

Casual Support Staff Information Booklet 2015-2016

The following are excerpts from the current Collective Agreement governing School Board WVMEA members of School District No. 45 (West Vancouver). The entire document can be accessed through the WVMEA's website at www.wvmea.com. If you have any questions, you are welcome to call the WVMEA's Business Manager Bruce Scott at 604.925.7447 to seek clarification.

Article 104 - Definitions

104.1 Employee Categories

"Employee" shall mean a person who is an employee, as defined by the *Labour Relations Code* of B.C

(a) **Permanent Full-time Employee**

"Permanent Full-time Employee" shall mean employees who have successfully completed the probationary six (6) months of continuous service in any established ten (10) or twelve (12) month position, and temporary or casual employees who have completed either ten (10) or twelve (12) months of continuous service in a respective ten (10) or twelve (12) month position upon reappointment, with the exception of short-term, fee paying hours, as governed by Letter of Understanding No.5.

(b) **Permanent Part-time Employee**

"Permanent Part-time Employee" shall mean employees who have successfully completed the prescribed period of probation and who are working less than the scheduled number of hours for a ten (10) or twelve (12) month position, and temporary or casual employees who are working less than the scheduled number of hours and who have completed either ten (10) or twelve (12) months of continuous service in a respective ten (10) or twelve (12) month position upon reappointment, with the exception of short-term, fee paying hours, as governed by Letter of Understanding No. 5.

(c) **Probationary Employee**

"Probationary Employee" shall mean those employees who are employed in any established position:

- i. during the first nine (9) months of their employment for those employees in positions of less than 15 hours per week, and
- ii. during the first six (6) months of their employment for those employees in positions of 15 hours or greater per week.

Temporary Employees who successfully obtain a permanent job in the same job description without a break in service will have their time in that temporary position credited towards their probationary period.

All employees are to receive written notification of the completion of their probation period, with a copy of said notification to be sent to the Business Manager of the Association.

(d) **Casual Employee**

“Casual Employee” shall mean those employees who may be employed by the Board for work of a recurring but non-continuous nature, such as,

- i. substitute on a day-by-day basis;
- ii. substitute for an employee who is absent for an unspecified period of time; and/or
- iii. an employee brought in on a day-by-day basis during peak periods.

All of the above are not expected to exceed twenty consecutive working days.

Both the employee and the Association shall be advised in writing that the employment is casual.

(e) **Temporary Employee**

“Temporary Employee” shall mean those employees hired for a predetermined length of time on a full-time or part-time basis for positions expected to exceed twenty working days. Temporary employees are paid at the casual rates of pay and all such positions shall be posted in accordance with Article 400 “Filling Vacancies”. Temporary appointments may be extended by mutual agreement between the Association and the Board.

Article 105 - Breaks in Service for Temporary Employees

For temporary employees working in ten (10) or twelve (12) month positions, breaks in service shall consist of a minimum of ten (10) consecutive working days, excluding time off for sickness, vacation, Christmas break, spring break and any other time that the Board determines.

The Board agrees, wherever possible, to avoid breaks in service which may result in disqualification from permanent status.

Article 108 - Termination of Employment

108.1 All employees other than permanent employees shall be subject to dismissal on one (1) day's notice.

108.2 A permanent employee shall be given one (1) month's notice of termination of dismissal or one (1) month's pay in lieu thereof, unless he/she is dismissed for cause.

Article 109 - Association Representation

109.1

- (a) An employee may choose to have his/her Association representative present at meetings with his/her Manager/Administrator which the employee believes may be the basis for disciplinary action.
- (b) Where a Manager/Administrator intends to interview an employee for disciplinary purposes, the Manager/Administrator shall endeavour to notify the employee in advance of the purpose of the meeting to provide the employee with the opportunity of contacting his/her Association representative and requesting that representative's attendance at the meeting, providing this does not hinder the ability of the Manager/Administrator in the exercise of his/her authority.
- (c) This Article shall not apply to meetings involving performance appraisals or of an operational nature not involving disciplinary action.

109.2 Notwithstanding the foregoing, it is the Manager/Administrator's responsibility to take immediate action where it can be shown that to delay the exercise of such discipline would not be in the best interests of either the employee or the Board.

109.3 For the purpose of this section, "Association representative" and "representative" shall mean a shop steward or, in the absence of a shop steward, may also mean an officer of the Association.

Article 110 - Grievance Procedure

110.1 Where any difference arises between the Parties to this Agreement relating to the dismissal, discipline or suspension of an employee covered by this Agreement, or to the interpretation, application, operation, or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, either of the Parties, without stoppage of work, may, after exhausting the grievance procedure established by this Agreement, notify the other party in writing of its desire to submit the difference to arbitration; or may request the Labour Relations Board to appoint an officer to confer with the Parties to assist them to settle the difference.

110.2 It is the intent of the Parties hereto to settle any difference between them as expeditiously and harmoniously as may be possible and the following procedure is established for this purpose:

Step One: Any aggrieved employee or employees shall first discuss the matter with the Manager/Administrator and both Parties shall attempt to settle the grievance within five (5) working days.

Step Two: If the grievance cannot be settled as above, the aggrieved shall present the grievance in writing to the Manager/Administrator, with a copy to the Association Executive. The aggrieved, with the Shop Steward or other Association representative, shall meet with the Manager/Administrator and the Assistant Superintendent or designate

and they shall attempt to settle the grievance within five (5) working days.

Step Three: If the grievance cannot be settled as in Step Two, the Association may submit the grievance to the Chair of the Board (or his/her representative) who shall meet within five (5) working days, or such time as may be agreed upon after receipt of the grievance, with the Association representative(s) and they shall attempt to settle the grievance within five (5) working days.

Step Four: If the grievance cannot be settled as in Step Three, the grievance may be submitted to Arbitration as set out in this Agreement.

110.3 Either party may initiate the grievance procedure commencing at Step Three above.

Article 112 - Arbitration

112.1 Should any difference between the Parties to this Agreement remain unsettled after the completion of Step Three of the Grievance Procedure, either party within five (5) days after failure to settle the difference, may notify the other party in writing of its desire to submit the difference to arbitration. The Arbitration Board may be a single Arbitrator or a panel of three (3) Arbitrators. The decision of the Arbitration Board, either single or three-member, shall be final and binding on both Parties. Expenses incident to the services of the single-member Arbitration Board shall be borne equally by the Parties to this Agreement: each party shall bear the expenses incident to the services of its appointee to the three-member Arbitration Board and shall bear equally the expenses incident to the services of the Chair of that Board.

112.2 Single Arbitrator The arbitrator shall be appointed by mutual consent of the Parties. If the Parties are unable to agree upon the arbitrator within seven (7) clear days after arbitration has been invoked, they shall then jointly petition the Minister of Labour for the Province of British Columbia to appoint an arbitrator. The arbitrator shall complete his/her examination and hearing and hand down his/her award within a reasonable time, which is considered to be not more than thirty (30) days after his/her appointment.

112.3 Three-Member Board If arbitration is to be conducted by a board of three (3) members, the party invoking arbitration shall, in its notice to the other party, so state, and the notice shall contain the name of its appointee to the Arbitration Board. The recipient party of such notice shall, within ten (10) days, advise the other party of the name of its appointee to the Board. The two appointees so selected shall, within twelve (12) days of the appointment of the second of them, appoint a third person who shall be the Chair. If the two (2) members fail to agree upon the Chair in the time specified, either party may apply to the Minister of Labour to appoint a Chair. The Board shall proceed as soon as practicable to examine the grievance and render its judgment.

It is agreed between the Parties hereto that the above Grievance and Arbitration procedure shall be the sole method of settling differences between them or between an employee or employees and the School Board, and it is further agreed that both

Parties and the employees covered in this Agreement shall be bound by the settlements which derive from the Grievance and Arbitration procedure.

Any question as to whether any matter is arbitrable shall be decided by mutual agreement between the Parties hereto or shall be referred to the Labour Relations Board for decision.

Unless otherwise stated in this Agreement, the provisions of Part VIII of the *Labour Relations Code* of British Columbia, being Sections 81 to 114, entitled "Arbitration Procedures", will apply.

Article 114 - Association Security

114.1 It is agreed that employees who are at present members of the Association shall remain so as a condition of employment. It is further agreed that employees who are hereafter employed by the Board shall become members of the Association on the first day of the month immediately following the completion of one (1) calendar month's employment and shall remain members of the Association as a condition of employment.

114.2 The Board will deduct from the pay of each employee covered by this Agreement, all fees and legal dues as determined by the Association and duly authorized by the employee and will transmit the total amount so deducted to the Association no later than the 15th of each month following that in which the deduction was made.

Article 116 - Crossing Picket Lines

116.1 The employees covered by this Agreement may refuse to cross a legal picket line maintained during any legal strike. Such action should not be considered grounds for disciplinary action beyond loss of pay for the time absent from duty.

116.2 In cases of emergency, the Association agrees to waive the right of refusal to cross the picket line as outlined above for the number of employees required to remedy such emergency.

SECTION B — SALARY AND BENEFITS

Article 200 - Remuneration and Employee Benefits

200.1 The salary schedule will establish Step 1 as 90% of Step 2 in all classifications.

200.2 The progression from Step 1 to Step 2 will occur after twelve (12) consecutive months from the date in which the employee starts in an established position.

200.3 Casual employees will be paid at the prevailing Step 1 salary rate.

200.4 Casual and/or Temporary employees who have attained the equivalent of one full year of full-time service in a job position in which they have provided casual or

temporary service will be placed at the Step 2 rate for that position. The adjustments will be reviewed and made effective annually on July 1st.

200.5 The Parties recognize the Public Education Benefits Trust (“PEBT”) as the current provider of employee benefits to support staff. Information about the PEBT can be found at www.pebt.ca.

Article 224 - Percentage in Lieu of Benefits

224.1 Permanent employees who regularly work less than seventeen and a half (17.5) hours per week shall be entitled to sixteen percent (16%) of regular earnings in lieu of all benefits (i.e. as listed for temporary and casual employees.)

224.2 Temporary and casual employees shall be entitled to twelve percent (12%) of regular earnings, which premium payment shall be considered to be in lieu of all the following benefits:

- MSP
- EHB
- Dental Plan
- Group Insurance
- Registered Savings Plan
- Group Income Continuance
- Sick Leave
- Gratuity
- Paid Leave of Absence
- Paid Vacation Leave
- Paid Statutory Holiday Leave

Temporary and casual employees who have worked one thousand five hundred (1500) hours within the past fifty-two (52) consecutive pay periods shall be increased to sixteen percent (16%) of regular earnings.

