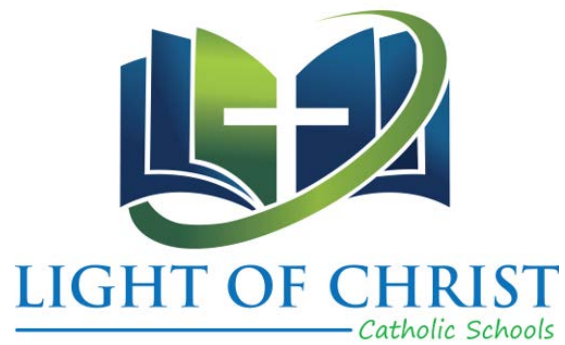


# **LIGHT OF CHRIST CATHOLIC SCHOOLS**



## **SUPPORT STAFF BENEFITS AGREEMENT**

**September 1, 2016 – August 31, 2019**

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This Agreement revised at North Battleford in the Province of Saskatchewan on **October** \_\_\_\_,  
**2016,**

BETWEEN:

The Board of Education of the Light of Christ RCSSD #16 hereinafter  
called "the Board"

AND

The Committee appointed by the Support Staff of the Light of Christ  
RCSSD #16, hereinafter called "the employees"

shall be effective from **September 1, 2016 and shall continue in effect until August 31, 2019.**  
Thereafter this Agreement shall continue in effect until either party requests revision of one or all  
sections contained in this Agreement, giving 30 days notice to the other party. The notice shall  
be in writing naming the section or sections to be reviewed.

Unless the context otherwise requires, all terms and expressions used in this Agreement shall  
have the same meaning as are given to them in The Education Act and The Interpretation Act.

The terms and conditions herein reduced to writing represent the employees benefit agreement as  
discussed by the parties and are not subject to any additional terms and conditions other than  
those, if any, prescribed by law.

## **1. Probationary Period**

When employees are hired the first ten (10) months of employment shall be of a probationary nature and the Board may terminate employment at the expiration of that month in accordance with the Labour Standards Act Saskatchewan Employment Act.

## **2. Pay Periods**

Employees under a ten (10) month contract of employment will be given an option to choose a ten (10) month or twelve (12) month pay period provided notification of change is submitted prior to commencement of the following school year.

Employees shall be paid at the monthly rate in accordance with the salary calculation provided and shall be paid on the 25th of each month or on the Friday preceding the 25th if that day falls on a weekend or holiday. In December, payday shall be on the last school day.

## **3. Wage Schedule**

The hourly rate of pay shall be in accordance with Schedule 'A' attached hereto. Employees annual salary under ten (10) month contract of employment shall be based upon the number of days required to work in a school year as approved by the Board plus statutory holidays and vacation pay entitlement.

Notwithstanding the above, when the school year is set by the Ministry of Education at 197 days, Educational Assistants in the elementary schools will work a minimum of 185 days and in the high school will work a minimum of 180 days.

## **4. Performing Duties in a Higher Paid Classification**

An employee who is already employed by the school division required to be a substitute in a classification with a higher rate of pay shall be paid in the higher classification at the same increment as his/her current classification.

## **5. Definitions**

### **5.1. Substitute Employees**

Substitute employees shall be defined as employees working on either a casual or temporary basis.

### **5.2. Temporary Employees**

Temporary employees shall be defined as employees who fill a vacancy created by an employee on an approved leave of absence of ninety (90) days or longer or who fill a temporary position. Temporary employees shall receive all rights and benefits of the Agreement, except they shall be considered terminated upon completion of their temporary term of employment

### **5.3. Permanent Employees**

Permanent employees shall be defined as employees who are employed on a continuous basis.

### **5.4. Part-time and Temporary Employees**

Part-time employees on a permanent contract and employees on a temporary contract of five (5) months or more shall have access to leaves as described in section 11, 26, and 27 with pay, pro-rated in accordance with their contract.

