



**PRAIRIE SPIRIT
SCHOOL DIVISION**

Learners for Life

CONDITIONS OF EMPLOYMENT

A Handbook for

OUT-OF-SCOPE SUPPORT STAFF

Updated September 1, 2015.

FOR OUT-OF-SCOPE STAFF

For assistance and support in resolving issues or for answering questions:

The 2015-16 Committee Representatives are:

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OPENING STATEMENT:

- a. This handbook guides the employment relationship between the Prairie Spirit School Division and each staff within the Out-of-Scope Employee Group.
- b. This document is intended to reflect the practices in Prairie Spirit School Division with respect to the Out-of-Scope Employee Group.
- c. This handbook will apply to the following positions:

- Accounting Assistants
- Administrative Assistants
- Assistant Caretakers
- Bus Drivers
- Educational Associates
- Executive Assistants
- Head Caretakers
- Library Technicians
- Payroll Assistants

- d. This handbook is intended to be brief, providing a general frame of reference to guide the employment relationship, while recognizing the flexibility required to address the needs of out-of-scope staff and the school division. Where this document is silent, more specific direction may be available through school division policies or advice from Human Resources.
- e. Exceptions to these terms may be made as a condition of employment to support the recruitment and retention of hard to fill positions. Such exceptions can only be made following consultation with the Superintendent of Human Resources, and in some cases, may require the approval of the Director of Education.
- f. This document will be reviewed and revised on an annual basis to ensure fair and equitable terms of employment for out-of-scope staff. Feedback and input with respect to the document is welcome at any time and should be forwarded to Human Resources.

1. Handbook Review

- a. A review of this document will commence no later than April 30th of each year.

2. Probationary Period

A newly hired employee shall serve a probationary period of five (5) months before being considered a regular employee. Termination of employment may be made by the Employer at any time during the probationary period.

3. Problem Resolution Process

Prairie Spirit school Division supports a problem-solving process to resolve differences between staff members and their supervisors. In situations like this, either party may bring forward issues and concerns through Human Resources.

- a. Informal Step – The employee is expected to discuss a complaint with the Immediate Supervisor. The Employee and the Supervisor shall make every effort to resolve disputes prior to filing a formal complaint.
- b. If the issue is not resolved informally, the employee shall then present a written complaint to the immediate supervisor within 20 working days of the event giving rise to the complaint. The immediate supervisor shall give his/her decision in writing to the employee within 10 working days of receipt of the complaint.
- c. If the complaint remains unresolved, the complaint will be presented, in writing, to the Supervisor's immediate supervisor or Superintendent of Human Resources. The Superintendent will provide a written decision on the complaint within 10 working days of receipt of the complaint.
- d. If the complaint remains unresolved, and the complaint has not been heard by the Superintendent of Human Resources then the complaint will be presented, in writing, to the Superintendent of Human Resources. The Superintendent of Human Resources will provide a written decision on the complaint within 10 working days of receipt of the complaint.
- e. If the complaint remains unresolved, a written application for a Board of Review shall be submitted to Human Resources within 10 working days of receipt of the Superintendent's decision.

4. Termination Procedures

An employee may be discharged or have his/her employment terminated by the Employer for just cause. The provisions of the provincial legislation as set out under The Saskatchewan Employment Act shall apply to such discharges and/or terminations.

5. Board of Review

- a. The Board of Review shall meet in the event of receipt of a complaint arising from this contract in writing to the Superintendent of Human Resources within thirty (30) days of receipt of such complaint.
- b. The Board of Review shall consist of three (3) members of the Board of Education and three (3) employee representatives selected from among the members of the out-of-scope committee.

6. Duties

- a. The duties of all employees shall be those which are lawfully assigned by the Employer through policy or by its designated representative.
- b. All employees shall act according to the direction of the school principal or their immediate supervisor in the performance of the normal duties associated with the general care and supervision of school division property.
- c. All employees shall attend inservice seminars organized by the Employer for the purpose of improving qualifications and services specific to their assignment.
- d. The Out-of-Scope Employee Committee will have representation on the Calendar Committee, which is established on an annual basis, to develop calendar options for the school year, and all employees will have opportunity to participate in a vote that is offered to all PSSD staff based on the Calendar Committee's options for a calendar preference.
 - (i) The Board of Education has the final approval of the calendar as per the Education Act, 1995.