Article 232 - Travel Allowance

232.1 With the approval of their immediate supervisor, employees shall be entitled to a travel reimbursement of the base rate set by the Board , per kilometer traveled in their personal vehicle while on Board business.

232.2 Those persons designated by the General Manager of Facilities as required to transport tools and equipment will have a two-tiered rate of:

- a. Two times (2X) the base rate per kilometer established by the Board for the first one hundred and fifty (150) kilometers per month, and
- b. The base rate per kilometer established by the Board for all kilometers over and above one hundred and fifty (150) kilometers for the remainder of the month.

SECTION C — EMPLOYMENT RIGHTS

Article 300 - Seniority

300.1 Until an employee has the status of a permanent employee, he/she shall have no seniority rights. Upon achieving permanent status the provision of 300.2 would apply.

300.2 When an employee becomes a permanent employee, the initial date of qualifying employment shall be the effective date of the permanent appointment backdated by the number of weeks worked in temporary appointments in the previous 24 months, if any, for the purposes of calculating perquisites and seniority of position.

300.3 The Board will provide a seniority list to the Association by December 1st of each year.

Article 310 - Teacher/Teacher Assistant Conflict Resolution Process

310.1 The Parties agree to uphold the tenets contained within the "Teacher/ Teacher Assistant Relationships" document.

310.2 The Board agrees that any revision of this document shall be undertaken in collaboration with the Association, and that the document shall be altered only with the mutual agreement of the Parties.

Article 312 - Indemnification of Employees

The Board shall indemnify an employee against claims for damages against the employee arising out of the performance by the employee of his or her duties, and shall pay reasonable legal fees and disbursements incurred by the employee, including, but not limited to, claims arising from authorized administration of medication to a student, supervision of self-administration of medication by a student, and performance of physical procedures relating to the medical needs of a student. This provision is subject to any applicable bylaws of the Board and to applicable provisions of the *School Act*.

Article 314 - Employee Workplace Safety

If an employee deems a work duty to be harmful or a threat to their personal safety, or the safety of others, he/she shall immediately report the situation to their supervisor. No employee shall be discharged, penalized or disciplined for refusing to work on a job or in any workplace or to operate any equipment that he/she believes would create an undue hazard to his/her health and safety and/or the safety of others; or where it would be contrary to the *Workers' Compensation Act*, legislation, or regulations.

There shall be no loss of pay or seniority during the period of refusal. No employee shall be ordered to or permitted to work on a job that another worker has refused until the matter is investigated and deemed to be safe.

SECTION D — PERSONNEL PRACTICES

Article 400 - Filling Vacancies

- 400.1** The Board agrees that before filling any new permanent or temporary position which has been created; any permanent or temporary position which becomes vacant through the retirement, promotion, resignation, transfer, dismissal or death of an employee covered by this Agreement; and any casual position which becomes permanent, notice of such vacancy shall be posted within five (5) days from knowledge and/or notification of the vacancy. Vacancies must be posted in a conspicuous place in all school district sites, and electronically for five (5) days before such vacancy is filled.
- 400.2** The Board will forward a copy of all postings to the Association.
- 400.3** The Board has the discretion over whether to fill any vacant position.
- 400.4** All vacancies must be filled within a reasonable period of time.
- 400.5** All successful applicants shall receive a letter of appointment for new appointments and written notification of changes in assignment, which will include the location of assignment, terms of appointment, job title, pay grade and step, commencement date and if applicable, termination date.

Article 401 - Hiring Practices - Internal Applicants

- 401.1** If an internal applicant possesses the required qualifications, experience, skill and ability, including evidence of appropriate upgrading, as determined by the Assistant Superintendent or designate, the Board is required to award the position to the internal applicant.
- 401.2** In making promotions, transfers, and demotions, the skill, knowledge and efficiency of the employees concerned shall be the primary consideration and where such qualifications are equal, length of service shall be the determining factor.
- 401.3** In the event an employee is promoted or transferred to a higher rated position, if such position or classification has a salary range, the employee shall receive the next step in the salary range immediately above the rate he or she received in the former position. If the position or classification has only a wage rate, the promoted or transferred employee shall receive the rate for the position providing there is no reduction in wage rate or salary.

Article 402 - Personnel Files

- 402.1** The Board agrees that only material which is factual and/or material relevant to the employment of the employee shall be maintained in personnel files. An employee or his/her designate shall have access to all material in his/her personnel file at a time which is mutually convenient to the Board and only in the presence of someone authorized by the Board. In the event that an employee believes that any material in the file is not appropriate, the employee has the right to request its removal to the appropriate Board official.

402.2 Material of a negative or adverse nature must be shown to the employee prior to entering such material into the personnel file. Moreover, such employees should be given an opportunity of signifying by signature that he/she has seen and understood the entry. Where material critical of the employee, or in the nature of a reprimand, is placed in the file, the employee may elect to attach an addendum to the material.

402.3 Written reprimands or other disciplinary action shall be removed from the employee's file forty-eight (48) months after the incident, provided there has been no further reprimand or other discipline, and provided the employee's actions do not involve the health and safety of children.

Article 404 - Copies of Agreement

A copy of this Agreement shall be sent to all members of the Association, including casual and temporary employees, in each contract year.

SECTION E — WORKING CONDITIONS

Article 500 - Hours of Work

500.1 Facilities Employees

The regular hours of work for full-time Facilities and Information Technology employees shall not exceed thirty-seven and a half (37-1/2) hours per week. The working week will commence no earlier than 7:00 a.m. Monday, or as otherwise agreed between the employee and management.

500.2 Custodial Employees

The regular hours of work for all Custodial employees shall be prescribed by the Board, but shall not exceed seven and a half (7-1/2) hours per day nor thirty-seven and a half (37-1/2) hours per week. The seven and a half (7-1/2) hours of work shall be completed in eight (8) consecutive hours or shall be completed within a twelve (12) hour period in the case of a split shift. New inexperienced Custodial employees shall be given two (2) days on-the-job training by the Assistant Supervisor-Custodial or their designate.

500.3 Clerical Employees

The regular hours of work for Clerical employees shall not exceed seven (7) hours per day, nor thirty-five (35) hours per week, Monday to Friday, exclusive of lunch hour.

Article 502 - Meal Breaks and Rest Periods

- 502.1** Employees working five (5) or more hours per day shall be entitled to a one half (1/2) hour (unpaid) lunch break.
- 502.2** Meal breaks in excess of one half (1/2) hour, may be scheduled in consultation with the employee and his/her supervisor. Meal breaks shall not exceed 60 minutes in duration except by mutual agreement.
- 502.3** Employees working five (5) hours or more per day shall normally be entitled to two (2) fifteen (15) minute rest periods, one (1) during the work period prior to the meal break and one (1) during the work period after the meal break. Rest periods shall be included as part of the hours worked. The times when the rest periods are to be taken shall be approved by the supervisor.
- 502.4** Part-time support staff shall be granted a lunch period of one half (1/2) hour unpaid and paid fifteen (15) minute rest period(s) according to the following schedule:

Employees' Hours Per Day	Rest Period and/or Lunch Period
Under 3 hours	No break.
3 hours or more, but less than 5 hours	One Rest Period.
5 hours or more	Two Rest Periods and one Lunch Period.

Article 503 - Travel Time

Employees who are assigned to two (2) or more schools on the same day shall include their travel time between schools as part of their working hours. It is the responsibility of the employee to provide the correct insurance coverage on his/her vehicle.

Article 504 - Overtime

- 504.1** Hours of work in excess of the normal work day by probationary or permanent employees shall be compensated by the paying of time and one-half for the first two (2) consecutive hours and double time after two (2) consecutive hours in any one day or shift from Monday to Friday. Double time shall be paid to those employees who are required to work during the hours between 12:00 midnight Friday and 7:00 a.m. Monday and on statutory holidays.
- 504.2** Subject to the approval of his/her Manager/Administrator, an employee may receive compensating time off in lieu of overtime pay. An employee who elects to receive compensating time off in lieu of being paid for overtime shall be given compensating time off equivalent to the number of hours for which the employee would have been paid for the overtime so worked. (Such overtime shall be calculated in the manner set forth in Article 504.1 above.) However, if an employee does not receive all his/her compensating time off by June 30th of the year following the year in which the overtime was worked, or prior to leaving the service of the Board (whichever occurs

first), the employee shall be paid in cash for the overtime for which he/she received no compensation.

504.3 Call Out

The minimum overtime pay for any call out shall be two (2) hours at the appropriate overtime rate, provided that if a second call out should occur within the two (2) hours, the second call out shall not be treated as a separate call.

504.4 Overtime pay shall be paid in the pay period immediately following the time worked in the event the employee chooses pay over time in lieu.

Article 505 - Meal Breaks During Overtime and Call-out

Permanent and temporary employees who are required to work additional hours beyond their normal shift of 7, 7.5 or 8 hours per day, are entitled to a meal break and a meal allowance as follows:

- a. An employee who works more than five (5) consecutive hours without a meal break is entitled to a meal break, recognizing the regular meal break interval will prevail. ("Interval" being the usual length of time that an individual has in their normal shift between the start of their shift and their meal break.)
- b. Each meal break shall last ½ hour.
- c. An employee who is required to be available for work during a meal break shall have the meal break counted as time worked by the employee.
- d. Where, because of an emergency, it is not feasible to provide a meal break at the otherwise designated time, it shall be taken as soon as practicable.
- e. Employees will be entitled to a \$15.50 meal allowance as reimbursement for out-of-pocket expenses relating to meal breaks.

Article 506 - Hand Tools

In accordance with present practice, when Tradespeople are required by the Board to provide their own hand tools, and where such hand tools are broken or, in the opinion of the Manager, worn out, as a result of such employees carrying out their required duties and responsibilities in a proper manner, then the Board shall pay the cost of replacing such broken or worn out hand tools, unless the employee is able to effect replacement without cost to himself/herself under the terms of a guarantee or warranty. The breakage or worn out tool shall be reported to the Manager, who will arrange for a suitable replacement.

Also, if a hand tool is lost, which in the opinion of the Manager, was not the result of undue carelessness by the Tradesperson concerned, the Manager will arrange for a suitable replacement.

Article 508 - First Aid

All employees who are assigned first aid duties in a school shall be compensated by the Board for obtaining and renewing their First Aid Certificate. The level of certificate will be determined in accordance with WorkSafeBC Regulations.

508.1 Elementary Schools

Administrative Assistants - Elementary School are required to obtain a valid First Aid Certificate.

Administrative Assistants – Elementary School (and other designates) shall be paid a first aid allowance as per Schedule B.