## **6. Scope of Agreement**

This Agreement shall apply to all school-based employees of the Board, excluding employees under a teaching contract and all personnel assigned to the Division Office.

## **7. Employee Benefits**

Employees working fifteen (15) hours per week or more are required to participate in an Employee Benefit Plan after three (3) months of employment.

## **8. Pension Plan**

The main objective of the Pension Plan is to provide support staff with retirement income. All full time employees hired after January 1, 2008 must join the Board Superannuation Plan on their date of employment.

Employees hired after June 30, 2010 that are deemed not to be full time employees or employees deemed to be non-permanent employees may join the Plan, but are not required to do so.

Employees enrolled with the Board Superannuation Plan will contribute 6.5% of salary. The employees with the Municipal Employees Superannuation Plan will contribute 8.15%. The Board in each plan matches the employee's contributions.

## **9. Optional Benefits**

The Board provides the option for employees under the Employee Benefit Plan to enrol in Optional Life Insurance and voluntary additional pension at the employees own expense.

## **10. Coverage During Leave**

During a Board approved leave, the employees have an option of continuing coverage in the Employee Benefit Plan with the Board paying the same premiums as outlined in Schedule 'A' to a maximum of six (6) months.

## **11. Sick Leave**

### **11.1. Definition**

Sick leave is defined as a period of time an employee is absent from work with pay by virtue of personal illness, disability or because of an accident for which compensation is not payable under The Workers' Compensation Act, 1979 or The Automobile Accident Insurance Act.

### **11.2. Entitlement to Sick Leave**

All employees covered by this Agreement, except substitute and casual employees, shall be entitled to the hourly equivalent of two (2) days sick leave with pay for every month worked. The unused portion shall accumulate to a maximum of one hundred and twenty (120) days or the hourly equivalent. The Employer will track accumulated sick leave in hours which will be reported on each employee's pay stub.

### **11.3. Proof of Illness**

- 11.3.1.1. Each employee shall supply to the Employer a note from a medical practitioner, certifying the employee was unable to carry out his/her duties due to illness, for days absent from work in excess of four (4) days.
- 11.3.1.2. During the time that the employee is in receipt of full salary from the Employer, payments to him/her in lieu of wages under the Automobile Accident Insurance Act, or damages for loss of wages are to be turned over to the Employer.

### **11.4. Reporting Absence**

In any case of absence due to illness, the employee will report the matter to his/her immediate supervisor, not later than one (1) hour prior to the time the employee's work commences whenever possible.

### **11.5. Leave of Absence in Lieu of Sick Leave**

Where an employee has exhausted all of his/her accumulated sick leave the Employer shall grant unpaid leave of absence, upon application to the Director of Education or designate, for the duration of such illness or twelve (12) months, whichever is less.

### **11.6. Early Intervention**

An early intervention process is initiated after an employee is absent from work for four (4) consecutive working days.

An employee who is absent for more than four (4) consecutive work days may be asked to provide the Board/Principal with a completed Verification of Sickness

Practitioner's Report. Where an employee fails to furnish such a certificate in a timely manner, he/she will not be entitled to sick leave pay for that period. The employee will be responsible to cover any costs associated with the completion of the Verification of Sickness Practitioner's Report.

The Board reserves the right to request a second opinion for any illness from a medical practitioner mutually agreed upon by the Board and the Employee. The cost of such assessment and associated travel costs requested by the Board shall be borne by the Board. Employees off work for more than four (4) consecutive weeks may be asked to provide further medical information concerning any medical restriction or limitation, using a Medical Certificate Form to be signed by a qualified practitioner (physician, physiotherapist, chiropractor, occupational therapist). This form will be used to identify what restrictions/limitations exist so that appropriate workplace accommodations can be pursued. Where an employee fails to furnish such a certificate upon request, he/she shall not be entitled to sick leave pay beyond the four (4) weeks.