7. Hours of Work

- a. The hours of work for full-time Out-of-scope support staff shall be:
 - Administrative Assistants – 8 hours per day - 200 days
 - Bus Drivers – 4 hours per day – student contact days plus one (1) day for professional development
 - Caretakers – 8 hours per day – 12 month employees
 - Educational Associates – 6 hours per day - 188 days
 - Executive Assistants, Payroll, and Accounting Staff – 7 hours per day – 12 month employees
 - Library Technicians – 7 hours per day – 200 days
 - Division Office Library Technician – 7 hours per day – 215 days
 - Receptionists – 7.5 hours per day – 12 month employees
- b. 5-5-4- Work Schedule:
 - (i) Full-time twelve month division office Out-of-Scope support staff shall be allowed an earned day off each third Friday. The earned time shall be accumulated by reducing the noon break from one hour to one-half hour per day worked for central office staff thereby increasing the work day one-half hour. It is required that earned days off be scheduled.
 - (ii) Receptionists will accumulate the time for their earned days off by increasing their work day by 30 minutes to 8 hours per day. Earned days off will be scheduled in a manner where only one receptionist is away on an EDO at a time.
 - (iii) All part-time employees shall be exempt from the provisions of 7.02(a).

8. Payment of Wages

- a. The Employer shall pay, by electronic deposit, every employee to whom a salary is due the amount that is due by the twenty-fifth (25th) day of each month, provided information necessary for the calculation of the amount due has been submitted to the Superintendent of Human Resources of the Division by the required deadline for inclusion in the current month's payroll. Where the twenty-fifth (25th) day is a Saturday, Sunday, or paid statutory holiday, salary shall be paid on the preceding working day. December salaries shall be paid the last teaching day of that month.

The Employer shall pay salaries and wages monthly in accordance with the schedule of salary scales attached hereto and forming part of this agreement.

b. Caretaker Alarm or Cold-Weather Call Outs

- (i) Employees who are called out to an alarm or a cold weather check after regular hours or on weekends, shall be paid as follows:
- (ii) A \$40.00 call out claim will be given, as well as mileage at the Board-approved rate;
- (iii) or the option for 3hrs time in lieu and mileage at the Board-approved rate.
- (iv) If an employee is required to work additional hours during the alarm or winter call-out, time and a half shall be paid to full time equivalent employees. (Those who work a forty (40) hour week.) Employees that are part time will be paid straight time up to forty (40) hours for that week and time and a half for anything over forty (40) hours that week.
- (v) Employees shall submit a claim form to his/her in-school administrator for Alarm and Cold Weather Call Outs, **on a monthly basis**, if the employee is wishing to be paid. If the employee, in consultation with the in-school administrator determines that he/she wishes to take time in lieu, the school is responsible for keeping track of the time. This time shall be taken on non-student days.

c. Educational Associates:

- (i) Educational Associates who meet the Educational Requirements set out below shall be paid on the Educational Associate 2 pay grid.
- (ii) The School Division will recognize for additional pay, those employees who have completed provincially recognized programs such as: Educational Assistant, Rehabilitation Worker, Youth Care Worker, Early Childhood Education, Therapeutic Recreation, Nursing, Licensed Practical Nurse, Home Care/Special Care Aid, Bachelor or Diploma of Social Work, any other university Bachelor degree.
- (iii) Employees who have other post-secondary educational qualifications may have their qualifications reviewed by the Superintendent of Human Resources.

