

TABLE OF CONTENTS

CHAPTERS	TITLES	PAGE
1-0.00	OBJECTIVE OF THE AGREEMENT, DEFINITIONS, RESPECT FOR HUMAN RIGHTS AND FREEDOMS, SEXUAL 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	4
1-4.00	SEXUAL HARASSMENT IN THE WORKPLACE	4
1-5.00	EQUAL OPPORTUNITY	5
2-0.00	FIELD OF APPLICATION AND RECOGNITION	
2-1.00	FIELD OF APPLICATION	7
2-2.00	RECOGNITION	8
3-0.00	UNION PREROGATIVES	
3-1.00	UNION REPRESENTATION	10
3-2.00	JOINT COMMITTEE MEETINGS	10
3-3.00	UNION LEAVES	11
3-4.00	UNION INFORMATION	12
3-5.00	UNION MEETINGS	12
3-6.00	UNION DUES	13
3-7.00	UNION SYSTEM	13
3-8.00	DOCUMENTATION	14
4-0.00	MECHANISMS FOR CONSULTATION AND INFORMATION	
4-1.00	LABOUR RELATIONS COMMITTEE	16
4-2.00	INFORMATION	16
5-0.00	SOCIAL SECURITY	
5-1.00	SPECIAL LEAVES	17
5-2.00	NONWORKING DAYS WITH PAY	18

5-3.00	LIFE, HEALTH AND SALARY INSURANCE PLANS	19
5-4.00	PARENTAL RIGHTS	29
5-5.00	PARTICIPATION IN PUBLIC AFFAIRS	38
5-6.00	VACATION	39
5-7.00	PROFESSIONAL IMPROVEMENT	39
5-8.00	CIVIL RESPONSIBILITY	41
5-9.00	LEAVE OF ABSENCE WITHOUT SALARY	42
5-10.00	LEAVE WITH DEFERRED SALARY	43
6-0.00	REMUNERATION	
6-1.00	CLASSIFICATION	45
6-2.00	SALARY	45
6-3.00	PAYMENT OF SALARY	46
6-4.00	TRAVEL EXPENSES	47
6-5.00	EXTRACURRICULAR BUS TRIPS AND LATE BUSES	47
7-0.00	MOVEMENT OF PERSONNEL	
7-1.00	MOVEMENT OF PERSONNEL	48
7-2.00	LAYOFF	50
7-3.00	AMALGAMATION, ANNEXATION OR RESTRUCTURING	51
7-4.00	WORK ACCIDENTS AND OCCUPATIONAL DISEASES	51
7-5.00	CONTRACTING OUT	55
8-0.00	WORKING CONDITIONS AND FRINGE BENEFITS	
8-1.00	SENIORITY	56
8-2.00	WORKWEEK AND WORKING HOURS	57
8-3.00	WORK YEAR	58
8-4.00	DISCIPLINARY MEASURES	58

- III -

8-5.00	HEALTH AND SAFETY	60
8-6.00	CLOTHING AND UNIFORMS	61
8-7.00	TECHNICAL CHANGES	62
9-0.00	SETTLEMENT OF GRIEVANCES, ARBITRATION AND DISAGREEMENT	
9-1.00	PROCEDURE FOR SETTLING GRIEVANCES	63
9-2.00	ARBITRATION PROCEDURE	64
9-3.00	DISAGREEMENT	68
10-0.00	MISCELLANEOUS PROVISIONS	
10-1.00	CONTRIBUTIONS TO A SAVINGS INSTITUTION OR CREDIT UNION	69
10-2.00	LOCAL ARRANGEMENTS	69
10-3.00	PRINTING AND TRANSLATION	70
10-4.00	COMING INTO FORCE OF THE AGREEMENT	70
10-5.00	APPENDICES	72
10-6.00	INTERPRETATION OF TEXTS (Protocol)	72
10-7.00	ANNUAL MEDICAL EXAMINATION	72

APPENDICES	TITLES	PAGE
APPENDIX I	PARENTAL RIGHTS AND SUPPLEMENTARY EMPLOYMENT INSURANCE BENEFITS PLAN	74
APPENDIX II	FEMINIZATION OF TEXTS	75
APPENDIX III	MEDIATION ARBITRATION	76
APPENDIX IV	AMALGAMATION, ANNEXATION OR RESTRUCTURING OF SCHOOL BOARDS	77
APPENDIX V	ARBITRATION OF GRIEVANCES	78
APPENDIX VI	COMPUTERIZED BILLING OF GROUP INSURANCE PREMIUMS	81
APPENDIX VII	TECHNICAL COMMITTEE ON INSURANCE	83
APPENDIX VIII	USE OF BANK OF SICK-LEAVE DAYS	84
APPENDIX IX	TERMS AND CONDITIONS FOR APPLYING THE PROGRESSIVE RETIREMENT PLAN	85
APPENDIX X	EQUAL OPPORTUNITY ADVISORY COMMITTEE	89
APPENDIX XI	PARENTAL RIGHTS OF CASUAL BUS DRIVERS	90
APPENDIX XII	LEAVE WITH DEFERRED SALARY	91
APPENDIX XIII	USE OF A BUS BLOCK HEATER	97

CHAPTER 1-1.00 OBJECTIVE OF THE AGREEMENT, DEFINITIONS, RESPECT FOR HUMAN RIGHTS AND FREEDOMS, SEXUAL HARASSMENT IN THE WORKPLACE AND EQUAL OPPORTUNITY

1-1.00 OBJECTIVE OF THE AGREEMENT

The objective of the agreement shall be to establish smooth relations between the parties, to determine the 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 in the agreement, the following expressions and terms signify:

1-2.01 QESBA

Quebec English School Boards Association.

1-2.02 Fiscal Year

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

1-2.03 Centrale

The Centrale des syndicats du Québec.

1-2.04 Regular Circuit

All the routes that a bus driver must carry out from Monday to Friday during the school year to ensure the transportation of students to and from one or more schools.

1-2.05 Class of Employment

Heavy vehicle driver the title of which appears in the Classification Plan.

1-2.06 Board

The school board bound by the agreement.

1-2.07 Bus Driver

A school bus driver who has a driver's license in the appropriate class for the type of vehicle and a competency certificate to drive a school bus.

1-2.08 Probationary Bus Driver

A bus driver who was hired but who has not completed the probation period prescribed in clause 1-2.19 in order to become a regular bus driver.

1-2.09 Casual Bus Driver

- a) A bus driver 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 bus driver hired as such to:
 - i) replace an absent bus driver for the duration of the absence;
 - or
 - ii) occupy temporarily a permanently vacant position while the board tries to fill it permanently.

The casual bus driver shall be dismissed when the bus driver whom he or she was replacing resumes his or her position or when the position is filled permanently or is abolished.

1-2.10 Regular Bus Driver

A bus driver who has completed the probation period prescribed in clause 1-2.19 and is assigned to drive a school bus.

1-2.11 Spouse

Persons:

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

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

1-2.12 Agreement

This collective agreement.

1-2.13 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 (R.S.Q., c. R-8.2).

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, as defined in the agreement and other than a dispute as defined in the Labour Code.

1-2.16 Ministère

The Ministère de l'Éducation du Québec (MEQ).

1-2.17 Layoff

A temporary or permanent loss of employment under article 7-2.00.

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 bus driver, other than a casual bus driver, who is newly hired must undergo in order to become a regular bus driver. The duration of this period shall be sixty (60) days actually worked on regular circuits.

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

If a casual bus driver obtains, within the context of article 7-1.00, the position in which he or she carried out a replacement without any interruption between the time he or she was working as a replacement and the time the position became permanently vacant, the probation period to become a regular bus driver shall be reduced by half if the time worked during the replacement in the position equals at least fifty percent (50%) of the probation period.

1-2.20 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, May 3, 2000 edition, and any modification or new class of employment which could be added during the term of the agreement.

1-2.21 Position

Assignment of a bus driver to a regular circuit in order to perform the duties assigned to him or her by the board.

1-2.22 Recall

Recall to work following a temporary layoff.

1-2.23 Education Sector

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

1-2.24 Late Bus

Transportation of students of the school to the various points on the route that constitute the circuit determined by the board.

1-2.25 Union

The union bound by the agreement.

1-2.26 Salary

The amount paid to a bus driver under articles 6-1.00 and 6-2.00.

1-2.27 Student Transportation

Transportation of students from home to school and from school to home, from Monday to Friday, during the school year.

1-2.28 Extracurricular Bus Trip

A trip other than a regular circuit or late bus.

1-3.00 RESPECT FOR HUMAN RIGHTS AND FREEDOMS**1-3.01** The board and the union recognize every bus driver's right to exercise, in complete equality, the rights and freedoms affirmed in the Charter of Human Rights and Freedoms (R.S.Q., c. C-12).

The board specifically agrees to respect in its actions and decisions, the practice, in full equality, of all bus drivers' 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 a driver because of the exercise of a right granted to him or her under the agreement or by law.**1-4.00 SEXUAL HARASSMENT IN THE WORKPLACE****1-4.01** Sexual harassment in the workplace is defined as imposed or unwanted sexual advances which infringe a right recognized by the agreement.

- 1-4.02** The bus driver has the right to work in an environment free from sexual harassment; to this end, the board shall take reasonable measures in order to promote a working environment free from sexual harassment and to stop any sexual harassment brought to its attention.
- 1-4.03** The bus driver who claims to have been sexually harassed may contact a board representative in order to try to find a solution to his or her problem; during any meeting with the employer within the context of this clause, a union representative may accompany the bus driver, if the latter so desires.
- 1-4.04** Any grievance dealing with sexual 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; however, if the bus driver availed himself or herself of clause 1-4.05, the meeting prescribed in clause 9-1.03 a) shall not take place.
- 1-4.05** At the plaintiff's written request, the board and the union shall set up an ad hoc committee comprised of one member designated by each party.
- 1-4.06** The committee's mandate shall be to study and discuss the grievance and to recommend, where applicable, the measures it deems appropriate.
- The committee shall submit its report within thirty (30) days of the date on which the request for its establishment was made.
- 1-4.07** The names of persons involved and the circumstances surrounding the grievance must be treated in a confidential manner, particularly by the board and the members of the committee, except if such information is required for the application of a measure taken by virtue of the agreement.
- 1-4.08** Should a recommendation be deemed unsatisfactory, the plaintiff or the union, with the consent of the plaintiff, may refer the grievance to arbitration in accordance with the procedure prescribed in article 9-2.00. If a committee was set up, the grievance shall be referred to arbitration within the forty-five (45) days of the committee's report.
- 1-4.09** A grievance dealing with sexual harassment 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 at the board, 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 in paragraphs b) and c) shall be carried out by the 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 prescribed 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 bus drivers, employees within the meaning of the Labour Code, who are covered by accreditation, subject to the following partial applications:

a) Probationary Bus Drivers

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

b) Casual Bus Drivers

1) The casual bus driver shall be entitled only to the benefits of the agreement as regards the following clauses or articles:

1-1.00	Objective of the Agreement
1-2.00	Pertinent definitions
1-3.00	Respect for Human Rights and Freedoms
1-4.00	Sexual Harassment in the Workplace
1-5.00	Equal Opportunity
2-2.00	Recognition
3-4.00	Union Information
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
5-8.00	Civil Responsibility
6-1.00	Classification
6-2.00	Salary
6-3.00	Payment of Salary
6-4.00	Travel Expenses
7-1.05 A) c)	Procedure for Filling a Permanently Vacant or Newly Created Position
7-1.05 B) b)	Procedure for Filling a Temporarily Vacant Position or an Increase in Workload
7-1.11 to 7-1.16	Priority of Employment List
8-2.00	Workweek and Working Hours
8-5.00	Health and Safety
8-6.00	Clothing and Uniforms
9-0.00	Settlement of grievances, arbitration and disagreement for rights recognized under this subparagraph b)
10-2.00	Local Arrangements
10-3.00	Printing and Translation
10-4.00	Coming into Force of the Agreement
10-5.00	Appendices
10-6.00	Interpretation of Texts (Protocol)
10-7.00	Annual Medical Examination
Appendix II	Feminization of Texts
Appendix III	Mediation Arbitration
Appendix IV	Amalgamation, Annexation or Restructuring of School Boards

Appendix V	Arbitration of Grievances
Appendix X	Equal Opportunity Advisory Committee

- 2) Within the framework of a hiring for an anticipated duration of over six (6) months or a replacement which extends beyond six (6) months, the casual bus driver shall also benefit from the following clauses or articles on the date of his or her hiring in the first case or at the end of the six (6) months in the second case:

3-3.00	Union Leaves (only clauses 3-3.01 to 3-3.06 apply)
5-1.00	Special Leaves
5-3.00	Life, Health and Salary Insurance Plans
5-4.00	Parental Rights (according to the terms and conditions mentioned in Appendix XI of the agreement)
5-6.00	Vacation
5-7.02 a)	Organizational Professional Improvement
5-7.02 b)	Occupational Professional Improvement
7-4.00	Work Accidents and Occupational Diseases (except clauses 7-4.14 to 7-4.18)
Appendix I	Parental Rights and Supplementary Employment Insurance Benefits Plan
Appendix VI	Computerized Billing of Group Insurance Premiums
Appendix VII	Technical Committee on Insurance
Appendix XI	Parental Rights of Casual Bus Drivers
Appendix XIII	Use of a Bus Block Heater

- 3) The casual bus driver shall neither acquire nor accumulate seniority within the meaning of article 8-1.00 of this agreement.

However, for the purposes of distributing the work to be carried out by casual bus drivers, the parties agree to recognize the time worked for these purposes and such time shall prevail only among them. The time worked shall correspond to the period of employment as a casual bus driver, subject to the provisions of clauses 7-1.11 to 7-1.16.

2-1.02 A person who receives a salary from the board and to whom the agreement does not apply shall not normally perform the work of a bus driver governed by the agreement.

2-1.03 The use of the services of a person who does not receive any salary from the board must not entail the reduction of the number of hours or the abolition of a position of a regular bus driver.

2-2.00 RECOGNITION

2-2.01 The board recognizes the certified union as the only representative and agent of the bus drivers covered by the agreement regarding the application of matters related to working conditions.

2-2.02 The board and the union recognize the provincial negotiating parties' right to deal with issues relating to the interpretation and application of the agreement.

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

- The provincial negotiating parties shall not be entitled to the grievance or arbitration procedures, unless otherwise provided.
- 2-2.03** The provincial negotiating parties may meet occasionally in order to discuss any issue relating to the bus drivers' 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. Such 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 a bus driver and the board regarding working conditions, other than those prescribed 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 bus driver per district as union delegate whose duties shall consist in meeting with any bus driver of the said district who has a problem regarding his or her working conditions which may give rise to a grievance.

3-1.02 The union may appoint a substitute for each delegate if the latter is absent or is unable to act.

Union Representative

3-1.03 The union may appoint on behalf of all bus drivers who are members of the union a maximum of two (2) union representatives who are bus drivers of the board.

3-1.04 The duties of a union representative consist in assisting a bus driver once a grievance has been formulated in order to obtain, where applicable, the information necessary for the meeting prescribed in paragraph a) of clause 9-1.03, to represent a bus driver at that meeting and to represent all bus drivers at the Labour Relations Committee.

However, bus drivers other than those appointed under clause 3-1.03 may act as union representatives on the Labour Relations Committee.

3-1.05 The union representative may also be absent from work without loss of salary 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.

3-1.06 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.

3-1.07 Union representatives may be accompanied by a union advisor to a meeting mentioned 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 advisor prior to the meeting.