### **11.7. Long Term Disability**

An employee can draw consecutive sick leave credits (days) required to provide an income bridge from their date of disability until the eligibility date of a Long Term Disability claim (105 calendar days) or until their sick leave bank is exhausted, whichever is less. Employees who are, or anticipate being unable to work due to a long term disability, are expected to apply for Long Term Disability after using five (5) consecutive weeks of sick leave (not broken by more than fifteen (15) consecutive working days/3 weeks). An employee whose LTD claim is not approved has the option to return to work provided medical clearance to do so is given by their physician.

### **12. Substitute Staff**

In the event an employee is absent, the Principal may make every effort to arrange for a substitute employee for that position. Part-time employees who work as a substitute during non-contract time shall receive substitute pay according to Schedule "A".

### **13. Workers Compensation**

In the event of an employee accessing Workers' Compensation, he shall continue to receive regular pay for a period of one (1) year or until the accumulated sick leave is exhausted. The difference between the amount paid by Worker's Compensation and the full daily rate of pay shall be deducted from the employee's sick leave. During the one (1) year period, the Workers' Compensation pay is turned over to the Employer. After one (1) year or the exhaustion of the accumulated sick leave, the employee receives benefits directly from the Workers' Compensation Board.



#### **14. Annual Vacation**

Annual vacation shall be allotted as follows:

less than one year of service	1.25 days per month
1-6 years of service	3 weeks per annum
7-14 years of service	4 weeks per annum
15-20 years of service	5 weeks per annum
21 years plus	6 weeks per annum

Vacation pay entitlement shall be at the employee's current rate of pay calculated at 3/52 or 4/52 or 5/52 or 6/52 of annual salary as applicable.

Support Staff are encouraged to take vacations during school vacation periods, unless otherwise mutually agreed between the employee and the Director or designate. For Support Staff other than Caretakers, vacation pay is included with the monthly pay.

#### **15. Statutory Holidays**

15.1. "Statutory Holidays" shall mean the following days with pay:

New Year's Day, Good Friday, Saskatchewan Family Day, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

And all other holidays proclaimed by Federal, Provincial or Civic authorities. Any employee required to work on any of these days shall be paid, in addition to his/her regular wages, at the rate of double time (2X) for the time worked.

15.2. Statutory Holidays for ten (10) month employees shall include statutory holidays falling between the period of August 15th to June 30th.

#### **16. Banking Time**

An employee who, under exceptional circumstances, is required to work beyond the contractual number of hours may be allowed to bank time if approved by the Principal following consultation with the Director. Notice to employees who will be expected to work beyond contracted hours should be given with as much advance notice as possible. Employees are encouraged to use their banked time when no substitute is required whenever possible. If an employee is not able to use the banked time by the end of June, the employee will be paid out for the banked time in July.

## **17. School Staff Meetings**

Employees are invited to attend but are not paid to attend school staff meetings that occur outside of regular working hours.

## **18. Call Backs**

Employees called back to work by a supervisor will be paid a minimum of three (3) hours at the regular hourly rate for each call back, provided the employee has not exceeded forty (40) hours of work in that week. In this case, overtime rates apply.

## **19. Student Supervision**

Employees are not required to provide noon hour and recess supervision of students. An exception to this would be any non-teaching staff that may be required to work with students in special programs as developed within individual schools or with special needs students. These non-teaching staff will be expected as part of their duties to provide the necessary supervision and programming requirements during noon hour and recess. These assigned duties must be part of the written job description of the employee.

## **20. Paid Rest Periods**

Employees who work more than three (3) hours up to five and one-half (5 ½) hours shall receive one (1) fifteen (15) minute paid rest period (exclusive of meal period).

Employees who work five and one-half (5 ½) hours or more shall receive two (2) fifteen (15) minute paid rest periods (exclusive of meal period).

These rest periods shall be taken during both the first or second half of the work day. Based on the operational feasibility of the school, an employee's supervisor will determine when these rest periods will occur.