508.2 Secondary Schools

In a secondary school, a maximum of two (2) support staff who have obtained a First Aid Certificate and who have been assigned first aid duties in a secondary school by the Principal, shall be paid a first aid allowance as per Schedule B.

The Board will provide protective clothing such as gloves, masks and eye protection to all sites for use by persons holding current first aid certificates.

Article 514 - Teachers' Assistants - Supervision and Duties

Persons employed as teachers' assistants shall work under the general supervision of an administrative officer. The responsibility for coordination of duties and the assignment of day-to-day work will rest with the teacher where applicable.

WVMEA Salary Schedule 'A'

JJEC Position Description	Job No.		Hourly Rate Step 1	Hourly Rate Step 2
Accounting-District Office	62	Effective July 1, 2014	\$21.93	\$24.36
		Effective July 1, 2015 - 1% increase	\$22.15	\$24.61
		Effective July 1, 2016 - 0.5% increase	\$22.26	\$24.73
		Effective May 1, 2017 - 1% increase	\$22.48	\$24.98
		Effective July 1, 2017 - 0.5% increase	\$22.59	\$25.10
		Effective May 1, 2018 - 1% increase	\$22.82	\$25.35
		Effective July 1, 2018 - 0.5% increase	\$22.93	\$25.48
		Effective May 1, 2019 - 1% increase	\$23.16	\$25.74
Accounting-Secondary	65	Effective July 1, 2014	\$22.57	\$25.08
		Effective July 1, 2015 - 1% increase	\$22.80	\$25.33
		Effective July 1, 2016 - 0.5% increase	\$22.91	\$25.46
		Effective May 1, 2017 - 1% increase	\$23.14	\$25.71
		Effective July 1, 2017 - 0.5% increase	\$23.26	\$25.84
		Effective May 1, 2018 - 1% increase	\$23.49	\$26.10
		Effective July 1, 2018 - 0.5% increase	\$23.61	\$26.23
		Effective May 1, 2019 - 1% increase	\$23.84	\$26.49
Administrative Assistant-Elementary School	10	Effective July 1, 2014	\$23.22	\$25.80
		Effective July 1, 2015 - 1% increase	\$23.45	\$26.06
		Effective July 1, 2016 - 0.5% increase	\$23.57	\$26.19
		Effective May 1, 2017 - 1% increase	\$23.80	\$26.45
		Effective July 1, 2017 - 0.5% increase	\$23.92	\$26.58
		Effective May 1, 2018 - 1% increase	\$24.16	\$26.85
		Effective July 1, 2018 - 0.5% increase	\$24.28	\$26.98
		Effective May 1, 2019 - 1% increase	\$24.53	\$27.25
Assistant Supervisor-Custodial Services	73	Effective July 1, 2014	\$23.87	\$26.52
		Effective July 1, 2015 - 1% increase	\$24.11	\$26.79
		Effective July 1, 2016 - 0.5% increase	\$24.23	\$26.92
		Effective May 1, 2017 - 1% increase	\$24.47	\$27.19
		Effective July 1, 2017 - 0.5% increase	\$24.60	\$27.33
		Effective May 1, 2018 - 1% increase	\$24.84	\$27.60
		Effective July 1, 2018 - 0.5% increase	\$24.97	\$27.74
Effective May 1, 2019 - 1% increase	\$25.22	\$28.02		

JJEC Position Description	Job No.		Hourly Rate Step 1	Hourly Rate Step 2
Carpenter	49	Effective July 1, 2014	\$26.15	\$29.06
		Effective July 1, 2015 - 1% increase	\$26.41	\$29.35
		Effective July 1, 2016 - 0.5% increase	\$26.54	\$29.49
		Effective May 1, 2017 - 1% increase	\$26.81	\$29.79
		Effective July 1, 2017 - 0.5% increase	\$26.94	\$29.94
		Effective May 1, 2018 - 1% increase	\$27.21	\$30.24
		Effective July 1, 2018 - 0.5% increase	\$27.35	\$30.39
		Effective May 1, 2019 - 1% increase	\$27.62	\$30.69
Carpenter/Locksmith	45	Effective July 1, 2014	\$26.15	\$29.06
		Effective July 1, 2015 - 1% increase	\$26.41	\$29.35
		Effective July 1, 2016 - 0.5% increase	\$26.54	\$29.49
		Effective May 1, 2017 - 1% increase	\$26.81	\$29.79
		Effective July 1, 2017 - 0.5% increase	\$26.94	\$29.94
		Effective May 1, 2018 - 1% increase	\$27.21	\$30.24
		Effective July 1, 2018 - 0.5% increase	\$27.35	\$30.39
		Effective May 1, 2019 - 1% increase	\$27.62	\$30.69
Circulation Clerk	55	Effective July 1, 2014	\$19.35	\$21.50
		Effective July 1, 2015 - 1% increase	\$19.54	\$21.71
		Effective July 1, 2016 - 0.5% increase	\$19.64	\$21.82
		Effective May 1, 2017 - 1% increase	\$19.84	\$22.04
		Effective July 1, 2017 - 0.5% increase	\$19.94	\$22.15
		Effective May 1, 2018 - 1% increase	\$20.14	\$22.37
		Effective July 1, 2018 - 0.5% increase	\$20.24	\$22.48
		Effective May 1, 2019 - 1% increase	\$20.44	\$22.71
Communications Assistant	83	Effective July 1, 2014	\$20.64	\$22.93
		Effective July 1, 2015 - 1% increase	\$20.84	\$23.16
		Effective July 1, 2016 - 0.5% increase	\$20.95	\$23.28
		Effective May 1, 2017 - 1% increase	\$21.16	\$23.51
		Effective July 1, 2017 - 0.5% increase	\$21.26	\$23.63
		Effective May 1, 2018 - 1% increase	\$21.48	\$23.86
		Effective July 1, 2018 - 0.5% increase	\$21.58	\$23.98
		Effective May 1, 2019 - 1% increase	\$21.80	\$24.22
Communications & Learning Resources Assistant	84	Effective July 1, 2014	\$22.57	\$25.08
		Effective July 1, 2015 - 1% increase	\$22.80	\$25.33
		Effective July 1, 2016 - 0.5% increase	\$22.91	\$25.46
		Effective May 1, 2017 - 1% increase	\$23.14	\$25.71
		Effective July 1, 2017 - 0.5% increase	\$23.26	\$25.84
		Effective May 1, 2018 - 1% increase	\$23.49	\$26.10
		Effective July 1, 2018 - 0.5% increase	\$23.61	\$26.23
		Effective May 1, 2019 - 1% increase	\$23.84	\$26.49

JJEC Position Description	Job No.		Hourly Rate Step 1	Hourly Rate Step 2
Custodian-Elementary School	26	Effective July 1, 2014	\$18.68	\$20.76
		Effective July 1, 2015 - 1% increase	\$18.87	\$20.97
		Effective July 1, 2016 - 0.5% increase	\$18.97	\$21.07
		Effective May 1, 2017 - 1% increase	\$19.15	\$21.28
		Effective July 1, 2017 - 0.5% increase	\$19.25	\$21.39
		Effective May 1, 2018 - 1% increase	\$19.44	\$21.60
		Effective July 1, 2018 - 0.5% increase	\$19.54	\$21.71
		Effective May 1, 2019 - 1% increase	\$19.74	\$21.93
Custodian-Primary	28	Effective July 1, 2014	\$19.84	\$22.05
		Effective July 1, 2015 - 1% increase	\$20.04	\$22.27
		Effective July 1, 2016 - 0.5% increase	\$20.14	\$22.38
		Effective May 1, 2017 - 1% increase	\$20.34	\$22.60
		Effective July 1, 2017 - 0.5% increase	\$20.44	\$22.72
		Effective May 1, 2018 - 1% increase	\$20.65	\$22.94
		Effective July 1, 2018 - 0.5% increase	\$20.75	\$23.06
		Effective May 1, 2019 - 1% increase	\$20.96	\$23.29
Custodian-Secondary School	23	Effective July 1, 2014	\$18.40	\$20.44
		Effective July 1, 2015 - 1% increase	\$18.58	\$20.65
		Effective July 1, 2016 - 0.5% increase	\$18.67	\$20.75
		Effective May 1, 2017 - 1% increase	\$18.86	\$20.96
		Effective July 1, 2017 - 0.5% increase	\$18.95	\$21.06
		Effective May 1, 2018 - 1% increase	\$19.14	\$21.27
		Effective July 1, 2018 - 0.5% increase	\$19.24	\$21.38
		Effective May 1, 2019 - 1% increase	\$19.43	\$21.59
Custodian-Senior Site - WVSS	71	Effective July 1, 2014	\$22.09	\$24.54
		Effective July 1, 2015 - 1% increase	\$22.31	\$24.79
		Effective July 1, 2016 - 0.5% increase	\$22.42	\$24.91
		Effective May 1, 2017 - 1% increase	\$22.65	\$25.16
		Effective July 1, 2017 - 0.5% increase	\$22.76	\$25.29
		Effective May 1, 2018 - 1% increase	\$22.99	\$25.54
		Effective July 1, 2018 - 0.5% increase	\$23.10	\$25.67
		Effective May 1, 2019 - 1% increase	\$23.33	\$25.93
Custodian-Senior Site Secondary	25	Effective July 1, 2014	\$21.95	\$24.39
		Effective July 1, 2015 - 1% increase	\$22.17	\$24.63
		Effective July 1, 2016 - 0.5% increase	\$22.28	\$24.75
		Effective May 1, 2017 - 1% increase	\$22.50	\$25.00
		Effective July 1, 2017 - 0.5% increase	\$22.61	\$25.13
		Effective May 1, 2018 - 1% increase	\$22.84	\$25.38
		Effective July 1, 2018 - 0.5% increase	\$22.95	\$25.50
		Effective May 1, 2019 - 1% increase	\$23.18	\$25.76