d. School Bus Drivers **Please See Appendix I**

9. Leaves of Absence

- a. Personal Leave of Absence Without Salary: Leave of absence, without salary, of up to ten (10) working days per year, may be granted by the employee's immediate supervisor. (10-month employees will use the school year and 12-month employees will use the calendar year.)
- b. The Employer, at its discretion, may extend this leave. Long-term leaves of absence requests are to be sent to the employee's immediate supervisor and Human Resources.
- c. Sick Leave:
 - (i) Each employee shall be entitled to sick leave in the amount of two (2) days for each month employed.
 - (ii) The unused portion of an employee's sick leave shall accumulate to a maximum of one hundred and eighty (180) days.
 - (iii) An employee who accesses their sick leave for more than 5 **consecutive work** days shall provide, proof of illness by submitting a medical certificate to their immediate supervisor.
 - (iv) When applicable, sick leave with or without pay shall be utilized by an employee to cover the one hundred and five (105) day elimination period of the Long-Term Disability (LTD) benefit plan. Should an employee's application for LTD benefits be declined, access to sick leave would still be applicable subject to Section 9 c. (iii).
- d. Compassionate Leave:
 - (i) In the event of life threatening illness or death of a legal or common-law spouse, child of the employee or the employee's spouse, parent, spouse of a parent, brother, sister, grandchild, grandparent, in-laws, aunt, uncle, niece, nephew, foster parent, ward, guardian, or a person who the staff member considers to be like a family member, leave with pay shall be granted up to a maximum of five (5) working days. The Employer may require an employee to provide, as soon as reasonably possible, a medical certificate verifying a life-threatening illness.
 - (ii) In the event of an employee attending a funeral of someone other than relatives listed in 9 d. (i) the immediate supervisor shall grant leave with pay up to one (1) day.
 - (iii) One additional day shall be granted in cases where travel beyond six hundred kilometers is required.
 - (iv) The Superintendent for the school may, upon written request, grant additional compassionate leave with or without pay.
- e. Emergency Care
 - (i) During any calendar year the Employer shall grant one (1) day leave with pay per employee to provide emergency care for their child, spouse, grandchild, or parent. This leave shall not be used for routine dental or medical appointments.
 - (ii) Where an employee's immediate family member, as defined in Section 9 d.(i)

“Compassionate Leave”, is ill and no other family member is available, the employee may use up to two (2) days with pay taken from the employee’s sick leave accumulation per school year.

f. Personal Leave Day:

(i) During any fiscal year, the Employer shall grant personal leave, with pay, according to the following schedule:

Division Executive Assistants,	- 2 days
Payroll and Accounting Staff,	- 2 days
Caretakers	- 2 days
Receptionists	- 2 days
10-month staff	- 1 day

(ii) There is provision for a maximum of one (1) day to be carried over into the next year.

g. Graduation Leave

(i) Employees shall be granted one day for the Grade 12 or post-secondary graduation or convocation of an immediate family member. For the purposes of this Section, immediate family is defined as child, spouse, grandparent, grandchild, parent, or self.

(ii) One additional day shall be granted in cases where travel beyond eight hundred (800) kilometers is required.

h. Pressing Emergency Leave

(i) Special leave with pay shall be granted to employees for the purposes of responding to an event outside the control of the employee. This unexpected event requires an immediate response so as to ensure the safety of family, community members and/or property.

(ii) An employee shall be granted up to a maximum of three (3) days annually with pay to attend to pressing necessity.

(iii) Examples of a pressing necessity include, but are not limited to, the following:

- (a) Road Closure
- (b) Natural Disaster
- (c) Accident
- (d) Home Emergency
- (e) Community Emergency Services

Note: Employees should inform their in-school administrator/immediate supervisor if they are a member of a first responder team, local fire department, or other community emergency team.

i. Jury Duty or Witness Leave

An employee shall be allowed leave of absence with pay when subpoenaed to appear as a witness in a court case, or to serve as a member of a jury. Any remuneration awarded by the Court above actual expenses shall be repaid to the employer up to the maximum of salary involved for the paid absence.

j. Review Committee Leave

After considering the budgetary impact, the Employer will provide leave with pay for employees selected for the Out-of-Scope Committee, to meet for the purposes of reviewing the terms and conditions of employment. The Employer will pay mileage to the committee members at the board-approved rates.