3-2.00 JOINT COMMITTEE MEETINGS

3-2.01 Any union representative appointed to a joint committee prescribed in the agreement 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.

- 3-2.02** Any union representative appointed to a joint committee not prescribed 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 the business hours of the board at times agreed to by the parties to the committee.
- The hours worked outside the regular schedule by the bus driver who attends a joint committee meeting shall be remunerated at the basic hourly rate for a maximum of forty (40) hours. After forty (40) hours, the additional hours shall be remunerated at the basic hourly rate increased by half.
- 3-3.00 UNION LEAVES**
- 3-3.01** At the union's written request, sent at least forty-eight (48) hours before the date of the beginning of the absence, the board shall release a bus driver for internal union activities. However, if the bus driver has already been released from his or her duties for twenty (20) working days for the current fiscal year, the board shall grant one day off per week or the equivalent if the needs of the department so permit.
- 3-3.02** At the union's written request, sent at least forty-eight (48) hours 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 leaves granted under this clause shall not be deductible from the twenty (20) days mentioned in clause 3-3.01.
- 3-3.03** In the case of absences granted under this article, a bus driver's salary and fringe benefits shall be maintained, provided that the union reimburse the salary to the board.
- 3-3.04** The reimbursement prescribed in clause 3-3.03 shall be made within thirty (30) days after the board forwards to the union a quarterly statement indicating the names of the absent bus drivers, the duration of their absence and the amounts owing.
- 3-3.05** A bus driver thus released shall maintain the rights and privileges conferred on him or her by the agreement.

3-3.06 Notwithstanding clause 3-3.03, the union representative accompanied by the plaintiff shall be released from their duties to attend arbitration sessions; as well, witnesses shall be released from their duties 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 bus drivers concerned shall be released without loss of salary or reimbursement.

3-3.07 At the union's written request, sent at least fifteen (15) days in advance, the board shall release a bus driver for full-time union activities for an uninterrupted period varying from one to twelve (12) months, renewable according to the same procedure.

3-3.08 In the case where the provincial negotiating parties meet within the context of clauses 2-2.02 and 2-2.04, the bus drivers 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.

3-3.09 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 release, salary and reimbursement conditions, if need be, of the authorized union agents to prepare and negotiate the next collective agreement.

3-4.00 UNION INFORMATION

3-4.01 The union may distribute any document of a union or professional nature to each bus driver on his or her working premises but outside the time during which he or she is working.

The board and the union may agree on the terms and conditions concerning the use of the internal mail service, if any, the foregoing in accordance with article 10-2.00.

3-5.00 UNION MEETINGS

3-5.01 All union meetings must be held outside the regular working hours of the group of bus drivers concerned.

3-5.02 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.

3-5.03 The board shall provide the union with a room, if available, for a secretariat according to the terms and conditions to be agreed between 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 between the board and the union, which must not be more onerous in general to the union than those which were in force before the use of the room was withdrawn.

3-6.00 UNION DUES

3-6.01 An amount equal to the dues established by a union by-law or resolution shall be deducted at each pay period. In the case of a bus driver hired after the date of the signing of the agreement, the board shall deduct the said dues as well as the membership fee, if any, 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 by-law 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 bus driver'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 Every 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 bus drivers' names and the amount paid by each. If the 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 remittance 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 bus drivers 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 The bus drivers who are members of the union on the date of the signing of the agreement and those who become members thereafter must so remain, subject to the provisions of clause 3-7.03.

3-7.02 Any bus driver who is hired after the date of the signing of the agreement must become a member of the union, subject to clause 3-7.03.

3-7.03 The fact that a bus driver 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 the bus driver hired after the date of the signing of the agreement an application form for membership in the union and the authorization form for the deduction of membership fees, if need be, in accordance with the aforementioned union system. A bus driver shall complete the form and the board shall return it 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 provided according to the other provisions of the agreement, the board and the union shall provide the documentation mentioned 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 bus drivers in alphabetical order to whom the agreement applies and shall indicate for each: his or her surname and given name, status (probationary, regular or casual), position held, date of birth, home address, telephone number and social insurance 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 bus drivers, including casual bus drivers, the date on which they were hired and the information mentioned in clause 3-8.02;
 - b) the names of bus drivers leaving the employment of the board and their departure date;
 - c) the names of bus drivers who changed positions, the title of the new position and the date on which the change took place;
 - d) the changes of address and telephone number of bus drivers brought to its attention;
 - e) any other information not mentioned 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 a bus driver, a group of bus drivers or to all the bus drivers.
- 3-8.05** The board shall forward to the union a copy of all by-laws or resolutions, within fifteen (15) days of their adoption, concerning a bus driver, a group of bus drivers or all the bus drivers 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 prescribed in the agreement or set up by virtue of 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 bus drivers who obtain a leave of absence without salary of more than one month or a leave mentioned in article 5-4.00 and shall indicate the anticipated duration of the absence. The union shall be notified of any extension.
- 3-8.08** Within sixty (60) days of the date of the signing of the agreement, the board shall forward to the union, for information purposes, a copy of every policy or by-law concerning the personnel management function covered by the agreement. Subsequently, the board shall forward regular updates of these documents.

3-8.09 The board shall recognize 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.

CHAPTER 4-0.00 MECHANISMS FOR CONSULTATION AND INFORMATION**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 This committee shall have equal representation and shall be composed, at most, of two (2) union representatives and two (2) board representatives. The fact that a party on the committee designates fewer than two (2) representatives shall not limit the number of representatives to which the other party is entitled by virtue of this clause, it being specified that each party shall have one vote only.

4-1.03 The committee shall establish its rules of procedure and shall determine the number of meetings.

4-1.04 The committee shall study, at the request of either party, any issue relating to the bus drivers' working conditions and any other matter specifically referred to it in accordance with the agreement.

Without limiting the scope of the foregoing, the committee shall discuss any issue submitted dealing with the behaviour and discipline of students in the bus.

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 bus drivers covered by the agreement.

4-2.00 INFORMATION

4-2.01 At least once per fiscal year, the board shall convene its bus drivers, as a group or by district, to an information meeting concerning the policies and major objectives which concern them; this meeting shall normally be held outside working hours at a time determined by the board. Every bus driver who attends the meeting shall be paid at his or her hourly rate for the duration of the meeting. If, among the bus drivers present at the meeting, there is no union delegate, the union may designate a representative to attend the meeting without loss of salary, including premiums, where applicable, or reimbursement.

4-2.02 Within sixty (60) days of the date of the signing of the agreement, the board shall send the union a copy of the organization chart in effect.

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

5-1.01 The board shall permit a bus driver to be absent from work without loss of salary on the following occasions:

- a) his or her marriage: a maximum of seven (7) consecutive days, working days or not, including the day of the wedding;
- b) the marriage 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 bus driver: 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, a bus driver 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 a bus driver to be absent from work or any other reason which obliges the bus driver to be absent from work for which the board and the union agree to grant permission for absence without loss of salary.

In the cases described in the preceding paragraphs c), d) and e), the obligation that the leave include the day of the funeral shall not apply if the bus driver is unable to leave his or her place of assignment due to the lack of transportation. In this case, the bus driver 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 bus driver's departure from his or her place of assignment.

Moreover, if in the cases described in the preceding paragraphs c), d) and e), there is a cremation or burial service following the funeral, the bus driver may avail himself or herself of the following option:

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| 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 bus driver shall only be entitled to a special leave, without loss of salary, in the cases described 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 bus driver'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.
- 5-1.03** In all cases, the bus driver 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 bus driver 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 a bus driver to be absent without loss of salary during the time when:
- a) the bus driver sits for official entrance or achievement examinations in an educational institution recognized by the Ministère;
 - b) the bus driver, 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 bus driver, at the specific request of the board, undergoes a medical examination in addition to that required by law.
- 5-1.06** The board may also allow a bus driver to be absent without loss of salary for any other reason not prescribed in this article and which it deems valid.
- 5-2.00** **NONWORKING DAYS WITH PAY**
- 5-2.01** Bus drivers shall be entitled to eleven (11) nonworking days with pay per school year.
- The days shall be paid at the same time to all bus drivers at a time or times to be agreed between the union and the board at the beginning of each school year.

5-3.00 LIFE, HEALTH AND SALARY INSURANCE PLANS¹**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 bus driver who holds a position consisting of twenty-four (24) hours or more in his or her regular workweek prescribed 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 its full contribution for this bus driver;
 - b) any bus driver who holds a part-time position consisting of less than twenty-four (24) hours in his or her regular workweek prescribed 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 a bus driver referred to in paragraph a) above, the bus driver paying the remainder of the board's contribution in addition to his or her own contribution.
- 5-3.02** For the purpose of this article, "dependent" means the bus driver's spouse or dependent child. The dependent child is defined as follows: a child of a bus driver, of his or her spouse or of both, or a child living with the bus driver for whom adoption procedures have been undertaken, unmarried and living or domiciled in Canada, who depends on the bus driver for his or her financial support and who is under eighteen (18) years of age; every child twenty-five (25) years of age or younger 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** "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 prescribed in clause 5-4.18, which requires medical care and which renders the bus driver totally unable to perform the usual duties of his or her position.
- 5-3.04** "Period of disability" means any continuous period of disability or any series of successive periods of disability separated by fewer than twenty-two (22)² days of actual full-time work or availability for such full-time work, unless the bus driver 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.

¹ For clauses 5-3.11, 5-3.19, 5-3.21, 5-3.25, 5-3.28 and 5-3.30, see Appendix VI: Computerized Billing of Group Insurance Premiums.

² Read "eight (8) days" instead of "twenty-two (22) 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.

5-3.05 A period of disability resulting from self-inflicted illness or injury, alcoholism or drug addiction, active participation in any riot, insurrection or criminal act or service in the armed forces shall not be recognized as a period of disability for the purpose of this article.

Notwithstanding the foregoing, in the case of alcoholism or drug addiction, for purposes of this article, the period of disability during which the bus driver 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 and salary insurance plans that came into force on July 1, 1998 in the 1998-1999 collective agreement shall remain in force under the conditions prescribed therein until the date on which the agreement is signed.

The provisions of the health insurance plan that came into force on July 1, 1998 in the 1998-1999 collective agreement shall be renewed in this agreement and shall continue to apply until the date specified by the Insurance Committee of the Centrale.

5-3.07 The life insurance plan described in this agreement shall come into force on the date this agreement is signed.

The salary insurance plan described in this agreement shall come into force on the date this agreement is signed.

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

5-3.08 As a counterpart to the board's contribution to the insurance benefits prescribed hereinafter, the full amount of the rebate allowed by Human Resources Development Canada 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 the retired bus drivers, with appropriate amendments, the basic plan coverage without any contribution on the part of the board provided that:

- a) the bus drivers' 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 bus drivers;
- b) all disbursements, contributions and rebates pertaining to retired bus drivers be computed separately and any additional contribution which may be payable by the bus drivers by virtue of the extension to retired bus drivers 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 QESBA and the Ministère 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.
- 5-3.14** Any change in premiums resulting from a change 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; the campaign shall be carried out by the insurer directly with the participants in a manner to be determined and the changes 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 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 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 Ministère and the QESBA 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 additional useful and relevant statements or statistics which may be requested by the QESBA or the Ministère concerning the basic health insurance plan.

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

INTERVENTION OF THE BOARD

- 5-3.19**¹ The board shall facilitate the implementation and application of the plans, in particular by:
- informing new bus drivers;
 - registering new bus drivers;
 - forwarding to the insurer the application forms and the pertinent information required by the insurer to maintain a participant's file up-to-date;
 - deducting the premium from the bus driver's salary;
 - forwarding the deducted premiums to the insurer;
 - providing bus drivers with the forms required for participation in the plan, claims and benefits or other forms supplied by the insurer;
 - conveying information normally required of the employer by the insurer for settling certain compensations;
 - forwarding to the insurer the names of bus drivers who indicated to the board that they intend to retire.

- 5-3.20** The Ministère and the QESBA, on the one hand, and the Centrale, on the other hand, agree to set up a committee to assess the administrative problems raised by the application of the insurance plans. Moreover, any change concerning the administration of the plans must be approved by the committee before it comes into effect. If such a change obliges the board to hire supernumerary personnel or requires overtime, the costs shall be assumed by the union (Appendix VII: Technical Committee on Insurance).

COMPLEMENTARY INSURANCE PLANS TO WHICH THE BOARD DOES NOT CONTRIBUTE

- 5-3.21**¹⁺² A) The Insurance Committee of the Centrale shall determine the provisions of no more than three (3) complementary personal insurance plans. The cost of the plans shall be borne entirely by the participants.
- B) Every policy must include, among others, the following stipulations:
- a) the provisions of paragraphs b) to k) of clause 5-3.30;
 - b) the participation of a new bus driver eligible for 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 bus driver;
 - c) if the request is made thirty (30) days after his or her entry into service, the participation of a new bus driver 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.

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

² See Appendix VII: Technical Committee on Insurance.

- C) In the case of boards which have, on the date of the signing of the agreement, optional complementary personal insurance plans other than those established by the Centrale, the following provisions apply:
- a) the personal insurance policies and the resulting administrative measures for boards are maintained;
 - b) any change to one of the plans or policies must be made in accordance with the provisions concerning the provincial complementary plans 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 its coming into force.

LIFE INSURANCE PLAN

- 5-3.22** Each bus driver shall benefit, without contribution on his or her part, from an amount of life insurance equal to six thousand four hundred dollars (\$6 400).
- 5-3.23** This amount shall be reduced by fifty percent (50%) for the bus drivers referred to in paragraph b) of clause 5-3.01.

BASIC HEALTH INSURANCE PLAN

- 5-3.24** The plan covers, as per the terms set down by the Insurance Committee of the Centrale, all drugs sold by a licensed pharmacist or 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.

- 5-3.25¹** The board's contribution to the health insurance plan on behalf of each bus driver 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: sixty dollars (\$60) per year plus tax, where applicable;
 - b) in the case of an individually insured participant: twenty-four dollars (\$24) per year plus tax, where applicable;
 - c) an amount equal to twice the contribution paid by the participant himself or herself for the benefits prescribed by the health insurance plan.

- 5-3.26** In the event that the Québec Health Insurance Plan is extended to cover drugs, the amounts prescribed in clause 5-3.25 shall be reduced by two thirds (2/3) of the yearly costs of the drug benefits included in this plan.

- 5-3.27** The health insurance benefits shall be reduced by the benefits payable under any other public or private, individual or group plan.

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

5-3.28¹ Participation in the health insurance plan shall be compulsory but a bus driver may, by giving prior written notice to the 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.

A bus driver aged sixty-five (65) years or older who continues to participate in the drug benefit plan of the Régie de l'assurance-maladie du Québec (RAMQ) shall remain covered by the compulsory health insurance plan for the guarantees not covered by the RAMQ plan.

A bus driver on a leave without salary shall remain covered by the health insurance plan. In this case, he or she must pay the total amount of the premiums due, including the board's share, plus applicable taxes.

5-3.29 A bus driver who has refused or ceased to be a participant in the plan may again become eligible thereto subject to the following condition:

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 any other plan providing similar coverage.

When a bus driver submits an application to the insurer within thirty (30) days of the termination of his or her insurance coverage allowing him or her an exemption, coverage shall begin on the date on which his or her coverage is terminated. If the request is submitted thirty (30) days after the termination of his or her coverage, the insurance shall take effect on the first day of the pay period during which the insurer receives the application.

