

# Letters of Agreement

Between

**The Independent Association of  
Western Québec (IAWQ)**

And

**The Western Québec School Board  
(WQSB)**

**2015-2020**



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**LETTER OF AGREEMENT I – SUMMER FRIDAYS**

From the first Monday following the last day of classes for students in June, up to but not including the week when students return in the new academic year, employees may use accumulated overtime to leave at noon on Fridays.

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Added on May 24, 2017

Clarification:

1. With the agreement of the supervisor, employees may leave at noon on Fridays provided they have worked the required 35 hours during the week.
2. With the agreement of the supervisor, the employee would be allowed to bank hours (time for time) during that week, to use on Fridays afternoon.

Process:

1. Supervisor will ask staff who would like to benefit from this clause.
2. Taking into account the operational requirements of the department to be properly and efficiently staffed, the supervisor works out a schedule to try and equitably accommodate the employees' requests.

In witness whereof the parties herein have signed in Gatineau on this \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
M.DUBEAU, DIRECTOR GENERAL WQSB

\_\_\_\_\_  
L.FITZSIMMONS, PRESIDENT IAWQ

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**LETTER OF AGREEMENT II – ANNUAL LEAVE IN LIEU OF MONEYABLE SICK DAYS**

The parties at the local level agree that an employee who has moneyable sick days remaining to his/her credit may request that up to a maximum of 5 days of moneyable sick leave be transferred to annual vacation. Such a request must be made before May 15 of each year for the next school year. These days will be transferred as of July 1st of the new school year.

Notwithstanding the above, the annual maximum carry-over of annual vacation from one year to the next remains at 5 days.

**LETTER OF AGREEMENT III – EMPLOYMENT OF SUMMER STUDENTS**

The parties at the local level agree that the Board may hire summer students in order to help the Employees working as Maintenance Workers and Caretakers from June to August.

The parties agree to the following regarding the summer students:

- 1) Upon receipt of grant allocation, the Board shall meet with the union in order to inform the Union of the budget allocated for summer students, the number of students that will be hired by the Board and the locations (proximity) where the summer students will be assigned;
- 2) Summer students must not be performing duties of any Caretaker and Maintenance Workers (i.e.: waxing, stripping floor etc.);
- 3) Priority will be given to students of the Western Quebec School Board for summer student employment;
- 4) Students must be at least 16 years of age;
- 5) Employment of summer students must not cause any reduction of working hours of any employee working in the classification of Caretaker or Maintenance Worker;
- 6) If additional summer work is required for custodial services, the regular part-time board employee will be given the opportunity to work full-time.

The parties agree the following salary scale be established in conformity with the Labor Standards Acts:

- Year 1            Minimum Wage.
- Year 2            Minimum Wage plus \$1 per hour.
- Year 3            Minimum Wage plus \$2 per hour.

After three years the student will receive an additional \$0.25 per hour per year.

#### **LETTER OF AGREEMENT IV – SUMMER SHIFT FOR MAINTENANCE STAFF**

The maintenance staff who normally work the night shift during the school year agree to transfer to the day shift for the summer months. This will be in effect on July 1st until the first day the students return to class.

#### **LETTER OF AGREEMENT V – GRANDFATHERING LETTER OF AGREEMENT VII 2010-2015**

Those employees with 27 years of seniority or more on **July 1<sup>st</sup> 2017**, who benefited from the Letter of Agreement VII from the local 2010-2015, will benefit from the following number of additional annual leave days:

- 27 years of seniority = 1 day.
- 28 years of seniority = 2 days.
- 29 years of seniority or more = 3 days.

For the purpose of this letter of agreement only, there will not be any yearly increases in annual leave days after July 1<sup>st</sup> 2017.

**LETTERS OF AGREEMENT – EFFECTIVE DATE**

The parties at the local level agree that the Letters of Agreement and Annexes are an integral part of these local arrangements and are effective as of the day of signing of this agreement.

In witness whereof the parties herein have signed in Gatineau on this \_\_\_\_ day of \_\_\_\_\_, 2017

**For the Western Québec School Board**

**For the Independent Association of Western Québec**

\_\_\_\_\_  
J. SHEA  
CHAIRMAN

\_\_\_\_\_  
L.FITZSIMMONS  
PRESIDENT

\_\_\_\_\_  
M.DUBEAU  
DIRECTOR GENERAL

\_\_\_\_\_  
L. MATTHEWS  
NEGOTIATOR