JJEC Position Description	Job No.		Hourly Rate Step 1	Hourly Rate Step 2
Custodian-Shift Supervisor Secondary School	24	Effective July 1, 2014	\$19.84	\$22.05
		Effective July 1, 2015 - 1% increase	\$20.04	\$22.27
		Effective July 1, 2016 - 0.5% increase	\$20.14	\$22.38
		Effective May 1, 2017 - 1% increase	\$20.34	\$22.60
		Effective July 1, 2017 - 0.5% increase	\$20.44	\$22.72
		Effective May 1, 2018 - 1% increase	\$20.65	\$22.94
		Effective July 1, 2018 - 0.5% increase	\$20.75	\$23.06
		Effective May 1, 2019 - 1% increase	\$20.96	\$23.29
Custodian-Shift Supervisor - WVSS	72	Effective July 1, 2014	\$21.61	\$24.01
		Effective July 1, 2015 - 1% increase	\$21.82	\$24.25
		Effective July 1, 2016 - 0.5% increase	\$21.93	\$24.37
		Effective May 1, 2017 - 1% increase	\$22.15	\$24.61
		Effective July 1, 2017 - 0.5% increase	\$22.26	\$24.74
		Effective May 1, 2018 - 1% increase	\$22.48	\$24.98
		Effective July 1, 2018 - 0.5% increase	\$22.60	\$25.11
		Effective May 1, 2019 - 1% increase	\$22.82	\$25.36
Custodian-Senior Site Elementary School	27	Effective July 1, 2014	\$20.43	\$22.70
		Effective July 1, 2015 - 1% increase	\$20.63	\$22.92
		Effective July 1, 2016 - 0.5% increase	\$20.74	\$23.04
		Effective May 1, 2017 - 1% increase	\$20.94	\$23.27
		Effective July 1, 2017 - 0.5% increase	\$21.05	\$23.39
		Effective May 1, 2018 - 1% increase	\$21.26	\$23.62
		Effective July 1, 2018 - 0.5% increase	\$21.36	\$23.74
		Effective May 1, 2019 - 1% increase	\$21.58	\$23.98
Data Entry and File Clerk	63	Effective July 1, 2014	\$18.70	\$20.78
		Effective July 1, 2015 - 1% increase	\$18.89	\$20.99
		Effective July 1, 2016 - 0.5% increase	\$18.98	\$21.09
		Effective May 1, 2017 - 1% increase	\$19.17	\$21.31
		Effective July 1, 2017 - 0.5% increase	\$19.27	\$21.41
		Effective May 1, 2018 - 1% increase	\$19.46	\$21.63
		Effective July 1, 2018 - 0.5% increase	\$19.56	\$21.73
		Effective May 1, 2019 - 1% increase	\$19.76	\$21.95
Delivery Person	43	Effective July 1, 2014	\$18.70	\$20.78
		Effective July 1, 2015 - 1% increase	\$18.89	\$20.99
		Effective July 1, 2016 - 0.5% increase	\$18.98	\$21.09
		Effective May 1, 2017 - 1% increase	\$19.17	\$21.31
		Effective July 1, 2017 - 0.5% increase	\$19.27	\$21.41
		Effective May 1, 2018 - 1% increase	\$19.46	\$21.63
		Effective July 1, 2018 - 0.5% increase	\$19.56	\$21.73
		Effective May 1, 2019 - 1% increase	\$19.76	\$21.95

JJEC Position Description	Job No.		Hourly Rate Step 1	Hourly Rate Step 2
Education Assistant-Individual(s)	14	Effective July 1, 2014	\$23.87	\$26.52
		Effective July 1, 2015 - 1% increase	\$24.11	\$26.79
		Effective July 1, 2016 - 0.5% increase	\$24.23	\$26.92
		Effective May 1, 2017 - 1% increase	\$24.47	\$27.19
		Effective July 1, 2017 - 0.5% increase	\$24.60	\$27.33
		Effective May 1, 2018 - 1% increase	\$24.84	\$27.60
		Effective July 1, 2018 - 0.5% increase	\$24.97	\$27.74
		Effective May 1, 2019 - 1% increase	\$25.22	\$28.02
Electrician	36	Effective July 1, 2014	\$26.15	\$29.06
		Effective July 1, 2015 - 1% increase	\$26.41	\$29.35
		Effective July 1, 2016 - 0.5% increase	\$26.54	\$29.49
		Effective May 1, 2017 - 1% increase	\$26.81	\$29.79
		Effective July 1, 2017 - 0.5% increase	\$26.94	\$29.94
		Effective May 1, 2018 - 1% increase	\$27.21	\$30.24
		Effective July 1, 2018 - 0.5% increase	\$27.35	\$30.39
		Effective May 1, 2019 - 1% increase	\$27.62	\$30.69
Electronics Technician	35	Effective July 1, 2014	\$24.13	\$26.81
		Effective July 1, 2015 - 1% increase	\$24.37	\$27.07
		Effective July 1, 2016 - 0.5% increase	\$24.49	\$27.21
		Effective May 1, 2017 - 1% increase	\$24.73	\$27.48
		Effective July 1, 2017 - 0.5% increase	\$24.86	\$27.62
		Effective May 1, 2018 - 1% increase	\$25.11	\$27.90
		Effective July 1, 2018 - 0.5% increase	\$25.23	\$28.03
		Effective May 1, 2019 - 1% increase	\$25.48	\$28.32
Gardener	42	Effective July 1, 2014	\$26.15	\$29.06
		Effective July 1, 2015 - 1% increase	\$26.41	\$29.35
		Effective July 1, 2016 - 0.5% increase	\$26.54	\$29.49
		Effective May 1, 2017 - 1% increase	\$26.81	\$29.79
		Effective July 1, 2017 - 0.5% increase	\$26.94	\$29.94
		Effective May 1, 2018 - 1% increase	\$27.21	\$30.24
		Effective July 1, 2018 - 0.5% increase	\$27.35	\$30.39
		Effective May 1, 2019 - 1% increase	\$27.62	\$30.69
Groundsperson	41	Effective July 1, 2014	\$20.77	\$23.07
		Effective July 1, 2015 - 1% increase	\$20.97	\$23.30
		Effective July 1, 2016 - 0.5% increase	\$21.08	\$23.42
		Effective May 1, 2017 - 1% increase	\$21.29	\$23.66
		Effective July 1, 2017 - 0.5% increase	\$21.40	\$23.77
		Effective May 1, 2018 - 1% increase	\$21.61	\$24.01
		Effective July 1, 2018 - 0.5% increase	\$21.72	\$24.13
		Effective May 1, 2019 - 1% increase	\$21.94	\$24.37

JJEC Position Description	Job No.		Hourly Rate Step 1	Hourly Rate Step 2
Groundsperson-Senior	40	Effective July 1, 2014	\$23.51	\$26.12
		Effective July 1, 2015 - 1% increase	\$23.74	\$26.38
		Effective July 1, 2016 - 0.5% increase	\$23.86	\$26.52
		Effective May 1, 2017 - 1% increase	\$24.10	\$26.78
		Effective July 1, 2017 - 0.5% increase	\$24.22	\$26.91
		Effective May 1, 2018 - 1% increase	\$24.46	\$27.18
		Effective July 1, 2018 - 0.5% increase	\$24.59	\$27.32
		Effective May 1, 2019 - 1% increase	\$24.83	\$27.59
Home Stay Co-ordinator-ISP	79	Effective July 1, 2014	\$21.28	\$23.65
		Effective July 1, 2015 - 1% increase	\$21.50	\$23.88
		Effective July 1, 2016 - 0.5% increase	\$21.60	\$24.00
		Effective May 1, 2017 - 1% increase	\$21.82	\$24.24
		Effective July 1, 2017 - 0.5% increase	\$21.93	\$24.37
		Effective May 1, 2018 - 1% increase	\$22.15	\$24.61
		Effective July 1, 2018 - 0.5% increase	\$22.26	\$24.73
		Effective May 1, 2019 - 1% increase	\$22.48	\$24.98
HVAC Mechanic	69	Effective July 1, 2014	\$26.15	\$29.06
		Effective July 1, 2015 - 1% increase	\$26.41	\$29.35
		Effective July 1, 2016 - 0.5% increase	\$26.54	\$29.49
		Effective May 1, 2017 - 1% increase	\$26.81	\$29.79
		Effective July 1, 2017 - 0.5% increase	\$26.94	\$29.94
		Effective May 1, 2018 - 1% increase	\$27.21	\$30.24
		Effective July 1, 2018 - 0.5% increase	\$27.35	\$30.39
		Effective May 1, 2019 - 1% increase	\$27.62	\$30.69
Labourer	66	Effective July 1, 2014	\$17.81	\$19.79
		Effective July 1, 2015 - 1% increase	\$17.99	\$19.99
		Effective July 1, 2016 - 0.5% increase	\$18.08	\$20.09
		Effective May 1, 2017 - 1% increase	\$18.26	\$20.29
		Effective July 1, 2017 - 0.5% increase	\$18.35	\$20.39
		Effective May 1, 2018 - 1% increase	\$18.54	\$20.60
		Effective July 1, 2018 - 0.5% increase	\$18.63	\$20.70
		Effective May 1, 2019 - 1% increase	\$18.82	\$20.91
Language and Cultural Assistant	82	Effective July 1, 2014	\$21.28	\$23.65
		Effective July 1, 2015 - 1% increase	\$21.50	\$23.88
		Effective July 1, 2016 - 0.5% increase	\$21.60	\$24.00
		Effective May 1, 2017 - 1% increase	\$21.82	\$24.24
		Effective July 1, 2017 - 0.5% increase	\$21.93	\$24.37
		Effective May 1, 2018 - 1% increase	\$22.15	\$24.61
		Effective July 1, 2018 - 0.5% increase	\$22.26	\$24.73
		Effective May 1, 2019 - 1% increase	\$22.48	\$24.98

