

Local Arrangements

Between

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

And

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

2015-2020



Table of contents

1-2.00 – DEFINITION	3
1-2.21 – TEMPORARY EMPLOYEE	3
3-2.01 – GENERAL MEETINGS	3
3-2.03 – ASSOCIATION OFFICE	3
3-4.00 – UNION SECURITY	3
3-6.12 – LEAVE OF ABSENCE FOR UNION ACTIVITIES	4
4-1.00 – LABOUR RELATIONS COMMITTEE	4
5-1.00 – SPECIAL LEAVE	4
5-1.07 – NO POWER/NO WATER/ CLOSURE OF SCHOOL OR CENTRE	5
5-2.00 – LEGAL HOLIDAYS WITH PAY	5
5-7.00 – TRAINING AND PROFESSIONAL IMPROVEMENT	6
6-5.12 – VERIFICATION OF FURNACES	6
6-6.00 – LOAN AND RENTAL OF ROOMS OR HALLS	6
8-2.12 – FLEXIBLE HOURS	7
8-5.03 – WORK TOOLS/CLOTHING	7
ANNEX A – REPLACEMENT RATE	7
ANNEX B – BUILDING SECURITY	7
ANNEX C – REPLACEMENTS AND ABSENCES OF EMPLOYEES	8
ANNEX D – VERIFICATION CALL	8
ANNEX E – INTERPRETATION OF TEXT	8
LOCAL ARRANGEMENTS – EFFECTIVE DATE	9

1-2.00 – DEFINITION

Unless the context indicates otherwise, for the purpose of applying this Agreement, the words, terms and expressions which are defined hereafter shall have the meaning and application respectively assigned to them.

School Board: Western Québec School Board

Association: Independent Association of Western Québec

Board Employee: Any support staff employee who falls under this collective agreement

1-2.21 – TEMPORARY EMPLOYEE

- a) Temporary part-time positions derived from grants that are less than 25 hours per week (less than 71.43%) do not have to be posted.

3-2.01 – GENERAL MEETINGS

On the condition that the Annual General Meeting of the Association is held after 4:30 p.m., the School Board will allow the travel time required to get to and from the Annual General Meeting for those board employees whose regular working hours are during the time set for the meeting.

Furthermore, if necessary, the School Board will allow board employees, whose regular working hours end after the time set for the Annual General Meeting, to leave their work early in order to attend the meeting. In both of the above cases, the board employee will give his/her immediate supervisor 24 hours notice of their need to be absent from work to attend such a meeting.

The School Board agrees to allow the Association to hold an additional meeting if required on Global Day to be held the morning of Global Day before the scheduled activities.

3-2.03 – ASSOCIATION OFFICE

The School Board shall provide office space. The Association agrees to pay for any charges incurred.

3-4.00 – UNION SECURITY

In conjunction with clause 3-4.04, new board employees appointed to a regular position will receive a hiring kit, which will include access to the Collective Agreement. All other board employees should have access to the Collective Agreement at their place of work.

The Board will notify the Union of all new hires within fifteen (15) days of engagement.

3-6.12 – LEAVE OF ABSENCE FOR UNION ACTIVITIES

The School Board agrees to allow, at no cost to the Association, a total of fifteen (15) days of liberation per year for the Association Executive members to attend functions related to union business. An additional five (5) days may be granted upon the recommendation of the Labour Relations Committee.

4-1.00 – LABOUR RELATIONS COMMITTEE

The Labour Relations Committee shall meet once a month if needed by either party, or at the call of the Chair.

5-1.00 – SPECIAL LEAVE

In accordance with paragraph h) of clause 5-1.01 of the Collective Agreement, an employee may be absent for three (3) designated days for reasons other than those specified in the Collective Agreement, and which are listed below:

- 1- In the event of a life-threatening emergency or crisis of an immediate family member or parent-in-law. Immediate family refers to mother, father, brother, sister, spouse and children;
- 2- The day of the Funeral of a close relative;
- 3- The day of the Funeral of current working companions;
- 4- Absence due to the participation in Emergency Voluntary Services;
- 5- The day of the Attendance at the employee's own Canadian Citizenship ceremonies;
- 6- When an employee receives a subpoena to appear in court;
- 7- The day of the baptism or the registration of the birth of the employee's child;
- 8- The day of the secondary or post-secondary graduation ceremony of an immediate family member;
- 9- Appointment with spouse or child regarding Law 24 (Youth Protection Act);
- 10- One day to meet with lawyer or notary, which cannot be scheduled outside working hours;
- 11- Religious Holiday;
- 12- Any other reasons deemed valid by the School Board.

Note: Such absences must be confirmed in writing to the immediate supervisor.

5-1.07 – NO POWER/NO WATER/CLOSURE OF SCHOOL OR CENTRE

In a case where there is no power or no running water for more than 3 consecutive hours in a particular building and the School Board has decided to close the building, employees will be permitted to leave.

In schools this leave may only occur after the students have been dismissed. Should a board employee be required to remain, he/she shall be entitled to the remuneration provided for in clause 8-3.07.

