

THE ASSOCIATION OF BUSINESS PROFESSIONALS
[the “Association”]

REPRESENTING THE
NON-UNION ADMINISTRATION STAFF



TERMS AND CONDITIONS OF EMPLOYMENT
[the “Agreement”]

WITH THE
LONDON DISTRICT CATHOLIC SCHOOL BOARD
[the “Board”]

September 1, 2014 – August 31, 2019



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**The mission and vision of the
London District Catholic School Board are:**

Mission: To serve our students through excellence in
Catholic education.

Vision: Inspired by Christ. Learning together. Serving
together.

SECTION 1: REPRESENTATION

- 1.01 The Board recognizes the Association as the representative for all administrative staff excluded from collective bargaining except for Supervisory Officers, Principals, Vice Principals, and any individuals employed under the terms of a Personal Services contract. Amendments to the group composition will be discussed with the Association.
- 1.02 The Association will be consulted on terms and conditions of employment.
- 1.03 The Association may be represented by a Consultation Committee composed of up to five (5) employees selected by the membership at consultation meetings regarding the modification or the renewal of the Agreement. The Consultation Committee may be accompanied by legal and/or other counsel.

SECTION 2: DURATION AND RENEWAL

- 2.01 The Agreement shall be effective from September 1, 2014 to August 31, 2019. Notice to renew may be given by either party ninety (90) days prior to the expiration of this Agreement. If issues arise that require consultation and possible amendments to the Agreement, the representatives shall meet.

SECTION 3: HOURS OF WORK

- 3.01 The work year is based on 12 months, or 10 months for certain positions designated as such by the Board, and 35 hours per week. General performance of duties may include periodic evening meetings, evening and weekend work time.
- 3.02 When an employee is required to work (on work associated with their regular duties) outside of their regular daily scheduled hours on a work day such additional hours each day beyond the first extra half-hour worked must be approved, in writing, by their supervisor prior to the employee working any such additional hours on each given day/occasion. Any such approved additional hours worked in a work day beyond the first extra half-hour worked will be compensated through time in lieu with each hour of additional time worked beyond the first extra half-hour worked being equal to one hour of lieu time. Any such lieu time must be scheduled with the supervisor's prior written approval.
- 3.03 When an employee who normally works Monday to Friday is required to work (on work associated with their regular duties) on the weekend such additional hours worked must be approved, in writing, on each occasion by their supervisor prior to the employee working any such additional hours. Any such approved additional hours worked on the weekend will be compensated through time in lieu with each hour worked being equal to one hour of lieu time. Any such lieu time must be scheduled with the prior written approval of the supervisor.

- 3.04 In the event an employee works hours in excess of 44 hours per week, with the prior written approval of their supervisor, any hours beyond 44 hours in a week will be compensated through lieu time with each hour worked beyond the 44 hours equal to one and one-half hours of lieu time. Any lieu time must be scheduled with the supervisor's prior written approval.

SECTION 4: SALARIES

- 4.01 Annual salaries for 10-month employees and part-time employees will be prorated on the basis of a ratio to full-time 12-month employees.

Salary shall be paid by direct bank deposit on a bi-weekly basis.

- 4.02 Salary Grids, including Salary Group Composition:
The Salary Grids for the term of this Agreement are attached as Appendix A. Retroactive salary adjustments based on the first salary grid in Appendix A, if any, owed to employees will be payable in April, 2016 and will only be paid to those employees in the employ of the Board as of that date.

Placement on the salary grids will be based on recognized years of experience. Adjustments (movement across the grid, up to the maximum) will be made on the anniversary date of the appointment to the position, subject to any legislated/Ministry of Education-mandated delays in movement across the grid.

- 4.03 Payment for September 1, 2017 lump sum:
In recognition of potential expenses for professional development, supplies or equipment or for other professional expenses, all employees covered by this Agreement will be paid a lump sum of 0.5% wages earned in the 2016-17 school year (from September 1, 2016 to August 31, 2017). If requested by the Board, the Association agrees that it will conduct a survey of its members on the usage of these funds and provide the results to the Board.

Method of payment for the September 1, 2017 lump sum:
0.5% of earned wages earned in the 2016-17 school year as a lump sum payment to all employees covered by this Agreement who are employed or on an approved leave, paid sick leave or statutory leave as at September 5, 2017.

Employees on a statutory leave for any part of 2016-17 will not be adversely affected. The lump sum of 0.5% of annualized salary/wages will be adjusted as if they earned their normal salary/wage for the period of time on the statutory leave.

