

LOCAL AGREEMENT

between

THE BOARD OF EDUCATION

of

LLOYDMINSTER PUBLIC SCHOOL DIVISION NO. 99

and

THE TEACHERS

of

LLOYDMINSTER PUBLIC SCHOOL DIVISION NO. 99

July 1, 2024 - June 30, 2028

## Table of Contents

|      |  |         |
|------|--|---------|
| I.   | Agreement Administration                                     |         |
|      | Section 1 – DURATION AND RENEGOTIATIONS                      | Page 4  |
|      | Section 2 – APPEALS  | Page 4  |
|      | Section 3 – GRIEVANCE PROCEDURES                             | Page 4  |
| II.  | Payroll Administration                                       |         |
|      | Section 4 – EMPLOYMENT INSURANCE (EI) REBATE                 | Page 5  |
|      | Section 5 – LLOYDMINSTER TEACHERS ASSOCIATION FEE COLLECTION | Page 5  |
|      | Section 6 – PAY PERIODS FOR TEACHERS                         | Page 5  |
|      | Section 7 – SALARIES FOR SUBSTITUTE TEACHERS                 | Page 6  |
|      | Section 8 – SPECIAL ALLOWANCES FOR TEACHERS                  | Page 6  |
| III. | Leaves   |         |
|      | Section 9 – SUPERVISION RECOGNITION DAYS                     | Page 6  |
|      | Section 10 – SPECIAL LEAVE                                   | Page 7  |
|      | Section 11 – COMPASSIONATE LEAVE                             | Page 9  |
|      | Section 12 – MATERNITY/PATERNITY/ADOPTION LEAVE              | Page 10 |
|      | Section 13 – EDUCATIONAL LEAVES FOR TEACHERS                 | Page 10 |
|      | Section 14 – SABBATICAL LEAVES FOR TEACHERS                  | Page 12 |
|      | Section 15 – NEGOTIATION LEAVE                               | Page 12 |
|      | Section 16 – PROFESSIONAL DEVELOPMENT                        | Page 13 |
| IV.  | Release Time   |         |
|      | Section 17 – PREPARATION TIME                                | Page 14 |
|      | Section 18 – SECONDMENT TIME FOR LTA PRESIDENT               | Page 14 |
| V.   | Memorandum of Agreement                                      | Page 15 |

LOCAL AGREEMENT BETWEEN THE BOARD OF EDUCATION OF THE LLOYDMINSTER PUBLIC SCHOOL DIVISION NO. 99 AND THE TEACHERS OF THE LLOYDMINSTER PUBLIC SCHOOL DIVISION NO. 99

PREAMBLE

The spirit of this agreement is built on the foundation of trust, wellness and respect.

The Director of Education is accountable to the Board for directing the operations of the School Division and moving the Division towards the achievement of its goals.

The Board of Education delegates authority in decision making to the Director of Education through Board Policy #11.

The Director of Education may delegate authority and decision making to a designated Superintendent.

Local Bargaining Authority:

Each Board of Education shall bargain collectively with the teachers employed by it with respect to the matters set out in subsection 237(2) Education Act, 1995.

The teachers employed by a Board of Education shall appoint a bargaining committee to have the exclusive authority, and be the sole party, to bargain collectively on behalf of all the teachers employed by that Board of Education with respect to the matters set out in subsection 237(2).

The Board and LINC Committee agree and acknowledge:

- that the current round of negotiations was conducted in an atmosphere of mutual trust and respect.
- that the process and the product of negotiations are equally as important.
- that guidelines and principles of conduct are most effective when they are mutually agreed upon.
- that a trusting and respectful relationship between the Board and Teachers has been established and shall be maintained.
- that collaborative, consultative and confidential processes serve the best interests of all parties concerned including the Board, Teachers, Students and the Public.
- that a collaborative and consultative process is essential for a healthy and respectful relationship.

## SECTION 1 DURATION AND RENEGOTIATION

- 1.1 This agreement shall be in effect from July 1, 2024 to June 30, 2028.
- 1.2 Notwithstanding clause 3.1, the provisions of this agreement shall remain in effect pending the signing of a new agreement.
- 1.3 Any section of this agreement may be renegotiated by mutual consent of both negotiating committees prior to the expiry date of this agreement.
- 1.4 In the event that any provisions of this agreement shall be determined to be invalid in law, such provisions only shall be renegotiated.
- 1.5 An annual meeting shall be scheduled in the Spring of each year, for the duration of this agreement, at a mutually convenient time. The purpose of this meeting shall be to review the effectiveness of recent clauses enacted, review and establish a new Memorandum of Agreement for the upcoming school year.

