

COLLECTIVE AGREEMENT

BETWEEN:

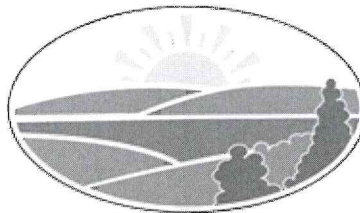


THE CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 1618

BUS DRIVERS and MECHANICS

- AND -



SUNRISE
SCHOOL DIVISION

SUNRISE SCHOOL DIVISION

TERM OF AGREEMENT

JULY 1, 2022 – JUNE 30, 2027

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**SUNRISE SCHOOL DIVISION
and
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1618
BUS DRIVERS, MECHANICS, CUSTODIAL and MAINTENANCE**

PREAMBLE

Whereas it is the desire of both Parties to this Agreement:

- (1) To maintain and improve harmonious relations and settled conditions of employment between the Sunrise School Division ("The Employer") and the Canadian Union of Public Employees, Local 1618 ("The Union");
- (2) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services, etc.;
- (3) To encourage efficiency in operation;
- (4) To promote the morale, well-being and security of all employees in the bargaining unit of the Union; and

WHEREAS it is now desirable that those methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in a Collective Agreement.

NOW THEREFORE, the Parties agree as follows:

ARTICLE 1 – SCOPE OF AGREEMENT AND DEFINITIONS

- 1.01 This Agreement is made to cover all employees as outlined by certificate 6258 issued by the Manitoba Labour Board on April 26th, 2005 and/or as listed in Schedule "A" attached.
- 1.02 Employees mean a person who is employed by the Sunrise School Division within the scope of this agreement.
- (a) Full-time Employee means a person covered by this Agreement who regularly and recurrently works the full-prescribed hours of work as defined in Article 11.
 - (b) Part-time Employee means a person covered by this Agreement who regularly and recurrently works less than the full-prescribed hours of work as defined in Article 11.
 - (c) Term Employee means a person hired to replace a regular full time or part time employee or hired for a specific period of time or for the completion of a specific job.

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Term employees shall receive the minimum rate of pay for the position they assume and shall not receive priority over permanent employees on layoff or recall for any available work.

Term employees are not covered by layoff and recall provisions of the Agreement.

Term employees are required to serve the six (6) month probationary period for a permanent position. Following successful completion of the probationary period and being the successful applicant for a permanent position, seniority shall be backdated, where applicable, to take into account service worked as a term employee within the preceding one (1) year period.

When a term employee works twenty (20) consecutive days the employee shall be entitled to sick leave benefits on a pro-rated basis.

- (d) Casual Employee (Mechanic) means a person who is employed only for the purpose of relieving a full time, part time or term employee on an occasional basis. Casual employees are not covered by the terms of this Collective Agreement except for the rate of pay that the employee shall be paid as outlined in Schedule A.
- (e) Regular Bus Driver means a bus driver who has a regular morning and evening route and is employed for the school year.
- (f) Spare Driver means a bus driver employed only for the purpose of relieving a bus driver on the morning or evening route. Spare drivers shall be called in to work by rotation when needed by the Division. Spare drivers shall only be covered by Sections 1.02 (d), 5, 12, 13, 21, 23.01, 23.11, 23.13, 24.01 and Appendix "A" of this Agreement.

If a spare driver works twenty (20) consecutive working days or more, the employee shall be entitled to sick leave benefits on a pro-rated basis. Spare drivers working less than twenty (20) consecutive working days shall be limited to only those benefits described in the above paragraph.

All spare drivers shall be paid the special trip hourly rate for working on professional development days and/or training sessions. Where a spare driver is regularly unavailable when required by the Division to drive, the Division reserves the right to terminate the employment relationship.

- (g) Students hired between April 15th and September 15th are excluded from the terms of this Agreement.
- (h) Bus Driver Trainer is a bus driver designated by the Division to train bus drivers or instruct in evacuation procedure, safety, training, evaluation, or other relevant

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duties. The Division shall designate bus drivers to become bus driver trainers who, in its opinion, are qualified to work in this classification.

- (i) A Courier is assigned to drive a van and/or occasionally a bus on a full-time basis, consisting of eight (8) hours per day, forty (40) hours per week..
- (j) Standby Driver means an employee who is required to remain on site for duty but not assigned a regular morning and evening route and is employed for the school year. Standby drivers are covered by the provisions of the collective agreement.

1.03 Where the context so requires, masculine and feminine genders and singular and plural numbers shall be considered interchangeable.

ARTICLE 2 – TERMS OF AGREEMENT: DURATION, REVISION AND TERMINATION

2.01 This agreement shall be binding and remain in effect from July 1, 2022 until June 30, 2027 and shall continue in effect from year to year thereafter unless either party desiring to propose changes or amendments to this Agreement shall, between the period of thirty (30) and ninety (90) days prior to the termination date, give notice in writing to the other Party of the changes or amendments proposed. Within ten (10) working days of receipt of such notice by one Party, the other Party is required to enter into negotiations for a renewal or revision of the Agreement, or such later date as mutually agreed.

2.02 In the event of a written notice of revision or termination to this Agreement having been given by either party hereto, negotiations will be carried on with a view to arranging another Agreement.

2.03 During the period of such negotiations, this Agreement will be extended automatically and remain in full force and effect subject to any revisions agreed upon in negotiations.

2.04 The wage schedule of the Agreement will be retroactive to July 1, 2022. Changes to this Collective Agreement shall be effective date of signing unless specifically provided otherwise.

ARTICLE 3 – MANAGEMENT RIGHTS

Subject to the provisions of this Agreement the operation of the schools and direction of the staff covered by Certification No. 6258, including the right to hire, suspend or discharge for just cause, to assign to jobs, to classify, to promote, to transfer for cause, employees among the schools, to increase, decrease or re-organize the staff, both permanent and term, to determine the service necessary for the most efficient operation of the schools is clearly a function of Management and is vested exclusively in the Division. The Division agrees that it will not exercise any of the foregoing rights of this Article in a discriminatory manner. The specific terms of this contract shall be the source of any rights that may be asserted by the Union against the School Division.

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

ARTICLE 4 – RECOGNITION AND UNION DUES

The Division recognizes the Canadian Union of Public Employees, Local 1618 as the sole collective bargaining agency of all employees as outlined in M.L.B. Certificate No. 6258 issued April 26th, 2005 and/or as classified and covered by this Agreement those excluded by *The Act* and those positions that the parties, may from time to time, agree on as being excluded from the Collective Agreement.

ARTICLE 5 – UNION DUES/SECURITY

- 5.01 The Division shall deduct from the earnings of each employee an amount equal to the regular monthly membership dues, as established by the Union.
- 5.02 Deductions shall be made from each pay and forwarded to the Secretary-Treasurer of the Union no later than the fifteenth (15th) day of the month following. A list of the names of the employees for whom deductions have been made shall be included.
- 5.03 The Division shall indicate the amount of Union dues paid by each employee during the relevant year on the Income Tax T-4 slips.
- 5.04 The Union agrees to and does hereby indemnify and save the Division harmless from all claims, demands, actions and proceedings of any kind and from all costs which may arise or be taken against the deduction of Union dues as provided in Article 5.01.
- 5.05 The Union shall notify the Superintendent or designate of the Division of the names of the local officers within two (2) weeks after election or appointment.
- 5.06 All correspondence between the Employer and the Union arising out of this Agreement or incident hereto shall pass to and from the Superintendent or designate and the President and/or designate.
- 5.07 The Union shall have the right to have the assistance of representative(s) or advisor(s) of the Union when dealing or negotiating with the Division on matters related to the Collective Agreement or *The Labour Relations Act*.