Employees on an approved deferred salary leave in the 2017-2018 year on September 5, 2017, (eg. 4 over 5) shall nevertheless receive a lump sum of 0.5% of wages paid in 2016-2017.

The lump sum payment shall be provided by November 1, 2017.

4.04 Allowances:

Allowances will be provided only under very exceptional circumstances and only when approved by the Superintendent of Human Resources, following consultation with the Director of Education, and in consultation with the President of the Association.

SECTION 5: VACATIONS

5.01 Each 12 month employee shall receive vacation entitlement in accordance with Appendix B which is the “Procedure – Vacation Entitlement & Scheduling” for employees covered by Agreement. Each 10 month employee shall receive vacation pay based on the entitlement to vacation in accordance with Appendix B.

SECTION 6: PUBLIC HOLIDAYS

6.01 The following are recognized as Public Holidays:

- | | |
|--------------------|------------------|
| } Family Day | |
| } Good Friday | } Easter Monday |
| } Victoria Day | } Canada Day |
| } Civic Holiday | } Labour Day |
| } Thanksgiving Day | } Christmas Day |
| } Boxing Day | } New Year’s Day |

In addition, one floating holiday as determined by the Board, one-half day before New Year’s Day, one-half day before Christmas day and any other day proclaimed as a Public Holiday shall be recognized and scheduled annually by the Board.

SECTION 7: TRAVEL REIMBURSEMENT

7.01 All travel for Board business shall conform to Board policy and procedures. The employee will make their best efforts to use the most efficient or cost effective travel route and mode of transportation.

7.02 Travel for the purpose of conducting Board business shall be paid based on Board Policy G 1.11 and Procedure D 4.034.

7.03 Each employee shall bear the cost of travelling from home to their first daily assignment and from their last daily assignment to home.

7.04 If an employee who normally works Monday to Friday, is required to travel from

home to work at the Board office, or at another Board location, on the weekend then they shall be eligible to claim return mileage between their home and that work location.

7.05 No employee will be required to transport students in their personal vehicle.

SECTION 8: BENEFITS

8.01 Benefit plans available to employees under this Agreement shall be determined by selecting from plans currently offered to other Board employee groups.

8.02 Group insurance benefits for members include extended health care, group life insurance, dental plan, drug plan, vision care, and long-term disability.

8.03 The Board undertakes to pay its portion of premiums to provide the insurance, not to guarantee payment of claims under the insurance policy.

8.04 The Board will pay 85% of premiums for group plans.

8.05 It is anticipated that by August 31, 2017 all employees covered by this Agreement will participate in an Employee Life and Health Trust (ELHT) to provide life, health and dental benefits to eligible employees. Eligibility is determined in accordance with provisions in this Agreement and further determined by the ELHT. The date on which the benefit plan is transferred to the ELHT is referred to as the "Participation Date".

The Board will continue to provide benefits in accordance with the existing benefit plans and this Agreement until the Participation Date in the ELHT. Subsequent to the Participation Date, the Board will cease to provide such benefits and articles 8:01 and 8:04 shall cease to have effect.

Post Participation Date, the following shall apply:

- Funding - The school board shall contribute a fixed funding amount per full-time equivalent to the ELHT.
- Cost Sharing - The ELHT shall advise the school board, who shall in turn advise employees, of any required co-pay arrangements.
- Benefit Plan - The ELHT shall develop a benefit plan that is within the funding amount provided by the school board and is subject to change from time to time.

8.06 The Board will make available to employees the services of an Employee and Family Assistance Program (EFAP). Although the Board is responsible for entering into and maintaining the contract for the EFAP provider, a representative of the Association will be a member of the Steering Committee being established to provide oversight of the EFAP.

SECTION 9: PENSIONS

- 9.01 The pension plan for non-teaching employees established by the Board through the Ontario Municipal Employees' Retirement System (OMERS) shall be applicable to employees covered by this Agreement. During the lifetime of this Agreement, the Board agrees to contribute fifty percent (50%) of the applicable premiums towards the coverage of eligible employees under the Plan. All pension benefits shall be more particularly described in the OMERS policies and guidelines.

SECTION 10: SICK LEAVE BENEFITS

NOTE: The provisions in Section 10 re Sick Leave Benefits, including the short term disability plan, are effective for eligible absences that commence after January 1, 2017. Until that time, the previous provisions apply.

- 10.01 The Board will provide a Sick Leave Benefit Plan which will provide sick leave days and short term disability coverage to provide protection against loss of income when ill or injured as defined below.

Sick leave days may be used for reasons of personal illness, personal injury, personal medical appointments, or personal dental emergencies only.