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

5-3.30¹ 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 amounts agreed 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 that period;
- e) no premium shall be payable for a pay period on the first day the bus driver is not a participant; also, the premium shall be payable in full for a pay period during which the bus driver's participation terminates;

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

- f) the insurer must also forward to the Ministère and the QESBA 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 information which may be required to test the accuracy of the retention calculation;
- i) any change in the coverage and the resulting deduction at source for a bus driver 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 on the date of the event if the request is made to the insurer within thirty (30) days of the event. Any change in health insurance coverage made thirty (30) days after the event shall come into force on the first day of the pay period during which the insurer receives the request;
- j) if it is accepted by the insurer, any other change concerning the coverage and the resulting deduction at source for a bus driver 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;
- k) the definitions of spouse and dependent child are identical to those in clauses 1-2.11 and 5-3.02 of the agreement.

SALARY INSURANCE PLAN

- 5-3.31** A) Subject to the provisions of this article and article 7-4.00, every bus driver 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 prescribed 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 abovementioned 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 a benefit, the salary of the bus driver shall be the salary rate he or she would have received had he or she been at work.

- B) During a disability period, a regular bus driver absent for at least twelve (12) weeks who provides a medical certificate from his or her attending physician may, with the board's consent, return to work on a gradual basis. In this case:
- a) the board and the bus driver, accompanied by his or her union delegate or representative, if he or she so desires, shall establish the period during which the bus driver will return to work on a gradual basis, which shall not exceed twelve (12) weeks and shall determine the time during which the bus driver must work;

- b) during the period of gradual return to work, the bus driver is still considered on a disability leave, even if he or she is working;
- c) while at work, the bus driver must be able to perform all of his or her usual duties and functions according to the proportion agreed to;
- d) the period of gradual return to work must be immediately followed by the bus driver's return to work for the duration of his or her regular workweek;
- e) 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 bus driver may agree on a gradual return to work before the thirteenth (13th) week.

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

Upon the expiry of the period initially set for the gradual return, if the bus driver is unable to return to work for the duration of his or her regular workweek, the board and the bus driver may agree on another period of gradual return while complying with the other conditions prescribed in this clause; failing agreement, the bus driver shall continue his or her disability period.

5-3.32 As long as benefits remain payable, including the waiting period, if any, the disabled bus driver shall continue to participate in the Government and Public Employees Retirement Plan (RREGOP) and to avail himself or herself of the insurance plans. However, he or she must pay the required contributions, except that, upon termination of the payment of the benefit prescribed in subparagraph a) of paragraph A) of clause 5-3.31, 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 a bus driver 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 5-3.31 or article 7-4.00.

5-3.33 The benefits paid under clause 5-3.31 are reduced by the initial amount of any basic disability benefit paid to a bus driver 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 bus driver'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 bus driver's gross taxable income from which the board shall deduct all the amounts, contributions and dues required by law and the agreement.

A bus driver who receives benefits from the SAAQ shall have one tenth (1/10) of a day deducted by the board from the bank of sick-leave days per day used under subparagraph a) of paragraph A) of clause 5-3.31.

As of the sixty-first (61st) day from the beginning of a disability, the bus driver 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 comply with all the obligations ensuing from such a request. However, the reduction of benefits prescribed in clause 5-3.31 is made only when the bus driver is recognized as eligible and effectively begins to receive such benefits prescribed by law. In the case where a benefit prescribed by law is granted retroactively to the first day of the disability, the bus driver shall reimburse the board, where applicable, for the portion of the benefit prescribed under clause 5-3.31 as a result of the application of the first paragraph of this clause.

Every bus driver 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 5-3.31, 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 the organizations, in particular the SAAQ or the RRQ, which administer a disability insurance plan under which he or she receives benefits.

5-3.34 Payment of the benefit shall terminate at the latest on the date the bus driver begins his or her retirement.

5-3.35 No benefit shall be paid during a strike or lockout except for a period of disability that began before and for which the bus driver 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 prescribed in clause 5-3.31 begins on the date of the bus driver's return to work.

5-3.36 Payment of benefits payable as sick-leave days or under the salary insurance plan shall be made directly by the board provided that the bus driver submit the supporting documents required under clause 5-3.37.

5-3.37 The board may require that the bus driver 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 bus driver is absent for fewer than four (4) days. The board may also require an examination of the bus driver concerned in connection with any absence. The cost of the examination as well as the bus driver's transportation costs when the examination requires him or her to travel more than forty-five (45) kilometres from his or her domicile shall be borne by the board.

Upon the bus driver's return to work, the board may require the bus driver 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 bus driver's transportation costs when the examination requires him or her to travel more than forty-five (45) kilometres from his or her domicile shall be borne by the board. If, in this case, the opinion of the physician chosen by the board differs from the bus driver'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 bus driver's physician shall agree on the choice of a third physician within a reasonable time limit.

The third physician shall, without restricting the scope of his or her mandate and in keeping with the code of ethics, 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.

5-3.38 When payment of benefits is refused by reason of presumed nonexistence or termination of any disability, the bus driver may appeal the decision according to the procedure for settling grievances and arbitration prescribed in Chapter 9-0.00.

5-3.39 a) On July 1 of every year, the board shall credit each bus driver 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 salary rate in effect on that date per day or fraction of a day not used.

b) Moreover, in the case of a bus driver's first year of service, the board shall add a credit of six (6) nonredeemable sick-leave days.

The bus driver 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 bus driver 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 bus driver, 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.

5-3.40 If a bus driver becomes covered by this article in the course of a fiscal year or if he or she leaves his or her employment during the year, the number of days credited for the year in question shall be reduced in proportion to the number of complete months of service, it being specified that "complete month of service" means a month of service during which the bus driver is in service for half or more of the working days contained in that month.

Nevertheless, if a bus driver 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.

5-3.41 Subject to clause 5-3.42, disabilities for which payment is being made on the date of the signing of the agreement shall be covered under the plan prescribed in this article. The effective date of the beginning of the disability period determines both the duration and the benefits to which the bus driver concerned may be entitled according to the provisions of clause 5-3.31. The disabled bus driver who is not entitled to any benefits on the date of the signing 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.

5-3.42 The bus driver who benefited up to June 30, 1998 from a bank of nonredeemable sick-leave days under the pertinent provisions of a school board regulation shall retain the use the bank of sick-leave days in accordance with the provisions of the said regulation¹.

¹ See Appendix VIII: Use of Bank of Sick-leave Days.

The bus driver 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 prescribed in subparagraph c) of paragraph A) of clause 5-3.31. In addition, these days may also be used to extend a maternity leave.

5-3.43 The sick-leave days to a bus driver's credit 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 5-3.39 of the agreement;
- b) after having used up the days in the preceding paragraph, the nonredeemable days under a former by-law or the agreement, to the bus driver's credit.

5-3.44 Every bus driver who benefits from paragraph a) of clause 5-3.39 may use, subject to the provisions of the following paragraph, up to two (2) days per year for personal business upon a notice to the board of at least twenty-four (24) hours.

The days thus used shall be deducted from the credit of seven (7) days obtained by the application of paragraph a) of clause 5-3.39.

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

5-3.45 The board shall prepare a statement of the bus driver'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 The maternity leave allowances prescribed in section II shall only be paid as supplements to the employment insurance benefits or, in the cases stipulated hereinafter, as payments during a period of unemployment caused by a pregnancy for which the employment insurance plan does not provide any benefits.

5-4.02 If the granting of a leave is restricted to only one spouse, such restriction shall apply so long as the other spouse is also an employee of the public or parapublic sector.

5-4.03 The board shall not reimburse the bus driver for the amounts that Human Resources Development Canada (HRDC) could require her to pay under the Employment Insurance Act, when the bus driver's salary exceeds the maximum insurable by one and a quarter (1¼) times.

The basic weekly salary¹, deferred basic weekly salary¹ and severance payments shall not be increased or decreased by the amounts received under the supplementary employment insurance benefits plan.

¹ For the sole purposes of this article, "basic weekly salary" means the regular salary of the bus driver for a workweek without any additional remuneration excluding the hours worked outside the regular schedule.

- 5-4.04** Unless there are specific provisions to the contrary, this article cannot result in granting a bus driver a benefit, monetary or nonmonetary, which he or she would not have had had he or she remained at work.

Section II Maternity Leave

- 5-4.05** The pregnant bus driver shall be entitled to a maternity leave of twenty (20) weeks' duration which, subject to clause 5-4.07, must be consecutive.

The bus driver who becomes pregnant while on a leave of absence without salary or a part-time leave without salary prescribed in this article shall also be entitled to maternity leave and to the benefits prescribed in clauses 5-4.09 and 5-4.10, as the case may be.

Should the bus driver's spouse die, the remainder of the twenty (20) weeks of maternity leave and the rights and benefits attached thereto shall be transferred to the bus driver.

The bus driver who gives birth to a stillborn child after the beginning of the twentieth (20th) week preceding the due date shall also be entitled to maternity leave.

- 5-4.06** The distribution of the maternity leave, before and after the birth, shall be the bus driver's decision and shall include the day of the birth.

- 5-4.07** When she has sufficiently recovered from her delivery and her child must remain in the hospital, the bus driver may interrupt her maternity leave by returning to work.

The bus driver whose child is hospitalized within fifteen (15) days of his or her birth shall also have this right.

The leave may only be interrupted once. It is completed when the child is brought home.

- 5-4.08** To obtain maternity leave, the bus driver must give written notice to the board at least two (2) weeks before the date of departure. Such a notice must be accompanied by a medical certificate confirming the pregnancy and the due date.

The time limit regarding the presentation of the notice may be less if a medical certificate confirms that the bus driver must leave her job sooner than expected. In the case of an unforeseen event, the bus driver shall be exempted from the formality of the notice provided that she give the board a medical certificate confirming that she had to leave her job immediately.

Cases Eligible for Employment Insurance

5-4.09 The bus driver who has accumulated twenty (20) weeks' service¹ and who, following the submission of a request for employment insurance benefits under the employment insurance plan, receives such benefits, shall be entitled during her maternity leave, subject to clause 5-4.12, to receive:

- a) for each week of the waiting period stipulated in the employment insurance plan, a compensation equal to ninety-three percent² (93%) of her basic weekly salary³;
- b) for each week she is receiving or could receive employment insurance benefits, an additional compensation equal to the difference between ninety-three percent (93%) of her basic weekly salary and the weekly employment insurance benefit that she is receiving; such additional compensation shall be calculated on the basis of the employment insurance benefits that a bus driver is entitled to receive without taking into account the amounts deducted from such benefits because of the reimbursement of benefits, interest, penalties and other amounts recoverable under the employment insurance plan.

However, in the case of the bus driver who works for more than one employer, the additional compensation shall be equal to the difference between ninety-three percent (93%) of the basic salary paid by the board and the percentage of the employment insurance benefit corresponding to the proportion of basic weekly salary it pays her in relation to the total basic weekly salaries paid by all the employers. To this end, the bus driver shall provide each of her employers with a statement of the weekly salaries paid by each of them and the amount of the benefits paid to her by HRDC.

Moreover, if HRDC reduces the number of weeks of employment insurance benefits to which the bus driver would otherwise have been entitled if she had not benefited from employment insurance benefits before her maternity leave, the bus driver shall continue to receive for a period equivalent to the weeks deducted by HRDC the additional compensation prescribed in the first subparagraph of this paragraph b) as if she had, during that period, received employment insurance benefits;

- c) for each of the weeks following the period prescribed in paragraph b) of this clause, a compensation equal to ninety-three percent (93%) of her basic weekly salary until the end of the twentieth (20th) week of the maternity leave.

When the bus driver resumes the maternity leave interrupted under clause 5-4.07, the board shall pay the bus driver the compensation to which she would have been entitled had she not availed herself of such interruption.

The board may not offset, by the compensation that it pays to the bus driver on maternity leave, the reduction in the employment insurance benefits attributable to the salary earned from another employer.

¹ The absent bus driver shall accumulate service if her absence is authorized, particularly for disability and includes benefits or remuneration.

² Ninety-three percent (93%):

This percentage was set to take into account the fact that the bus driver is exonerated, during a maternity leave, from contributing her share of premiums to the pension and employment insurance plans which equals, on average, seven percent (7%) of her salary.

³ For the sole purposes of this article, "basic weekly salary" means the regular salary of the bus driver for a workweek without any additional remuneration.

Notwithstanding the provisions of the preceding paragraph, the board shall provide such compensation if the bus driver proves that the salary earned is a customary salary by means of a letter to this effect from the employer who pays it. If the bus driver proves to the board that only a portion of this salary is customary, the compensation shall be limited to that portion.

The employer who pays the customary salary prescribed in the preceding paragraph must, at the bus driver's request, produce such a letter.

The total amounts received by the bus driver during her maternity leave as employment insurance benefits, compensation and salary may not however exceed ninety-three percent (93%) of the basic weekly salary paid by her board or, where applicable, by her employers (including her board).

Cases Ineligible for Employment Insurance

5-4.10 A bus driver excluded from receiving employment insurance benefits or declared ineligible for these benefits shall also be excluded from receiving any other allowance. However, the bus driver who has accumulated twenty (20) weeks' service¹ shall also be entitled to compensation equal to ninety-three percent (93%) of her basic weekly salary for twelve (12) weeks, if she does not receive employment insurance benefits because she did not hold an insurable job for the number of working hours required during the period of reference prescribed by the employment insurance plan.

5-4.11 In the cases prescribed in clauses 5-4.09 and 5-4.10:

- a) The allowance due for the first two (2) weeks shall be paid by the board in the two (2) weeks following the beginning of the leave. Unless the applicable salary payment system is on a weekly basis, the allowance due after that date shall be paid at two (2)-week intervals. In the case of the bus driver who is eligible for employment insurance benefits, the first installment need only be paid fifteen (15) days after the board receives proof that she is receiving employment insurance benefits. For the purposes of this paragraph, a statement of benefits, a stub or information provided by HRDC to the board by means of a computerized statement shall be considered proof.
- b) Service shall be calculated with all the employers in the public and parapublic sectors (civil service, education, health and social services), regional health and social services boards, bodies whose employees are subject to conditions of employment or salary scales or standards which by law are determined or approved 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 referred to in Schedule C of the Act respecting the process of negotiation of the collective agreements in the public and parapublic sectors (R.S.Q., c. R-8.2).

Moreover, the requirement of twenty (20) weeks of service contained in clauses 5-4.09 and 5-4.10 shall be deemed to have been met, where applicable, when the bus driver meets this requirement with one of the employers mentioned in paragraph b).

- c) As well, any period during which the bus driver on special leave as provided for in paragraph A) of clause 5-4.18 does not receive any benefits from the Commission de la santé et de la sécurité du travail (CSST) shall be excluded for the purpose of calculating her basic average weekly salary.

¹ The absent bus driver shall accumulate service if her absence is authorized, particularly for disability and includes benefits or remuneration.

- d) In the case where a bus driver is laid off temporarily, the maternity leave benefits to which she is entitled under the agreement and paid by the board shall terminate as of the date on which the bus driver is laid off.

Subsequently, in the case where the bus driver is reinstated in her position or is recalled, as the case may be, in accordance with the provisions of the agreement, the maternity leave benefits shall be reestablished as of the date on which the bus driver is reinstated in her position or another position by virtue of her right of recall.

In the cases mentioned in paragraph d), the weeks during which the bus driver received maternity leave benefits and the weeks included in the layoff period shall be deducted from the twenty (20) weeks or the twelve (12) weeks to which the bus driver is entitled under clause 5-4.09 or 5-4.10, as the case may be, and the maternity leave benefits shall be reestablished for the number of weeks left to cover under clause 5-4.09 or 5-4.10, as the case may be.