Such representative(s) or advisor(s) shall have access to the Division's premises in order to communicate with any employee(s) within a given building in the bargaining unit with respect to matters arising out of the Collective Agreement or *The Labour Relations Act* providing the following conditions are met:

- (a) Prior approval of the Superintendent or designate; and
- (b) That visitation does not disrupt normal work function and will take place during

normal break time.

- 5.08 The Union shall provide newly hired members with a copy of the Collective Agreement, and the Division shall notify the Union of all newly hired members within five (5) working days of their being hired.
- 5.09 The Union agrees not to solicit Union Membership or transact any business of the Union on the Division's time, except as herein provided.

ARTICLE 6 – PROBATIONARY PERIOD

- 6.01 Employees shall be on a probationary period for a period of six (6) consecutive months from the date of hiring. In the case of ten (10) month employees, the normal school break of summer shall not count as service toward the completion of an employee's probationary period.
- 6.02 At any time during this period, the employee may be suspended or dismissed by the Employer without any reason or notice being given therefore and notwithstanding any other provision in this Agreement there shall be no appeal or recourse to the Grievance and Arbitration procedure against such suspension or dismissal.
- 6.03 Upon completion of the probationary period, seniority shall be retroactive to the original date of employment at the start of the probationary period.

ARTICLE 7 – SENIORITY

- 7.01 (a) For the purpose of the Agreement, there shall be two (2) types of seniority: Bargaining Unit and Seniority by Classification as defined in Clause 7.01 (b) and (c);
- (b) Bargaining Unit seniority is defined as the length of continuous service in the Bargaining Unit since the date of last hire and confirmed in accordance with clause 7.05. Seniority shall be one of the factors in promotions and transfer and shall operate on a Bargaining Unit wide basis.
- (c) Seniority by Classification is defined as the length of continuous service within a classification since the date of last hire in such classification and confirmed in accordance with Clause 7.05. For the purpose of this Agreement seniority by classification shall be utilized for the purpose of layoff and recall and there shall be two (2) classifications, namely those of bus drivers/couriers, and mechanics.
- (d) Where two or more employees are offered employment with the Division on the same date, for purposes of seniority, each written offer of employment will be date and time stamped.

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- 7.02 Seniority shall be maintained and accumulated during:
- (a) absence due to sickness and accident up to eighteen(18) months;
 - (b) authorized leave of absence up to thirty (30) days;
 - (c) an employee who is on WCB up to a maximum of two (2) years from commencement of disability; or
 - (d) for any approved leave of absence for parental and/or maternity purposes.
- 7.03 Seniority shall be maintained but not accumulate if:
- (a) an employee is laid off for less than twelve (12) months;
 - (b) an employee is on an authorized leave of absence in excess of thirty (30) days but less than 18 months, subject to date of return from leave being the first day of the school year in the fall term;
 - (c) an employee is on sick leave in excess of eighteen (18) months.
- 7.04 An employee's seniority shall be forfeited and their employment shall be deemed to be terminated and there shall be no obligation to rehire under the following conditions:
- (a) the employee is discharged and not reinstated;
 - (b) the employee resigns in writing;
 - (c) the employee is absent from work without notifying the Division after forty-eight (48) hours, unless in the sole discretion of the Employer, unforeseen circumstances have prevented such response;
 - (d) the employee is laid off for a period longer than twelve (12) months;
 - (e) the employee fails to report for duty within seven (7) working days to the employee's last known address by registered mail following a layoff, the onus is on the employee to inform the Employer of their current address;
 - (f) Laid off employee's engaged in alternate employment and who are recalled shall be permitted to give their current Employer a maximum of two (2) weeks' notice of termination to accept the recall;
 - (g) the employee is retired; or
 - (h) the employee fails to report for duty at the termination of a leave of absence, vacation or suspension.
- 7.05 For the purpose of seniority, employees working both ten (10) months and twelve (12) months shall be recognized as having one (1) year of service.
- (a) The Union will be provided with two (2) copies of the seniority list on the week of about March 31st of each year and the Division shall post such seniority list at each work location.
 - (b) Each employee shall be entitled to a period of ten (10) working days after the posting of the seniority list to protest in writing any alleged omission or incorrect listing to the Superintendent or designate. In the case where an employee is on

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vacation, leave of absence or sick leave, an employee may protest an alleged omission or incorrect listing within ten (10) working days of their return to work. Any protest shall be limited to changes that have occurred since the last certified listing. If there is no objection within the time frame, the list shall be deemed correct.

ARTICLE 8 – NO DISCRIMINATION/HARASSMENT

- 8.01
- (a) The Division and the Union jointly affirm that every employee is entitled to a respectful workplace which is free from discrimination and harassment.
 - (b) The Division and the Union agree that there shall be no discrimination, interference, restriction or coercion exercised or practiced with respect to any employee by reason of age, creed, race, colour, national origin, political or religious affiliation, sex including pregnancy, marital status, family status, sexual orientation, place of residence, physical or mental disabilities nor by reason of the employee's membership or non-membership or activity in the Union.
 - (c) The Division and the Union agree that no form of harassment shall be condoned in the workplace and it is further agreed that both parties will work together in recognizing and dealing with such problems should they arise. Situations involving harassment shall be treated in a confidential matter by both the Division and the Union.
 - (d) The definition of harassment shall consist of the definition contained in the *Human Rights Code of Manitoba* and shall further include the definition of harassment set out in the Workplace Harassment Policy.
 - (e) Respectful Workplace – reference to Division Harassment Policy.

ARTICLE 9 – LABOUR MANAGEMENT COMMITTEE

- 9.01 A Labour Management Committee shall be established consisting of up to three (3) representatives of the Division and three (3) representatives of the Union. As part of its mandate, the Committee will work together to develop an agenda for each meeting to more effectively make use of the meetings. The agenda will contain a scheduled time at which relevant groupings of Union representatives should attend. The Labour Management Committee would consider:
- (a) promoting safety and sanitary practices;
 - (b) reviewing suggestions from employees;
 - (c) improving the quality of service to the students of the Sunrise School Division; and
 - (d) other matters of mutual interest.
- 9.02 The Committee shall meet no more than three (3) times a year unless both parties agree. Matters that are subject to the grievance procedure shall not be discussed at the Committee meetings.

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- 9.03 The Committee shall not consider wages, or any matter of collective bargaining including the administration of this Collective Agreement.
- 9.04 The Committee shall not supersede the activities of any other committee of the Union or of the Division and does not have the power to bind either the Union or its members or the Division to any decisions or conclusions reached in its discussions. The Committee may make recommendations to the Union and the Division with respect to its deliberations. Any representative of the Union on the Labour Management Committee, who is an employee of the Division, shall have the privilege of attending meetings held within working hours without loss of pay.
- 9.05 Copies of all motions, resolutions, and bylaws or rules and regulations adopted by the Division which affects the members of the Union are to be posted on the bulletin board, Sunrise School Division website and mailed to the Union President for their information.

