-time position to a surplus employee because no building of the board is situated within the fifty (50)-kilometre radius by road from an employee's domicile or place of work at the time he or she is placed in surplus, the provincial parties shall set up a parity committee.

The committee shall be composed of two (2) representatives of each party.

The committee's mandate shall be to study the case of a board that finds itself in this situation and to formulate recommendations to the Provincial Relocation Bureau.

APPENDIX 21**WORKING TIME REDUCTION PROGRAM**

- 1) The purpose of the working time reduction program is to enable employees to improve their quality of life, while permitting the board to protect jobs, to maximize the use of employees in surplus, to promote job sharing and to effect savings.
- 2) The program is optional. Only tenured regular employees who are not on leave under the agreement when they apply for the program shall be eligible.
- 3) The board may, following an employee's written request, reduce his or her weekly or annual working time for a maximum one-year period.

The leave may be renewed under the same terms and conditions as those prescribed in the preceding paragraph.

- 4) The board, the union and the employee agree on a reduced number of working hours and a work schedule. The reduced working time cannot exceed twenty percent (20%) of the employee's time worked.
- 5) The board and the union shall agree on the terms and conditions that allow an employee to end his or her participation in the program.
- 6) For the duration of the program, the employee shall maintain his or her status and shall receive, proportionately to the time worked, the benefits to which he or she is entitled under the agreement.

Notwithstanding the preceding paragraph, article 8-3.00 (overtime) applies to the employee based on the time worked prior to the program.

- 7) During the period when the working time is reduced as prescribed in the program, the board must continue to pay its contributions to CARRA and the employee must continue to pay his or her required contributions, under the applicable pension plan, were he or she not on a reduced working time program.
- 8) To be eligible for the benefits prescribed under the pension plans with respect to the working time reduction program, the employee must have completed at least thirty-six (36) months of service with the board with an employer (board or other) covered by RREGOP, TPP or CSSP.

Moreover, the cumulative absences without salary of the employee concerned must not exceed five (5) years in the course of his or her employment. 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 counted.

- 9) The working time reduction program is temporary and remains in force until the agreement is renewed.

APPENDIX 22¹**PROVINCIAL COMMITTEE CONCERNING STUDENTS WITH HANDICAPS, SOCIAL MALADJUSTMENTS OR LEARNING DISABILITIES**

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 disabilities in the English-language school boards².

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 disabilities 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.

¹ This appendix is not an integral part of the agreement.

² A separate provincial committee is set up for the Eastern Townships School Board

APPENDIX 23**LETTER OF AGREEMENT CONCERNING THE SETTING UP OF A
“SPECIALIZED WORKMAN” TASK FORCE**

1. The parties agree to set up an intersectorial joint task force composed of five (5) union representatives and of five (5) employer-group representatives. The mandate of the task force shall be to study the situation concerning the attraction and retention of manpower for specialized workman positions in the public and parapublic sectors found in the appendix of this letter of agreement. Where applicable, the task force shall specify the nature of the problems identified.
2. The task force shall table its joint or individual recommendations with the negotiating parties no later than December 31, 2011.

Appendix
Specialized Workmen

#	Title	Civil Service	Health Social Services	School Support Staff	Collegial Support Staff
1	Insulator		6395		
2	Heavy Vehicle Driver/Heavy Vehicle and Equipment Operator, class II	459-20	6355	5308	C926
3	Heavy Vehicle and Equipment Operator, class I	459-15			
4	Automotive Body Repair and Repainting	436-10			
5	Cabinet Maker/Carpenter-Cabinet Maker	410-05	6365	5102	C716
6	Electrician	421-10	6354	5104	C702
7	Tinsmith		6369		
8	Bricklayer-Mason	414-10			
9	Machinist, Millwright	434-20	6353	5125	
10	Master Electrician/Electrician, principal class/Chief Electrician	421-05	6356	5103	C704
11	Master Refrigeration Machine Mechanic		6366		
12	Master Plumber/Master Pipe Mechanic		6357	5114	
13	Mechanic, class I	434-05		5106	
14	Garage Mechanic/Mechanic, class II	43410	6380	5137	
15	Stationary Engineer	417-05 to 417-95	6383	5107 to 5110	C726 to C744
16	Refrigeration Machine Mechanic/Air Conditioning Repairman/Refrigeration Mechanic	418-10	6352		
17	Maintenance Mechanic/Millwright		6360		C719
18	Carpenter/Shop Carpenter/Woodworker-Carpenter	410-10 410-15	6364	5116	C707
19	General Maintenance Workman/Certified Maintenance Workman	416-05	6388	5117	C708
20	Painter	413-10	6362	5118	C709
21	Plasterer		6368		
22	Plumber/Pipe Mechanic/Pipe Fitter/Plumbing-Heating Mechanic	420-05	6359	5115	C706
23	Airport Attendant	462-10			
24	Locksmith		6367	5120	
25	Welder/Blacksmith-Welder	435-10 435-05	6361	5121	
26	Glazier-Installer-Mechanic			5126	