## SECTION 2 APPEALS

- 2.1 Teachers have the right to appeal to the Board of Education any decision stemming from the application of this agreement. Receipt of such appeals will be acknowledged within fourteen days by the Board's Secretary and will be addressed by the Board at its next regularly scheduled meeting.

## SECTION 3 GRIEVANCE PROCEDURES

- 3.1 Any grievance arising out of this Agreement shall be submitted in writing to the Lloydminster Teachers Association's (LTA) Public L.I.N.C. Chairman provided efforts to resolve the matter through administrative channels have failed.
- 3.2 A Grievance Committee shall be convened consisting of five (5) members: two (2) appointed by the LTA, two (2) appointed by the Board and one (1) mutually appointed member.
- 3.3 Upon notification of a grievance, the Grievance Committee shall meet within fifteen (15) days to consider the grievance.
- 3.4 The Grievance Committee may make such recommendations to the parties to the grievance as it deems advisable. A decision of the Grievance Committee shall be considered carried if passed by a majority of the Committee, present and voting.
- 3.5 If the grievance is not resolved to the satisfaction of both parties, either party may refer the matter in accordance with the terms of The Education Act, 1995 and any amendments thereto.

#### SECTION 4 EMPLOYMENT INSURANCE (EI) REBATE

- 4.1 The Board shall forward to the LTA Treasurer by January 31 annually an amount equal to 5/12 of the Employment Premiums reduction received by the Board on behalf of each teacher in its employ.

#### SECTION 5 LLOYDMINSTER TEACHERS ASSOCIATION FEE COLLECTION

- 5.1 The LTA shall determine the annual Association fee. The President of the LTA shall inform the CFO (or designate) on or before September 15th of the proposed amount of the annual fee. The fee shall be deducted in equal amounts (1/10 of the annual fee) from every teacher's pay for each month or partial month of service from September to June. The deduction amounts will be confirmed, or adjusted, in October after the LTA budget is approved. The LTA President will communicate with the Director of Education, or designate, the process and timing of fee deductions and submissions to the LTA.

#### SECTION 6 PAY PERIODS FOR TEACHERS

- 6.1 Teachers shall have the option of being paid one-tenth or one-twelfth of their annual salary, payable on the twenty-eighth (28<sup>th</sup>) day of each month. Should the twenty-eighth day fall on a weekend, payment shall be dated for the Friday, immediately preceding.
  - 6.1.1 Teachers who have selected a "twelve-pay option" and who are leaving the employ of the L.P.S.D., may request in writing by June 15<sup>th</sup> that they be paid on June 28<sup>th</sup>, all salary due for the school year.
- 6.2 Each teacher shall elect one of the payment options when commencing employment with the Division. The chosen option shall remain in effect for the ensuing years unless notification is given on the standard form prior to September 15 for a change in payment option for the current school year.
- 6.3 Notwithstanding clause 6.1 and 6.2, teachers employed on temporary contracts or returning from unpaid leaves (long term sick leave, maternity, paternity, or parenting leave, etc.) mid-school year shall be paid on an actual days worked basis.
- 6.4 Teachers newly employed by the Lloydminster Public School Division may request an advance payment of half of their September pay. Such requests must be made in writing prior to September 10<sup>th</sup>.

## SECTION 7 SALARIES FOR SUBSTITUTE TEACHERS

- 7.1 Substitute teachers shall receive a salary of 1 divided by the number of operational days, as defined in the annual school year calendar, of the minimum of Class IV as established by the Provincial Collective Bargaining Agreement.
- 7.2 Beginning the sixth (6<sup>th</sup>) consecutive day in the same teaching position, the substitute teacher shall begin to be paid a daily rate of the annual salary, based on the teacher's qualifications and experience, as established by the Provincial Collective Bargaining Agreement. In cases where the substitute is not required due to inservice, professional development days, or convention occurring during what would otherwise be consecutive days it shall be deemed that no break in service has occurred.
- 7.3 The revised rate of pay for substitute teachers will commence immediately on the date of signing of a new provincial collective agreement and be applied only from that day forward.