ARTICLE 10 – PROMOTIONS AND STAFF CHANGES

- 10.01 When a vacancy occurs as a result of a retirement or resignation, or a new position is created inside the bargaining unit, the Employer shall post notice of the position in the Employers' offices and schools for a minimum of five (5) working days so that all members will know about the vacancy or new position. In the posting, the notice shall contain the nature of the position, location, qualifications, required knowledge and skill and wage rate or salary range.
- 10.02 (a) Both parties recognize the principle of promotion within the service of the Employer. Therefore employee applications will be considered prior to applications from outside the bargaining unit.
- (b) In selecting employees for a vacant position, the Division will consider the following factors in the order listed:
- (1) Qualifications
 - (2) Ability
 - (3) Skill
 - (4) Employment History
- When, in the sole discretion of the Employer, the above noted criteria are equal, seniority shall prevail.
- 10.03 The Division shall notify the Union of all appointments, transfers, layoffs and recalls.
- 10.04 Any employee upgraded to a higher classification shall be considered to be on a trial basis in their new classification for a period of three (3) months. In the event of unsatisfactory performance in this new classification during the trial period, the employee shall be returned to their previous or similar position without loss of seniority. During the trial

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period, the Division will, at its discretion, consider an employee's request to return to their former position and rate of pay. Any other employees promoted or transferred because of the arrangement of the position shall also be returned to their former position without loss of seniority.

- 10.05 When an employee is relieving another employee in a higher paid classification as per Schedule "A", in excess of five (5) consecutive working days, the employee shall receive the next highest rate of pay for that classification for all hours worked provided the employee is performing substantially all of the duties in the classification. No posting shall be required in such cases.
- 10.06 Employees shall be notified by email of any job postings during the months of July and August. Job postings will be posted on the Division's website with a copy mailed to the Recording Secretary of the Union. Employees who wish to receive job postings by email during the summer months shall notify the Division Office by June 30th of each year. The posting period shall be seven (7) working day for any summer postings.
- 10.07 Permanent Drivers shall not be eligible to apply for or be considered for term positions which are less than five (5) school months in duration.

ARTICLE 11 – HOURS OF WORK

- 11.01 (a) The normal full time hours of work shall be as outlined below, and part time employees shall work such hours as assigned by the Division;
- (b) Bus Drivers – shall work those hours as required to properly service their route and to maintain the cleanliness of the bus; including pre-trip inspection, fueling, bus washing, normal paperwork and servicing (regularly scheduled maintenance). Those bus drivers required to wash school buses in commercial establishments shall present their claim to the Transportation Manager for reimbursement.
- (c) Mechanics and Couriers - The normal hours of work shall be five (5) days per week, eight (8) hours per day with two (2) consecutive days off, exclusive of the unpaid meal break. Hourly rated employees shall work those hours as scheduled and authorized by the Division or the Transportation Manager.
- (d) Employees working 5½ hours or more shall receive a fifteen (15) minute rest period in the first half of their shift and a fifteen (15) minute rest period in the second half of their shift. Employees working less than 5½ hours and three (3) hours or more, are entitled to a fifteen (15) minute rest period.
- (e) Employees who are required to perform their duties during a meal and/or a.m./p.m. break period while on a field trip will be compensated for all such time. Clarification Note: Applies when an employee is required to stay with their bus, on special trip site.

ARTICLE 12 - OVERTIME

- 12.01 Overtime work shall not be performed or paid for unless authorized by the employee's supervisor or designate.
- 12.02 Overtime shall be at the rate of one and one-half (1-1/2) times the employee's hourly rate of pay for all hours beyond eight (8) hours in any one day or beyond forty (40) hours in any one week.
- 12.03 All time worked on an employee's regular day off shall be paid at time and a half (1-1/2x) the standard rate of pay for every hour worked.
- 12.04 Any employee who is required to work on a statutory holiday shall be paid the rate of double time (2x) based on the standard rate of pay for every hour worked in addition to the employee's regular pay.
- 12.05 When an employee is called from their home for an emergency, the employee shall receive a minimum of two (2) hours pay at overtime rates.

ARTICLE 13 – GRIEVANCE PROCEDURE

- 13.01 Should a dispute arise between the Division and any employee(s) regarding the content, interpretation, or application of the Agreement, an earnest effort shall be made to resolve the issue in the following manner:
 - Step 1:
The employee(s) shall first approach their immediate supervisor and attempt to resolve the matter at that level immediately.
 - Step 2:
Should Step 1 not resolve the matter, a grievance shall be filed with the Superintendent or designate within ten (10) working days.
 - Step 3:
Failing satisfactory settlement within ten (10) working days after the dispute was submitted under Step 2, the employee(s) concerned together with the Union Representative will submit to the Division a written statement of the particulars of the complaint and the redress sought. The Division shall render its decision within ten (10) working days following the regular Board meeting falling immediately after receipt of said written complaint.
 - Step 4:
Failing satisfactory settlement being reached in Step 3, the Union shall indicate their intent to proceed or not to proceed to Arbitration within twenty (20) working days.

- 13.02 The time limits in the Grievance Procedure may be extended by consent of the parties to this Agreement, in writing.
- 13.03 An employee considered by the Union to be wrongfully discharged or suspended, shall be entitled to initiate such grievance at Step 3.
- 13.04 The Union shall have the right to originate a grievance on behalf of an employee(s). Such a grievance shall commence at Step 3. The Union shall identify the affected employee(s).
- 13.05 Replies to grievances shall be in writing at all stages.

ARTICLE 14 – ARBITRATION

- 14.01 Composition of Board of Arbitration
When either party requests that a grievance be submitted to Arbitration, the request shall be made by registered mail or by messenger service addressed to the other party of the Agreement, indicating the name of its nominee on an Arbitration Board. Within fourteen (14) calendar days thereafter the other party shall answer by registered mail indicating the name and address of its appointee to the Arbitration Board. The two (2) arbitrators shall then meet to select a chairperson mutually satisfactory to both parties.
- 14.02 Failure to Appoint
If the recipient of the notice fails to appoint an arbitrator, or if the two (2) appointees fail to agree upon a chairperson within seven (7) calendar days of their appointment, the appointment shall be made by the Minister of Labour, Province of Manitoba, upon the request of either party.
- 14.03 The decision of the Board of Arbitrators shall be final and binding on all parties and the decision shall be made within twenty (20) working days from the time the hearing is held.
- 14.04 Each party shall pay the fees and expenses of its appointee and one-half (1/2) the fees and expenses of the chairperson.
- 14.05 The Arbitration Board does not have the jurisdiction to make a decision which is inconsistent with the provision of the Collective Agreement, or to modify or amend any provision of the Collective Agreement.
- 14.06 Nothing herein shall prohibit the parties from agreeing on a single arbitrator. If the parties so agree, the provisions of this article relating to establishment of an Arbitration Board shall apply, with changes in points of detail, to a single arbitrator.
- 14.07 No person shall be selected as a member of the Arbitration Board who is acting or has acted as a solicitor, counsel or agent for either of the parties for a period of one (1) year prior to the date on which notice of desire to submit the matter to arbitration is given.