JJEC Position Description	Job No.		Hourly Rate Step 1	Hourly Rate Step 2
Library Cataloguer	52	Effective July 1, 2014	\$23.13	\$25.70
		Effective July 1, 2015 - 1% increase	\$23.36	\$25.95
		Effective July 1, 2016 - 0.5% increase	\$23.48	\$26.08
		Effective May 1, 2017 - 1% increase	\$23.71	\$26.34
		Effective July 1, 2017 - 0.5% increase	\$23.83	\$26.48
		Effective May 1, 2018 - 1% increase	\$24.07	\$26.74
		Effective July 1, 2018 - 0.5% increase	\$24.19	\$26.88
		Effective May 1, 2019 - 1% increase	\$24.43	\$27.14
Multicultural Worker	84	Effective July 1, 2014	\$19.35	\$21.50
		Effective July 1, 2015 - 1% increase	\$19.54	\$21.72
		Effective July 1, 2016 - 0.5% increase	\$19.64	\$21.82
		Effective May 1, 2017 - 1% increase	\$19.84	\$22.04
		Effective July 1, 2017 - 0.5% increase	\$19.94	\$22.15
		Effective May 1, 2018 - 1% increase	\$20.14	\$22.37
		Effective July 1, 2018 - 0.5% increase	\$20.24	\$22.49
		Effective May 1, 2019 - 1% increase	\$20.44	\$22.71
Office Assistant-ISP	81	Effective July 1, 2014	\$19.35	\$21.50
		Effective July 1, 2015 - 1% increase	\$19.54	\$21.71
		Effective July 1, 2016 - 0.5% increase	\$19.64	\$21.82
		Effective May 1, 2017 - 1% increase	\$19.84	\$22.04
		Effective July 1, 2017 - 0.5% increase	\$19.94	\$22.15
		Effective May 1, 2018 - 1% increase	\$20.14	\$22.37
		Effective July 1, 2018 - 0.5% increase	\$20.24	\$22.48
		Effective May 1, 2019 - 1% increase	\$20.44	\$22.71
Office Assistant-SSS	64	Effective July 1, 2014	\$19.35	\$21.50
		Effective July 1, 2015 - 1% increase	\$19.54	\$21.71
		Effective July 1, 2016 - 0.5% increase	\$19.64	\$21.82
		Effective May 1, 2017 - 1% increase	\$19.84	\$22.04
		Effective July 1, 2017 - 0.5% increase	\$19.94	\$22.15
		Effective May 1, 2018 - 1% increase	\$20.14	\$22.37
		Effective July 1, 2018 - 0.5% increase	\$20.24	\$22.48
		Effective May 1, 2019 - 1% increase	\$20.44	\$22.71
Office Support Clerk	12	Effective July 1, 2014	\$18.06	\$20.07
		Effective July 1, 2015 - 1% increase	\$18.24	\$20.27
		Effective July 1, 2016 - 0.5% increase	\$18.33	\$20.37
		Effective May 1, 2017 - 1% increase	\$18.52	\$20.57
		Effective July 1, 2017 - 0.5% increase	\$18.61	\$20.68
		Effective May 1, 2018 - 1% increase	\$18.79	\$20.88
		Effective July 1, 2018 - 0.5% increase	\$18.89	\$20.99
		Effective May 1, 2019 - 1% increase	\$19.08	\$21.20

JJEC Position Description	Job No.		Hourly Rate Step 1	Hourly Rate Step 2
Painter	47	Effective July 1, 2014	\$26.15	\$29.06
		Effective July 1, 2015 - 1% increase	\$26.41	\$29.35
		Effective July 1, 2016 - 0.5% increase	\$26.54	\$29.49
		Effective May 1, 2017 - 1% increase	\$26.81	\$29.79
		Effective July 1, 2017 - 0.5% increase	\$26.94	\$29.94
		Effective May 1, 2018 - 1% increase	\$27.21	\$30.24
		Effective July 1, 2018 - 0.5% increase	\$27.35	\$30.39
		Effective May 1, 2019 - 1% increase	\$27.62	\$30.69
Painter-Senior	46	Effective July 1, 2014	\$27.16	\$30.18
		Effective July 1, 2015 - 1% increase	\$27.43	\$30.48
		Effective July 1, 2016 - 0.5% increase	\$27.57	\$30.63
		Effective May 1, 2017 - 1% increase	\$27.85	\$30.94
		Effective July 1, 2017 - 0.5% increase	\$27.99	\$31.09
		Effective May 1, 2018 - 1% increase	\$28.27	\$31.41
		Effective July 1, 2018 - 0.5% increase	\$28.41	\$31.56
		Effective May 1, 2019 - 1% increase	\$28.69	\$31.88
Pay and Benefits Assistant	4	Effective July 1, 2014	\$22.57	\$25.08
		Effective July 1, 2015 - 1% increase	\$22.80	\$25.33
		Effective July 1, 2016 - 0.5% increase	\$22.91	\$25.46
		Effective May 1, 2017 - 1% increase	\$23.14	\$25.71
		Effective July 1, 2017 - 0.5% increase	\$23.26	\$25.84
		Effective May 1, 2018 - 1% increase	\$23.49	\$26.10
		Effective July 1, 2018 - 0.5% increase	\$23.61	\$26.23
		Effective May 1, 2019 - 1% increase	\$23.84	\$26.49
Plumber	38	Effective July 1, 2014	\$26.15	\$29.06
		Effective July 1, 2015 - 1% increase	\$26.41	\$29.35
		Effective July 1, 2016 - 0.5% increase	\$26.54	\$29.49
		Effective May 1, 2017 - 1% increase	\$26.81	\$29.79
		Effective July 1, 2017 - 0.5% increase	\$26.94	\$29.94
		Effective May 1, 2018 - 1% increase	\$27.21	\$30.24
		Effective July 1, 2018 - 0.5% increase	\$27.35	\$30.39
		Effective May 1, 2019 - 1% increase	\$27.62	\$30.69
Print Shop Clerk	9	Effective July 1, 2014	\$21.93	\$24.36
		Effective July 1, 2015 - 1% increase	\$22.15	\$24.61
		Effective July 1, 2016 - 0.5% increase	\$22.26	\$24.73
		Effective May 1, 2017 - 1% increase	\$22.48	\$24.98
		Effective July 1, 2017 - 0.5% increase	\$22.59	\$25.10
		Effective May 1, 2018 - 1% increase	\$22.82	\$25.35
		Effective July 1, 2018 - 0.5% increase	\$22.93	\$25.48
		Effective May 1, 2019 - 1% increase	\$23.16	\$25.74

JJEC Position Description	Job No.		Hourly Rate Step 1	Hourly Rate Step 2
Receptionist-Board Office	8	Effective July 1, 2014	\$20.64	\$22.93
		Effective July 1, 2015 - 1% increase	\$20.85	\$23.16
		Effective July 1, 2016 - 0.5% increase	\$20.95	\$23.28
		Effective May 1, 2017 - 1% increase	\$21.16	\$23.51
		Effective July 1, 2017 - 0.5% increase	\$21.27	\$23.63
		Effective May 1, 2018 - 1% increase	\$21.48	\$23.86
		Effective July 1, 2018 - 0.5% increase	\$21.59	\$23.98
		Effective May 1, 2019 - 1% increase	\$21.80	\$24.22
Receptionist-ISP	77	Effective July 1, 2014	\$19.35	\$21.50
		Effective July 1, 2015 - 1% increase	\$19.54	\$21.71
		Effective July 1, 2016 - 0.5% increase	\$19.64	\$21.82
		Effective May 1, 2017 - 1% increase	\$19.84	\$22.04
		Effective July 1, 2017 - 0.5% increase	\$19.94	\$22.15
		Effective May 1, 2018 - 1% increase	\$20.14	\$22.37
		Effective July 1, 2018 - 0.5% increase	\$20.24	\$22.48
		Effective May 1, 2019 - 1% increase	\$20.44	\$22.71
Receptionist-Secondary	31	Effective July 1, 2014	\$18.70	\$20.78
		Effective July 1, 2015 - 1% increase	\$18.89	\$20.99
		Effective July 1, 2016 - 0.5% increase	\$18.98	\$21.09
		Effective May 1, 2017 - 1% increase	\$19.17	\$21.31
		Effective July 1, 2017 - 0.5% increase	\$19.27	\$21.41
		Effective May 1, 2018 - 1% increase	\$19.46	\$21.63
		Effective July 1, 2018 - 0.5% increase	\$19.56	\$21.73
		Effective May 1, 2019 - 1% increase	\$19.76	\$21.95
Rentals Clerk	70	Effective July 1, 2014	\$19.99	\$22.22
		Effective July 1, 2015 - 1% increase	\$20.19	\$22.44
		Effective July 1, 2016 - 0.5% increase	\$20.29	\$22.55
		Effective May 1, 2017 - 1% increase	\$20.50	\$22.78
		Effective July 1, 2017 - 0.5% increase	\$20.60	\$22.89
		Effective May 1, 2018 - 1% increase	\$20.81	\$23.12
		Effective July 1, 2018 - 0.5% increase	\$20.91	\$23.23
		Effective May 1, 2019 - 1% increase	\$21.12	\$23.47
Secretary-Facilities	48	Effective July 1, 2014	\$21.93	\$24.36
		Effective July 1, 2015 - 1% increase	\$22.15	\$24.61
		Effective July 1, 2016 - 0.5% increase	\$22.26	\$24.73
		Effective May 1, 2017 - 1% increase	\$22.48	\$24.98
		Effective July 1, 2017 - 0.5% increase	\$22.59	\$25.10
		Effective May 1, 2018 - 1% increase	\$22.82	\$25.35
		Effective July 1, 2018 - 0.5% increase	\$22.93	\$25.48
		Effective May 1, 2019 - 1% increase	\$23.16	\$25.74

JJEC Position Description	Job No.		Hourly Rate Step 1	Hourly Rate Step 2
Secretary-Secondary School	11	Effective July 1, 2014	\$20.64	\$22.93
		Effective July 1, 2015 - 1% increase	\$20.85	\$23.16
		Effective July 1, 2016 - 0.5% increase	\$20.95	\$23.28
		Effective May 1, 2017 - 1% increase	\$21.16	\$23.51
		Effective July 1, 2017 - 0.5% increase	\$21.27	\$23.63
		Effective May 1, 2018 - 1% increase	\$21.48	\$23.86
		Effective July 1, 2018 - 0.5% increase	\$21.59	\$23.98
		Effective May 1, 2019 - 1% increase	\$21.80	\$24.22
Secretary-SSS	56	Effective July 1, 2014	\$21.93	\$24.36
		Effective July 1, 2015 - 1% increase	\$22.15	\$24.61
		Effective July 1, 2016 - 0.5% increase	\$22.26	\$24.73
		Effective May 1, 2017 - 1% increase	\$22.48	\$24.98
		Effective July 1, 2017 - 0.5% increase	\$22.59	\$25.10
		Effective May 1, 2018 - 1% increase	\$22.82	\$25.35
		Effective July 1, 2018 - 0.5% increase	\$22.93	\$25.48
		Effective May 1, 2019 - 1% increase	\$23.16	\$25.74
SIS Database Clerk	32	Effective July 1, 2014	\$20.64	\$22.93
		Effective July 1, 2015 - 1% increase	\$20.85	\$23.16
		Effective July 1, 2016 - 0.5% increase	\$20.95	\$23.28
		Effective May 1, 2017 - 1% increase	\$21.16	\$23.51
		Effective July 1, 2017 - 0.5% increase	\$21.27	\$23.63
		Effective May 1, 2018 - 1% increase	\$21.48	\$23.86
		Effective July 1, 2018 - 0.5% increase	\$21.59	\$23.98
		Effective May 1, 2019 - 1% increase	\$21.80	\$24.22
Software & Network Support Specialist	67	Effective July 1, 2014	\$24.13	\$26.81
		Effective July 1, 2015 - 1% increase	\$24.37	\$27.07
		Effective July 1, 2016 - 0.5% increase	\$24.49	\$27.21
		Effective May 1, 2017 - 1% increase	\$24.73	\$27.48
		Effective July 1, 2017 - 0.5% increase	\$24.86	\$27.62
		Effective May 1, 2018 - 1% increase	\$25.11	\$27.90
		Effective July 1, 2018 - 0.5% increase	\$25.23	\$28.03
		Effective May 1, 2019 - 1% increase	\$25.48	\$28.32
TA-Careers	22	Effective July 1, 2014	\$19.35	\$21.50
		Effective July 1, 2015 - 1% increase	\$19.54	\$21.71
		Effective July 1, 2016 - 0.5% increase	\$19.64	\$21.82
		Effective May 1, 2017 - 1% increase	\$19.84	\$22.04
		Effective July 1, 2017 - 0.5% increase	\$19.94	\$22.15
		Effective May 1, 2018 - 1% increase	\$20.14	\$22.37
		Effective July 1, 2018 - 0.5% increase	\$20.24	\$22.48
		Effective May 1, 2019 - 1% increase	\$20.44	\$22.71