## SECTION 8 SPECIAL ALLOWANCES FOR TEACHERS

- 8.1 Through a selection process, a teacher employed by the Board and appointed by the Director to the position of Coordinator will be paid an allowance equal to the greater of:
  - 8.1.1 Their current LPSD special or administrative allowance, or
  - 8.1.2 The average LPSD principal allowance calculated annually.
- 8.2 Through a selection process, a teacher employed by the Board and appointed by the Director to the position of Consultant will be paid an allowance equal to ten percent (10%) of their current class and step.

## SECTION 9 SUPERVISION RECOGNITION DAYS

- 9.1 Two days with pay shall be granted in recognition of time spent on scheduled supervisory duties before and after school. This scheduled supervision lies outside of professional responsibilities in meeting operational requirements of the school. These days shall be scheduled as operational days during the creation of the annual school year calendar.

## SECTION 10 SPECIAL LEAVE

10.1 In applying this section, the number of days of special leave awarded will be granted on a “per year basis”, prorated on the full time equivalency (F.T.E.) of the teacher’s contract and in keeping with the following:

10.1.1 Medical appointments, including optical and dental, for dependent child or spouse, or a dependent child or spouse requiring medical assistance. Up to three days, per year per child and spouse, with pay.

10.1.2 For the care and attention of a parent requiring medical assistance. Up to one day per year with pay.  
A second day shall be granted with pay, less substitute costs.

10.1.3 Assorted Special Leaves - For any of the following reasons: A maximum of one day per year with pay for this category. Leave without pay may be granted for periods of absence in excess of one day in total.

- a) convocation of self, child or spouse from high school, or any post-secondary programs;
- b) unavailability of childcare;
- c) inability to report to work due to transportation problems or inclement weather;
- d) defence of Masters or Doctorate Thesis or Dissertation.
- e) To attend an Indigenous spiritual-cultural or ceremonial event, in recognition of the Truth & Reconciliation Commission of Canada’s 94 Calls to Action.

10.1.4 Employee earning the right to participate as a Coach or Competitor at the National or International level while representing a Province or Canada. Up to five days with pay.

- 10.1.5 Coaching (non-school) youth at provincial, cultural or sports competitions. Up to one day with pay less substitute costs per year.
- 10.1.6 Participation in provincial sports or cultural competitions. Up to one day with pay less substitute costs per year.
- 10.1.7 Court appearances in which the employee is a principle. Leave without pay.
- 10.1.8 Job interviews. Leave without pay.
- 10.1.9 Serve as an executor or executrix of an estate. Leave without pay.
- 10.1.10 Employees subpoenaed as witness or jurors. Leave with pay less fees paid by the court of pursuant to the rules of the court.

10.2 Personal Days

Teachers will have three days for personal leave available to them on a “per year basis” prorated on the full time equivalency (F.T.E.) of the teacher’s contract.

10.2.1 It is expected that personal days are used in situations where allocations in this agreement have been exhausted or where such days are not otherwise afforded in this agreement.

10.2.2 Teachers may, subject to authorization based on operational requirements by the principal, take up to three days of personal leave per school year with pay to attend to matters of a personal nature.

10.2.3 Leave under this clause must be taken in full mornings, full afternoons or a full day.

10.2.4 Unused leave under this clause is not cumulative year to year. Teachers who do not use these days will be paid for them at the prevailing substitute teacher rate in.

10.3 If personal days are exhausted, teachers may apply to the Director in writing for special leave for unforeseeable events or emergent matters. At the Director’s discretion, such leave may be granted without pay, with pay, or pay less substitute rates.

10.4 In the case of any special leave under clause 10.1, 10.2 or 10.3, where a teacher is granted pay less substitute rate, the teacher’s pay will be deducted only if a substitute teacher is hired to cover the special leave.



## SECTION 11 COMPASSIONATE LEAVE

11.1 The Director endorses the principle of granting compassionate leave with pay to a teacher in case of serious accidental injury or illness and/or death of a member or members of the teacher's immediate family or the immediate family of the teacher's spouse, the number of days awarded to be in keeping with the following:

11.1.1 For the purpose of this section, immediate family is defined as: spouse (as defined by Canada Revenue Agency), parent (mother, father, step-mother, step-father, mother-in-law, father-in-law), siblings (sister, brother, step-sister, step-brother, sister-in-law, brother-in-law), children (son, daughter, step-son, step-daughter, son-in-law, daughter-in-law), grandparent, great grandparent, grandchild, nephew, niece, aunt or uncle.