ARTICLE 15 – STATUTORY HOLIDAYS

15.01 All employees shall have the following holidays off at their regular rates of pay provided they have met the requirements of *The Employment Standards Code*.

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|------------------|--|
| New Year's Day | Louis Riel Day |
| Good Friday | Victoria Day |
| Canada Day | Civic Holiday |
| Labour Day | Orange Shirt Day (national Day for Truth and Reconciliation) |
| Thanksgiving Day | Christmas Day |
| Boxing Day | |

Plus any other statutory holiday, including Remembrance Day, as proclaimed by the federal, provincial and local government authority or school board authorities, provided it occurs on a regular school day, and the schools are closed.

15.02 In the event of any of the said holidays falling on Saturday or Sunday, with the exception of Remembrance Day, such holiday shall be observed on the day substituted therefore by the Government of Canada and/or the Province of Manitoba, subject to schools being closed on the day so substituted, and provided that, if Remembrance Day is declared a holiday, employees will be entitled to receive such holiday with the exception that, if school children are required to attend school for a portion thereof then the employees will be required to work on such day for a period of time to carry out their duties and the remainder of the day shall then be a holiday.

15.03 When a recognized holiday falls during an employee's annual vacation or regular day off, the employee shall be allowed an additional day at a time mutually convenient to the employee and the Board.

15.04 Regular part-time employees shall be entitled to statutory holiday pay on a pro rata basis, if eligible.

ARTICLE 16 – VACATION

- 16.01 The vacation entitlement shall be calculated as to the number of year's service on the employee's anniversary date.
- 16.02 (a) Where the hours of an employee vary from day to day, the employee's pay for vacation days shall be equivalent to the employee's average daily rate, exclusive of overtime, over the period of the previous one (1) year.
- (b) Employees with more than one (1) year of service shall be eligible for a paid vacation as follows:
- (1) Twelve (12) working days after one (1) year of continuous service.
 - (2) Fifteen (15) working days after three (3) years of continuous service.
 - (3) Twenty (20) working days after nine (9) years of continuous service.
 - (4) Twenty-five (25) working days after seventeen (17) years of continuous service.
 - (5) Thirty (30) working days after twenty-four (24) years of continuous service.
- 16.03 Mechanics: Employees shall submit their preferred vacation period to the individual's supervisor for their supervisor's approval prior to April 1st of each year. Normally, vacations will be taken during July and August. Confirmation of requested vacation period shall be given to the employees by May 15th.
- 16.04 Bus Drivers: All employees qualifying for more vacation than what is normally provided at Christmas and Spring break shall receive the balance prior to May 31st. Employees who have not accrued sufficient vacation credits to cover the vacation days taken during the Christmas and Spring breaks will have their salary adjusted in either January or April.
- 16.05 Workload permitting, the Division shall consider individual employee requests for vacation at times other than provided in Article 16.04 during the school year, covered by this Agreement on the basis of seniority. All such requests shall be in writing, and received by the Transportation Manager. Each block of vacation must be a minimum of five (5) days. Employees shall provide a minimum of twenty (20) working days advance notice for all vacation requests.
- 16.06 For the purpose of computing vacation credits, ten (10) month employees and twelve (12) month employees shall be considered as working one (1) year of service.
- 16.07 When an employee qualifies for sick leave involving admission to hospital during the employee's vacation, the employee shall be entitled, when confirmation from the admitting medical practitioner is produced, to use their accumulated sick leave credits for the duration of the hospitalization. When an employee qualifies for Compassionate Leave under Article 18.01 during their vacation, the employee shall be entitled, upon written proof of the death, to utilize the appropriate leave for this purpose. In either case, the

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period of vacation so displaced shall either be added to the vacation period or retained for use at a later date, by mutual agreement.

ARTICLE 17 – SICK LEAVE PROVISIONS

- 17.01 Sick leave is provided for the sole purpose of providing a continuous income to any employee during periods of illness or injury.
- 17.02 An employee will not be entitled to sick leave when the employee is absent from work because of plastic surgery performed solely for cosmetic purposes
- 17.03 A permanent employee shall accumulate sick leave at two (2) days per month up to a maximum of twenty (20) days per year for ten (10) month employees and twenty-four (24) days per year for twelve (12) month employees. Sick leave shall accumulate to a maximum of one hundred and thirty (130) days.
- 17.04 In the case of suspected sick leave abuse, the Division may require that such absence be verified by a doctor's certificate. Should the Division request a second medical opinion from a doctor to which the parties mutually agree, the cost of that certificate will be covered by the Division.
- 17.05 The Division, in its discretion, may grant sick leave for a period in excess of the provisions of this Article.
- 17.06 In any instance where the Manitoba Public Insurance Company reimburses an employee for wage loss, such reimbursement shall be submitted to the Division to reinstate the employee's used sick leave.
- 17.07 An employee shall be entitled to use up to a maximum of four (4) days of sick leave per year, to attend to the emergency illness or injury of that employee's parent, partner, child or Foster child. A medical certificate may be required to verify the emergency illness or injury.

ARTICLE 18 – LEAVE OF ABSENCE

- 18.01 Bereavement Leave
- (a) An employee shall be granted up to five (5) working days' leave, without loss of salary, in the case of the death of the employee's spouse, partner, father, mother, son or daughter.
- (b) An employee shall be granted three (3) working days' leave without loss of salary, in the case of the death of a brother, sister, grandparent, grandchild, sister-in-law, brother-in-law, son-in-law, daughter-in-law, mother-in-law or father-in-law.
- (c) An employee shall be granted up to one (1) day leave without loss of salary, to attend a funeral as a pallbearer. Such pallbearer leave is not in addition to leaves outlined above.
- (d) Additional Bereavement Leave in above situations or other situations may be granted on request from the employee at the discretion of the Division.

- (e) It is the responsibility of all employees to notify their immediate supervisor prior to taking such leave.

18.02 Compassionate Care Leave - Shall be granted in accordance with *The Employment Standards Code*.

18.03 General Leave

An employee may be granted a leave of absence without pay for personal reasons if:

- (a) the employee requests it in writing from the Superintendent or designate; and
- (b) The leave is for good reasons and does not interfere unduly with the operations of the Division. In emergency situations, leave may be granted through verbal notification from the Assistant Superintendent or designate. The Division shall respond to leave requests within fifteen (15) days.

18.04 Leave of Absence for Union Business

- (a) Leaves of absence without pay may be granted to employees to undertake full time Union work (complete school year only) or to attend Union conferences or conventions as official delegates. During such leaves seniority shall accrue.
- (b) The Division may, upon request (twenty (20) days' prior notice required), continue to pay the employee during periods of leave of absence without pay as if the employee had remained at work. The Division will then bill the Union an amount equal to 100% of the employee's salary plus cost of fringe benefits.
- (c) For Union Business The Negotiating Committee shall be appointed and consist of such members of the Division as appointed by the Division as the Division may determine and not more than nine (9) members of the Union as appointees of the Union.

18.05 Maternity/Parental/Parenting Leave

- (a) Maternity/Parental Leave will be granted in accordance with *The Employment Standards Code*.
- (b) Upon written request by the employee, the Division may grant additional time beyond the period provided by *The Employment Standards Code*.
- (c) An employee may be granted up to two (2) days' leave at no loss of salary where the employee's spouse/partner has given birth to a child or where they have adopted a child. This leave shall be taken within one (1) week of the birth or adoption.