- 5-4.12** The maternity leave allowance¹ paid by the government of Québec shall be deducted from the benefits to be paid under clause 5-4.09.

In the case where the provisions of the second subparagraph of paragraph b) of clause 5-4.09 apply, the subtraction shall be made by taking into account the terms and conditions concerning the distribution of the amount to be subtracted set forth therein.

- 5-4.13** During the maternity leave and the extensions prescribed in clause 5-4.14, the bus driver, insofar as she is normally entitled to it, shall benefit from the following:

- life insurance plan;
- health insurance plan, provided she pay her share;
- accumulation of vacation and payment made in lieu thereof;
- accumulation of sick-leave days;
- accumulation of seniority;
- accumulation of experience;
- right to apply for a vacant position that is posted and to obtain it in accordance with the provisions of the agreement as if she were at work.

- 5-4.14** If the birth occurs after the due date, the bus driver shall be entitled to extend her maternity leave for the length of time the birth is overdue, except if she still has at least two (2) weeks of maternity leave remaining after the birth.

The bus driver may also extend her maternity leave by six (6) weeks if her child's health so requires or if the child was hospitalized during her maternity leave.

During these extensions, the bus driver shall not receive any allowance or salary.

- 5-4.15** The maternity leave may be for a duration of less than twenty (20) weeks. If the bus driver returns to work within the two (2) weeks following the birth, she must, at the board's request, produce a medical certificate confirming that she is sufficiently recovered to resume work.

- 5-4.16** During the fourth (4th) week preceding the expiry of the maternity leave, the board must send the bus driver a notice indicating the anticipated date of the expiry of the said leave.

¹ It is the allowance currently set at \$360.

The bus driver to whom the board has sent such a notice must report to work upon the expiry of the maternity leave, unless such leave be extended as prescribed in clause 5-4.25.

The bus driver who does not comply with the preceding paragraph shall be considered as being on a leave of absence without salary for a maximum period of four (4) weeks. At the end of that period, the bus driver who has not reported back to work shall be considered as having resigned.

- 5-4.17** When she returns from her maternity leave, the bus driver shall return to her position. If the position is abolished, the bus driver shall be entitled to the rights she would have had had she been at work at that time.

Section III Special Leaves Regarding Pregnancy and Breastfeeding

5-4.18 A) Special Leave

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

The bus driver shall be entitled to a special leave which begins immediately. The special leave shall terminate for the pregnant bus driver on the date of the birth and, for the bus driver who is breastfeeding her child, at the end of the period during which the child is breastfed.

During the special leave prescribed in this clause, the bus driver's allowance shall be governed by the provisions of the Act respecting occupational health and safety (R.S.Q., c. S-2.1) concerning the reassignment of the pregnant employee or the employee who is breastfeeding.

However, following a written request to this effect, the board shall pay the bus driver an advance on the benefit to be received on the basis of the anticipated benefits. If the Commission de la santé et de la sécurité du travail (CSST) pays the anticipated payment, the reimbursement shall be deducted from that amount. If not, the reimbursement shall be made in accordance with clause 6-3.03 until the amounts owing have been paid. If the bus driver exercises her right to apply for a review of the CSST decision or to contest it before the Commission des lésions professionnelles (CLP), the reimbursement cannot be paid until the administrative review decision of the CSST or, where applicable, the decision of the Commission des lésions professionnelles has been rendered.

B) Other Special Leaves

The bus driver shall also be 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 definite period prescribed by a medical certificate; this special leave cannot be extended beyond the beginning of the eighth (8th) week preceding the due date;
- b) upon presentation of a medical certificate prescribing the duration, when a natural or legally induced miscarriage occurs before the beginning of the twentieth (20th) week preceding the due date;
- c) for visits with a health care professional related to the pregnancy and supported by a medical certificate.

- 5-4.19** As regards the visits mentioned in subparagraph c) of paragraph B) of clause 5-4.18, the bus driver shall benefit from a special leave with salary for a maximum of four (4) days. These days may be taken in half days.

During a special leave mentioned in clause 5-4.18, the bus driver shall be entitled to the benefits prescribed in clause 5-4.13, insofar as she is normally entitled to them, and to those prescribed in clause 5-4.17.

Moreover, the bus driver referred to in paragraph B) of clause 5-4.18 may also avail herself of the benefits under the sick-leave plan or the salary insurance plan. In the case of subparagraph c) of paragraph B) of clause 5-4.18, the bus driver must first have used up the four (4) days mentioned in the first paragraph of this clause.

Section IV Other Parental Leaves

Paternity Leave

- 5-4.20** The bus driver whose spouse gives birth shall be entitled to a leave with salary for a maximum period of five (5) working days for the birth of his child. The bus driver shall be entitled to the leave if the child is stillborn and the delivery takes place after the beginning of the twentieth (20th) week preceding the due date. While the leave need not be continuous, it must be taken between the beginning of the delivery and the fifteenth (15th) day following the mother's or the child's return home.

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

During the paternity leave, the bus driver shall be entitled to the benefits prescribed in clause 5-4.13 as long as he is entitled to them.

Leaves for Adoption and Leaves of Absence without Salary for Adoption Purposes

- 5-4.21** A) The bus driver who legally adopts a child shall be entitled to a leave of absence for a maximum period of ten (10) consecutive weeks provided his or her spouse does not also benefit from such a leave. This leave must be taken following the child's placement order or its equivalent in the case of international adoption in accordance with the adoption system or at another date agreed to with the board. In order to obtain the leave, the bus driver must submit a written request to the board at least two (2) weeks in advance.

During the leave for adoption, the bus driver shall be entitled to the benefits prescribed in clause 5-4.13 as long as he or she is normally entitled to them and, upon termination of the leave, he or she returns to his or her position, unless it was abolished, in which case the bus driver shall be entitled to the benefits he or she would have had had he or she been at work.

For every week the bus driver is on the leave mentioned in the first paragraph of this clause, he or she shall receive an allowance equal to his or her basic weekly salary, paid at two (2)-week intervals or at weekly intervals, if the salary is paid on a weekly basis.

- B) As regards the adoption of a child, the bus driver shall benefit from a leave of absence without salary for a maximum duration of ten (10) weeks as of the date on which the bus driver assumes custody of the child. To obtain the leave, the bus driver must submit a written request to the board at least two (2) weeks in advance.

The bus driver who travels outside Québec for purposes of adoption shall for that purpose and upon written request to the board two (2) weeks in advance, if possible, obtain a leave of absence without salary for the time necessary for such travel. If, as a result, the bus driver assumes custody of the child, the maximum duration of such leave of absence without salary shall be ten (10) weeks in accordance with the preceding paragraph.

During the leave of absence without salary for the purpose of adoption, the bus driver shall be entitled to the same benefits as those associated with full-time leaves of absence without salary and part-time leaves of absence without salary prescribed in this article.

The leave for adoption prescribed in the first subparagraph of paragraph A) of clause 5-4.21 may also take effect on the date of the beginning of the leave of absence without salary prescribed in this clause for adoption purposes, if the maximum duration of the latter is ten (10) consecutive weeks and if the bus driver so decides in the written request prescribed in the first subparagraph of paragraph B).

When the leave for adoption takes effect on the date of the beginning of the leave of absence without salary, the bus driver shall be entitled exclusively to the benefits prescribed in the leave for adoption.

However, following the leave for adoption purposes for which a bus driver has received benefits paid under the third subparagraph of paragraph A) of clause 5-4.21 no adoption results, the bus driver shall then be deemed as having been on a leave without salary in accordance with the first paragraph of paragraph B) and shall reimburse the benefit received.

- 5-4.22** The board must forward to the bus driver, during the fourth (4th) week preceding the termination date of the ten (10)-week adoption leave, a notice indicating the termination date of the said leave.

The bus driver to whom such a notice is sent must report to his or her place of work upon the termination of his or her leave for adoption, unless the said leave has been extended in the manner prescribed in clause 5-4.25.

The bus driver who does not comply with the preceding paragraph shall be considered as having been on a leave of absence without salary for a maximum period of four (4) weeks. At the end of that period, the bus driver who has not reported back to work shall be considered as having resigned.

- 5-4.23** The bus driver who legally adopts a child and who does not benefit from the ten (10)-week leave for adoption shall be entitled to a leave for a maximum period of five (5) working days, of which only the first two (2) days shall be remunerated.

This leave may be discontinuous but it may not be taken more than fifteen (15) days following the child's arrival home.

However, if it involves the spouse's child, the bus driver shall only be entitled to a leave without salary for a maximum period of two (2) working days.

- 5-4.24** Clauses 5-4.21 and 5-4.22 do not apply to a bus driver who adopts his or her spouse's child.

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

5-4.25 Following a written request submitted to the board at least two (2) weeks in advance in the case of a full-time leave of absence without salary and at least thirty (30) days in advance in the case of a part-time leave of absence without salary, a bus driver who wishes to extend her maternity leave, his paternity leave or either one of the leaves for adoption shall benefit from one of the two options listed hereinafter, under the conditions stipulated therein:

- a) a full-time leave of absence without salary for a maximum period of fifty-two (52) continuous weeks which begins at the time the bus driver chooses and ends no later than seventy (70) weeks following the birth or, in the case of an adoption, seventy (70) weeks after he or she assumes full legal responsibility for the child;
- b) a full-time or part-time leave without salary for a maximum period of two (2) years which is taken immediately following a maternity leave, a paternity leave or a leave for adoption.

The bus driver may however modify his or her choice for the period exceeding the twelfth (12th) month of his or her leave upon a written notice sent to the board thirty (30) days prior to the end of his or her first year of leave.

The bus driver who does not use his or her full-time or part-time leave of absence without salary may, for that portion of the leave which his or her spouse does not use, benefit from a full-time or part-time leave of absence without salary, at his or her choosing, by following the formalities thus prescribed.

The request for a part-time leave of absence without salary must specify the schedule of the leave. Should the board disagree on the number of days off per week, the bus driver shall be entitled to a maximum of two and a half (2.5) days off per week or the equivalent up to a maximum of two (2) years. Should the board disagree on the distribution of these days, it shall effect the distribution.

If the spouse of the bus driver is not an employee of the public or parapublic sector, the bus driver may avail himself or herself of a leave prescribed above at the time he or she chooses within two (2) years following the birth or adoption without exceeding the two (2)-year time limit following the birth or adoption.

During either one of the leaves mentioned in this clause, the bus driver may, insofar as he or she is entitled to it, use the sick-leave days prescribed in article 5-3.00.

In the case of either one of the aforementioned leaves, the request must specify the date of return to work.

5-4.26 During the leave of absence without salary, the bus driver shall accumulate seniority and shall retain his or her experience. He or she shall continue to participate in the basic health insurance plan applicable to him or her by paying all the premiums. Moreover, he or she may continue to participate in the other insurance plans applicable to him or her if he or she so requests at the beginning of the said leave and pays the entire amount of the premiums plus applicable taxes.

The bus driver who benefits from a part-time leave without salary shall accumulate his or her seniority on the same basis as prior to the leave and, for the proportion of hours worked, shall be governed by the provisions applicable to a bus driver working the same number of hours.

5-4.27 The bus driver to whom the board has sent a four (4)-week notice indicating the termination date of one of the leaves prescribed in clause 5-4.25 must inform the board of his or her return to work at least two (2) weeks before the termination of the leave. Failing which, he or she shall be considered as having resigned.

5-4.28 The bus driver who wishes to terminate his or her leave without salary before the anticipated date must submit a written notice of his or her intention at least twenty-one (21) days prior to his or her return. 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.

On returning to the board from a full-time or a part-time leave without salary, the bus driver shall be reinstated in the position held prior to his or her departure subject to article 7-2.00.

Leaves for Parental Responsibilities

5-4.29 A part-time or full-time leave without salary for a maximum of one year shall be granted to a bus driver 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 fifth subparagraph of paragraph b) of clause 5-4.25 applies except as regards the maximum duration of the leave without salary, which cannot exceed one year.

Subject to the other provisions of the agreement, a bus driver may be absent from work for a maximum of six (6) days per year so that he or she may be with his or her child or his or her spouse's child to fulfill obligations relating to the child's health, safety or education.

The days thus used shall be deducted from the credit of seven (7) days obtained by the application of paragraph a) of clause 5-3.39.

Section V Miscellaneous Provisions

5-4.30 Any benefit or allowance prescribed in this article, the payment of which began before a strike or lockout, shall continue to be paid during this strike or lockout.

5-4.31 If it is established before an arbitrator that a probationary bus driver availed herself of a maternity leave or a full-time or part-time leave without salary to extend a maternity leave and that the board terminated her employment, the latter must prove that it terminated her employment for reasons other than for having used the maternity leave or the full-time or part-time leave without salary.

5-4.32 The total amounts received by the bus driver as employment insurance benefits and allowances may not exceed ninety-five percent (95%) of her basic salary.

5-5.00 PARTICIPATION IN PUBLIC AFFAIRS

5-5.01 The board recognizes the same rights for a bus driver to participate in public affairs as those recognized for all citizens.

5-5.02 A regular bus driver 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 bus driver 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 prescribed in the agreement. In that case, the bus driver 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 bus driver 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 bus driver 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 bus driver 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 Bus drivers shall be entitled to an amount equal to eight percent (8%) of the salary received as vacation pay. The amount to which they are entitled shall be paid on each pay provided that such a provision comply with the law and regulations in force.

5-7.00 PROFESSIONAL IMPROVEMENT

5-7.01 The board and the union recognize the importance of ensuring the professional improvement of bus drivers.

5-7.02 For the purpose of applying this article, professional improvement activities include the following types of professional improvement:

- a) organizational professional improvement includes all professional improvement activities required by the board designed to acquire knowledge, develop or acquire skills or techniques or modify a bus driver'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 a bus driver'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 with the exception of popular education courses.

5-7.03 Professional improvement shall be 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 bus drivers.

5-7.04 Within thirty (30) days of the board's or union's written request, they shall set up a Professional Improvement Committee; the committee shall be composed of, at most, three (3) representatives of the board and three (3) representatives of the union and may establish appropriate rules for its internal management.

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 bus drivers' 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 are:

- 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 submitted by the bus drivers 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 a bus driver 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 a bus driver 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 a bus driver's request, the board authorizes a bus driver 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 a bus driver 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 bus driver 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 bus drivers 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 are taken outside the bus driver'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 forty-five dollars (\$45) per regular bus driver according to the number established at the beginning of each fiscal year.

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 Upgrading

- a) In order to permit bus drivers to meet more adequately the requirements of the position to be filled within the context 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 bus drivers in the course of 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 will make enquiries through the Professional Improvement Committee as to the upgrading needs of bus drivers.
- d) The nature, duration and frequency of the upgrading activities offered to bus drivers shall be determined in consultation¹ with the Professional Improvement Committee.

5-8.00 CIVIL RESPONSIBILITY

5-8.01 The board shall assume the case of every bus driver 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 a bus driver.

5-8.02 The board agrees to indemnify the bus driver 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 bus driver as a result of or in the course of the carrying out of his or her duties or in applying clause 5-8.05 as a bus driver but only up to the amount for which the bus driver is not already indemnified by another source, provided that:

- a) the bus driver has given the board a written account of the facts surrounding any claim made against him or her as soon as it is reasonably possible;
- b) the bus driver has not admitted responsibility with regard to such a claim;

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

- c) the bus driver 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 bus driver 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 bus driver 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 at the request of the board except in the case of serious fault or gross negligence on the bus driver's part. In the case where a bus driver holds an insurance policy which covers the total or partial loss, theft or destruction of such belongings, the board shall only pay the bus driver 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 a bus driver is called upon as a result of or in the course of the performance of his or her duties to administer first aid to a student or to a bus driver.