## **21. Compressed Work Week**

As mutually agreed among the employee(s) and the Chief Financial Officer, work hours may be re-arranged to allow for a compressed work week. These arrangements may be made during periods of school closure or to accommodate caretaking and maintenance requirements within the School Division. Possible long or short term scheduling arrangements may be made, subject to operational feasibility. Reasonable requests shall be considered.

## **22. Annual Work Review**

Each year in June, the Principal of the school will arrange a meeting with the instructional and clerical/library support staff to determine the days to be worked, including starting time, lunch breaks, coffee breaks and finishing time for the coming school year.

At the same meeting, duties and responsibilities will be reviewed and possibly revised.

## **23. Maternity/Paternity Leave**

Maternity leave and paternity leave, without pay, shall be granted in accordance with The Saskatchewan Employment Act.

Paternity leave of up to two (2) days, with pay, shall be granted when an employee's wife gives birth. However, if the birth is on a Saturday or Sunday, one (1) day will be granted. Upon request, the Board may extend maternity or paternity leave without pay to a maximum of one (1) year.

## **24. Adoption Leave**

Adoption leave without pay shall be granted upon application for a period of up to thirty (30) days provided that the employee has notified the Board of this intent at the time adoption proceedings are started and provided that the Board is kept informed of the likely dates for which leave may be required.

An employee shall be granted one day with pay for the purpose of adoption. The Board, at its discretion, may extend the period of leave with pay where the adoption process requires more than one (1) day.

Upon request, the Board may extend adoption leave without pay to a maximum of one (1) year.

## **25. Compassionate Leave**

### **25.1. Compassionate Leave Family**

25.1.1. An employee may be granted leave with pay to a maximum of five (5) days depending on circumstances.

25.1.2. Compassionate leave applies in the case of death or serious illness of a spouse, mother, father, brother, sister, son, daughter, step-parent, step-child, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, aunt, uncle, niece and nephew.

The Employer at its discretion may grant compassionate leave other than that provided for in this Section.

## **25.2. Compassionate Leave Other**

An employee may be granted a maximum of one (1) day for either of the following:

- 25.2.1. Employees who are members of a religious order may be granted leave with pay in the event of the funeral of a member of their Provincial Community and of the funeral of a parent or a member of their local community. Such leave is not to exceed one (1) day, except that the Board may grant additional leave if circumstances warrant it.
- 25.2.2. An employee may be granted up to one (1) day with pay to act as a pallbearer or for any other bereavement responsibility.

Application for such leave should be in writing to the Director or designate, even though it is understood that written request for such a leave may have to be made after the leave is taken.

## **26. Special Leave**

The Board may grant employees one (1) day leave with pay for absence from work (upon written request) for the following:

- 26.1.1. events considered Acts of God
- 26.1.2. absence from work to attend cultural, religious, athletic and volunteer community service activities at which the employee's presence is required. When remuneration is given to an employee by the sponsoring community group or association to attend such activities, it is expected that the employee will reimburse the Board any remuneration in excess of actual expenses.
- 26.1.3. to attend high school graduation and post-secondary graduation ceremonies involving self, spouse, sons or daughters.

## **27. Personal Leave**

Employees will be granted two (2) days with pay each year as a personal day, upon written approval of the Principal.

## **28. Unpaid Leave**

Employees may be granted a leave of absence without pay for up to six (6) days upon submitting a written request to the Director or designate.

## **29. Consecutive Days**

All leaves in sections 26, 27, and 28 combined may not exceed six (6) consecutive student days away from work. There would be one (1) exception to this every five (5) years of employ with the Board.

### **30. Other Leave**

The Board, at its discretion, may grant leave in instances other than those mentioned in this Agreement.

### **31. Jury Duty**

Employees required to serve on a jury shall be paid normal salary while absent and shall notify the Board as soon as possible after receipt of notice for such absence. When remuneration is given to an employee as a result of their jury duty service, it is expected that the Employee will reimburse the Board any remuneration in excess of actual expenses.