18.06 Personal Leave

Each full-time employee and each part-time employee shall be entitled to two (2) days of personal leave in each school year without loss of salary. A Term employee shall be entitled to receive one (1) personal leave day without loss of salary upon completion of

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each five months' employment to a maximum of two (2) personal leave days per school year.

Personal leave is not cumulative from one school year to the next and will be scheduled having regard to the efficient operation of the school division.

18.07 Jury Duty Service/Witness Day Service

An employee who is called to serve on a jury or subpoenaed as a witness in a court of law, shall be paid the employee's regular salary. The employee shall make themselves available for duty at their school during regular hours when the employee may not be required at court and will present proof of jury service or witness duty. Any fee or payment received (excluding expenses) by reason of service as a juror or witness shall be deducted from the amount paid to the employee.

ARTICLE 19 – MAJOR RELIGIOUS HOLY DAYS

19.01 An employee shall be given leave of absence up to a maximum of three (3) days per school year without loss of pay for major religious holy days observed by the employee and designated as a day of obligation by the employee's religion.

19.02 Employees shall not absent themselves from duty for reasons of major religious holy days without first notifying the Superintendent or their designate.

The following notification period shall apply:

- (i) Employees on staff requiring major religious holy leave during the school year shall provide notice in writing on the prescribed form as soon as possible after the start of the school year but not later than September 30.
- (ii) In instances where major religious holy leave is required prior to September 30 in the school year, unless the holy day falls within the first ten (10) working days of the school year where the notice shall not be less than five (5) working days.
- (iii) Where the appropriate notice has not been given, major religious holy days will be provided and the employee's regular salary will be deducted.

19.03 The parties agree that the above represents reasonable accommodation regarding leave for major religious holy days.

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ARTICLE 20 – STRIKE OR LOCKOUT

- 20.01 The Division shall not declare or cause a lockout of employees during the term of this Collective Agreement.
- 20.02 The Union shall not declare or authorize a strike of its members during the term of this Collective Agreement.
- 20.03 The Division shall not refuse to reinstate those employees, who refuse to work as a result of a legal strike or lockout, if and when a Collective Agreement is concluded. This provision is subject to the requirements of *The Labour Relations Act*.
- 20.04 The Division shall have cause to discharge any employee or group of employees who advocate or engage in any kind of illegal strike or slowdown, or other stoppage, partial or total, during the term of this Agreement.

ARTICLE 21 – WORKERS COMPENSATION

- 21.01 Where an employee is unable to work and is in receipt of Workers Compensation as a result of an injury incurred in the course of the employee's duties, the Division will supplement the payment made by the Workers Compensation Board by an amount sufficient to bring the employee's compensation up to one hundred (100%) per cent of the employee's regular wages at the time of the injury. Such additional amount shall be charged to the employee's sick leave credits accrued at the time the employee commenced receipt of Workers Compensation, and such additional payments shall be payable until the employee's accrued sick leave credits have been exhausted.

Should an employee choose to not utilize sick leave credits as a supplement to Workers Compensation benefits, the employee must, immediately upon compensable injury, notify the Division of their intent by submitting the appropriate Division form to the Human Resources Department.

In order to continue receiving their regular salary, the employee shall assign their compensation cheque to the Division.

- 21.02 If at any time it is decided by the Workers Compensation Board that a supplement paid by an Employer during a claim for compensation benefits must be offset against benefits otherwise payable by the Workers Compensation Board, such Employer supplement shall cease immediately.
- 21.03 Employees required to utilize sick leave credits while waiting for Workers Compensation Board acceptance will have same sick leave credits reinstated on acceptance, provided the employee reimburses the Division for any sick leave paid out to the employee.

ARTICLE 22 – PERSONNEL FILES

Upon written request to the Superintendent or designate, employees shall have the right to review their personnel file during regular Division office hours at a mutually agreed upon time within five (5) working days, in the presence of a Division representative and shall have the right to respond in writing to any documents contained therein. Such reply shall become part of the employee’s personnel file. The employee has the right to be accompanied by a Union representative. The employee will receive a copy of any documents contained in the file if requested.

ARTICLE 23 – BUS DRIVERS

23.01 Where applicable, bus drivers and spare drivers shall receive a flat rate allowance for the cost of electricity (including GST and PST) allocated between November and March on a pro-rated basis for time when the bus is in the employee’s possession.

Effective November 2024, the rate shall be \$198.66. The rate will be increased by the same percentage as the Hydro rate increases and shall be paid in equal portions in January and March of each year.

23.02 In the event of illness, drivers must notify the individual’s supervisor as soon as possible and preferably three (3) hours prior to their normal bus pre-inspection time.

23.03 Drivers who transport a student(s) who is/are confined to a wheelchair shall be paid an additional ten (\$10.00) dollars per day.

A student assist rate is paid per day, per student, when a driver is directed by the Division to physically assist a student on or off the bus or harness in a student.

July 1, 2022	\$3.67
July 1, 2023	\$3.77
July 1, 2024	\$3.88
July 1, 2025	\$4.00
July 1, 2026	\$4.10

The student assist rate per day shall not apply to the bus driver when an aide is available to assist the student on the bus.

For purposes of calculating the daily amounts to be paid to Drivers in this Article, the rate will be calculated on a monthly basis at the end of each month. The calculation will include each student registered to be transported on that route where the student is confined to a wheelchair, where the Division requires the driver to physically assist the student.

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23.04

Special Trips

Special trips shall be allotted to bus drivers on the special trip list on a rotating basis where possible by townsite.

Special trips are defined as the following:

Field Trips – trips initiated by the School Division for the purpose of transporting students and or teachers to school related event

Exposure run (shop run) – regular scheduled trips initiated by the School Division for the purpose of transporting students from one school to another to attend Exposures classes.

Maintenance run – trips initiated by the Transportation garage for the purpose of repairs or preventative maintenance on school buses, maximum one other passenger on bus.

Shuttle – trips initiated by the Transportation office for the purposes of transporting other Sunrise School Division employees from one location to another.

- (a) The cancellation of a special trip(s) will result in the driver(s) being paid two (2) hours at the special trip rate. The school cancelling the trip will be responsible for paying the driver. The driver rotation will continue with the next driver on the list.
- (b) Parking: Bus Drivers shall be reimbursed for any parking, including parking meters which they may utilize while on duty.
- (c) While on special trips, bus drivers who do not receive a lunch break shall be entitled, upon provision of receipt, to a paid meal allowance not exceeding:

July 1, 2022	\$10.25
July 1, 2023	\$10.53
July 1, 2024	\$10.85
July 1, 2025	\$11.18
July 1, 2026	\$11.46

23.05

No special trips will be assigned to spare drivers until after all regular bus drivers in the area of the trip have been given an opportunity to take the trip.

23.06

All bus drivers must, as a condition of their employment, have a valid driver’s license to operate a school bus.

23.07

The Division agrees that if a bus driver is required to perform other than the following duties, (pre-trip inspection, fueling, bus washing, normal paperwork,) the said bus driver shall receive pay for all time so worked at the special trip rate per hour and pro-rated for any portion thereof, except when it falls during their regular starting and normally ending driving run where it shall be part of their regular pay.