5-9.00 LEAVES OF ABSENCE WITHOUT SALARY

5-9.01 The board shall grant a regular bus driver a full-time leave of absence without salary for reasons it deems valid for a maximum duration of twelve (12) consecutive months; this leave of absence may be renewed.

5-9.02 The board may also grant a part-time leave without salary to a regular bus driver for a reason it deems valid. The 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 shall apply to the bus driver concerned on a prorated basis.

5-9.03 The board shall grant a leave without salary to enable a regular bus driver 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 bus driver a full-time or part-time leave of absence 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 of absence at a time. 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 of absence without salary is submitted for the same period, the regular bus driver who has the most seniority shall have priority.

5-9.05 The board shall grant a regular bus driver a full-time or part-time leave without salary of a maximum duration of one month without exceeding twelve (12) consecutive months. The regular bus driver may benefit from such a leave every time he or she has accumulated at least seven (7) years of seniority.

The granting of the leave shall be subject to the provisions of the second and third paragraphs of clause 5-9.04.

- 5-9.06** 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; 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.
- 5-9.07** In the case where a part-time leave without salary is prescribed in this article, there must be an agreement between the board and the bus driver on the schedule of the leave and on the other terms and conditions of application.
- 5-9.08** During his or her absence, the bus driver's seniority shall be calculated in accordance with article 8-1.00 of the agreement; he or she shall continue to participate in the basic health insurance plan and shall pay all the required premiums and contributions as well as the applicable taxes on that amount. He or she may also continue to participate in the other insurance plans described in article 5-3.00 of the agreement and in the complementary plans, provided that he or she pay the entire amount of the premiums and contributions required if the regulations of the said plans permit.
- 5-9.09** The bus driver may, on reasonable grounds, terminate any leave without salary before the date foreseen, upon presentation of at least a thirty (30)-day advance written notice.
- 5-9.10** On the bus driver's return, he or she shall be reinstated in the position held upon his or her departure, subject to article 7-2.00 of the agreement.
- 5-9.11** If a bus driver resigns during or at the end of a leave of absence, he or she shall reimburse the board for any amount paid for and in the name of the bus driver.
- 5-9.12** The bus driver who uses the leave of absence for purposes other than those for which he or she obtained it shall be considered as having resigned as of the beginning of the leave of absence.

5-10.00 LEAVE WITH DEFERRED SALARY

- 5-10.01** The leave with deferred salary plan allows a bus driver to have his or her salary spread over a determined period in order to benefit from a leave with salary; the plan can only apply in accordance with the law or the regulations.

The leave shall not have the effect of paying the bus driver 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 XII of the agreement.

- 5-10.03** Only regular bus drivers shall be eligible for a leave with deferred salary plan.

A bus driver 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 a bus driver's written request, the board may grant him or her a leave with deferred salary.

5-10.05 The leave shall apply only for the period of the contract and duration of the leave as determined in the following table and according to the percentages of salary paid during the contract:

Duration of leave	Duration of participation in plan (contract)			
	24 months	36 months	48 months	60 months
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%

Any layoff during the summer shall be excluded when calculating the duration.

5-10.06 Following the leave, the bus driver must return to work for a period at least equal to that of the leave. The bus driver may return to work during or after the expiry of the contract.

5-10.07 The board and the bus driver shall sign, where applicable, the contract stipulating the terms and conditions of the leave.

CHAPTER 6-0.00 REMUNERATION**6-1.00 CLASSIFICATION**

6-1.01 Bus drivers shall be assigned the class of employment of heavy vehicle driver in the Classification Plan defined in clause 1-2.20 of the agreement.

6-2.00 SALARY

A1 6-2.01 The hourly salary rate of bus drivers shall be as follows:

Rate as of 1999-01-01:	\$15.87
Rate as of 2000-01-01:	\$16.27
Rate as of 2001-01-01:	\$16.68
Rate as of 2002-01-01:	\$17.10
Rate as of 2003-04-01:	\$17.44

Lump Sum

A1 6-2.02 For the period from April 1 to June 30, 2003, a casual bus driver shall receive a lump sum at each pay period. The lump sum shall be equal to two percent (2%) of the salary rate¹ in effect on March 31, 2003 to which shall be added the applicable benefits, if any, for the hours remunerated² from April 1 to June 30, 2003.

A1 6-2.03 A casual bus driver whose employment ties were severed between January 1 and March 31, 2003 shall receive, within thirty (30) days of the date on which his or her employment ties were severed, if he or she has not, within a time limit of seven (7) days after his or her employment ended, informed the board of his or her intent to refuse the lump sum payment, a lump sum of two percent (2%) of the salary rate to which shall be added the applicable benefits, if any, for the hours remunerated from January 1 to March 31, 2003. The lump sum shall be paid in one installment only.

A1 6-2.04 Clauses 6-2.02 and 6-2.05 shall apply, as the case may be, to a casual bus driver referred to in clause 6-2.03 who is newly hired by the board before July 1, 2003, provided that the casual bus driver has refused the lump sum payment prescribed in clause 6-2.03 within the time limit prescribed in that clause.

¹ For the purposes of clauses 6-2.02 to 6-2.08 of this article, the salary rate means the hourly salary rate prescribed in clause 6-2.01 and, where applicable, the hourly rate prescribed in clause 6-5.01.

² For the purposes of this clause, remunerated hours also include hours for which a bus driver receives maternity leave benefits, parental leave allowances, salary insurance benefits including benefits paid by the Commission de la santé et de la sécurité du travail (CSST), the Société de l'assurance automobile du Québec (SAAQ) and the board in the case of a work accident or an occupational disease, if need be.

Remunerated hours are regularly scheduled straight-time hours. For the purposes of this clause, the hours paid at the overtime rate during the period specified are converted, on the basis of the applicable rate, into straight-time hours.

Clauses 6-2.02 and 6-2.05 shall apply, as the case may be, to an employee governed by a collective agreement containing provisions in keeping with clause 6-2.03 with an employer referred to in section 1 of the Act respecting the process of negotiation of the collective agreements in the public and parapublic sectors (R.S.Q., c. R-8.2) and hired by the board before July 1, 2003, provided that the employee has refused the lump sum payment prescribed in the applicable collective agreement within the time limit prescribed.

A1 6-2.05 The regular or probationary bus driver temporarily laid off due to the cyclical slowdown or the seasonal shutdown of activities and who is laid off between April 1 and June 30, 2003 shall receive a lump sum at each pay period. The lump sum shall be equal to four percent (4%) of the salary rate¹ in effect on March 31, 2003 to which shall be added the applicable benefits, if any, for the hours remunerated² from April 1 to May 15, 2003.

A1 6-2.06 The lump sum prescribed in clause 6-2.02 shall not apply to a regular or probationary bus driver referred to in clause 6-2.05 who is newly hired by the board before July 1, 2003 as a casual bus driver.

The lump sum prescribed in clause 6-2.02 shall not apply to an employee governed by a collective agreement containing provisions in keeping with clause 6-2.05 with an employer referred in section 1 of the Act respecting the process of negotiation of the collective agreements in the public and parapublic sectors (R.S.Q., c. R-8.2) and hired by the board before July 1, 2003 as a casual bus driver.

A1 6-2.07 Only the portion of the lump sum applicable to the employee's salary rate is pensionable.

A1 6-2.08 The lump sums prescribed in clauses 6-2.02 to 6-2.05 shall cease to have effect on the dates set in those clauses, despite any obligation to maintain working conditions.

6-3.00 PAYMENT OF SALARY

6-3.01 Bus drivers shall be paid by cheque every second Thursday in a confidential manner. If a Thursday falls on a legal holiday, bus drivers shall be paid on the preceding working day.

A bus driver must receive his or her first paycheque within a maximum period of four (4) weeks after he or she is hired.

However, rather than pay the salaries by cheque, the board and the union may agree to implement a different method of payment, such as a direct deposit system.

¹ For the purposes of clauses 6-2.02 to 6-2.08 of this article, the salary rate means the hourly salary rate prescribed in clause 6-2.01 and, where applicable, the hourly rate prescribed in clause 6-5.01.

² For the purposes of this clause, remunerated hours also include hours for which a bus driver receives maternity leave benefits, parental leave allowances, salary insurance benefits including benefits paid by the Commission de la santé et de la sécurité du travail (CSST), the Société de l'assurance automobile du Québec (SAAQ) and the board in the case of a work accident or an occupational disease, if need be.

Remunerated hours are regularly scheduled straight-time hours. For the purposes of this clause, the hours paid at the overtime rate during the period specified are converted, on the basis of the applicable rate, into straight-time hours.

- 6-3.02** The pay slip must contain, in particular, the following information:
- a) name of the board;
 - b) bus driver's surname and given name;
 - c) bus driver's class of employment;
 - d) date of payment and period concerned;
 - e) number of hours paid at the regular rate and the hourly rate;
 - f) union dues;
 - g) income tax deductions;
 - h) contributions to the local or provincial pension fund, where applicable;
 - i) contributions to the Québec Pension Plan;
 - j) employment insurance contributions;
 - k) deductions for a credit union, where applicable;
 - l) gross salary and net salary;
 - m) accumulation of his or her earnings and of certain deductions and any other information as long as it was provided by the board on the date of the signing of the agreement;
 - n) number of hours of extracurricular bus trips or late buses;
 - o) any other information already provided by the board on the date of the signing of the agreement.
- 6-3.03** Before claiming the amounts paid in excess to a bus driver, the board shall reach an agreement with the bus driver 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 bus driver's pay. Such terms and conditions must not cause a bus driver to reimburse more than ten percent (10%) of his or her gross salary per pay.
- 6-3.04** The board shall inform the union and the bus driver concerned simultaneously of any cuts in salary ensuing from the application of the agreement.
- 6-3.05** In the event where the board omits in error to pay a bus driver on the date foreseen or pays him or her an amount which is less than the amount owing, the board shall, following a request from the bus driver concerned, take the necessary interim measures, without delay, to pay the amount owing.
- 6-3.06** On the day of his or her departure, the board shall give a bus driver a signed statement of the amounts owing as salary and fringe benefits.
- During the pay period following the bus driver's departure, the board shall give or forward to the bus driver his or her paycheque including fringe benefits.
- 6-3.07** The board shall inform the bus driver in writing of the amount collected in his or her name from the Commission de la santé et de la sécurité du travail (CSST).
- 6-3.08** The board shall indicate on the T-4 and Relevé 1 slips the total amounts deducted as union dues.

6-4.00 TRAVEL EXPENSES

- 6-4.01** The bus driver 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.
- 6-4.02** In order to justify reimbursement, any travelling must be authorized by the competent authority.
- 6-4.03** The bus driver who uses his or her car shall be entitled to a reimbursement in accordance with the norms established by the board.
- 6-4.04** The other expenses (public transportation, taxis, parking, accommodations, meals) shall be reimbursed upon presentation of supporting vouchers in accordance with the norms established by the board.
- 6-4.05** The board shall not force a bus driver to transport heavy material or equipment which could damage or cause premature wear to his or her vehicle.
- 6-4.06** Subject to article 8-4.00, a regular bus driver who has lost his or her driver's license or whose driver's license has been suspended or revoked and who notifies the board in writing of the circumstances 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.
- 6-4.07** If a bus driver is unable to bring the bus back to his or her point of departure because of circumstances beyond his or her control, the board shall ensure his or her transportation or, failing this, shall reimburse the authorized expenses that have been actually incurred to return the bus to the point of departure, upon submission of supporting vouchers in accordance with board norms.

Insurance

- 6-4.08** The bus driver 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 hundred thousand dollars (\$100 000) for damages to another's property.

6-5.00 EXTRACURRICULAR BUS TRIPS AND LATE BUSES

- 6-5.01** Extracurricular bus trips and late buses are remunerated as follows:
- a) travel time is remunerated at the rate prescribed in clause 6-2.01;
 - b) waiting time between the time of departure and the time when the bus driver is released from duty at the end of his or her day is remunerated at 45% of the hourly rate. The waiting period excludes the regular meal period. For the purposes of this article, a regular meal period is forty-five (45) minutes for lunch and forty-five (45) minutes for supper.

CHAPTER 7-0.00 MOVEMENT OF PERSONNEL**7-1.00 MOVEMENT OF PERSONNEL**

7-1.01 These provisions do not guarantee the number of working hours prescribed in the schedule.

Recall to Work at the Beginning of the School Year

7-1.02 Subject to clause 7-2.02, the bus driver who is recalled to work at the beginning of the school year shall be reinstated in the position held at the end of the preceding school year.

7-1.03 District includes the following localities:

- Bury (Cookshire, Sawyerville);
- North Hatley (Ayer's Cliff);
- Stanstead;
- Magog (Georgeville, Austin);
- Sherbrooke (Rock Forest, Fleurimont, Lennoxville);
- Richmond (Drummondville, Danville).

Vacant Position

7-1.04 If a position becomes permanently vacant, the board shall have a period of thirty (30) days in which to decide to abolish or modify the position.

When the board decides to fill a permanently vacant position, it shall inform the union in writing and every bus driver within a period equal to at least one pay period.

7-1.05 A) When the board decides to fill a permanently vacant or a newly created position, it shall proceed in the following order:

- a) it shall proceed according to seniority by district from among the regular bus drivers and the laid-off regular bus drivers who replied to the notice mentioned in clause 7-1.04;
- b) it shall proceed according to seniority, in the board's territory, from among the regular bus drivers and the regular bus drivers laid off for less than twenty-four (24) months who replied to the notice mentioned in clause 7-1.04;
- c) failing that, the board shall offer the position to a casual bus driver who has worked for the board for six (6) months within a period of ten (10) consecutive months and whose name is registered on the priority of employment list mentioned in clauses 7-1.11 to 7-1.16;
- d) failing that, the board may hire a person of its choice.

B) When the board decides to fill a temporarily vacant position or handle an increase in workload, it shall proceed in the following order:

- a) it shall recall according to seniority a regular bus driver laid off for less than twenty-four (24) months;

- b) failing this, it shall hire a casual bus driver registered on the priority of employment list mentioned in clauses 7-1.11 to 7-1.16;
- c) failing this, it shall hire a person of its choice.

A bus driver can refuse if the assignment is situated at more than fifty (50) kilometres by road from his or her domicile.

- 7-1.06** Any temporarily or permanently vacant position that is filled must not have the effect of increasing student transportation costs.

Distribution of Extracurricular Bus Trips and Late Buses

- 7-1.07** Regular bus drivers interested in carrying out extracurricular bus trips or late buses must so request the board at the beginning of the school year. The bus drivers must express their choice, which choice shall apply for the entire school year.

The board shall forward this information to the union and to the bus drivers concerned.

- 7-1.08** Barring an emergency or an unforeseen event, these trips shall be distributed among the bus drivers at least one week in advance.

- 7-1.09** The board shall assign an extracurricular bus trip or late bus to the bus driver who has the most seniority from among the bus drivers registered by district mentioned in clause 7-1.03.

Notwithstanding the first paragraph of this clause, the board shall not be required to assign an extracurricular bus trip to a regular bus driver, if such a trip interferes, in whole or in part, with the bus driver's regular circuit, unless the bus driver renounces the regular circuit in order to become available to carry out the entire extracurricular bus trip and provided that the board find a qualified replacement able to carry out his or her regular circuit.

- 7-1.10** The trips shall be assigned by district in an equitable manner by rotation according to seniority.