11.1.2 The following categories of leaves for matters involving a member of a teacher's immediate family or a member of the immediate family of a teacher's spouse, are granted on a "per year basis" and are prorated on the full time equivalency (F.T.E.) of the teacher's contract.

|   |                         |
|---|-------------------------|
| Death of Parent   | Up to 10 days with pay. |
| Death of Sibling  | Up to 5 days with pay.  |
| Death of a Grandparent  | Up to 5 days with pay.  |
| Death of Spouse   | Up to 10 days with pay. |
| Death of a Child  | Up to 10 days with pay. |
| Death of other family members as per LINC 11.1.1                        | Up to 2 days with pay.  |
| Acute, life-threatening illness or accident of parent, spouse or child. | Up to 2 days with pay.  |
| Attend the funeral of a friend or colleague.                            | Up to one day with pay. |

11.2 The Director may grant up to three days of compassionate leave with pay when the teacher is named as an honorary or active pallbearer.

11.3 At the Director's discretion, compassionate leave may be granted in special instances other than those listed in clause 11.1 and 11.1.1, and 11.1.2. These leaves may be granted without pay, with pay or with pay less substitute rate.

11.4 In a case of compassionate leave where a teacher is granted pay less substitute rates, the teacher's pay will be deducted only if a substitute teacher is hired to cover the compassionate leave.

## SECTION 12 MATERNITY/PATERNITY LEAVE/ADOPTION LEAVE

- 12.1 Teachers shall be eligible for all parenting leave benefits (including maternity, paternity, and adoption leave) as provided in the Saskatchewan Employment Act, the Employment Insurance Act, other applicable legislation as amended from time to time, or as provided in the teachers' provincial collective agreement.
- 12.2 Teachers who wish to extend the leave provided in 12.1 may apply to the Director.
- 12.3 The parent of newborn children or adoptive parents shall be entitled to 2 days of leave with pay. The number of days may be extended at the discretion of the Director, without pay, with pay or with pay less substitute costs.

## SECTION 13 EDUCATIONAL LEAVES FOR TEACHERS

When the Director grants teacher or Director requested Educational leaves to teachers to improve their professional qualifications the following shall apply:

- 13.1 **Classification of Leaves:** Leaves shall be of three types according to their duration.
  - 13.1.1 **Long Term Leave** shall be for two semesters up to 14 months.
  - 13.1.2 If the leave is teacher requested, salary shall be at a rate of 55 - 75% of the applicant's annual salary for the school year in which the leave occurs.
  - 13.1.3 If the long term leave is teacher requested, the teacher shall be required to return to the service of the Board for 2 years.
  - 13.1.4 If the long term leave is Director requested, the teacher shall receive 100% of the annual salary for the school year in which the leave occurs.
  - 13.1.5 If the long term leave is Director requested, the teacher shall be required to return to the service of the Board for 3 years.
  - 13.1.6 **Medium Term Leave** shall be for 1 semester up to 6 months.
  - 13.1.7 If the leave is teacher requested, salary shall be at a rate of 55 - 75% of the applicant's annual salary for the school year in which the leave occurs.
  - 13.1.8 If the leave is teacher requested, the teacher shall be required to return to the service of the Board for 1 year.
  - 13.1.9 If the leave is Director requested, the teacher shall receive 100% of the applicant's annual salary for the school year in which the leave occurs.
  - 13.1.10 If the leave is Director requested, the teacher shall return to the service of the Board for 2 years.