23.08

When a scheduled exposure run takes place drivers shall be paid the exposure run rate per hour or any portion thereof, with a minimum of two (2) hours payment for each

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assigned round trip in addition to regular wages. Exposure runs shall be posted and identified separately from regular posted runs and shall be awarded by seniority in townsite, and the driver's availability to meet the shop run time.

23.09 When a bus driver is designated by the Division as a Trainer and subsequently receives said certification, as indicated in 1.02(h), the rate of pay shall be as listed below when training a bus driver to obtain their Class 2 license or when facilitating a St. John Ambulance training course or when conducting driver evaluations. All other duties will be paid at the extra trip rate.

July 1, 2022	\$26.16
July 1, 2023	\$26.88
July 1, 2024	\$27.69
July 1, 2025	\$28.52
July 1, 2026	\$29.23

23.10 When directed by the Division, any bus driver who takes other bus drivers to and from their homes shall be paid effective July 1st, 2022, \$54.79 per month for such duties.

July 1, 2023	\$56.30
July 1, 2024	\$57.99
July 1, 2025	\$59.73
July 1, 2026	\$61.22

23.11 All regular drivers are required to attend on professional development days as determined by the Division. Such days are included in a regular driver's monthly wages. All spare drivers shall be paid the special trip hourly rate for working on professional development days and/or training sessions. Regular drivers attending professional development and required to drive their regular run on an in-service day shall be paid their regular daily rate, plus the special trip rate per hour for all hours attended.

23.12 Drivers who are assigned special trips or assignments outside of their normal routes and responsibilities shall be paid their regular hourly rate for all hours worked. Trips shall be eligible for overtime as indicated above, where the driver has completed over forty (40) hours in the week, or worked eight (8) hours in a day, while completing the special trip or assignment.

23.13 The Division agrees to inform bus drivers in writing, of students who have medical problems and instruct/train bus drivers and mechanics in regard to same so that they can properly and adequately handle the student with medical problems.

23.14 Awarding of special trips – any additional unscheduled trip as may be assigned from time to time by the Division, shall be allocated to regular bus drivers on a rotating basis within the townsite, subject to special trip time requirements.

Town sites are described as follows:

1. Pine Falls, Powerview, Empower;

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2. Lac du Bonnet, Greenwald Colony, Springwell Colony, New Directions;
3. Whitemouth, Whiteshell Colony;
4. Beausejour, Gillis, Grafton Colony, Agassiz Adult Ed., Sunrise Education Centre, Sunrise Business Centre.
5. Oakbank, Dugald, Anola, Richland Colony, Hazelridge, Heartland Colony, Springfield Adult Ed.

23.15 Bus Drivers are required to call all students on the passenger list and pick up their bus at the beginning of a school year. The driver will be paid three (3) hours of the special trip rate automatically on the first September pay period of each year. The driver will be reimbursed for any long distance calls, provided they submit proof of telephone charges.
Note: Bus and/or list must be picked up and students notified one (1) week prior to start-up of school to qualify for the three (3) hours pay.

ARTICLE 24 - SPECIAL TRAINING SESSIONS

- 24.01 The Union and its membership recognize the importance of training and therefore agree that on such days when schools are closed for in-service or administrative purposes, employees shall be required to attend special training sessions, or work their normal schedule, as determined by the Division. The decisions regarding the topics of such training sessions may be made in consultation with the Union.
- 24.02 The Division may reimburse employees for professional development courses taken after hours, with prior application to, and approval by the Division. The employee shall submit all information and receipts upon successful completion of the course.
- 24.03 (a) The Division will continue to collaborate with employees in developing a yearly calendar of required days of attendance on in-service days for the next school year.
 (b) The Division will endeavour to rotate the locations for training or in-service sessions throughout the Division so as to not adversely affect employees who have to attend the sessions.

ARTICLE 25 – PAYMENT OF SALARIES

- 25.01 Employees will be paid semi-monthly, in accordance with Schedule "A" of this Agreement.
- 25.02 Benefit Plan
- (a) The Division will administer the Manitoba Public School Employees Group Life Insurance Plan according to the terms and conditions of the master policy of the said plan.
- (b) Unless otherwise excluded the employees' share of annual premiums shall be deducted in equal amounts from each salary cheque for all participants in the plan.

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- (c) All employees coming on staff after the effective date of the implementation of the plan in the Division shall be required to participate in the plan, unless granted exclusion by the Trustees of the Manitoba Public School Employees Group Life Insurance Plan.
- 25.03 (a) The Division will administer the MSBA Non-Teaching Pension Plan in accordance with the terms of the Plan Document, Participation Agreement and Trust Agreement for the Plan.
- (b) Extended Health – All premiums for the Extended Health shall be paid for by the employee.
- (c) Dental Plan – All premiums for the Dental Plan shall be paid by the employee.
- 25.04 The Division shall facilitate administration of these plans through payroll deductions of premiums. Notification of any changes to these will be made in a timely manner, subject to notification from the provider.

Save and except for the express responsibility set out above, the Union acknowledges and agrees that the Division neither has nor assumes any responsibility whatsoever with respect to any aspect of the above benefit plans.

The Union agrees to and does hereby indemnify and save the Division harmless from all claims, demands, actions and proceedings of any kind and from all costs which may arise or be taken against the deduction of premiums as above.

ARTICLE 26 – LAYOFF AND RECALL

- 26.01 A layoff shall be defined as a reduction in the workforce.
- 26.02 Employees shall be laid off in reverse order of seniority by classification provided the remaining employees possess the necessary ability, qualifications, skills and employment history to perform the work.
- 26.03 The Employer shall give the employee written notice of the date on which the employee is to be laid off at least thirty (30) days before the date on which the employee is to be laid off or in the absence of such notice shall grant pay in lieu thereof.
- 26.04 Notification of recall following a layoff shall be done by telephone. If the Division is unable to contact the employee by telephone, then a registered letter will be sent to the last reported address of the employee.

Mechanics: An employee who is laid off may displace the least senior employee equal to their position in an equal FTE in that classification. In the event such a position does not exist, the employee may displace the least senior employee, equal or lesser to their

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position, in an equal or lesser FTE in the classification. An employee who chooses not to exercise their seniority rights to displace the least senior employee as described, shall be placed on a recall list.

26.05 Employees shall be recalled in order of their classification seniority provided that the person recalled has the necessary ability, qualifications, skills and employment history to perform the work. Location will also apply in the case of bus drivers.

26.06 New employees shall not be hired if there are employees on layoff with the necessary ability, qualifications and skills to perform the work.

Bus Drivers

26.07 The layoff and recall procedures shall not apply to Christmas and Spring break, in-service or administration days.

26.08 When a bus driver's run is eliminated, the bus driver may displace any driver of lesser seniority in the townsite.

26.09 Employees may stay on the recall list if the position to which they are being recalled falls outside the town site in which they were previously employed.

Townsites are described as follows:

1. Pine Falls, Powerview, Empower;
2. Lac du Bonnet, Greenwald Colony, Springwell Colony, New Directions;
3. Whitemouth, Whiteshell Colony;
4. Beausejour, Gillis, Grafton Colony, Agassiz Adult Ed., Sunrise Education Centre, Sunrise Business Centre;
5. Oakbank, Dugald, Anola, Richland Colony, Hazelridge, Heartland Colony, Springfield Adult Ed.