Priority of Employment List

- 7-1.11** When the board decides to fill a temporarily or permanently vacant position or to handle an increase in workload under subparagraph c) of paragraph A) or subparagraph b) of paragraph B) of clause 7-1.05, it shall offer the position or employment in the event of an increase in workload to a bus driver according to the duration of employment from among those registered on the priority of employment list who meet the required qualifications and the other requirements determined by the board.

Bus drivers registered on the priority of employment list must inform the board at the beginning of each school year of their choice of district or districts where they wish to work. However, such a choice must not have the effect of increasing student transportation costs.

7-1.12 The duration of employment shall be calculated in years and days.

A casual bus driver who works at least 180 days in a given year shall be credited one year of employment. The duration of employment of a bus driver who works fewer than 180 days shall be calculated in proportion to the days worked.

7-1.13 To be eligible for a priority of employment list, the bus driver must meet the following criteria: must have worked as a casual bus driver for at least four (4) months during the preceding ten (10) months and must have received a satisfactory evaluation.

7-1.14 The name of a bus driver may be struck from the priority of employment list for one of the following reasons:

a) refusal of an offer of employment under subparagraph b) of paragraph B) of clause 7-1.05 except for:

- 1) a maternity leave, an adoption leave or a paternity leave covered by the Act respecting labour standards;
- 2) a disability or work accident within the meaning of the agreement;
- 3) a position within the Centrale des syndicats du Québec, the Fédération du personnel de soutien scolaire or the union;
- 4) a reason agreed to by the board and the union;

b) failure to report to work on the date agreed to by the bus driver and the employer without a reason deemed valid by the board;

c) obtaining a regular position;

d) not having worked for eighteen (18) months;

e) more than one unsatisfactory evaluation:

- in the case of an unsatisfactory evaluation, the bus driver who believes that the reason invoked by the board is excessive may submit a grievance;
- however, the board can invoke an unsatisfactory evaluation only in the twelve (12) months of such an unsatisfactory evaluation.

7-1.15 The list 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.

7-1.16 A local arrangement, within the meaning of article 10-2.00 of the agreement, may replace or modify the provisions dealing with the priority of employment list.

7-2.00 LAYOFF

Temporary Layoff

7-2.01 The board shall determine the approximate duration of each temporary layoff.

However, temporary layoffs during the summer shall be situated between the last day of class of one year and the first day of class of the following school year.

The board shall also determine the order in which the temporary layoffs shall be carried out.

The board shall inform the bus drivers concerned of the date and the approximate duration of the layoff at least one month prior to the effective date of the layoff. A copy of the notice shall be sent simultaneously to the union.

Abolition of a Position

- 7-2.02** In the event of the abolition of a position, the bus driver concerned may displace a bus driver with less seniority in his or her district or in another district, provided this does not have the effect of increasing student transportation costs. The provisions of this paragraph also apply to a displaced bus driver.
- 7-2.03** If a displaced bus driver is unable to obtain a position under the preceding clause, he or she shall be laid off.
- 7-2.04** The board shall inform the bus driver whose position is abolished at least fifteen (15) days prior to his or her layoff.
- 7-2.05** A laid-off bus driver must inform the board of any change of address or telephone number. Failing such a notice, the board shall not be responsible if it is unable to reach the bus driver concerned.

7-3.00 AMALGAMATION, ANNEXATION OR RESTRUCTURING

- 7-3.01** 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 of bus drivers if the cause of the 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 of regular bus drivers.

7-4.00 WORK ACCIDENTS AND OCCUPATIONAL DISEASES

- 7-4.01** The following provisions apply to a bus driver who suffers a work accident or incurs an occupational disease covered by the Act respecting industrial accidents and occupational diseases (R.S.Q., c. A-3.001).

A bus driver who suffered a work accident before August 19, 1985 and who is still absent for that reason shall remain covered by the Workmen's Compensation Act (R.S.Q., c. A-3); moreover, the bus driver shall benefit, by making the necessary changes, from clauses 7-4.14 to 7-4.18 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 (R.S.Q., c. A-3.001) apply insofar as the 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 a bus driver, 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 bus driver is foreseeable;
- c) health establishment: a public establishment within the meaning of the Act respecting health services and social services (R.S.Q., c. S-4.2);
- d) 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 bus driver who suffers or contracts such injury or disease shall not be an employment injury unless it results in the bus driver's death or it permanently and severely affects his or her physical or mental well-being;

- e) 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;
- f) health professional: a professional in the field of health within the meaning of the Health Insurance Act (R.S.Q., c. A-29).

Miscellaneous Provisions

7-4.04 A bus driver must inform the board of the details concerning a work accident or employment injury before leaving work, if he or she is able to do so or, if not, as soon as possible. Moreover, the bus driver shall provide the board with a medical certificate as prescribed by law, 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 a bus driver has suffered or contracted as soon as it is brought to its attention.

7-4.06 A bus driver 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 permission from his or her immediate superior; permission cannot be refused without a valid reason.

7-4.07 The board must immediately give first aid to a bus driver who has suffered an employment injury and, if need be, provide transportation to a health establishment, a health professional or to the bus driver's residence as required by his or her condition.

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

The bus driver shall choose the health establishment, if possible. If the bus driver is unable to express his or her choice, he or she must accept the health establishment chosen by the board. However, the bus driver who was unable to express his or her choice may be transferred to another health establishment of his or her choice, as prescribed by law.

The bus driver shall be entitled to receive care from the health professional of his or her choice.

- 7-4.08** Notwithstanding clause 5-3.37, the board may require that a bus driver who has suffered an employment injury undergo an examination by a health professional that it designates and gives its reasons for doing so, as prescribed by law. The cost of the examination and travel expenses shall be assumed by the board in accordance with the norms prescribed in clause 6-4.01.

Group Plans

- 7-4.09** The bus driver who suffers an employment injury entitling him or her to an income replacement indemnity shall remain covered by the life insurance plan described in clauses 5-3.22 and 5-3.23 and by the health insurance plan described in clause 5-3.24.

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

The waiver mentioned in the preceding paragraph shall no longer apply when the employment injury has consolidated.

- 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 prescribed in clause 5-3.31 shall apply, subject to the second paragraph of this clause, if the bus driver is still disabled within the meaning of clause 5-3.03 and, in this case, the date of the beginning of such absence shall be considered as the date of the beginning of the disability for the purpose of applying the salary insurance plan, particularly clauses 5-3.31 and 5-3.42.

On the other hand, for the bus driver who would receive from the Commission de la santé et de la sécurité du travail an income replacement indemnity which is less than the benefit which he or she would have received as a result of the application of clause 5-3.31, the salary insurance plan prescribed in this clause shall apply to make up the difference if the bus driver 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 5-3.31 and 5-3.42.

- 7-4.11** A bus driver's bank of sick-leave days shall not be reduced for the days for which the Commission de la santé et de la sécurité du travail has paid an income replacement indemnity until the employment injury has consolidated and for the absences prescribed in clause 7-4.18. The same applies for the part of the day on which the employment injury occurred.

Salary

- 7-4.12** For as long as a bus driver is entitled to the income replacement indemnity but no later than the date of consolidation of the employment injury he or she has suffered, he or she shall be entitled to his or her salary as if he or she were at work subject to the following provisions:

the gross taxable salary shall be determined in the following manner: the board shall deduct the equivalent of all amounts required by law 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 law and the agreement.

- 7-4.13** Subject to clause 7-4.12, the Commission de la santé et de la sécurité du travail shall reimburse the board the amount corresponding to the income replacement indemnity of the Commission de la santé et de la sécurité du travail.

The bus driver who, following a notice, must appear before a review board, a medical arbitration session or the Commission des lésions professionnelles, may be absent from work without loss of salary for the time deemed necessary by the competent authority. The bus driver must notify 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 employer.

The bus driver 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.

Right to Return to Work

- 7-4.14** A bus driver 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 bus driver 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 bus driver 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.

- 7-4.16** The bus driver referred to in the preceding clause who is unable to return to his or her position either because it was abolished or the bus driver 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 Chapter 7-0.00.

- 7-4.17** If the board does not allow a bus driver to exercise the rights mentioned in clauses 7-4.15 and 7-4.16 because the bus driver would have been displaced, 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 bus driver 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 under article 8-4.00 of the agreement.

7-4.18 Once the bus driver who has suffered an employment injury returns to work, the board shall pay him or her the salary for each day or part of day during which the bus driver must be absent from work to receive treatment or undergo medical examinations related to the employment injury or to carry out an activity under his or her personal rehabilitation program.

7-5.00 CONTRACTING OUT

7-5.01 Contracting out must not cause layoffs or reduce the hours of a regular bus driver of the board.

The board cannot contract out on a continuous basis in a district defined in clause 7-1.03, if it can recall a bus driver from that district or another district, laid off for less than twenty-four (24) months, from that district or another district, and who is entitled thereto, provided that this does not entail an increase in student transportation costs.

7-5.02 The board can only use taxi transportation, when required. In the case of a grievance, the burden of proof rests with the union.

7-5.03 At the union's request, the board shall provide it with pertinent information concerning the contracting out of student transportation services in effect.

CHAPTER 8-0.00 WORKING CONDITIONS AND FRINGE BENEFITS**8-1.00 SENIORITY**

8-1.01 Seniority shall correspond to the total period of service of a regular bus driver in the employ of the board. Seniority shall be acquired as of the completion of the probation period but shall be retroactive to the beginning of such period.

Seniority shall be expressed in years and days.

8-1.02 The regular bus driver who works at least 180 days in a given year is credited one year of seniority. The seniority of the bus driver who works fewer than 180 days is calculated in proportion to his or her regular workdays.

8-1.03 Within sixty (60) days of the date of the signing of the agreement, the board shall draw up a seniority list of regular bus drivers and shall forward a copy to the union.

8-1.04 A regular bus driver shall retain and shall accumulate his or her seniority in the following cases:

- a) when he or she is working or his or her salary is maintained;
- b) when he or she is on a leave of absence with salary as provided for in the agreement;
- c) when he or she is absent from work because of an occupational disease or a work accident;
- d) when he or she is absent from work because of an accident or illness other than an occupational disease or a work accident for a period not exceeding twenty-four (24) months;
- e) when he or she is on a leave of absence without salary for a period of one month or less;
- f) when he or she is on a leave of absence without salary for union activities or studies;
- g) when he or she is temporarily laid off under clause 7-2.01;
- h) when he or she is on a leave of absence under article 5-4.00 of the agreement;
- i) in the other cases where a provision of the agreement specifically provides.

8-1.05 A regular bus driver shall retain his or her seniority but without accumulating it in the following cases:

- a) when he or she is on a leave of absence without salary for more than one month, unless specifically provided otherwise in the agreement;
- b) when he or she is laid off for a period not exceeding twenty-four (24) months;
- c) when he or she is absent from work because of an illness or an accident other than an occupational disease or a work accident for more than twenty-four (24) months.

- 8-1.06** A regular bus driver shall lose his or her seniority in the following circumstances:
- a) when his or her employment is permanently terminated;
 - b) when he or she is laid off for a duration in excess of that mentioned in paragraph b) of clause 8-1.05;
 - c) when he or she refuses or fails to return to work without a valid reason within seven (7) days of a recall to work.

8-1.07 No later than August 31 of each year, the board shall update the seniority list as of the preceding June 30 and a copy shall be sent to the union.

8-1.08 The board shall forward a copy to each bus driver.

8-1.09 The seniority list shall become official forty-five (45) days after the union receives it, subject to the changes resulting from a grievance submitted before the list becomes official. However, a revision can be requested after the list becomes official but may not have any retroactive effect prior to filing the grievance on action taken by virtue of this list.

8-1.10 When a bus driver becomes a regular bus driver after the date of the signing of the agreement, the board shall inform such bus driver 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 bus driver referred to in the preceding paragraph, every period worked for the board before becoming a regular bus driver shall be recognized as seniority, retroactively to the first date of hiring, unless there was an interruption of work for more than twenty-four (24) months, in which case the time worked before the interruption is not counted.

The period worked shall be calculated in proportion to the regular workdays.

8-2.00 WORKWEEK AND WORKING HOURS

8-2.01 Subject to clause 8-3.01, the regular workweek shall be from Monday to Friday. The duration of the regular workday shall be determined by the board and shall include the time required by the bus driver to carry out the regular circuit assigned and the time required to prepare and verify the bus.

8-2.02 Once established, the regular workweek shall be confirmed in writing to each bus driver.

8-2.03 If an event, beyond the bus driver's control, entails an increase in the time normally required to carry out a regular circuit, the additional hours shall be remunerated at the basic hourly rate for a maximum of forty (40) hours. After forty (40) hours, the additional hours shall be remunerated at the basic hourly rate increased by half.

8-3.00 WORK YEAR**Number of workdays**

- 8-3.01** The number of workdays of a bus driver shall be equal to the number of days of class during which students are present in school in accordance with the school calendar determined yearly by the board.
- 8-3.02** When a class day is cancelled, the salary of bus drivers who have been paid will not be reduced on that day. However, if such class day is made up on a pedagogical day, bus drivers shall not be remunerated again for such a workday.

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 bus driver concerned. A copy of such notice must be forwarded to the union within three (3) working days of the sending of the disciplinary measure to the bus driver 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 a bus driver must be preceded, subject to the fourth paragraph of this clause, by a meeting between the board, the union and the bus driver concerned. During this meeting, the board shall inform the union and the bus driver of the reasons for such a measure. To this end, the bus driver 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 bus driver and the union shall be convened within forty-eight (48) hours of the board's initial decision.

Following any meeting held by virtue of this clause, the board must inform the bus driver 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 bus driver 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 summon a bus driver who is suspended; in this case and in the case where the board decides to summon a bus driver regarding every other disciplinary measure which concerns him or her, the bus driver must receive at least a forty-eight (48)-hour written notice specifying the hour and 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 this notice shall be transmitted to the union at the same time.

The fact that the union or the bus driver 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 a bus driver does not constitute a summons as defined in the preceding provisions.

- 8-4.04** The bus driver 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 bus driver's specific written authorization in each case, the union representative may consult the official file of a bus driver on two other occasions during the year.
- 8-4.05** The bus driver who is subject to a disciplinary measure may submit a grievance. However, the bus driver 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 prescribed in clause 8-4.02 has taken place.
- 8-4.06** A suspension shall not interrupt the bus driver's seniority. During the suspension, the bus driver shall maintain his or her contribution to the various contributory plans prescribed in the agreement.
- 8-4.07** In the event of arbitration, the board must establish that the disciplinary measure was imposed for fair and sufficient reason.
- 8-4.08** The board may invoke an infraction that has been placed in the official file and for which a disciplinary measure has been issued only within twelve (12) months of such infraction.
- However, if more than one infraction of the same nature was committed within these twelve (12) months, each of 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 a bus driver; the same shall apply 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 changes in an indefinite suspension, the thirty (30)-day limit shall not apply at the time of the change.
- 8-4.12** In the case of dismissal, if there is an appeal through the grievance procedure, the board shall not pay the bus driver concerned the amounts accumulated in the pension fund nor those accumulated in the bank of sick-leave days for as long as the grievance has not been settled. The bus driver 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 bus driver 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 respect the health, safety and physical well-being of bus drivers.

8-5.02 The bus driver must:

- a) take the necessary measures to protect his or her health, safety and physical well-being;
- b) see to it that he or she does not endanger the health, safety and physical well-being of other persons who are on the work premises or near the work premises;
- c) undergo health examinations required by law and the regulations applicable to the board and those prescribed in clause 10-7.01.