Employees receiving benefits under the Workplace Safety and Insurance Act, or under a LTD plan, are not entitled to benefits under a school board's sick leave and short term disability plan for the same condition.

- 10.02 Sick Leave Days Payable at 100% Wages:
Subject to 10.04, 10.05 and 10.06 below, employees will be allocated eleven (11) sick days at one hundred percent (100%) of wages on the first day of each fiscal year, or the first day of employment.
- 10.03 Short-Term Disability Coverage – Days Payable at 90% Wages:
Subject to 10.04, 10.05 and 10.06 below, employees will be allocated one hundred and twenty (120) short-term disability days at the start of each fiscal year or the first day of employment. Employees eligible to access short-term disability coverage shall receive payment equivalent to ninety percent (90%) of regular wages.
- 10.04 Eligibility and Allocation:
A sick leave day/short term disability leave day will be allocated and paid in accordance with current Board practice.

Any changes to hours of work during a fiscal year shall result in an adjustment to the allocation.

The allocations outlined in paragraphs 10.02 and 10.03 above will be provided on the first day of each fiscal year, or the first day of employment, subject to the exceptions below:

Where an employee is accessing sick leave and/or the short-term disability plan in a fiscal year and the absence continues into the following fiscal year for the same medical condition, the employee will continue to access any unused sick leave days or short-term disability days from the previous fiscal year's allocation.

A new allocation will not be provided to the employee until s/he has returned to work and completed eleven (11) consecutive working days at their regular working hours. The employee's new sick leave allocation will be eleven (11) days at 100%-wages. The employee will also be allocated one hundred and twenty (120) short term disability days payable at ninety percent (90%) of regular salary reduced by any paid sick days already taken in the current fiscal year.

If an employee is absent on his/her last regularly scheduled work day and the first regularly scheduled work day of the following year for unrelated reasons, the allocation outlined above will be provided on the first day of the fiscal year, provided the employee submits medical documentation to support the absence, in accordance with 10.08 below.

10.05 Refresh Provision:

Employees returning from LTD or workplace insurance leave to resume their regular working hours must complete eleven (11) consecutive working days at their regular working hours to receive a new allocation of sick/short-term disability leave. If the employee has a recurrence of the same illness or injury, s/he is required to apply to reopen the previous LTD or WSIB claim, as applicable.

The Board will continue the implementation and administration of early intervention and safe return to work processes as a component of the Short Term Leave and Long Term Disability Plans.

In the event the employee exhausts his/her sick/short-term disability leave allocation from the previous year and continues to work part-time, their salary will be reduced accordingly and a pro-rated sick/short-term allocation for the employee's working portion of the current year will be provided. The new pro-rated sick/short-term leave allocation may not be used to top-up from part-time to full-time hours. Any changes to hours of work during a fiscal year shall result in an adjustment to the allocation.

For the purposes of 10.04 and 10.05 of this section, eleven (11) consecutive working days of employment shall not include a period of leave for a medical appointment, which is related to the illness/injury that had been the reason for the employee's previous absence, but days worked before and after such leave shall be considered consecutive. It shall be the employee's obligation to provide medical confirmation that the appointment was related to the illness/injury.

10.06 WSIB and LTD:

An employee who is receiving benefits under the Workplace Safety and Insurance Act, or under a LTD plan, is not entitled to benefits under the Board's sick leave and short term disability plan for the same condition unless the employee is on a graduated return to work program then WSIB/LTD remains the first payor.

For clarity, where an employee is receiving partial benefits under WSIB/LTD, they may be entitled to receive benefits under the sick leave plan, subject to the circumstances of the specific situation. During the interim period from the date of the injury/incident or illness to the date of the approval by the WSIB/LTD of the claim, the employee may access sick leave and short term leave and disability coverage. A reconciliation of sick leave deductions made and payments provided, will be undertaken by the Board once the WSIB/LTD has adjudicated and approved the claim. In the event that the WSIB/LTD does not approve the claim, the Board shall deal with the absence consistent with the terms of the sick leave and short term leave and disability plans.

10.07 Graduated Return to Work:

Where an employee is not receiving benefits from another source and is working less than his/her regular working hours in the course of a graduated return-to-work as the employee recovers from an illness or injury, the employee may use any unused sick/short-term disability allocation remaining, if any, for the portion of the day where the employee is unable to work due to illness or injury. A partial sick/short-term leave day will be deducted for an absence of a partial day in the same proportion as the duration of the absence is to an employee's regular hours.