ARTICLE 27 - GENERAL

27.01 Travel Allowance

In applying the Travel Allowance of the Collective Agreement, where an employee is requested to utilize their vehicle, all kilometres driven shall be reimbursed at the Division rate.

27.02 Reclassification/New Position

- (a) The Employer shall prepare a new job description whenever a job is created or whenever the duties of a job change. The rate of pay shall be subject to negotiations between the Division and the Union. If the parties are unable to agree on the rate of pay such disagreement shall be subject to Arbitration as provided under Article 14. This rate of pay shall be retroactive to the date when the new position was first filled or when duties were changed.

- (b) Existing classifications shall not be eliminated or changed without prior consultation with the Union.

27.03 Indemnification Clause

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

- (a) The Division shall indemnify and save harmless all employees from legal liability for bodily injury or property damage, including protection in the event of claims arising from the administration of the employee's duties.
- (b) The Division will provide legal defense costs and, in addition, at the expense of the Employer, where the interest of the Employer and employee(s) are not synonymous, the employee(s) will be provided with independent legal defense.

27.04 Certification/Renewal of Certification

- a) The Division shall reimburse employees for the cost and renewal of the following license if it is required by the Division:

Bus Driver Abstract

- (b) CPR/First Aid training may be provided at Division cost, to all employees who may be required to perform same in the performance of their duties.

27.05 Increments and Classification Changes

- (a) The anniversary date is defined as the first date of continuous service with the Division.
- (b) Any employee upgraded to a higher classification shall move from the rate of salary received in the employee's former classification to the next highest rate in the new classification

27.06 Technological Change

The Division would agree to provide advance notice as required by law under the provisions of *The Labour Relations Act* to the Union of any major technological change in equipment which would result in changes in employment status or working conditions of employees.

Keeping in mind the increase in technological knowledge required to perform duties as required, employees will be given the opportunity to acquire the required skills, through professional development

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Uniforms and Tools

- (a) The Division shall supply the following items to employees who have completed the probationary period:

Bus Drivers - gloves for fueling up (as provided by Transportation Manager), identification tag, one (1) high visibility winter jacket, one (1) high visibility spring jacket, two (2) pairs of pants and five high visibility (5) shirts.

Mechanics

- (1) The Division will supply and dry clean uniforms as follows:
- (i) as needed : eleven (11) shirts, eleven (11) pairs of pants and one (1) spring and fall jacket;
 - (ii) as needed : snowsuits or parkas.
- (2) The Division shall provide:
- (i) (Footwear – Mechanics) Effective date of signing: Upon proof of work-related wear and tear to the Transportation Manager, an allowance to a maximum of three hundred dollars (\$300.00) per school year will be provided upon provision of proof of purchase of CSA approved safety footwear;
 - (ii) Tool Allowance: a three hundred dollar (\$300.00) per school year allowance towards the purchase (with applicable receipts) of tools for mechanics who supply their own tools. Purchase must be pre-approved by the Transportation Manager.
 - (iii) Upon pre-approval of the Transportation Manager, a Mechanic may request to combine the footwear and tool allowance up to the combined maximums per school year.
- (b) The Division will insure mechanics' tools, provided they are left at the Division work site.
- (c) Mechanics shall supply their own tools, except specialty tools, as determined by the Transportation Manager.
- (d) All employees covered by this Article shall wear said items only, at all times while carrying out their duties, and to and from work. Uniforms are not to be worn at any time other than when an employee is performing work on behalf of the Division.
- Unless authorized by the Division, alterations (other than hemming or adjustments due to fluctuations in weight) shall not be made to any issued item.
- (e) Unless approved by the Supervisor, failure or refusal to wear any applicable item may result in disciplinary action.
- (f) Uniform items will be replaced upon proof of wear and tear, with approval by the Supervisor.

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27.08 Medical Examination Reimbursement

Regular, standby and spare drivers are eligible for reimbursement of the actual cost, up to a maximum of one hundred dollars (\$100.00) per school year, when a medical examination is required by Manitoba Public Insurance or another licensing authority for renewal of their Class 2 driver's license for Sunrise School Division.

Requests for reimbursement must be made within 30 calendar days of the expense being incurred. Such request shall be made up on submission of a completed expense form and official/original receipt.

ARTICLE 28 – RETROACTIVITY

Any retroactive pay adjustment for the period between the expiration of the previous agreement and the date of signing of this agreement shall apply to:

- (1) employees who are in the employ of the Division on the date of signing of this agreement;
- (2) employees who have left the service during the above mentioned period by reason of being laid off by the Division, or who have resigned or retired;
- (3) an employee who has died while employed by the Division.

SCHEDULE "A" – WAGES (SEE ATTACHED GRID)


July 1, 2022 2.5%
July 1, 2023 2.75%
July 1, 2024 3.00%
July 1, 2025 3.00% Increase basic salary of bus drivers \$75.00 and increase Mechanic hourly wage \$2.00, after GWI applied.
July 1, 2026 2.50%

*NOTE – Spare Bus Drivers are paid a daily rate which is inclusive of vacation wages.


THIS AGREEMENT is by and between the Sunrise School Division and the Canadian Union of Public Employees, Local 1618.

DATED at Beausejour, Manitoba this 17 day of March, 2020.

Signed and agreed on behalf of the Sunrise School Division.



Chairperson of the Board



Secretary - Treasurer

Signed and agreed on behalf of the Canadian Union of Public Employees, Local 1618.



President



Negotiating Chairperson


C.U.P.E. Representative

SCHEDULE "A" - SALARIES AND WAGES BY CLASSIFICATION

Bus Drivers						
		Effective Jul 1/22- Jun 30/23	Effective Jul 1/23 Jun 30/24	Effective Jul 1/24 Jun 30/25	Effective Jul 1/25 Jun 30/26	Effective Jul 1/26 Jun 30/27
Basic Salary <i>(Includes 12 Days Vacation)</i>	Per month	\$1,587.42	\$1,631.07	\$1,680.00	\$1,805.40	\$1,850.54
Loaded Kilometer (KM) Salary	Per month	\$ 6.38	\$ 6.56	\$ 6.76	\$ 6.96	\$ 7.13
<p><i>*Note - to calculate the monthly loaded KM Salary. One day loaded KM route (AM and PM), multiplied by the loaded KM Salary rate. Example 100 KM daily loaded route x \$6.38 = \$638 monthly loaded KM salary</i></p>						
Special Trips, Exposure & Maintenance Runs	Hourly Rate	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.66	\$ 23.23
Swap Rate	Daily Rate	\$ 10.25	\$ 10.53	\$ 10.85	\$ 11.18	\$ 11.46
Spare Driver Rate	Daily Rate - Full Day (Morning and Afternoon)	\$ 82.00	\$ 84.26	\$ 86.79	\$ 89.39	\$ 91.62
Spare Driver Rate	Daily Rate - Half Daily Rate - (Morning or Afternoon)	\$ 41.00	\$ 42.13	\$ 43.40	\$ 44.70	\$ 45.81
Student Assist	Daily Rate	\$ 3.67	\$ 3.77	\$ 3.88	\$ 4.00	\$ 4.10