10. Maternity, Adoption, and Parental Leave

a. General Provisions for Maternity, Adoption, and Parental Leave

- (i) For the purposes of eligibility, lay offs during the months of July and August of ten (10) month employees shall not be considered service or as a break in service.
- (ii) While on maternity leave, adoption, or parental leave, an employee shall accrue service for purposes of vacation entitlements, but no vacation credits will accumulate during the leave.
- (iii) While on maternity, adoption, or parental leave, sick leave benefits will not accumulate.
- (iv) While on maternity, adoption, and/or parental leave the Employer will pay the entire cost of the benefit premiums for those benefits provided in Section 15 "Employee Benefit Plan".
- (v) Subject to the qualifying provisions of the pension plan, an employee on leave under this Section elect to maintain pension contributions for the period in which they normally would have been employed, by paying both the Employee's and the Employer's share of the contributions.
- (vi) Extensions may be granted by the Employer, however, the maximum combined leave that will be granted under Section 10 shall not exceed twelve (12) months.
- (vii) Notice of intention to return to work or a request for change in the length of the maternity, adoption, or parental leave must be forwarded to the appropriate Superintendent, in writing, at least four weeks prior to the expiration of such leave.

11. Maternity Leave [Sask Employment Act Pt 2 Div 2 Subdiv 11](#)

- (i) An employee:
 - 1. who is currently employed and has been in the employment of the Employer for a total of at least thirteen (13) consecutive weeks, and
 - 2. who communicates with their supervisor and provides Human Resources, no later than four (4) weeks prior to the date on which she intends to commence the leave, her written request for maternity leave, which must include a medical certificate from a qualified medical practitioner certifying that she is pregnant and estimating the date of birth,

will be entitled to maternity leave without pay.

(ii) Maternity leave may commence any time during the twelve (12) weeks preceding the estimated date of birth.

(iii) Maternity leave may be for a period of up to eighteen (18) consecutive weeks.

c. Adoption Leave

(i) An employee who is adopting a child shall, upon written request, be granted leave with pay for a period of one (1) day to meet the legal requirements to adopt a child and one (1) day to take custody of the child. If applicable, an employee shall be granted leave with pay for a period of one (1) day to be present at the birth of the child to be adopted.

(ii) The Employer may grant additional leave with or without pay should circumstances warrant.

(iii) An employee:

- (a) who is currently employed and has been in the employment of the Employer for a total of at least thirteen (13) consecutive weeks, and
- (b) who notifies their supervisor and Human Resources of the intention to adopt as soon as is reasonably possible after the approval of the adoption has been granted, and
- (c) who provides their supervisor and Human Resources with as much notice as possible as to the commencement date of the leave, will be entitled to adoption leave without pay.

(iv) Adoption leave may be for a period of up to eighteen (18) consecutive weeks.

d. Parental Leave

(i) An employee shall be granted parental leave of one (1) day with pay for the purpose of attending at the birth of the employee's child and one (1) day with pay for assisting the employee's spouse and child on return home from the hospital.

(ii) The Employer may grant additional leave with or without pay should circumstances warrant.

(iii) An employee who is currently employed and has been in the employment of the Employer for a total of at least thirteen (13) consecutive weeks, and who makes written request to the appropriate superintendent, will be eligible for parental leave without pay.

(iv) Employees who are eligible for maternity or adoption leave shall be entitled to thirty-four (34) consecutive weeks of parental leave.

(v) Employees who are not eligible for maternity or adoption leave are entitled to thirty-seven (37) consecutive weeks of parental leave.

(vi) Parental leave may only be taken during the twelve (12) weeks before the estimated date of birth or the estimated date on which the child is to come into the employee's care, as the case may be, or during the fifty-two (52) weeks following

the actual date of birth or the actual date on which the child comes into the employee's care.

- (vii) An employee who wishes to take leave pursuant to 10.02 and also under 10.04 shall take the two leaves consecutively.

11. Extracurricular Hours – See Appendix IV

The Prairie Spirit School Division recognizes that extracurricular activities are valued learning opportunities beneficial for all students.