Where an employee returns on a graduated return to work from a WSIB/LTD claim, and is working less than his/her regular hours, WSIB and LTD will be used to top up the employee's wages, as approved and if applicable.

Where an employee returns on a graduated return to work from an illness which commenced in the previous fiscal year,

- and is not receiving benefits from another source;
- and is working less than his/her regular hours of work;
- and has sick leave days and/or short term disability days remaining from the previous year

then the employee can access those remaining days to top up their wages proportional to the hours not worked.

Where an employee returns on a graduated return to work from an illness which commenced in the previous fiscal year,

- and is not receiving benefits from another source,
- and is working less than his/her regular hours of work,
- and has no sick leave days and/ or short term disability days remaining from the previous year

then the employee will receive eleven (11) days of sick leave paid at 100% of the new reduced working hours. When the employee's hours of work increase during the graduated return to work, the employee's sick leave will be adjusted in accordance with the new schedule. The employee will also be allocated one hundred and twenty (120) short term disability days payable at ninety percent (90%) of regular salary proportional to the hours scheduled to work under the graduated return to work. The new pro-rated sick/short-term leave allocation may not be used to top-up from part-time to full-time hours.

10.08 Proof of Illness:

The Board may request medical confirmation of illness or injury and any restrictions or limitations any employee may have, confirming the dates of absence and the reason thereof (omitting a diagnosis). Medical confirmation is required to be provided by the employee for absences of five (5) consecutive working days or longer. The medical confirmation may be required to be provided on a form prescribed by the Board.

Where an employee does not provide medical confirmation as requested, or otherwise declines to participate and/or cooperate in the administration of the Sick Leave Benefit Plan, access to compensation may be suspended or denied. Before access to compensation is denied, where feasible discussion will occur between the employee and the Board. Compensation will not be denied for the sole reason that the medical practitioner refuses to provide the required medical information. The Board may require an independent medical examination to be completed by a medical practitioner qualified in respect of the illness or injury of the Board's choice at the Board's expense.

In cases where the employee's failure to cooperate is the result of a medical condition, the Board shall consider those extenuating circumstances in arriving at a decision.

10.09 Pension Contributions While on Short Term Disability:

When an employee/plan member is on short-term sick leave and receiving less than 100% of regular salary, the Board will continue to deduct and remit OMERS contributions based on 100% of the employee/plan member's regular pay.

10.10 Top-up Provisions:

Employees accessing short term disability leave will have access to any unused sick leave days from their last fiscal year worked for the purpose of topping up wages to one hundred percent (100%) under the short term disability leave.

This top-up is calculated as follows:

Eleven (11) days less the number of sick leave days used in the most recent fiscal year worked.

Each top-up from 90% to 100% requires the corresponding fraction of a day available for top-up. In addition to the top-up bank, top-up for compassionate reasons may be considered at the discretion of the Board on a case by case basis. The top-up will not exceed two (2) days and is dependent on having two (2) unused Personal Leave days in the current year. These days can be used to top-up salary under the short term disability leave.

When employees use any part of a short term disability leave day they may access their top up bank to top up their salary to 100%.

10.11 Sick Leave to Establish EI Maternity Benefits:

If the employee will be able to establish a new EI Maternity Benefit claim in the six weeks immediately following the birth of her child through access to sick leave at 100% of her regular salary, she shall be eligible for up to six weeks leave at 100% of her regular salary without deduction from the sick days or short term disability leave days (remainder of six weeks topped-up as SEB).

SECTION 11: LEAVES OF ABSENCE (NON-STATUTORY)

- 11.01 Bereavement and/or compassionate leaves will be granted in accordance with the Board's generally accepted practices.
- 11.02 Personal leave requests of five (5) days or less shall be discussed with and granted at the discretion of the supervisor. Requests for more than five (5) days will be submitted to the Superintendent of Human Resources for consideration.
- 11.03 The Board's Four and One Leave Plan will be available to employees covered by this Agreement. All applications to participate in the Plan are subject to approval by the Board. Information on the Plan, including any conditions applicable to participation in the Plan, is available from Human Resource Services.

SECTION 12: STATUTORY LEAVES OF ABSENCE

NOTE: The provisions in Section 12 re Supplemental Employment Benefits plans (SEB) are effective for SEB plans (for statutory leaves with a SEB plan as provided for herein) associated with applicable statutory leaves that commence after January 1, 2017.