When there is a closure of a school / centre or the administrative office due to unforeseen circumstances, the employee if scheduled to work on said day, will not be deducted his/her pay. All regular, part-time, replacements (long term) and chapter 10 employees will benefit from this arrangement.

For scheduled closures of a school or centre, the board maintains the right to assign an alternate place of work, within 50 kilometres.

5-2.00 – LEGAL HOLIDAYS WITH PAY

In conformity with the provisions of clauses 5-2.02, 5-2.05 and 5-2.06 constituting the Collective Agreement, the School Board and the Association have agreed that the following days will be paid:

- New Year's Eve, New Year's Day, and January 2nd
- Good Friday, and Easter Monday
- Victoria Day
- Fête Nationale des Québécois
- Canada Day
- Civic Holiday - 1st Monday of August
- Labour Day
- Thanksgiving Day
- Christmas Eve, Christmas Day, and Boxing Day

Normally there is a two week shut down over the Christmas holidays. During this period, no annual leave will be deducted. This clause comes to effect on July 1st, 2017.

The School Board and the Association may reschedule the Legal Holidays before July 1st of any year but such changes must be in conformity with the school calendar.

5-7.00 – TRAINING AND PROFESSIONAL IMPROVEMENT

The School Board and the Association agree to use one (1) day for a professional development day, to be called Global Day. Upon mutual agreement, the Board and the Union shall assign a date for Global Day one (1) year in advance to ensure that all daycares are closed on the date chosen for Global day. All board employees should attend, with the exception of the board employee for whom a mutual agreement was made between the School Board and the Association minimum of ten (10) days prior to the day of the event.

Employees choosing not to attend Global Day must be present at their place of work and work a regular day.

On Global Day, the Association may inform its members of the interpretation and the application of the Collective Agreement.

The School Board and the Association agree to form a Professional Improvement Committee (P.I.C.), each side consisting of three (3) members, within thirty (30) days of the signing of the Local Arrangements.

The P.I.C. will establish the rules and guidelines for the distribution of funds at its disposal.

6-5.12 – VERIFICATION OF FURNACES

The amount paid to a board employee for the verification of furnaces is forty five (45\$) per visit plus mileage as per School Board travel policy.

6-6.00 – LOAN AND RENTAL OF ROOMS OR HALLS

As per clause 6-6.05 of the Collective Agreement, the School Board and the Association have agreed to a plan for the rental or loan of premises other than that provided for in this article. The board employee who accepts, at the specific request of the immediate supervisor, to supervise a rental or loan of premises outside of his or her regular working hours shall benefit from the following provisions:

- A pro-rated amount to the board employee's salary per hour for cleaning;
- A pro-rated amount to the board employee's salary per hour for stand by for the duration of the event.

Such payments shall be paid directly by the organization renting the premises.

8-2.12 – FLEXIBLE HOURS

Both the School Board and the Association agree that under certain circumstances board employees may work flexible hours provided that:

- 1- Service is not negatively affected;
- 2- The total hours within a workweek remains the same as the amount of a regular shift for that board employee, as per clause 8-2.01 and clause 8-2.02;
- 3- Such flexibility is mutually agreed upon by the board employee and the immediate supervisor.

8-6.04 – WORK TOOLS/CLOTHING

The School Board shall supply the basic tools and rechargeable flashlights required for work, and shall replace them as required.

When the School Board requires a board employee to use his/her tools because the School Board does not supply them, or because none are available, the said tools shall be replaced or repaired in the case where they are damaged or stolen on the job.

The Board agrees to provide free of charge; each school year clothing to the Maintenance and Technology staff. The quantities of clothing will be determined by the board.

ANNEX A – REPLACEMENT RATE

A board employee that temporarily replaces another board employee for more than twenty (20) days will assume the same classification as the board employee replaced retro-active to the first day of the temporary employment.

ANNEX B – BUILDING SECURITY

In the event that a board employee believes that violence or vandalism is about to occur, his or her responsibility during school hours will be to inform the Principal. If this should occur outside school hours, he/she will inform the local police. Board employees will not be required to act as security guards.

ANNEX C – REPLACEMENT AND ABSENCES OF EMPLOYEES

- a) When a board employee is absent and not replaced, the duties and responsibilities of the absent board employee will be distributed as fairly and as equitably as possible. Should a board employee believe the demands made upon him/her due to this absence are unrealistic, the case may be brought to the Labour Relations Committee.
- b) General rules for caretaker's replacement

Type of absence	Length	Replacement
Sick leave	2 days or less	No
Sick leave	More than 2 days	Yes
Annual leave	Any length of time	No

ANNEX D – VERIFICATION CALL

The amount paid to a board employee for a verification call, as requested by the employer, will be \$45.00 per call plus mileage as per School Board travel policy.

ANNEX E – INTERPRETATION OF TEXT

The official interpretation of these local arrangements shall be the French text.

LOCAL ARRANGEMENTS – EFFECTIVE DATE

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