- a. Extracurricular supervision shall be defined as supervision of and planning for approved voluntary student activities provided outside of the regular instructional classroom program.
- b. Support Staff involvement in extracurricular activities is voluntary and requires the consent of the employee.
 - (i) Extracurricular and overnight supervision activities to be offered will be locally determined and approved by the superintendent.
 - (ii) Extracurricular or overnight supervision compensation is earned in twenty-five (25) hour increments. An employee shall be compensated in one of the following two ways:
 - (a) An employee shall receive one half (1/2) earned day off for each twenty-five (25) hour increment, to a maximum of two (2) full days.
 - (b) An employee shall receive the minimum sub pay rate for each half day earned. For clarification, the sub rate is the casual rate of pay for the applicable employee group.
 - (iii) Employees providing overnight supervision of students will be compensated at eight (8) hours per night.
 - (iv) Extracurricular hours and overnight supervision hours are to be submitted to the in-school administrator on a regular basis. Once submitted, time off may be taken as earned throughout the school year.
 - (v) Earned days off are to be scheduled in consultation with the principal or the immediate supervisor.
 - (vi) Earned days off from one school year may be carried over for one year.

12. Workers' Compensation

The Employer shall make provision for every employee to be insured in the event of injury under the terms and provisions of The Workers' Compensation Act. The Employer shall pay to the Employee, their regular wages for a period of up to two (2) years. The Employee shall have the Workers' Compensation Board payments directed to the Employer.

13. Annual Vacation

- a. During the first five (5) years of employment, employees shall be entitled to fifteen working days per year for annual vacation. Upon completion of the sixth (6th) and subsequent years of service, employees shall earn an additional one (1) day per annum until they reach the tenth (10th) year of service when they shall be entitled to an annual vacation of twenty (20) days according to the following schedule:

<u>Years of Employment</u>	<u>Days Vacation</u>
1 - 5 years	15 days
After 6 years	16 days
After 7 years	17 days
After 8 years	18 days
After 9 years	19 days
After 10 years	20 days

From the eleventh (11th) to the fifteenth (15th) year of employment, employees shall be entitled to twenty (20) working days per year for annual vacation. Upon completion of the sixteenth (16th) and subsequent years of service, employees shall earn one (1) additional day per annum until they shall be entitled to an annual vacation of thirty (30) days according to the following schedule:

<u>Years of Employment</u>	<u>Days Vacation</u>
11 - 15 years	20
After 16 years	21
After 17 years	22
After 18 years	23
After 19 years	24
After 20 years	25
After 21 years	26
After 22 years	27
After 23 years	28
After 24 years	29
After 25 years	30

- b. All vacations shall be taken when school is not in session or at other times upon request as approved by the immediate supervisor and corresponding superintendent.
- c. For the purpose of this Section, the employee may carry over 20% of his/her annual vacation from one year to the next to be used before the end of the next calendar year.

14. Statutory Holidays

For the purpose of this Section, the following days are considered to be statutory holidays:

New Year's Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	1st Monday in August	Christmas Day
Easter Monday	Labour Day	Boxing Day

and any other day proclaimed as a holiday by the dominion, provincial, or municipal government.

15. Employee Benefit Plan

All new employees shall participate in the benefit program established as a condition of employment.

The Employer shall offer an employee benefit program including life insurance, accidental death and dismemberment insurance, long term disability insurance, extended health benefits, dental benefits, and an employee and family assistance plan. The Employer shall pay one-half (1/2) the premium for those employees enrolled in the program, with the exception of the employee and family assistance plan where the Employer will pay 100% of the premium.

The Employer agrees to review coverage under the employee benefit program annually for possible improvements. Any revisions to the existing program will be discussed with employee groups prior to being implemented.

16. Caretaker Shoe Allowance

Upon submission of the original receipt to Human Resources, caretakers shall be reimbursed the cost of appropriate footwear to a maximum of \$100 per year and will be pro-rated according to their FTE.

17. Professional Development

The Employer shall provide funding to assist in paying part of the cost for Out-of-scope Support Staff to attend professional development activities. The fund is to be accessible at the school or office level and the goals of the employee who is seeking the funds shall align with the goals of the School Division. Allocation of the funds shall be determined by the principal or immediate supervisor.