Courier Driver					
	Effective Jul 1/22- Jun 30/23	Effective Jul 1/23 - Jun 30/24	Effective Jul 1/24 - Jun 30/25	Effective Jul 1/25 - Jun 30/26	Effective Jul 1/26 - Jun 30/27
Monthly Rate	\$3,651.30	\$3,751.71	\$3,864.26	\$3,980.19	\$4,079.69

Driver Trainers					
	Effective Jul 1/22- Jun 30/23	Effective Jul 1/23 - Jun 30/24	Effective Jul 1/24 - Jun 30/25	Effective Jul 1/25 - Jun 30/26	Effective Jul 1/26 - Jun 30/27
Monthly Rate	\$4,553.11	\$4,678.32	\$4,818.67	\$4,963.23	\$5,087.31

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Garage Employees						
		Effective Jul 1/22- Jun 30/23	Effective Jul 1/23 – Jun 30/24	Effective Jul 1/24 – Jun 30/25	Effective Jul 1/25 – Jun 30/26	Effective Jul 1/26 – Jun 30/27
Lead Hand	Hourly Rate	\$ 33.48	\$ 34.40	\$ 35.43	\$ 38.49	\$ 39.45
Garage Mechanic	Hourly Rate	\$ 31.79	\$ 32.66	\$ 33.64	\$ 36.65	\$ 37.57
Mechanic Apprentice - Level 1	Hourly Rate	SEE LOU - APPRENTICE WAGES				
Mechanic Apprentice - Level 2	Hourly Rate					
Mechanic Apprentice - Level 3	Hourly Rate					
Mechanic Apprentice - Level 4	Hourly Rate					

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SUNRISE SCHOOL DIVISION

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1618


LETTER OF UNDERSTANDING

RE: PENSION PLAN CONSULTATION

The Sunrise School Division hereby agrees that in the event the provincial government implements an education sector defined benefit pension plan that is 100% funded by the Government, the Division agrees to meet with Local 1618 to consult and discuss.

In witness whereof the parties have hereunto set their hands and seals this 17 day of March,
A.D., 2006.

SIGNED ON BEHALF OF
CANADIAN UNION OF
PUBLIC EMPLOYEES,
LOCAL 1618

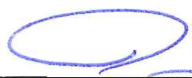


President



Negotiating Chairperson

SIGNED ON BEHALF OF
SUNRISE SCHOOL
DIVISION



Board Chairperson



Secretary-Treasurer

C.U.P.E. Representative

SUNRISE SCHOOL DIVISION
AND
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1618
LETTER OF UNDERSTANDING

RE: CONTRACTING OUT SERVICES

This Letter of Understanding shall be attached to and form part of the Collective Agreement. The parties agree to the following for the period commencing July 1, 2022 and terminating June 30, 2027.

No employee shall lose their job as a result of the Employer contracting out services.

In witness whereof the parties have hereunto set their hands and seals this 17 day of March, A.D., 2026.

SIGNED ON BEHALF OF
CANADIAN UNION OF
PUBLIC EMPLOYEES,
LOCAL 1618

SIGNED ON BEHALF OF
SUNRISE SCHOOL
DIVISION

M. Matuychuk

President

[Signature]

Board Chairperson

[Signature]

Negotiating Chairperson

[Signature]

Secretary-Treasurer

C.U.P.E. Representative

SUNRISE SCHOOL DIVISION
AND
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1618
LETTER OF UNDERSTANDING
RE: SPECIAL TRIP PROCEDURES

The Division agrees that it will continue to consult with the Union regarding Special Trip Procedures.

In witness whereof the parties have hereunto set their hands and seals this 17 day of March,
A.D., 2026.

SIGNED ON BEHALF OF
CANADIAN UNION OF
PUBLIC EMPLOYEES,
LOCAL 1618

SIGNED ON BEHALF OF
SUNRISE SCHOOL
DIVISION

M. Matuychuk
President

Jenny A. ...
Negotiating Chairperson

C.U.P.E. Representative

[Signature]
Board Chairperson

G. Thies
Secretary-Treasurer

SUNRISE SCHOOL DIVISION
AND
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1618
LETTER OF UNDERSTANDING
RE: ATTENDANCE MANAGEMENT

During negotiations for the renewed collective agreement of the period of July 1, 2022 to June 30, 2027, the parties agreed that discussion/consultation will occur during the life of the collective agreement.

In witness whereof the parties have hereunto set their hands and seals this 17 day of March, A.D., 2026.

SIGNED ON BEHALF OF
CANADIAN UNION OF
PUBLIC EMPLOYEES,
LOCAL 1618

SIGNED ON BEHALF OF
SUNRISE SCHOOL
DIVISION

M. Matungchub
President

[Signature]
Board Chairperson

[Signature]
Negotiating Chairperson

[Signature]
Secretary- Treasurer

C.U.P.E. Representative

SUNRISE SCHOOL DIVISION
AND
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1618
LETTER OF UNDERSTANDING

RE: CLOTHING ITEMS

During negotiations for the renewed collective agreement of the period of July 1, 2022 to June 30, 2027, the parties agreed that further discussions will occur with respect to purchase distribution and use of clothing items as per Article 27.07.

In witness whereof the parties have hereunto set their hands and seals this 17 day of March, A.D., 2026.

SIGNED ON BEHALF OF
CANADIAN UNION OF
PUBLIC EMPLOYEES,
LOCAL 1618

SIGNED ON BEHALF OF
SUNRISE SCHOOL
DIVISION

M. Matynychuk
President

[Signature]
Board Chairperson

[Signature]
Negotiating Chairperson

[Signature]
Secretary- Treasurer

C.U.P.E. Representative

SUNRISE SCHOOL DIVISION
AND
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1618
LETTER OF UNDERSTANDING

RE: APPRENTICE WAGES

The parties agree that the apprentice wage rates in the revised Collective Agreement for the Truck and Transport Mechanic trade do not match the requirements set out in provincial law.

Apprentice wages for trades covered under *The Apprenticeship and Certification Act*, including Truck and Transport Mechanics, must follow the wage rates set by Manitoba's apprenticeship legislation and regulations (such as Manitoba Regulation 154/2001).

Therefore, all employees working as apprentices in this trade will be paid according to the rates required by the legislation. For reference, the current regulation sets minimum apprentice wage rates as percentages of the Manitoba minimum wage:

- **Level 1:** 135%
- **Level 2:** 155%
- **Level 3:** 175%
- **Level 4:** 195%


These percentages are for reference only. If the law changes, the new rates will automatically apply without needing to change the Collective Agreement.

The parties also agree that specific apprentice wage rates can be removed from the Collective Agreement, with the understanding that apprenticeship wages will always follow the governing legislation.

This Letter of Understanding will remain in effect for the duration of the current Collective Agreement unless both parties agree otherwise.

In witness whereof the parties have hereunto set their hands and seals this 17 day of March, A.D., 2020.

SIGNED ON BEHALF OF
CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 1618



President



Negotiating Chairperson

C.U.P.E. Representative

SIGNED ON BEHALF OF
SUNRISE SCHOOL DIVISION



Board Chairperson



Secretary- Treasurer