### **32. Family Illness Leave**

Employees will be granted two (2) days, with pay, each year for illness, preventative medical or dental care of a child, spouse, parent, sibling or grandparent. Leave will be deducted from the Employee's sick leave.

### **33. Educational Leave**

The Board may grant an educational leave not to exceed one (1) academic year in order that the employee may obtain special qualifications to satisfy a particular need within the school Division.

Where an educational leave is being granted, the employee and the Board shall execute a written agreement incorporating the appropriate terms and conditions inclusive of return service and placement.

### **34. Employment Insurance Rebate**

An amount equal to five-twelfths (5/12) of the EI premium reduction obtained on behalf of each support staff member in the employ of the school division will be allocated to professional development for the support staff in that given school year.

### **35. Professional Development**

Each year, as funds permit, the Board will provide for professional development funds for employees covered by this Agreement.

### **36. Bursaries**

Financial assistance may be available for job related courses approved by the Board.

### **37. Travel Reimbursement**

When an employee is requested by the Principal to provide transportation for "mail" duties or "other" transportation duties, which is an expectation of the Board as part of an employee's duties, travel expenses will be covered. It is understood that there will be circumstances where transportation duties will be required. However, in cases where the requested employee is unable to provide transportation, reasonable attempts will be made to consult with other employees to make these arrangements. Transportation duties will be provided during regular work hours. All travel reimbursements must receive the approval of the Director or designate.

### **38. Liability Insurance**

All employees are covered by liability insurance when on school business and when using own vehicles. In the event of a claim for a damaged vehicle, the deductible for repairs is the responsibility of the employee. It is suggested that employees insure their vehicles for a minimum of one (\$1) million liability. It is also understood that this cost will be covered by the employee.

### **39. Vacancies**

Every reasonable effort shall be made to inform employees of advertised vacancies.

### **40. Lay Off**

The Board recognizes that it may be necessary to lay off a support staff employee in situations where there is no longer a need for the position. Whenever this type of reduction occurs the following guidelines will be used:

- 40.1. The employee being laid off will receive a minimum of two (2) weeks notice.
- 40.2. The employee being laid off may not be the person who had been assigned to the position that is no longer required. Consideration will be given to years of service.
- 40.3. The Board, through the Director or designate will make every attempt to re-assign this person to another job within the School Division taking into consideration training, suitable experience and the needs of the school or program being offered.
- 40.4. If the employee is re-assigned this may necessitate the laying-off of an employee who has the least number of weeks/years of service within the School Division. New employees who are hired must realize that there is a possibility that an employee who has served a longer period of time within the School Division may be re-assigned to the job that they are presently holding under these special circumstances.
- 40.5. It must be clearly recognized that in re-assigning employees, the quality of programming or service to the student or School Division involved will not be compromised. If specific skills or background is necessary to meet the needs of the School Division, re-assigning an employee who does not have those particular skills will not be considered.
- 40.6. The Director or designate, in consultation with school Principals, will be responsible for the re-assigning of staff.

**41. Resignation/Termination**

If an employee plans to resign, two (2) weeks written notice of resignation shall be provided, unless there is mutual agreement for a shorter period of notice to be served.

If the Board plans to discharge an employee, the Board will give written notice of termination to the employee in accordance with the Saskatchewan Employment Act

**42. Job Description**

The Board will make every effort within a reasonable time frame to review the existing policies and regulations concerning duties and expectations of employees.

To assist the Board with policy development, job descriptions will be reviewed in consultation with the school based administration, on an annual basis, generally in June of each year during the annual work review meeting. Any change to job descriptions during a school year will be made in writing to the employee by the school administration, and have the approval of the Director.

**43. Service Awards**

Employees remaining in service to the School Division will be given a suitable award after totalling five (5), ten (10), fifteen (15), twenty (20), twenty-five (25) and thirty (30) years of service.