JJEC Position Description	Job No.		Hourly Rate Step 1	Hourly Rate Step 2
TA-General/Languages	17	Effective July 1, 2014	\$19.35	\$21.50
		Effective July 1, 2015 - 1% increase	\$19.54	\$21.71
		Effective July 1, 2016 - 0.5% increase	\$19.64	\$21.82
		Effective May 1, 2017 - 1% increase	\$19.84	\$22.04
		Effective July 1, 2017 - 0.5% increase	\$19.94	\$22.15
		Effective May 1, 2018 - 1% increase	\$20.14	\$22.37
		Effective July 1, 2018 - 0.5% increase	\$20.24	\$22.48
		Effective May 1, 2019 - 1% increase	\$20.44	\$22.71
TA-Laboratory	13	Effective July 1, 2014	\$23.22	\$25.80
		Effective July 1, 2015 - 1% increase	\$23.45	\$26.06
		Effective July 1, 2016 - 0.5% increase	\$23.57	\$26.19
		Effective May 1, 2017 - 1% increase	\$23.80	\$26.45
		Effective July 1, 2017 - 0.5% increase	\$23.92	\$26.58
		Effective May 1, 2018 - 1% increase	\$24.16	\$26.85
		Effective July 1, 2018 - 0.5% increase	\$24.28	\$26.98
		Effective May 1, 2019 - 1% increase	\$24.53	\$27.25
TA-Library	19	Effective July 1, 2014	\$19.35	\$21.50
		Effective July 1, 2015 - 1% increase	\$19.54	\$21.71
		Effective July 1, 2016 - 0.5% increase	\$19.64	\$21.82
		Effective May 1, 2017 - 1% increase	\$19.84	\$22.04
		Effective July 1, 2017 - 0.5% increase	\$19.94	\$22.15
		Effective May 1, 2018 - 1% increase	\$20.14	\$22.37
		Effective July 1, 2018 - 0.5% increase	\$20.24	\$22.48
		Effective May 1, 2019 - 1% increase	\$20.44	\$22.71
Teacher on Call Dispatch Clerk	1	Effective July 1, 2014	\$21.28	\$23.65
		Effective July 1, 2015 - 1% increase	\$21.50	\$23.88
		Effective July 1, 2016 - 0.5% increase	\$21.60	\$24.00
		Effective May 1, 2017 - 1% increase	\$21.82	\$24.24
		Effective July 1, 2017 - 0.5% increase	\$21.93	\$24.37
		Effective May 1, 2018 - 1% increase	\$22.15	\$24.61
		Effective July 1, 2018 - 0.5% increase	\$22.26	\$24.73
		Effective May 1, 2019 - 1% increase	\$22.48	\$24.98
Trades Assistant	44	Effective July 1, 2014	\$22.50	\$25.00
		Effective July 1, 2015 - 1% increase	\$22.73	\$25.25
		Effective July 1, 2016 - 0.5% increase	\$22.84	\$25.38
		Effective May 1, 2017 - 1% increase	\$23.07	\$25.63
		Effective July 1, 2017 - 0.5% increase	\$23.18	\$25.76
		Effective May 1, 2018 - 1% increase	\$23.41	\$26.02
		Effective July 1, 2018 - 0.5% increase	\$23.53	\$26.15
		Effective May 1, 2019 - 1% increase	\$23.77	\$26.41

JJEC Position Description	Job No.		Hourly Rate Step 1	Hourly Rate Step 2
Welder/Fabricator	37	Effective July 1, 2014	\$26.15	\$29.06
		Effective July 1, 2015 - 1% increase	\$26.41	\$29.35
		Effective July 1, 2016 - 0.5% increase	\$26.54	\$29.49
		Effective May 1, 2017 - 1% increase	\$26.81	\$29.79
		Effective July 1, 2017 - 0.5% increase	\$26.94	\$29.94
		Effective May 1, 2018 - 1% increase	\$27.21	\$30.24
		Effective July 1, 2018 - 0.5% increase	\$27.35	\$30.39
		Effective May 1, 2019 - 1% increase	\$27.62	\$30.69
Youth Worker	61	Effective July 1, 2014	\$23.22	\$25.80
		Effective July 1, 2015 - 1% increase	\$23.45	\$26.06
		Effective July 1, 2016 - 0.5% increase	\$23.57	\$26.19
		Effective May 1, 2017 - 1% increase	\$23.80	\$26.45
		Effective July 1, 2017 - 0.5% increase	\$23.92	\$26.58
		Effective May 1, 2018 - 1% increase	\$24.16	\$26.85
		Effective July 1, 2018 - 0.5% increase	\$24.28	\$26.98
		Effective May 1, 2019 - 1% increase	\$24.53	\$27.25

SCHEDULE 'B'

Notes to Salary Schedule 'A'

1. Afternoon Shift Bonus

An afternoon shift bonus of \$0.71 per hour will be paid for all hours worked during that shift when a major portion of the employee's shift is required after 3:00 p.m.

2. Evening Shift Bonus

Where the major portion of a shift is scheduled after midnight and before 8:00 a.m. a bonus of seven and a half percent (7 1/2 %) of the basic salary will be paid for all hours worked during that shift.

3. Weekend/Evening Shifts for Custodians

When required at weekends or evenings, a casual custodian will be employed in a school to be responsible for general security and tidiness of the building on a straight time basis (ie. twelve or sixteen percent (12 or 16%) above the basic hourly rate, as per Article 224.2).

4. Custodian-Primary

When only one person is assigned to a building to perform custodial duties that person shall be paid in accordance with the Custodian Primary Salary Schedule.

5. First Aid Allowance

Allowance for performing First Aid duties: \$0.87 per hour

6. Chargehand Rate

Chargehand rate for supervision of 3 or more employees: \$1.08 per hour

7. Dual Certification Allowance

Premium rate for holding 2 or more trades certifications as approved by the Assistant Superintendent or designate: \$1.08 per hour

8. Student Workers

Student Workers are to be paid the current base rate of \$10.61 per hour and will attract general wage increases. Student Workers will receive 12% in lieu of benefits.

	Base Rate	Base Rate plus 12%
Effective July 1, 2014	\$10.61	\$11.88
Effective July 1, 2015 - 1% increase	\$10.72	\$12.01
Effective July 1, 2016 - 0.5% increase	\$10.77	\$12.06
Effective May 1, 2017 - 1% increase	\$10.88	\$12.19
Effective July 1, 2017 - 0.5% increase	\$10.93	\$12.24
Effective May 1, 2018 - 1% increase	\$11.04	\$12.36
Effective July 1, 2018 - 0.5% increase	\$11.10	\$12.43
Effective May 1, 2019 - 1% increase	\$11.21	\$12.56

9. Temporary Seasonal Workers

Temporary Seasonal Workers are to be paid the current base rate of \$13.29 per hour and will attract general wage increases. Temporary Seasonal Workers will receive 12% in lieu of benefits.

	Base Rate	Base Rate plus 12%
Effective July 1, 2014	\$13.29	\$14.88
Effective July 1, 2015 - 1% increase	\$13.42	\$15.03
Effective July 1, 2016 - 0.5% increase	\$13.49	\$15.11
Effective May 1, 2017 - 1% increase	\$13.62	\$15.25
Effective July 1, 2017 - 0.5% increase	\$13.69	\$15.33
Effective May 1, 2018 - 1% increase	\$13.83	\$15.49
Effective July 1, 2018 - 0.5% increase	\$13.90	\$15.57
Effective May 1, 2019 - 1% increase	\$14.04	\$15.72

Letter of Understanding No. 3

Between
The Board of Education of
School District No. 45 (West Vancouver)
and
The West Vancouver Municipal Employees' Association

Regarding Student Workers

The Parties understand and agree that the following sets out the parameters for the hiring of Student Workers referred to in Schedule B of the Collective Agreement:

1. Student Workers are secondary school-aged persons who assist permanent employees with tasks such as grounds cleanup, painting, cleaning, routine clerical duties, etc.
2. Student Workers shall work under the direct supervision of a permanent employee. No employee shall be replaced or displaced as a result of the hiring of Student Workers in his/her department.
3. Student Workers shall pay union dues in the same manner as casual employees.
4. The hourly rate paid to Student Workers shall be as per Schedule B of the Agreement.
5. This agreement shall remain in effect for the life of this Collective Agreement and may be extended by mutual agreement of the Parties.

Dated June 2, 2003 in West Vancouver in the Province of British Columbia. Re-signed June 7, 2006. Revised and re-signed October 6, 2011. Re-signed October 29, 2013. Re-signed June 18, 2014.

FOR THE BOARD

Kristi Steed
HR Manager

FOR THE ASSOCIATION

Bruce Scott
Business Manager

Letter of Understanding

Between
THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO. 45 (WEST VANCOUVER)
and
THE WEST VANCOUVER MUNICIPAL EMPLOYEES' ASSOCIATION

Regarding
Step 2 Placement for Casual and/or Temporary Employees

Casual and/or Temporary employees who have attained the equivalent of one full year of full-time service in a job position in which they have provided casual or temporary service will be placed at the Step 2 rate for that position.

The adjustments will be reviewed and made effective annually on July 1, beginning July 1, 2008.

Dated November 3, 2008 in West Vancouver in the Province of British Columbia. Re-signed October 6, 2011. Re-signed October 29, 2013.