- 13.1.11 **Short Term Leave** shall be for less than one semester.
- 13.1.12 If the short term leave is teacher requested, salary shall be at a rate of from 55 - 75% of the applicant's salary for the portion of the school year in which the leave occurs.
- 13.1.13 If the short term leave is teacher or Director requested, the teacher shall be required to return to the service of the Board for 1 year.
- 13.1.14 If the short term leave is Director requested, the applicant shall receive 100% of the applicant's salary for the portion of the school year in which the leave occurs.
- 13.2 **Qualification for Leaves:** The applicant's program of study must be approved by the Director or designate.
- 13.3 The teacher, upon their return to the school system, shall be placed in a position that shall be agreed upon prior to granting leave. The employment shall be under similar terms and conditions.
- 13.4 The teacher shall confirm in writing his return to the employ of the School Board immediately following the leave, except in cases applying to 13.5. If the teacher fails to comply with the agreement referred to heretofore, they shall refund the money awarded to them together with interest at the preferred bank rate prevailing at the date of granting of the leave. In the event that there is a partial compliance as to time, the refund shall be the equivalent proportion of the amount of salary received. (\* add 3 months prior to return)
- 13.5 Should a teacher die or become disabled to the extent that the teacher is unable to perform their duties in an acceptable manner while on assigned Educational leave or during the period of commitment, there shall be no liability on them, their family or their estate for the repayment in part or in whole of the award.
- 13.6 A teacher shall apply to the Director for long term leave on or before the 28th day of February prior to the commencement date of the leave. A teacher shall apply for other types of leave 5 months prior to the commencement date of the leave. The Director shall notify the teacher of their decision within six weeks of the final application date and the teacher shall confirm their acceptance or rejection within two weeks of being notified of that decision.
- 13.7 The specific conditions of the Educational leave shall be stated in an agreement which shall be signed by the teacher and the Director.
- 13.8 Notwithstanding 13.6, application periods for the Educational leave may be altered by mutual agreement.
- 13.9 For purposes of this section, "salary" shall be defined inclusive of supervision allowances and any adjustments to salary and allowances that may pertain as a result of changes to the Provincial Collective Agreement.

## SECTION 14 SABBATICAL LEAVES FOR TEACHERS

A teacher may apply to the Director for a Sabbatical Leave or a teacher may be offered a Sabbatical Leave by the Director under the following conditions:

- 14.1 A Sabbatical Leave shall be granted without pay.
- 14.2 The duration of a Sabbatical Leave may be up to one complete academic year.
- 14.3 Upon return to the school system, from Sabbatical leave, all efforts will be made to place the teacher in a similar position. Employment shall be under similar terms and conditions.
- 14.4 The number of Sabbatical Leaves granted in a school year shall be at the discretion of the Director.
- 14.5 A teacher shall apply to the Director for Sabbatical Leave on or before the 30th day of March prior to the commencement date of the leave. The Director shall notify the teacher of their decision within six weeks of the final application date and the teacher shall confirm their acceptance or rejection within two weeks of being notified of that decision.
- 14.6 The specific conditions of the Sabbatical Leave shall be stated in an agreement which shall be signed by the teacher and the Director.
- 14.7 Sabbatical Leave shall not be credited as experience for increment purposes upon the teacher's return to the system.
- 14.8 Notwithstanding 14.5, application periods for the Sabbatical Leave may be altered by mutual agreement.

## SECTION 15 NEGOTIATION LEAVE

- 15.1 A teacher serving as a member of the Local Teacher Bargaining Committee, shall suffer no loss in salary for time permitted to be absent from their teaching duties for the purpose of:
  - 15.1.1 participating in negotiations with trustee representatives;
  - 15.1.2 participating in conciliation proceedings;
  - 15.1.3 participating in mediation proceedings;
  - 15.1.4 participating in arbitration proceedings.

## SECTION 16 - PROFESSIONAL DEVELOPMENT

- 16.1 The Director may make grants to teachers for the purpose of attending conferences, seminars, workshops, conventions, institutes or clinics.
- 16.1.1 When grants are awarded to teachers for the purpose of conducting research and acquiring information through attendance at conferences and/or seminars, visiting other school systems, and/or other related purposes approved by the Director, the teacher shall suffer no loss of pay during their absence from their duties in the school system. The teacher shall be reimbursed for their approved expenses other than travel, and shall be paid a travel allowance for kilometres necessarily travelled at the uniform rate established for all employees of the Lloydminster Public School Division.
- 16.1.2 The foregoing provisions of this section do not restrict the Director from awarding leaves or grants in addition to those provided for by this section.
- 16.1.3 Application for a grant must be filed with the Director, or designate, on the prescribed form and be accompanied by the recommendation of the principal.
- 16.1.4 Claims for payment shall be filed with the Director, or designate, on the prescribed voucher form. The Director reserves the right to require receipts to support the claim.
- 16.1.5 Staff may request reimbursement of pre-approved conference and travel costs, once incurred. If necessary, staff may request the Division to pre-pay conference or air fares for authorised staff development activities.
- 16.2 A teacher may be granted a bursary according to the following conditions:
- 16.2.1 The bursary program may be approved by the Director;
- 16.2.2 The Director may select a teacher and offer a bursary;
- 16.2.3 The Director may offer a bursary and invite teachers to apply on or before a specified date;
- 16.2.4 A teacher may make a written proposal which establishes the educational need within the system for a bursary;
- 16.2.5 The number of bursaries awarded in a given year may vary;
- 16.2.6 The specific conditions of the bursary shall be stated in an agreement signed by the teacher and the Director.