**44. Gratuity**

Employees retiring from the employ of the School Division after a number of years service to the division shall receive a retirement gratuity as follows:

After fifteen (15) years	50% of \$2,500
After twenty (20) years	75% of \$2,500
After twenty-five (25) years	100% of \$2,500

Employees will have the following options:

- (a) Transfer to an RRSP – no tax withheld
- (b) Direct Deposit – tax withheld

**45. Grievance Procedures**

A grievance shall be defined as any difference or dispute between the Board and the employees with respect to the interpretation, application, effect or scope of this Agreement.

The employee may refer any grievance to the Director of Education, after advising the Principal, within seven (7) calendar days of discovery of the cause of the complaint. The Director shall give a decision verbally within seven (7) days.

Should the reply from the Director of Education not satisfy the griever, the grievance shall be reduced to writing and signed by the griever. The written grievance shall be submitted to the Board within seven (7) calendar days of its next meeting.

The Board shall reply within seven days. Should the reply from the board not satisfy the griever, an arbitration panel in accordance with the Arbitration Act will be formed to resolve the grievance.

If a grievance has not been advanced to the next step within the specified time limit in each step set out above, it shall be deemed to be settled on the basis of the decision given at the previous step, and all further recourse to the grievance shall be at an end.

#### **46. Communication**

In consideration of maintaining harmonious relations and settled conditions of employment, and recognizing the mutual value of joint discussions pertaining to employment of support staff, it is agreed that Support Staff Committee and Board of Education meet annually to review issues related to the administration of this Agreement.

In the event there is any confusion as to the provisions contained in this Agreement, the employees agree to seek clarification of these guidelines and procedures.

The School Division Administration agrees to assume the responsibility to ensure that all present and future employees receive a copy of this Agreement.

#### **47. Support Staff Communication Protocol**

Preamble:

Effective communications are a very important part of maintaining positive personal relationships within our school division. From time to time staff members may have an issue that needs to be dealt with to ensure employee job satisfaction. Open communications of such issues are absolutely essential for the health and well-being of everyone concerned. As you are interacting with your colleagues please keep in mind that all individuals have the right to be treated with respect and dignity at all times. With this basic premise in mind the following communication protocol has been established:

- 47.1. If you have an issue/concern with a person that you are working with, please talk to that individual about the issue/concern, in a non-confrontational and respectful manner.
- 47.2. If after talking to the individual, the issue/concern is not rectified, contact your school Principal to seek support in dealing with the issue/concern.
- 47.3. If the Principal does not provide satisfactory support in helping to resolve the issue/concern, contact the Director of Education for help and support.
- 47.4. If your issue/concern is with the Principal and you have attempted to resolve the issue/concern with the Principal, contact the Director of Education for help and support.



47.5. If the concern/issue is with the Director of Education and you have attempted to resolve the issue/concern with the Director, contact the Board Chairperson for help and support.

This Agreement was developed on behalf of the employees of the Light of Christ RCSSD #16 by the undersigned committees at North Battleford in the Province of Saskatchewan signed on October \_\_, 2016.