FOR THE BOARD

Kim Martin

HR Director

FOR THE ASSOCIATION

Bruce Scott

Business Manager

CASUAL STAFF ORIENTATION CHECKLIST

Casual Staff should be familiar with:

1. School information
 - a. Where is the staffroom and washroom?
 - b. What time is recess and lunch?
 - c. Who is the First Aid attendant and at what time are they available?
2. Emergency Evacuation Route and Assembly Points
3. School Intruder Alert Alarm and Lock Down Procedure

Please check with the designated contact person at each school for this information

OCCUPATIONAL HEALTH & SAFETY PROGRAM

Policy Statement

The Board of Education of School District No. 45 (West Vancouver) (the “Board”) believes its workplace should be a healthy and safe environment. To achieve this, the Board has established and will maintain an occupational health and safety program designed to prevent injuries and disease. The Board is responsible for ensuring workers are provided with adequate instruction in health and safety and for addressing unsafe situations in a timely effective manner. All employees are required to comply with WorkSafeBC legislative standards. External service contractors must follow school district guidelines for safe work procedures and comply with those regulations applicable to their work.

Board responsibilities include:

Conducting an annual review of the Occupational Health and Safety Program
Ensuring Management personnel have knowledge of the Occupational Health and Safety Program

Directors/Principals/Supervisors responsibilities include:

Providing a healthy and safe work environment
Orienting new workers
Ongoing training of workers
Participating in regular safety meetings
Performing inspections and conducting incident investigations
Correcting unsafe acts, health or safety hazards
Ensuring workers have knowledge of the Occupational Health and Safety Program

Workers’ responsibilities include:

Learning and following safe work procedures
Correcting hazards or reporting them to supervisors
Participating in inspections and incident investigations when required
Using personal protective equipment when required
Helping to keep a safe workplace by recommending ways to improve the Occupational Health and Safety Program

PLEASE ENSURE YOU REVIEW THE HEALTH AND SAFETY ORIENTATION

School Year 2015 to 2016 -- (August 2015 to June 2016)

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

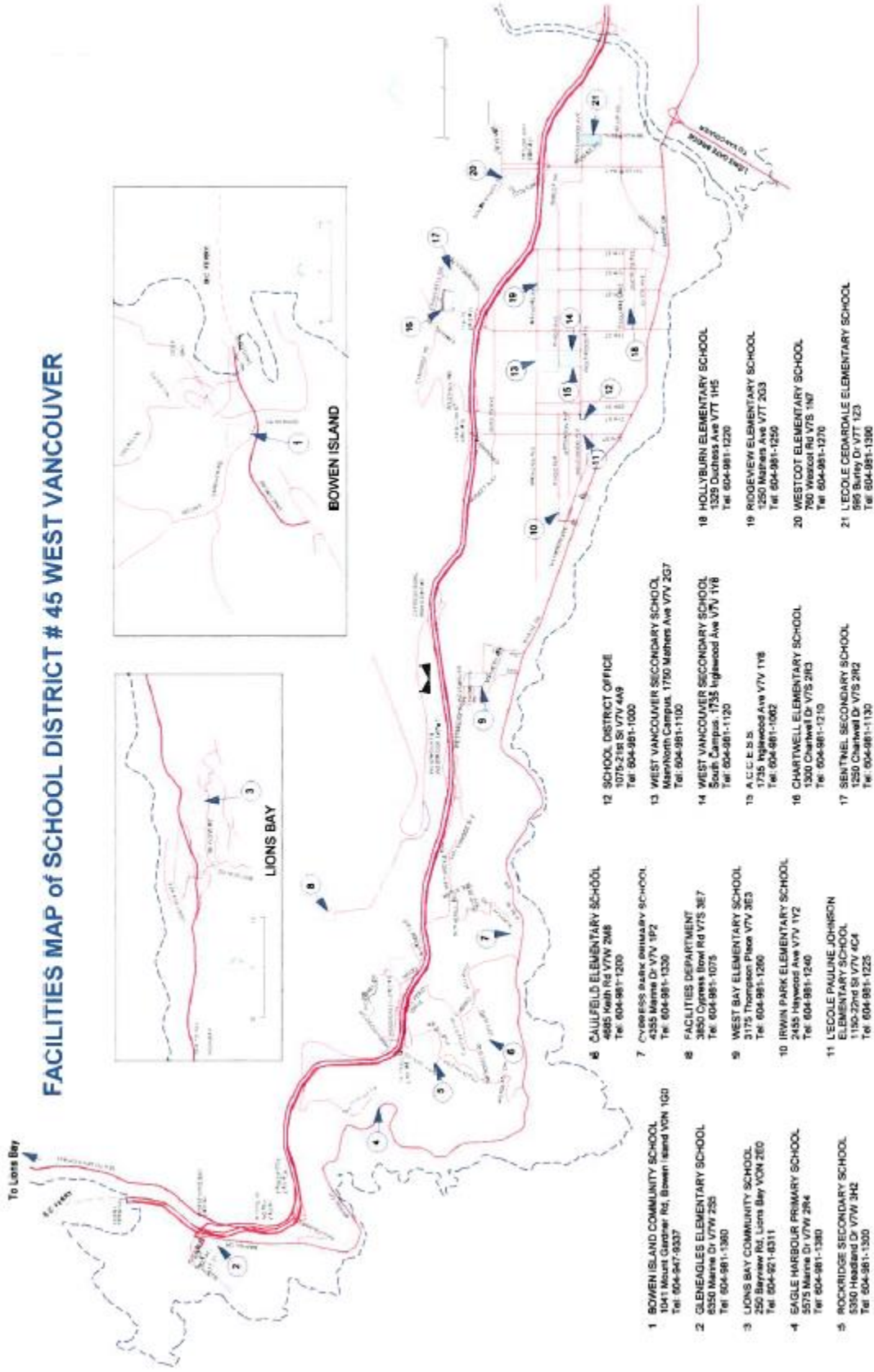
June 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

	Opening Day
	Statutory Holidays / Scheduled Vacation
	Professional Development Days
	Reading Break
	Administrative Day – no school

Calendar Committee Recommended Option

Current local School Calendar Configuration with a two-week Winter Break and a two-week Spring Break

FACILITIES MAP of SCHOOL DISTRICT # 45 WEST VANCOUVER



To Lions Bay

- 1 **BOWEN ISLAND COMMUNITY SCHOOL**
1041 Mount Gardner Rd, Bowen Island V0N 1G0
Tel: 604-981-9337
- 2 **GLENEAGLES ELEMENTARY SCHOOL**
8350 Marine Dr V7W 2S5
Tel: 604-981-1380
- 3 **LIONS BAY COMMUNITY SCHOOL**
250 Barronay Rd, Lions Bay V0N 2E0
Tel: 604-981-8311
- 4 **EAGLE HARBOUR PRIMARY SCHOOL**
5575 Marine Dr V7W 2R4
Tel: 604-981-1380
- 5 **ROCKRIDGE SECONDARY SCHOOL**
8390 Headland Dr V7W 3H2
Tel: 604-981-1330

- 6 **CAULFIELD ELEMENTARY SCHOOL**
4885 Keith Rd V7W 2M8
Tel: 604-981-1200
- 7 **Cypress Peak Primary School**
4355 Marine Dr V7V 1P2
Tel: 604-981-1330
- 8 **FACILITIES DEPARTMENT**
3850 Cypress Bowl Rd V7S 3E7
Tel: 604-981-1075
- 9 **WEST BAY ELEMENTARY SCHOOL**
515 Westport Pkwy V7V 2E5
Tel: 604-981-1280
- 10 **IRWIN PARK ELEMENTARY SCHOOL**
2455 Haywood Ave V7V 1Y2
Tel: 604-981-1240
- 11 **L'ECOLE PAULINE JOHNSON
ELEMENTARY SCHOOL**
1190-22nd St V7V 4C4
Tel: 604-981-1225

- 12 **SCHOOL DISTRICT OFFICE**
1075-21st St V7V 4A9
Tel: 604-981-1000
- 13 **WEST VANCOUVER SECONDARY SCHOOL**
MapleNorth Campus, 1750 Mathers Ave V7V 2G7
Tel: 604-981-1100
- 14 **WEST VANCOUVER SECONDARY SCHOOL**
South Campus, 1735 Highland Ave V7V 1V8
Tel: 604-981-1130
- 15 **A.C.C.E.S.S.**
1745 Mathers Ave V7V 1Y8
Tel: 604-981-1002
- 16 **CHARTWELL ELEMENTARY SCHOOL**
1300 Chartwell Dr V7S 2H3
Tel: 604-981-1210
- 17 **SENTINEL SECONDARY SCHOOL**
1250 Chartwell Dr V7S 2H2
Tel: 604-981-1130

- 18 **HOLLYBURN ELEMENTARY SCHOOL**
1325 Duchess Ave V7T 1H5
Tel: 604-981-1220
- 19 **RIDGEVIEW ELEMENTARY SCHOOL**
1250 Ridgeview Ave V7T 2G3
Tel: 604-981-1250
- 20 **WESTCOOT ELEMENTARY SCHOOL**
780 Westcot Rd V7S 1K7
Tel: 604-981-1270
- 21 **L'ECOLE CEDARDALE ELEMENTARY SCHOOL**
995 Bury Dr V7T 1Z3
Tel: 604-981-1390

2015-2016 FAMILY OF SCHOOLS LIST WITH LOCALS
(FOR INTERNAL USE ONLY)

ROCKRIDGE FAMILY OF SCHOOLS

Lynne Tomlinson, Director of Instruction
604-981-1087

ROCKRIDGE SECONDARY	604-981-1300	BOWEN ISLAND COMMUNITY SCHOOL	604-947-9337
5350 Headland Drive, V7W 3H2 (Fax 1301)		1041 Mount Gardner Rd, Bowen Island V0N 1G0 (Fax 947-0367)	
Principal Jeannette Laursoo 1309		Principal Scott Slater 604-947-0357	
Vice-Principal John Crowley 1311		Vice Principal Laura Magrath	
Vice-Principal Chris Sandor 1310		Admin Assistant Sandy Bristow	
Office Supervisor Susan McDonnell 1308		Community School Coordinator Sarah Haxby	
Secretary Mary Lee Smithers			
Receptionist Nicole Oechsner			
Accounting Clerk Loretta Cho			
Database Clerk Susan Anderson			
LIONS BAY COMMUNITY SCHOOL	604-921-8311	GLENEAGLES CH'AXÁY ELEMENTARY	604-981-1360
250 Bayview Rd, Lions Bay V0N 2E0 (Fax 921-6109)		6350 Marine Drive, V7W 2S5 (Fax 1361)	
Principal Scott Wallace 1294		Principal Scott Wallace 1294	
Head Teacher Eva Perez 1296		Vice-Principal Natalie Mendes 1295	
Admin Assistant Pamela Legg		Admin Assistant Maria Sponza	
EAGLE HARBOUR MONTESSORI	604-981-1380	CAULFEILD ELEMENTARY	604-981-1200
5575 Marine Drive, V7W 2R4 (Fax 1381)		4685 Keith Road, V7W 2M8 (Fax 1201)	
Principal Craig Cantlie 1209		Principal Craig Cantlie 1209	
Vice-Principal Val Stevenson 1292		Vice-Principal Sara Bell 1352	
Admin Assistant Mary Alvaro		Admin Assistant Dianne Tricker	
CYPRESS PARK PRIMARY	604-981-1330	WEST BAY ELEMENTARY	604-981-1260
4355 Marine Drive, V7V 1P2 (Fax 1331)		3175 Thompson Place, V7V 3E3 (Fax 1261)	
Principal Judy Duncan 1264		Principal Judy Duncan 1264	
Vice-Principal Kim Grimwood 1334		Head Teachers Laine Anderson, Morag Kelpin	
Admin Assistant Elisabeth Thoma		Admin Assistant Sue Barrie	