8-5.03 Insofar as it is prescribed by law and the regulations which are applicable to it, the board must take the measures necessary to protect the health and ensure the safety and physical well-being of bus drivers; it must, in particular:

- a) see to it that the buses under its jurisdiction are equipped and laid out in such a way as to protect the bus drivers;
- 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 bus drivers;
- c) provide suitable lighting and heating;
- d) provide safe material and ensure that it is kept in good condition;
- e) allow a bus driver to undergo health examinations required by law and the regulations applying to the board.

8-5.04 When it becomes necessary by law and the regulations applicable to the board to place safety means and equipment at the disposal of bus drivers in order to meet their specific needs, this must not reduce in any way the efforts required by the board, the union and the bus drivers to eliminate at the source dangers to their health, safety and physical well-being.

8-5.05 When a bus driver exercises the right of refusal provided 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 summon 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 district concerned; the purpose of the 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 or reimbursement.

- 8-5.06** The right of a bus driver mentioned in clause 8-5.05 shall be exercised subject to the relevant provisions of the law and the 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 or a disciplinary or discriminatory measure due to the fact that the bus driver exercised a right prescribed in clause 8-5.05 in good faith.
- 8-5.08** Nothing in the agreement shall prevent the union representative or, where applicable, the union delegate from being accompanied by a union advisor at the meeting prescribed in clause 8-5.05; however, the board or its representative must be informed of the presence of the advisor before the meeting is held.
- 8-5.09** The union may specifically 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 work, after having informed his or her immediate superior, without loss of salary or reimbursement, in the following cases:
- a) to attend a meeting prescribed 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 and physical well-being of a bus driver.
- 8-6.00 CLOTHING AND UNIFORMS**
- 8-6.01** The board shall provide its bus drivers, 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 law 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 bus driver free of charge with any special article, uniform or clothing.
- 8-6.02** The special articles, clothing, uniforms or safety shoes supplied by the board shall remain its property and may only be replaced upon the return of the old special article, clothing, uniform or safety shoes unless the bus driver 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 bus driver's responsibility except for special clothing such as overalls, smocks and other similar items which are used exclusively on the premises and for working purposes.
- 8-6.04** Any grievance concerning the application of this article shall be referred to the grievance procedure without assessors.

8-7.00 TECHNICAL CHANGES

8-7.01 For the purpose of this article, a technical change means a change made to the operations resulting from the introduction or addition of new machinery, equipment or apparatus or its modification, thereby modifying the duties entrusted to a bus driver.

The bus driver whose duties are modified because of the introduction of a technical change shall receive, when needed, appropriate training in keeping with his or her skills. The board shall assume the cost of the training and shall normally be dispensed outside a bus driver's working hours. The hours shall be remunerated at the bus driver's basic hourly rate.

8-7.02 The board shall inform the union in writing of its decision to introduce a technical change at least thirty (30) 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) date foreseen for the implementation;
- c) bus drivers concerned.

CHAPTER 9-0.00 SETTLEMENT OF GRIEVANCES, ARBITRATION AND DISAGREEMENT**9-1.00 PROCEDURE FOR SETTLING GRIEVANCES**

9-1.01 A bus driver 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 bus driver has not followed this procedure shall not cause the bus driver 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 shall agree to comply with the following procedure:

a) Step One

The bus driver 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 bus driver 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 following the receipt of the grievance and shall forward a copy to the bus driver. 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 or in the absence of a reply or if the board's reply 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 a bus driver, a group of bus drivers or all bus drivers. In this case, the union must comply with the procedure prescribed 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 prescribed 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** A bus driver must in no way be penalized, harassed or disturbed 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 prescribed 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. The notice must contain a copy of the grievance and of the board's written reply, if any, and it must be sent by registered mail or by fax.

However, the union may submit the grievance to arbitration, in the manner prescribed in the preceding paragraph, as soon as it receives the reply of the board as prescribed in clause 9-1.03.

A copy of the arbitration notice must be sent at the same time to the board.

In the event of a disruption of postal services, the arbitration notice shall be sent by telegram, fax or teletype and, at the end of this disruption, the union shall forward the aforementioned documents as quickly as possible.

- 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

BICHE Marie-France	HAMELIN François
BLOUIN Rodrigue	LADOUCEUR André
BOISVERT Marc	MORIN Fernand
FORTIER François G.	TOUSIGNANT Lyse
FRUMKIN Harvey	VILLAGY Jean-Pierre

or any other person appointed by the Centrale, the CPNCA 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 St-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 CPNCA 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 CPNCA and the Ministère within the time limit prescribed 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 as prescribed by law and the agreement.

Upon his or her appointment, each arbitrator shall take an oath or shall pledge on his or her honour before the chief arbitrator for the term of the agreement to render his or her decisions in conformity with the law and the agreement.

- 9-2.05** Following the recording of the notice of arbitration mentioned in clause 9-2.01, the records office shall acknowledge receipt without delay to the union. A copy of the acknowledgment, of the grievance notice and of the notice of arbitration shall be sent, without delay, to the Centrale, the CPNCA, the Ministère, the board concerned and the QESBA.

- 9-2.06** The chief arbitrator or, in his 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;
- 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 V.

The records office shall notify the arbitrators, the assessors, the parties concerned, the Centrale, the CPNCA, the QESBA and the Ministère. The same applies to an arbitrator appointed to hear a grievance in accordance with the accelerated arbitration procedure described in Appendix V or to act as a mediator within the context of prearbitration mediation.

The party that submits a request for a deferral of an arbitration session within thirty (30) days or less of a hearing date shall pay the arbitrator an indemnity of four hundred dollars (\$400) as cancellation fees. In the case of a joint request for a deferral, the cancellation fees shall be shared equally by the parties.

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 CPNCA, 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 an arbitrator is unable to act because he or she resigns, refuses to act or for other reasons, the arbitrator shall be replaced according to the procedure established for the original appointment.

If an 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 An 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 compliance with the operating rules of the records office and, notably, those found in Appendix V.

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 who does not attend after having been convened in accordance with clause 9-2.07 at least seven (7) days in advance.

9-2.14 The arbitrator must render his or her decision within forty-five (45) days of the end of the hearing, except in the case 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 CPNCA, the Ministère and the QESBA and shall file for and on behalf of the arbitrator two (2) certified copies at the records office of the labour commissioner-general's office.

- 9-2.16** At any time before the final decision, an arbitrator may render any provisional or interlocutory decision which he or she deems fair 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 a bus driver who is no longer in the employ of the board or by the union for a bus driver 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. Any compensation must take into account the amounts earned by the said bus driver 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 A) Arbitrators' Fees and Expenses

The board and the union may agree in writing that grievances shall be submitted to the mediation-arbitration procedure prescribed in Appendix III; in such a case, the arbitrator's fees and expenses shall be assumed and divided in the following proportion: seventy percent (70%) by the board and thirty percent (30%) by the union.

Failing a written agreement in accordance with the preceding paragraph, grievances shall be submitted according to the procedure prescribed in this article and the fees and expenses of the chief arbitrator and arbitrators shall be borne by the Ministère.

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.

- 9-2.22** The assessors shall be remunerated and their expenses reimbursed by the party they represent.

9-2.23 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 deliberations.

9-2.24 At the request of a party or on his or her own initiative, an arbitrator shall forward 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 Any disagreement 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 MISCELLANEOUS PROVISIONS**10-1.00 CONTRIBUTIONS TO A SAVINGS INSTITUTION OR CREDIT UNION**

10-1.01 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.

10-1.02 The board shall collaborate in facilitating this operation.

10-1.03 Thirty (30) days after the savings institution or credit union has forwarded the authorizations for deductions to the board, the latter shall deduct from each salary payment of the bus driver 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.

10-1.04 Thirty (30) days after a bus driver's written notice to this effect, the board shall cease to deduct the bus driver's contribution to the savings institution or credit union.

10-1.05 The amounts thus deducted at source shall be forwarded to the savings institution or credit union concerned within eight (8) days of their deduction.

10-1.06 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.

10-1.07 Article 10-1.00 applies, by making the necessary changes, to the bus driver who wishes to purchase government savings bonds.

10-2.00 LOCAL ARRANGEMENTS

10-2.01 The board and the union may agree on local arrangements according to the following procedure.

10-2.02 No local arrangement may directly or indirectly modify a provision of the agreement which cannot be the subject of a local arrangement.

Between the date of the signing of the agreement and until the replacement of a local arrangement, the parties agree to conform to the provisions of the former local arrangement.

10-2.03 Failing a local arrangement on a subject for which the agreement or the law so provides, the provisions of the agreement apply.

10-2.04 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.

10-2.05 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 indicated, 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 to at the provincial level.

10-2.06 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.

10-2.07 Any local arrangement may be cancelled or replaced by a written agreement between the board and the union. Such an agreement must fulfill the requirements of clause 10-2.05.

10-2.08 At the union's request, the board shall release, without loss of salary or reimbursement, a maximum of two (2) bus drivers designated by the union in order to participate in the joint meetings required to discuss the provisions arising from this article. The bus driver must notify his or her immediate superior before leaving.

10-3.00 PRINTING AND TRANSLATION

10-3.01 The text of the agreement and the Classification Plan shall be printed at the expense of the CPNCA.

10-3.02 The French text shall constitute the official text of the agreement. However, the provincial negotiating parties shall agree to an English version of the agreement for administrative purposes.

10-3.03 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 bus drivers and to the union as quickly as possible.

10-4.00 COMING INTO FORCE OF THE AGREEMENT

10-4.01 The agreement shall have no retroactive effect except for the clauses listed in clauses 10-4.06 and 10-4.07 and, unless otherwise provided, shall come into force on the date it is signed.

A1 10-4.02 The agreement expires on June 30, 2003.

However, the working conditions provided for in the agreement continue to apply until the signing of a new collective agreement.

10-4.03 Payment of the amounts owing under clauses 10-4.06 and 10-4.07 shall be made to bus drivers in the employ of the board within sixty (60) days of the date on which the agreement is signed.

10-4.04 The board shall compile within one hundred and twenty (120) days of the date on which the agreement is signed a list of bus drivers in the employ of the board between January 1, 1999 and the date on which the agreement is signed but who are no longer in its employ on that date and shall indicate the last known address.

To receive the amounts payable under clauses 10-4.06 and 10-4.07, the bus driver concerned must submit a written request to the board within one hundred and twenty (120) days after the union receives the list. In the event of the bus driver's death, the request may be made by his or her beneficiaries.

Payment of amounts to the bus drivers under clauses 10-4.06 and 10-4.07 shall be made within sixty (60) days after the request is received.

10-4.05 The board shall provide bus drivers with a statement of the calculations of their retroactivity along with the payment of the amounts and shall forward a copy to the union.

10-4.06 A bus driver in the employ of the board between January 1, 1999 and the date on which the agreement is signed shall be entitled as retroactivity to an 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 under the following provisions:

clauses 5-3.31, 5-4.09, 5-4.10, 5-4.18, 5-4.20, 5-4.21, 5-4.23, 6-2.01, 7-4.12

and

the amounts already paid by the board in this respect between January 1, 1999 and the date on which the agreement is signed.

10-4.07 For the 1999-2000 school year, a bus driver shall be entitled to the payment corresponding to one tenth (1/10) of his or her daily salary for each paid day off he or she received under clause 5-2.01 (nonworking days with pay) of the 1998-1999 collective agreement.

10-4.08 The board shall apply the new salary scales under clause 6-2.01 within forty-five (45) days of the date on which the agreement is signed.

10-4.09 The time limits prescribed in the procedure for settling grievances shall be extended until such time as the provincial negotiating union group has received copies of the official text of the agreement in a quantity sufficient to permit a distribution to the members of the unions governed by this agreement.

10-4.10 Strikes and lockouts shall be forbidden as of the date on which the agreement is signed and as long as the right to strike and to lockout has not been acquired in accordance with the provisions of the Labour Code.

10-5.00 APPENDICES

10-5.01 The appendices constitute an integral part of the agreement.

10-6.00 INTERPRETATION OF TEXTS (Protocol)

10-6.01 For the purposes of the wording of the new agreement, the provincial negotiating parties agree to use the feminine and masculine genders in all designations of persons. To this end, the parties have established the rules of writing found in Appendix II.

10-6.02 The application of these rules shall not have the effect of modifying the rights and benefits which would have applied had the text been written in the masculine gender and, unless the context indicates otherwise, may not have the effect of granting different rights or benefits to women or men.

10-6.03 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.

10-7.00 ANNUAL MEDICAL EXAMINATION

10-7.01 Barring a notice to the contrary, bus drivers must submit a medical certificate on a yearly basis prior to or on their birthday in accordance with the directives of the school board.

IN WITNESS WHEREOF, the parties to this agreement have signed in Montréal on this 1st day of the month of December 2000.

**THE MANAGEMENT NEGOTIATING
COMMITTEE FOR ENGLISH-
LANGUAGE SCHOOL BOARDS**

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

(signed) François Legault

François Legault
Ministre de l'Éducation

(signed) Monique Richard

Monique Richard
President, CSQ

(signed) Bernard Huot

Bernard Huot
President, CPNCA

(signed) Diane Fortin

Diane Fortin
Coordinator, CSQ

(signed) Hilaire Rochefort

Hilaire Rochefort
Vice-president

(signed) Bernard Couturier-Lévesque

Bernard Couturier-Lévesque
President, FPSS

(signed) Diane Ratcliffe

Diane Ratcliffe
President, QESBA

(signed) Daniel Lafrenière

Daniel Lafrenière
Vice-president, FPSS

(signed) Ronald Fava

Ronald Fava
Negotiator, QESBA

(signed) Joanne Quévillon

Joanne Quévillon
Vice-president, FPSS

(signed) Ginette Robichaud

Ginette Robichaud
Spokesperson, MEQ

(signed) Marie-Claude Morin

Marie-Claude Morin
Spokesperson, FPSS - CSQ

APPENDIX I**PARENTAL RIGHTS AND
SUPPLEMENTARY EMPLOYMENT INSURANCE BENEFITS PLAN**

The government shall undertake to guarantee that, as of the date of the signing of the agreement, a bus driver may receive, during her maternity leave, the full or partial compensation payable by the board under section II of article 5-4.00 of the agreement, regardless of the changes made to the eligibility criteria for employment insurance which could arise after that date but on the condition that the foregoing is admissible under the supplementary employment insurance benefits plan.

Moreover, the provincial negotiating parties shall meet to discuss any problem which could arise as a result of the following:

- a) if Human Resources Development Canada (HRDC) were to have additional requirements with respect to the final written authorization allowing the plan to be registered as a supplementary employment insurance benefit;
- b) if, thereafter, HRDC were to modify its requirements during the term of the agreement.

It is understood that these discussions shall not constitute a reopening of the agreement.

Should any change occur in the federal employment insurance plan with respect to parental rights or the implementation of a parental leave plan for all workers of Québec, it is agreed that the parties shall meet to discuss the possible impact of these changes on the parental rights plan.

Moreover, in the event of changes or new regulations concerning labour standards with respect to parental rights, it is understood that the parties shall meet to discuss the possible impact of these changes on the parental rights plan.

APPENDIX II

FEMINIZATION OF TEXTS

The rules for a nonsexist style of writing apply to the French text only.

APPENDIX III

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; they shall indicate, if applicable, any previous grievance or grievances for which the mediation-arbitration procedure 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 clauses of article 9-2.00 which are not incompatible with this appendix.

APPENDIX IV

AMALGAMATION, ANNEXATION OR RESTRUCTURING OF SCHOOL BOARDS

The provincial employer group hereby agrees that, in the event of an official decision concerning an amalgamation, annexation or restructuring of English-language school boards, a meeting shall be held with the provincial negotiating union group to discuss the terms and conditions for the transfer and reassignment of bus drivers.