**Signed on behalf of:**

**The Board of the Light of Christ  
RCSSD #16**

\_\_\_\_\_  
Glen Gantfoer, Board Chair

\_\_\_\_\_  
Jordan Kist, Chief Financial Officer

\_\_\_\_\_  
Kelvin Colliar, Superintendent of Instruction

\_\_\_\_\_  
Cory Rideout, Director of Education

\_\_\_\_\_  
Christine Elder, Notre Dame School

\_\_\_\_\_  
Karen Woloshyn, John Paul II  
Collegiate

\_\_\_\_\_  
Pam Spence, Holy Family School

\_\_\_\_\_  
Rick Loewen, Holy Family School

\_\_\_\_\_  
Geri Koenig, St. Mary Community  
School

\_\_\_\_\_  
Carey Menssa, Ecole Monseigneur  
Blaise Morand

\_\_\_\_\_  
Karen McCubbing, St. Peter's  
School

\_\_\_\_\_  
Suzanne Lavoie, Rivier School

**Schedule 'A' - 2016-17 School Year**

**September 2016 – August 2017 (0.40% Salary)**

	<u>Start</u>	<u>1 Year</u>	<u>2 Years</u>	<u>3 Years</u>
School Administrative Secretary	\$19.34	\$20.71	\$22.06	\$23.46
School Clerical	\$17.58	\$18.81	\$20.05	\$21.32
Educational Assistants	\$17.58	\$18.81	\$20.05	\$21.32
Library Assistants	\$17.58	\$18.81	\$20.05	\$21.32
Caretaker/Housekeeper	\$18.78	\$19.87	\$20.94	\$22.12
Head Caretaker John Paul II	\$21.06	\$22.14	\$23.21	\$24.40
Community School Coordinator	\$25.27	\$26.84	\$28.38	\$29.95
Lifestyle Coordinator	\$20.09	\$20.70	\$21.31	\$21.76
Nutrition Coordinator	\$20.09	\$20.70	\$21.31	\$21.76
Kitchen Aid	\$17.58	\$18.81	\$20.05	\$21.32
Servery Supervisor	\$21.65	\$22.26	\$22.88	\$23.31
Substitute Instructional/Administrative Support Staff	\$17.26			
Substitute Caretaking Staff	\$17.26			
Caretaking Shift Differential (Night Shift: Regular shift that extends beyond 7:00 p.m.)	\$2.00/shift			

<b>Benefits/Pension</b>	
<b>Compensation Area</b>	<b>Cost Sharing</b>
Dental	90% Board, 10% Employee
Health (including vision)	90% Board, 10% Employee
LTD	100% Board
CORE (group life insurance, dependent life, AD&D)	100% Board
Pension	6.5% Board, 6.5% Employee

**Schedule 'A' - 2017-18 School Year**

**September 2017 – August 2018 (1.25% Salary)**

	<u>Start</u>	<u>1 Year</u>	<u>2 Years</u>	<u>3 Years</u>
School Administrative Secretary	\$19.58	\$20.97	\$22.33	\$23.76
School Clerical	\$17.80	\$19.05	\$20.30	\$21.59
Educational Assistants	\$17.80	\$19.05	\$20.30	\$21.59
Library Assistants	\$17.80	\$19.05	\$20.30	\$21.59
Caretaker/Housekeeper	\$19.02	\$20.12	\$21.21	\$22.39
Head Caretaker John Paul II	\$21.33	\$22.41	\$23.50	\$24.70
Community School Coordinator	\$25.59	\$27.17	\$28.74	\$30.32
Lifestyle Coordinator	\$20.34	\$20.96	\$21.58	\$22.03
Nutrition Coordinator	\$20.34	\$20.96	\$21.58	\$22.03
Kitchen Aid	\$17.80	\$19.05	\$20.30	\$21.59
Servery Supervisor	\$21.92	\$22.54	\$23.17	\$23.60
Substitute Instructional/Administrative Support Staff	\$17.47			
Substitute Caretaking Staff	\$17.47			
Caretaking Shift Differential (Night Shift: Regular shift that extends beyond 7:00 p.m.)	\$2.00/shift			

<b>Benefits/Pension</b>	
<b>Compensation Area</b>	<b>Cost Sharing</b>
Dental	90% Board, 10% Employee
Health (including vision)	90% Board, 10% Employee
LTD	100% Board
CORE (group life insurance, dependent life, AD&D)	100% Board
Pension	6.5% Board, 6.5% Employee