18. Professional Dues

The Employer shall reimburse or pay directly any professional dues and or license fees required by Out-of-scope Support Staff in the performance of their duties. Any new fee structures that do not exist at the effective days of this agreement shall require prior approval of the Superintendent of Human Resources before being included under this provision.

APPENDIX I – Bus Drivers

a. Regular Bus Drivers

- (i) **Rural-route bus drivers will be paid a daily rate plus a minimum of 105 kilometers.**
- (ii) **City-route bus drivers, who do not have any rural pick-ups, will be paid the daily rate plus actual kilometers.**
- (iii) The Basic Rate for bus drivers, as per the payment schedule in Appendix II, will be applied for the first three hours when driving extra trips such as those defined in Appendix 1 a. (iv)
- (iv) All practical and applied arts, work experience or extra-curricular trips will receive the hourly stand-by rate, which is minimum wage, plus the per kilometer rate, as long as the total is more than the basic rate.
- (v) These routes are paid from the time the driver starts.
- (vi) Bus drivers will be paid their expenses as per the Board approved rates when they must remain overnight on an extra or co-curricular trip.
- (vii) All drivers who transport students in wheelchairs shall receive additional compensation per wheelchair per day as outlined in Appendix II.
- (viii) Bus drivers will receive stand-by rate plus the per kilometer rate for service trips as long as the total is more than the basic rate for three hours.
- (ix) Annual bus pick up and drop off - regular per kilometer rate plus minimum of 3 hours at **regular** wage.
- (x) Bus drivers will be reimbursed for medical and re-examinations.

b. Spare/Substitute Bus Drivers

- (i) 780 hours (number of hours regular driver drives per year) = 1 step on grid
- (ii) Maximum of 1 step per year.
- (iii) Alterations of step on grid will be made when the individual reaches each 780 hours in each school year.
- (iv) These hours can be carried over from year to year, but, there is a maximum of 1 step per year on the grid.
- (v) Substitutes will be paid the Board rate per kilometer to drive and pick up a bus for the purposes of driving a spare.
- (vi) Upon approval of the Conveyance Manager or designate, for the purposes of learning a new route, spare drivers will be paid at 50% of the rate for that run, when they ride along on the route for the first time with the regular driver.
- (vii) Bus drivers will be paid their expenses as per the Board approved rates when they must remain overnight on an extra or co-curricular trip.

APPENDIX II

Bus Driver Rates

Charter Basic Rate	\$39.94
Charter Standby Rate	Minimum Wage
Charter Mileage Rate/km	\$0.239
Wheelchair Rate	\$7.00 per wheelchair
Route Mileage Rates: 2015-16	.1430 per km

APPENDIX III

SUPPLEMENTAL EMPLOYMENT BENEFITS PLAN

Preamble

In recognition that there will be a health related portion of every maternity leave during which a woman will be medically unfit for duty for health related reasons due to pregnancy, delivery or post-delivery, benefits for this period will be paid under the provisions of a Supplemental Employment Benefits Plan (SEB Plan) designed in accordance with the registration requirements of the Benefits Program, Canada Employment and Immigration.

Entitlement

1. For the purposes of this Section a woman is deemed to be medically unfit for duty for health related reasons due to pregnancy, delivery or post-delivery, for a period commencing on the estimated date of birth or the date of delivery, whichever is earlier, as certified by a qualified medical practitioner:
 - a) An employee shall be eligible for SEB Plan benefits if she is:
 - i) medically unfit for duty as an employee for health related reasons due to pregnancy, delivery or post-delivery; and
 - ii) in receipt of Employment Insurance benefits or serving the two-week waiting period
 - iii) on maternity leave.
 - b) Every employee who is eligible for SEB Plan benefits in accordance with 10.2.1 a) a) shall be entitled to such benefits for a period commencing the estimated date of birth or the date of delivery, whichever is earlier, without being required to provide medical evidence.
2. The maximum time to be used in determination of benefit is seventeen (17) weeks.
3. Privacy of Personal Information
 - a) The collection, use, disclosure, storage and retention of personal information for purposes of this Section must comply with the principles of privacy and with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.
 - b) Personal medical information collected for the purposes of Appendix I should not be retained in the personnel file. The separate employee-specific medical file should be maintained by, and accessible to, the employee and the designated official only.
4. Such information should be retained and destroyed in accordance with the principle that personal information is destroyed when it is no longer required for the purposes for which it was collected.