APPENDIX V

ARBITRATION OF GRIEVANCES

In order to improve the effectiveness of the arbitration system, to reduce costs and to enable the local parties to assume greater responsibility for arbitration files, the 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 PROVINCIAL COMMITTEE FOR SETTLING GRIEVANCES

The provincial committee for settling grievances composed of one representative of the CPNCA and one representative of the Fédération du personnel de soutien scolaire (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 in clause 9-2.02. Once the parties have approved a name from that 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 labour commissioner general's office.

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 procedure are unresolved, those remaining shall be dealt with according to the arbitration procedure agreed to between the parties.

The mediator cannot act as an arbitrator in any grievance not settled in the prearbitration-mediation procedure, 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 borne by the records office, as is the case of an arbitration mandate.

III- ACCELERATED ARBITRATION PROCEDURE OF A "SMALL CLAIMS" NATURE

1- Admissible grievances

Any grievance may be referred to this procedure provided that the parties (board and union) explicitly agree to do so. In this case, a notice signed jointly by the authorized representatives of the parties, attesting such an 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 usually lasts 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 the 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- Applicable provisions of the agreement

Articles 9-1.00 and 9-2.00 apply by adapting them to the accelerated arbitration procedure prescribed in this appendix, except for 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, 9-2.22 and 9-2.23.

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 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 the 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 prescribed under article 9-2.00:

- ▶ the attorneys 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, the attorneys, assessors, where applicable, and the arbitrator must 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 VI**COMPUTERIZED BILLING OF GROUP INSURANCE PREMIUMS**

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 for group insurance premiums:

A. 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.

B. 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 bus drivers;
- b) registering new bus drivers;
- 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 bus drivers 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 employer by the insurer for settling certain benefits;
- g) forwarding to the insurer the names of bus drivers who have indicated to the board that they intend to retire.

B) In the case of 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.

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 bus driver'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 bus driver's pay.

² FAMR: Fire, Accident and Miscellaneous Risk.

C. 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 the plans shall be borne entirely by the participants.

The bus drivers referred to in paragraph a) of clause 5-3.01 may benefit from a deduction at source of the insurance premiums for the plans.

Only paragraph k) of clause 5-3.31 applies to the general group insurance plans (FAMR).

D. Subparagraph a) of paragraph B) of clause 5-3.21 is modified as follows:

5-3.21 B) a) the provisions of paragraphs b) to l) of clause 5-3.30;

E. Clause 5-3.25 is modified by adding the following paragraph d):

5-3.25 d) The board's contribution to the health insurance plan shall be sent to the insurer in two (2) installments each year:

i) the first installment shall cover the period from January 1 to June 30 and shall be established by the insurer for all bus drivers concerned for the pay period which includes April 1 and for whom such contribution must be made; the installment represents fifty percent (50%) of the board's contribution;

ii) the second installment shall cover the period from July 1 to December 31 and shall be established by the insurer for all bus drivers concerned for the pay period which includes November 1 and for whom such contribution must be made; the installment represents fifty percent (50%) of the board's contribution.

F. The third paragraph of clause 5-3.28 is replaced with the following:

5-3.28 Notwithstanding clause 5-3.01, the bus driver on a leave without salary for twenty-eight (28) days or less shall remain covered by the plan. The insurer shall, upon the bus driver'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 bus driver on a leave without salary for more than twenty-eight (28) days shall remain covered by the plan. The insurer shall claim directly from the bus driver the total amount of the premiums due, including the board's share.

G. Paragraph k) of clause 5-3.30 becomes paragraph l) of the same clause.

The new paragraph k) of clause 5-3.30 is as follows:

5-3.30 k) the insurer shall determine the total amount of the bus driver's premiums for each pay period and shall transmit it to the board by computerized listing so that the board can make the deduction;

APPENDIX VII

TECHNICAL COMMITTEE ON INSURANCE

The Ministère, the QESBA 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).

APPENDIX VIII
USE OF BANK OF SICK-LEAVE DAYS¹
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

¹ Extract of clause 12.5.2 of a document of the Eastern Townships School Board entitled: Working conditions of support staff, revised 1995.

APPENDIX IX**TERMS AND CONDITIONS FOR APPLYING
THE PROGRESSIVE RETIREMENT PLAN**

- 1) The progressive retirement plan, hereinafter called the "plan", is intended to enable a bus driver to reduce his or her time worked for a period of one (1) to five (5) years. The proportion of the number of hours worked per week must not be less than fourteen (14) hours.

Notwithstanding the preceding paragraph, the board and the bus driver may agree that the number of hours worked be scheduled other than on a weekly basis.

- 2) Only the regular bus driver whose regular workweek is greater than fourteen (14) hours worked and who is a member of one of the pension plans currently in force (CSSP, RREGOP or 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 bus driver 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 bus driver shall sign the form required by CARRA and shall forward a copy to the board.

- 5)
 - A) The bus driver 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 with the consent of the board.
 - B) The request must specify the period during which the bus driver intends to avail himself or herself of the plan as well as the distribution of the working time.
 - C) The bus driver 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 student transportation needs.
- 7) During the progressive retirement period, the bus driver 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 bus driver 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 bus driver's time worked prior to the agreement. He or she shall pay his or her own contribution. For the term of the agreement, the bus driver shall be entitled to the life insurance plan to which he or she was entitled prior to the agreement.
- 10) The board and the bus driver shall sign, where applicable, the agreement stipulating the terms and conditions relating to the progressive retirement plan.
- 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 a bus driver 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 bus driver had he or she not availed himself or herself of the plan.
- 12) For the term of the agreement, the bus driver and the board must pay their share of the contributions to the pension plan on the basis of the applicable salary as if the bus driver had not availed himself or herself of the plan.
- 13) Except for the preceding provisions, the bus driver who avails himself or herself of the progressive retirement plan shall be governed by the provisions of the agreement concerning the number of hours worked in his or her workweek.
- 14) Where applicable, the number of weekly hours not worked by the bus driver participating in the plan shall be filled according to the provisions of clause 7-1.05 B) of the agreement.
- 15) Should the bus driver 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 bus driver 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 bus driver or, where applicable, upon expiry of the extension agreed to under clause 15, the agreement shall terminate on the date on which the event occurs.
 - B) The same applies in the event of the bus driver's withdrawal, which can only occur with the consent of the board.
 - C) If the agreement becomes null or terminates due to circumstances mentioned previously or stipulated by regulation, the pensionable salary, the credited service and the contributions shall be determined, for each of these circumstances, in the manner prescribed by regulation.
- 17) For each of the years stipulated in the agreement, the bus driver 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 bus driver 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 bus driver

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 the circumstances and according to the terms and conditions prescribed in clauses 15) and 16) of Appendix IX 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 bus driver may agree to change the number of hours worked and the schedule, provided, however, that the number of hours worked is not less than fourteen (14) hours per week.

3) **Other Terms and Conditions for Applying the Plan Agreed to with the Bus Driver**

IN WITNESS WHEREOF, the parties have signed in _____ on this ____ day of the month of _____ 20__.

For the school board

Bus driver

APPENDIX X**EQUAL OPPORTUNITY ADVISORY COMMITTEE**

The Ministère de l'Éducation shall maintain an equal opportunity advisory committee. The committee shall be made up of two (2) representatives of the Coordination à la condition féminine of the Ministère de l'Éducation, two (2) representatives of the Quebec English School Boards Association (QESBA) and two (2) representatives of the teaching, professional and support staff of school boards designated by the CSQ and the QPAT.

The committee shall establish its own rules of operation in order to carry out its mandate.

Committee's Mandate

The committee shall determine its mandate in keeping with the government policies dealing with the status of women.

Where applicable, the committee could discuss the following issues:

- orientations dealing with equal opportunity programs;
- methods for the development and implementation of such programs;
- tools for analyzing such programs;
- information and awareness campaigns.

In this vein, the committee members could share all available pertinent information deemed useful and deal with any issue agreed to by the committee as regards equal opportunity programs.

APPENDIX XI**PARENTAL RIGHTS OF CASUAL BUS DRIVERS**

This appendix applies to the casual bus drivers referred to in subparagraph 2) of paragraph b) of clause 2-1.01.

The bus drivers 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 bus driver must have worked at the board for at least twenty (20) weeks during the twelve (12) months preceding the leave.
- B) A bus driver shall benefit from parental rights only for the period during which he or she would have actually worked.
- C) Following a written request submitted to the board at least two (2) weeks in advance, the bus driver who wishes to extend her maternity leave, the bus driver who wishes to extend his paternity leave and the bus driver who wishes to extend an adoption leave shall benefit from paragraph a) of clause 5-4.25 according to the terms and conditions prescribed.
- D) For these bus drivers, the special leave provided for in paragraph B) of clause 5-4.18 of the agreement shall be without salary but the four (4) days to which the bus driver may be entitled are paid, where applicable, under clause 5-4.19.
- E) The casual bus driver's basic weekly salary is the average basic weekly salary of the last twenty (20) weeks preceding her maternity leave. If, during that period, the casual bus driver received benefits established at a certain percentage of her regular salary, it is understood that, for the purposes of calculating her basic salary during her maternity leave, it is the basic salary on the basis of which these benefits were established.

If the period of the last twenty (20) weeks preceding the casual bus driver's maternity leave includes the date on which the salary scales and rates are increased, the basic weekly salary shall be calculated on the basis of the salary rate in effect on that date. However, if the maternity leave includes the date on which the salary scales and rates are increased, the basic salary shall change on that date according to the adjustment formula of the applicable salary scale.

The twenty (20)-week period prior to the casual bus driver's maternity leave shall exclude all layoffs when calculating the average basic weekly salary.

APPENDIX XII

LEAVE WITH DEFERRED SALARY

CONTRACT CONCLUDED

BETWEEN

_____ SCHOOL BOARD

HEREINAFTER CALLED THE BOARD

AND

SURNAME: _____ GIVEN NAME: _____

ADDRESS: _____

HEREINAFTER CALLED THE BUS DRIVER

Subject: 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 provided for in sections V to XI herein.

II- The Leave with Deferred Salary and Certain Inherent Terms and Conditions

- a) The duration of the leave with deferred salary shall be _____, that is, from _____ to _____.
- b) On returning to the board, the bus driver shall be reinstated in his or her position. If his or her position was abolished or if the bus driver was displaced in accordance with the collective agreement, the bus driver shall be entitled to the benefits he or she would have received had he or she been at work.
- c) The duration of the leave must be for at least six (6) months. The leave shall be taken in consecutive months and can be taken over one school year only. Moreover, the leave cannot be interrupted under any circumstances regardless of the duration prescribed in clause 5-10.05
- d) During the leave with deferred salary, the bus driver cannot receive any remuneration from the board or from another person or company with which the board has ties other than the amount corresponding to the percentage of his or her salary determined in section III for the duration of the contract.
- e) Notwithstanding any provision resulting from the benefits and conditions of which bus drivers may avail themselves during the contract, the leave with deferred salary must start no later than six (6) years from the date on which the bus driver's salary began to be deferred.

III- Salary

During each of the years referred to in this contract, the bus driver shall receive _____% of the salary he or she would have received under the collective agreement.

(The percentage applicable is indicated in clause 5-10.05 of the collective agreement.)

IV- Benefits

- a) During each of the years of this contract, the bus driver 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 leave with deferred salary, the bus driver shall not be entitled to any of the premiums provided for in the collective 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) It is understood that, during the leave with deferred salary, the percentage of vacation allowance prescribed in clause 5-6.01 is applied to the percentage of salary prescribed in section III herein.
- 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 bus driver would have received had he or she not taken part in the leave with deferred salary.
- e) During each of the years of this contract, the bus driver shall be entitled to all the other benefits of the collective 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 Bus Driver

In the event of the retirement, withdrawal or resignation of the bus driver, this contract shall expire on the date of such retirement, withdrawal or resignation under the conditions described hereinafter:

A) The bus driver has already taken a leave with deferred salary (salary paid in excess).

The bus driver 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 bus driver has not taken a leave with deferred salary (salary not paid).

The board shall reimburse the bus driver, 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.

¹ The board and the bus driver may agree on the terms and conditions of reimbursement.

C) The leave with deferred salary is in progress.

The amount owing by one party or the other shall be calculated in the following manner:

Salary received by the bus driver 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 bus driver shall reimburse the amount to the board; if the result obtained is negative, the board shall reimburse the amount to the bus driver.

The amount reimbursed shall not include any interest.

VI- Layoff or Dismissal

In the event of the layoff other than that associated with the school calendar or the dismissal of the bus driver, this contract shall expire on the effective date of the layoff or dismissal. The conditions provided for in paragraph A), B) or C) of section V shall then apply.

However, the duration of this contract shall be extended in proportion to each layoff associated with the school calendar when it was not counted in establishing the duration of the contract in accordance with clause 5-10.05.

VII- Leave without Salary

During the term of the contract, the total of one or more leaves without salary authorized in accordance with the collective agreement cannot exceed twelve (12) months. In this case, the duration of this contract shall be extended accordingly.

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- Death of the Bus Driver

In the event of the bus driver's death during the term of this contract, the contract shall expire on the date of the bus driver'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 bus driver is required to reimburse the board as a result of the application of the provisions of section V.

IX- Disability

A) Disability develops during the leave with deferred salary

For the purposes of applying the provisions of clause 5-3.31, disability shall be considered as beginning on the date a bus driver returns to work and not during the leave with deferred salary.

However, the bus driver shall be entitled, during his or her leave with deferred salary, to the salary based on the percentage determined in this contract.

At the end of the leave, the bus driver who is still disabled shall be entitled to a salary insurance benefit resulting from the application of the provisions of clause 5-3.31 based on the salary determined in this contract. Should the bus driver 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 bus driver has taken his or her leave with deferred salary

The bus driver shall continue to participate in this contract and the salary insurance benefit resulting from the application of the provisions of clause 5-3.31 shall be based on the salary determined in this contract. Should he or she still be disabled at the expiry of this contract, he or she shall then receive a salary insurance benefit based on his or her regular salary.

C) Disability develops before the leave is taken and still exists at the time when the leave is supposed to take place

In this case, the bus driver 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 bus driver shall then receive his or her salary insurance benefit resulting from the application of the provisions of clause 5-3.31 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 bus driver shall be entitled to the salary insurance benefit resulting from the application of the provisions of clause 5-3.31 based on his or her regular salary.

- 2° A bus driver 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 5-3.31 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 bus driver is required to reimburse the board as a result of the application of the provisions of section V.

X- Work Accident or Employment Injury

In the case of a work accident or employment injury, the bus driver 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 bus driver has availed himself or herself of his or her choice.

XI- Maternity Leave (20 weeks) and Leave for Adoption (10 weeks)

- 1° If the maternity leave or leave for adoption takes place before or after the leave is taken, the bus driver shall interrupt his or her participation for a maximum period of twenty (20) weeks or ten (10) 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 leave or leave for adoption takes place before the leave is taken, the bus driver 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

Signature of bus driver

c.c.: Union

APPENDIX XIII

USE OF A BUS BLOCK HEATER

As regards a bus driver who, with the agreement of the board, parks a bus at his or her home, the parties agree that the amount allocated by the board, under its previous policy covering electrical costs incurred to plug in a bus block heater during the winter, is established at \$65 per year for the term of the agreement.

The amount shall be paid during the month of December every year.

However, the fact that a bus driver does not park his or her bus at his or her home cannot have the effect of reducing the other rights granted in the agreement to a bus driver.