## SECTION 17 PREPARATION TIME

- 17.1 The Board supports the principle and value of preparation time. It will not be less than 8.33% of the annual teaching assignment.
- 17.2 Scheduling of preparation time will be within the defined instructional day. In the rare occurrence, when 8.33% is not achieved, it may be supplemented with added preparation time allotted within operational days.

## SECTION 18 SECONDMENT TIME FOR LTA PRESIDENT

- 18.1 The President of the LTA, when an employee of the LPSD, shall be provided with secondment time as agreed to by the Director. The LTA shall reimburse the Board for the cost of the teacher's salary and benefits for the percentage of the secondment.

This Agreement made and entered into this 20<sup>th</sup> day of June, 2024.

Memorandum of Agreement

BETWEEN:

Lloydminster Public School Division #99

AND:

Lloydminster Teachers' Association LINC Team

WILL BE REVIEWED AND UPDATED ANNUALLY

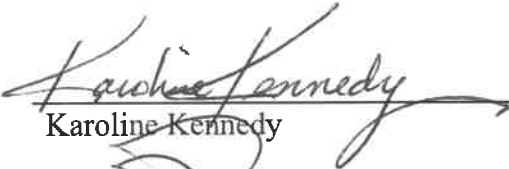
1. The Director is committed to an annual discussion with the LINC Committee to review:
  - 1.1 Staffing
  - 1.2 Class Size and Complexity
  - 1.3 Budget
  - 1.4 Leave provisions in Section 10 and 11
  - 1.5 Preparation Time
  - 1.6 Violence
  - 1.7 Mental Health and Well Being
  - 1.8 Other agreed upon items
2. Analysis of leave data on days absent, days replaced, and associated costs.
3. Review the use, application and scheduling of preparation time as defined in Section 17.
4. Review the current calendar in relation to the supervision recognition leave as defined in Section 9.

For the Board of Education:

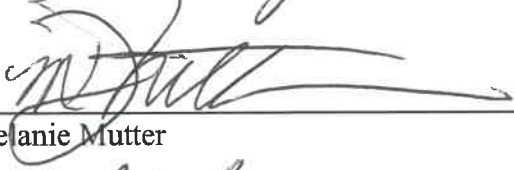


David Thompson (Chairman, Board of Education)

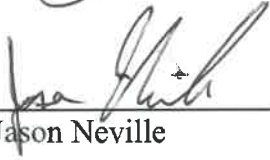
Signed by the Negotiating Committee for the Board of Education:



Karoline Kennedy



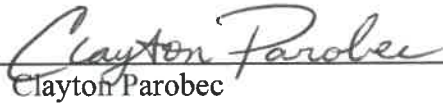
Melanie Mutter



Jason Neville



Matthew Read



Clayton Parobec

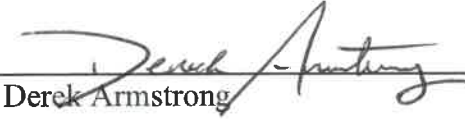


Melanie Vaughan

For the Teachers:



Dwayne Jeffery (Chairman, Teachers' Committee)



Derek Armstrong



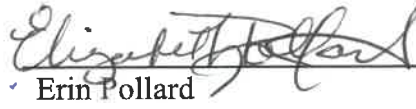
Katelyn Jardine



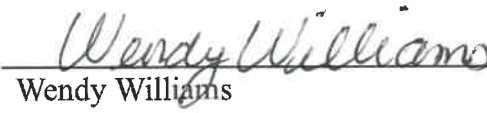
Poppy Jeffery



Shelby Lang



Erin Pollard



Wendy Williams

June 20/2024

Date