**Schedule 'A' - 2018-19 School Year**

**September 2018 – August 2019 (1.50% Salary)**

	<u>Start</u>	<u>1 Year</u>	<u>2 Years</u>	<u>3 Years</u>
School Administrative Secretary	\$19.87	\$21.29	\$22.67	\$24.11
School Clerical	\$18.07	\$19.34	\$20.61	\$21.92
Educational Assistants	\$18.07	\$19.34	\$20.61	\$21.92
Library Assistants	\$18.07	\$19.34	\$20.61	\$21.92
Caretaker/Housekeeper	\$19.30	\$20.42	\$21.52	\$22.73
Head Caretaker John Paul II	\$21.65	\$22.75	\$23.86	\$25.07
Community School Coordinator	\$25.97	\$27.58	\$29.17	\$30.78
Lifestyle Coordinator	\$20.65	\$21.28	\$21.91	\$22.36
Nutrition Coordinator	\$20.65	\$21.28	\$21.91	\$22.36
Kitchen Aid	\$18.07	\$19.34	\$20.61	\$21.92
Servery Supervisor	\$22.25	\$22.87	\$23.51	\$23.96
Substitute Instructional/Administrative Support Staff	\$17.74			
Substitute Caretaking Staff	\$17.74			
Caretaking Shift Differential (Night Shift: Regular shift that extends beyond 7:00 p.m.)	\$2.00/shift			

<b>Benefits/Pension</b>	
<b>Compensation Area</b>	<b>Cost Sharing</b>
Dental	90% Board, 10% Employee
Health (including vision)	90% Board, 10% Employee
LTD	100% Board
CORE (group life insurance, dependent life, AD&D)	100% Board
Pension	6.5% Board, 6.5% Employee

**MEMORANDUM OF AGREEMENT**

**PAY DATES**

In accordance with The Saskatchewan Employments Act, effective July 1, 2018, the articles regarding pay cycles for employees will change as follows:

**Article 2.0 Pay Periods**

Employees under a ten (10) month contract of employment will be given the option to choose a twenty (20) or twenty-four (24) pay periods provided notification of change is submitted prior to commencement of the following school year.

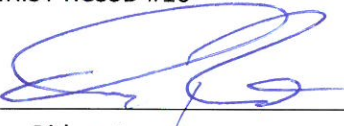
For permanent and temporary employees, pay dates shall be

1. On the 15<sup>th</sup> of the month or the Friday preceding the 15<sup>th</sup> if that date falls on a weekend or holiday, and
2. The final business day of the month.


Dated this 8<sup>th</sup> day of June, 2018

SIGNED ON BEHALF OF:

THE BOARD OF EDUCATION OF THE LIGHT OF CHRIST RCSSD #16

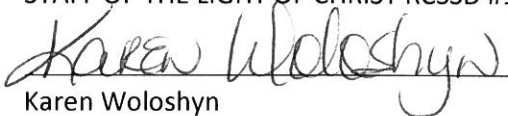
  
\_\_\_\_\_  
Cory Rideout

  
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Jordan Kist

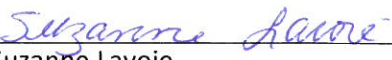
  
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Pat Derksen

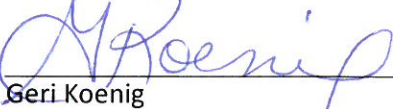
SIGNED ON BEHALF OF:

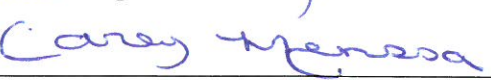
THE COMMITTEE APPOINTED BY THE SUPPORT STAFF OF THE LIGHT OF CHRIST RCSSD #16

  
\_\_\_\_\_  
Karen Woloshyn


  
\_\_\_\_\_  
Pam Spence

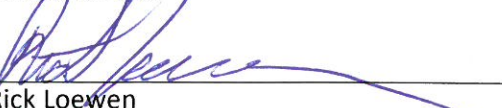
  
\_\_\_\_\_  
Suzanne Lavoie

  
\_\_\_\_\_  
Geri Koenig

  
\_\_\_\_\_  
Carey Menssa

  
\_\_\_\_\_  
Melissa Acton

  
\_\_\_\_\_  
Christine Elder

  
\_\_\_\_\_  
Rick Loewen