5. Administration of SEB Plan
 - a) An employee shall apply to the Employer for SEB Plan benefits using Form 1 of the Application.
 - b) On delivery of the child, an employee shall submit to the school division Form 2 – Confirmation of Delivery
6. The employee shall submit Form 1 and 2 no later than one hundred and twenty (120) days following the birth of her child. It is preferred that Form 1 accompany the notice of intention to take maternity leave.
7. Calculation and Payment of Benefits
 - a) For the period of eligibility as determined in 1. a), the Employer shall pay to the employee the amount required on a weekly basis to supplement the employee's Employment Insurance benefit to 95% of her salary entitlement.
 - b) The employee's weekly salary entitlement shall be calculated as follows:
$$\frac{5 \times \text{Rate of salary in effect}}{\text{Number of work days in the year}}$$
 - i) Benefits under the provisions of this Section shall be payable in respect of the number of work days and hours of work prescribed by the Agreement.
 - ii) Benefit payments under the provisions of this Section shall be subject to the usual deductions as if the employee was actively working and as required by the respective benefit plan sponsors.

**OUT-OF-SCOPE SUPPORT STAFF MONTHLY WAGES FOR
SEPTEMBER 1, 2015**

15-Sep

Educational Associates 1 per 118.8 hours/month	Step 1	\$ 1,935.25
	Step 2	\$ 2,025.54
	Step 3	\$ 2,117.02
	Step 4	\$ 2,207.30
	Step 5	\$ 2,297.59
Educational Associates 2 per 118.8 hours/month	Step 1	\$ 2,069.50
	Step 2	\$ 2,159.78
	Step 3	\$ 2,250.07
	Step 4	\$ 2,340.36
	Step 5	\$ 2,431.84
Assistant Caretakers per 173.3 hours/month	Step 1	\$ 2,787.15
	Step 2	\$ 2,950.08
	Step 3	\$ 3,113.01
	Step 4	\$ 3,274.20
	Step 5	\$ 3,437.13
Head Caretakers per 173.3 hours/month	Step 1	\$ 3,144.21
	Step 2	\$ 3,307.14
	Step 3	\$ 3,470.07
	Step 4	\$ 3,631.26
	Step 5	\$ 3,794.19
Administrative Assistant D.O. Receptionists per 168 hours/month	Step 1	\$ 2,899.68
	Step 2	\$ 3,055.92
	Step 3	\$ 3,213.84
	Step 4	\$ 3,371.76
	Step 5	\$ 3,529.68
Executive Assistant 1 per 151.67 hours/month	Step 1	\$ 2,830.16
	Step 2	\$ 2,990.93
	Step 3	\$ 3,151.70
	Step 4	\$ 3,312.47
	Step 5	\$ 3,473.24
Library Technicians per 147 hours/month	Step 1	\$ 2,981.16
	Step 2	\$ 3,113.46
	Step 3	\$ 3,239.88
	Step 4	\$ 3,372.18
	Step 5	\$ 3,503.01

Accounting Assistant	Step 1	\$ 3,494.48
Executive Assistant 2	Step 2	\$ 3,681.03
Payroll Assistant	Step 3	\$ 3,869.10
per 151.67 hours/month	Step 4	\$ 4,055.66
	Step 5	\$ 4,243.73
Bus Drivers per 77.2 hours/month	Step 1	\$ 993.18
	Step 2	\$ 1,039.88
	Step 3	\$ 1,086.98
	Step 4	\$ 1,133.68
	Step 5	\$ 1,180.00
105 minimum KMs	Mileage	.14