SENTINEL FAMILY OF SCHOOLS

Sean Nosek, Director of Instruction
604-981-1341

ECOLE SENTINEL SECONDARY	604-981-1130	CHARTWELL ELEMENTARY	604-981-1210
1250 Chartwell Drive, V7S 2R2 (Fax 1131)		1300 Chartwell Drive, V7S 2R3 (Fax 1211)	
Principal Mike Finch 1137		Principal Aron Campbell 1214	
Vice-Principal Kathy Grant 1138		Head Teacher Rose Johnston, Christine Stewart	
Vice-Principal Rebecca Rowley 1139		Admin Assistant Alysoun McKay-Lee	
Admin Assistant Janet Gardner 1140			
Secretary Barb Maier		ECOLE CEDARDALE	604-981-1390
Secretary – Academies Pam Kaiway		595 Burley Drive, V7T 1Z3 (Fax 1391)	
Receptionist Michelle Halishoff		Principal Michelle LaBounty 1394	
Accounting Clerk Alison Carruthers		Head Teachers Jessica Hall, Stina Morissette	
Database Clerk Tracy Rowbotham		Admin Assistant Linda Vaartnou	
ECOLE PAULINE JOHNSON	604-981-1225	WESTCOT ELEMENTARY	604-981-1270
1150 22 nd Street, V7V 4C4 (Fax 1226)		760 Westcot Road, V7S 1N7 (Fax 1271)	
Principal Chantal Trudeau 1231		Principal Cathie Ratz 1274	
Vice-Principal Chris Parslow 1232		Vice-Principal Matt Trask 1279	
Admin Assistant TBA		Admin Assistant Colleen Denman	

WVSS FAMILY OF SCHOOLS

Dave Eberwein, Deputy Superintendent
604-981-1034

WEST VANCOUVER SECONDARY 1750 Mathers Avenue, V7V 2G7 (Fax 1101) Principal Steve Rauh 1107 Vice-Principal Jennifer Bach 1109 Vice-Principal Brad Daudlin 1117 Vice-Principal Garth Thomson 1108 Admin Assistant Ursula Kerr 1106 Secretary Ina Saint-Pierre Business Manager Jenny Madill Receptionist Susie Chubb Database Clerk Jane Tulloch	604-981-1100	A.C.C.E.S.S. 1735 Inglewood Avenue, V7V 1Y8	604-981-1062 (Fax 1065)
IRWIN PARK ELEMENTARY 2455 Haywood Avenue, V7V 1Y2 Principal Liz Hill 1244 Vice-Principal Jody Billingsley Admin Assistant Heather Houston	604-981-1240 (Fax 1241)	RIDGEVIEW ELEMENTARY 1250 Mathers Avenue, V7T 2G3 Principal Val Brady 1254 Vice Principal Nathan Blackburn Admin Assistant Shelley Lytle	604-981-1250 (Fax 1251)
		WVSS SOUTH CAMPUS Brigit Forsyth HOLLYBURN ELEMENTARY 1329 Duchess Avenue, V7T 1H5 Principal Tara Zielinski 1224 Head Teachers Lorraine Hartley, Christine Hulme Admin Assistant Deb Harris	1120 604-981-1220 (Fax 1221)

INGLEWOOD LEARNING CENTRE

1735 Inglewood Ave, West Vancouver

Director of Instruction Sean Nosek 1341 Information Services Manager District Learning Services Reporting Clerk Aboriginal Education Success Teacher Resource Cataloguing Learning Services Assistant	Director of Instruction Lynne Tomlinson 1087 Helen Setsikas 1151 Pam Crowley 1085 Krystal Farina 1092 Trish Jacquet 1342 Erica Waddell 1091
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INTERNATIONAL PROGRAMS

1075 21st Street, West Vancouver
604-981-1158 Fax: 604-925-2033

District Administrator Michael Frankowski 1046 Manager Dong Wang 1047 Home Stay Coordinator Martina Brazeau 1158 Office Assistant Hee-Jeung Kong 1157 Receptionist Haley Topnik 1158	Vice-Principal, Intl. Crystal Tanfara 1299 Home Stay Manager Amanda Burkholder 1159 Home Stay Coordinator Yasuko Otsuka 1154 Multicultural Worker Yvonne (Yan Bin) Xian 1053
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PREMIER ACADEMIES

Rockridge, Sentinel, West Vancouver Secondary

Director of Instruction Diane Nelson 1150	Secretary Pam Kaiway 1130
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STUDENT SUPPORT SERVICES

1735 Inglewood Ave, West Vancouver
604-981-1095 Fax: 604 981-1096

District Administrator David Platt 1156 District Principal Sandra-Lynn Shortall 1088 Secretary Alex Sweeney 1095	District Administrator Maureen Lee 1095 ELL Curriculum Resource Teacher Donna Neilson 1055 Office Support Clerk Betty Kulch 1095
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SCHOOL START TIMES
2015-2016

In Session (ie. classes begin)

<u>BOWEN ISLAND</u>	8:42-12:10	12:58-2:40	
<u>CAULFEILD</u>	8:40-12:05	12:49-2:35	*Wednesdays early dismissal at 1:50
<u>ECOLE CEDARDALE</u>	8:55-12:10	1:03-3:00	
<u>CHARTWELL</u>	8:35-12:15	1:00-3:00	*Wednesdays 8:35 – 12:10
<u>CYPRESS PARK</u>	8:30-11:55	12:35-2:30	
<u>EAGLE HARBOUR MONTESSORI</u>	8:40-12:10	12:49-2:30	
<u>GLENEAGLES CH'AXÁY</u>	8:35-12:10	1:00-2:40	
<u>HOLLYBURN</u>	8:45-12:10	12:56-2:50	
<u>IRWIN PARK</u>	8:58-12:05	1:00-3:00	
<u>LIONS BAY</u>	8:40-11:50	12:40-2:50	
<u>ECOLE PAULINE JOHNSON</u>	8:52-12:17	1:10-3:01	
<u>RIDGEVIEW</u>	8:45-12:00	12:48-3:00	
<u>WEST BAY</u>	9:00-12:20	1:05-3:00	
<u>WESTCOT</u>	8:50-12:10	12:58-2:53	
<u>ROCKRIDGE</u>	8:30-12:50	1:37-2:57	<i>(some early morning starts)</i>
<u>ECOLE SENTINEL</u>	8:30-12:50	1:38-2:57	<i>(some early morning starts)</i>
<u>WVSS</u>	8:30-12:50	1:32-2:54	<i>(some early morning starts)</i>



NOTICE TO ALL WVMEA SCHOOL BOARD MEMBERS

September 2014

Driving For Work (e.g. Driving Students, Doing Banking, etc.)

Note: it is not a requirement to use personal vehicles for District use.

It has been brought to our attention that there may be some issues relative to driving students as part of an employee's assignment. Permanent employees should be familiar with the requirements, however, temporary and casual employees, in particular, may not. These terms and conditions apply to all employees, and should be followed in all cases if you are transporting a student as part of your work.

1. Insurance

The question of insurance is something all members need to be particularly aware of, and ensure they are within ICBC and School Board guidelines. From ICBC's perspective, "the vehicle can be used for limited commuting/business/delivery use so long as the vehicle is not used more than six (6) days in a calendar month for these uses", under Rate Class 001 (Pleasure). If you fall under Rate Class 003 (driving to work under 15k), or Rate Class 002 (driving to work over 15k), you are also covered as above, with unlimited use for commuting to/ from work. The key is not over six (6) days for business use.

The School Board pays the additional cost for "business use" in the event you have agreed to use your vehicle for work purposes anticipated to be over six days per month or over 1600 km/year. You simply get an estimate of "to/from work" and "business use" from your insurer, submit it to the School Board, and they will pay the difference. Confirm with your Administrator driving is a requirement before you go out and get "business" insurance.

SEA Temps/Casuals: If you are requested (and have agreed) to drive a student connected with your assignment, please check with D. Platt in advance as to whether the Board will cover the "business use" additional cost.

Custodians: Please confirm the same with L. Reyes, if you are requested (and have agreed) to drive.

Final word: If you agree to use your personal vehicle performing District business, do not drive over six (6) times per month without "business use" insurance. As per School Board Policy, employees must complete the "*Employee Authorization Driving Form*" when driving for work purposes, **especially with students!** The form is available online at the School Board's website.

2. Mileage

If you are requested to drive for work purposes (i.e. driving a student, doing errands for school, driving to and from various locations, etc.) you are entitled to mileage under Article 232 of our Collective

Agreement (currently set at \$.54/km). There is a form to be completed and submitted. This should be done each month.

3. Safety

When driving, safety is paramount. If you feel you (or the student) are at risk, you can refuse to drive (under WorkSafe Regulations) until the situation is remedied. This could also apply if you are doing an errand (banking for example) and the weather (i.e. snow) makes conditions, in your mind, unsafe. If you have concerns about this, WorkSafe directs that you:

- i. Contact your School's Health & Safety Committee. The matter will be investigated and, as per the law, you are not required to drive until safety issues are addressed.
- ii. If you do not agree with the outcome of this investigation, you should contact your Shop Steward and/or the Association office.

It is important to stress this issue is a significant one when it comes to transporting students, in particular. In the event of an accident, everything will be scrutinized, including whether you as the driver were insured and took the necessary safety precautions. While the District covers you under their liability insurance, no one wants to see anyone injured, and/or go through a lengthy litigation. The first person under scrutiny will be you!

If you have any concerns, please contact me at the Association office at 604.925.7447.

Bruce Scott, Business Manager