12.01 Pregnancy/Parental/Adoption Leave:

- a) Pregnancy and Parental Leave shall be in accordance with the Employment Standards Act. Adoption Leave will be allowed on the same basis as the Parental Leave.
- b) The employee requesting Pregnancy and/or Parental Leave shall give at least two (2) weeks' notice, in writing, by completing the electronic notification form on the HR webpage of the date the statutory leave is to commence as well as the date the employee will return to work. The notice shall be accompanied by a certificate from a licensed practitioner stating the expected birth date.
- c) On return from the statutory leave, the employee shall be placed in the position held immediately prior to the leave period if that position is available and subject to the operational needs of the Board.
- d) During the period of statutory leave, the Board shall continue to pay its share of the benefits premiums for which the employee is eligible. To maintain participation and coverage, the employee must agree to provide for payment for the employee's share of the benefit premiums, where applicable.
- e) Employees will be responsible for payment of pension contributions. The Board will continue to remit pension contributions to OMERS for the period of the statutory leave, unless requested by the employee not to do so.
- f) Upon completion of statutory leave provisions, an employee may request an extended parental leave of absence without pay for an additional period of up to one (1) year.
- g) An employee who is eligible for pregnancy leave pursuant to the Employment Standards Act, shall receive 100% salary through a Supplemental Employment Benefit (SEB) plan for a total of eight (8) weeks immediately following the birth of her child with no deduction from sick leave or the short term leave and disability plan.
- h) Where any part of the eight (8) weeks falls during the period of time that is not eligible for pay for an employee who is a "10-month employee" (i.e. summer, March Break, etc.), the full eight (8) weeks of top up shall continue to be paid.
- i) Employees who require longer than the eight (8) week recuperation period shall have access to sick leave and the short term leave and disability plan subject to meeting the requirements to provide acceptable medical verification.

12.02 Family Medical Leave or Critically Ill Child Care Leave:

- a) Family Medical Leave: Employees shall be granted up to eight (8) weeks of unpaid leave per calendar year per family member in accordance with Section 49.3 of the Employment Standards Act (ESA).

Critically Ill Child Care Leave: Employees shall be granted up to thirty-seven (37) weeks of unpaid leave to care or support a child whose life is at risk as a result of an illness or injury in accordance with section 49.4 of the Employment Standards Act (ESA).

- b) The employee will provide to the Board such evidence as necessary to prove entitlement under the ESA.
- c) An employee contemplating taking such leave(s) shall notify the Board of the intended date the leave is to begin and the anticipated date of return to active employment.
- e) Where an employee is on such leave(s), the Board shall continue to pay its share of the benefit premiums, where applicable. To maintain participation and coverage, the employee must agree to provide for payment for the employee's share of the benefit premiums, where applicable.
- f) In order to receive pay for such leaves, an employee must access Employment Insurance (EI) and the Supplemental Employment Benefit plan (SEB) in accordance with g) to i) below, if allowable by legislation. An employee who is eligible for EI is not entitled to benefits under sick leave and the short term leave and disability plan.
- g) The Board shall provide for employees who access such Leaves, a SEB plan to top up their EI Benefits. The employee who is eligible for such leave shall receive 100% salary for a period not to exceed eight (8) weeks provided the period falls within the work year and during a period for which the employee would normally be paid. The SEB Plan pay will be the difference between the gross amount the employee receives from EI and their regular gross pay.
- h) SEB payments are available only to supplement EI benefits during the absence period as specified in the SEB plan.
- i) The employee must provide the Board with proof that he/she has applied for and is in receipt of employment insurance benefits in accordance with the Employment Insurance Act, as amended, before this SEB is payable.

SECTION 13: PROFESSIONAL DEVELOPMENT

- 13.01 The Board recognizes the need of the employees to maintain up-to-date knowledge of professional practices and standards. Professional membership fees required by the individual, as determined by the Board, for the performance of his/her duties shall be paid for by the Board. The Superintendent responsible for each department shall annually (in September/October) advise all employees in the department covered by this Agreement which categories/types of professional membership fees will be paid for by the Board.
- 13.02 Professional development opportunities, as identified by either the employee or the supervisor, shall be subject to budget limitations and the authorization of the supervisor. The Superintendent responsible for each department shall annually (in September/October) advise all employees in the department covered by this Agreement whether monies are available in that fiscal year for professional development to be paid for by the Board.

SECTION 14: RECRUITMENT AND POSTING OF VACANT/NEW POSITIONS

- 14.01 All vacant positions which the Board decides to fill will be posted. Positions may be posted externally as well as internally.
- 14.02 Where feasible, the Board will inform the President of the Association in advance of the advertising of any vacancies in existing and/or newly created classifications covered by this Agreement which the Board intends to fill.
- 14.03 Employees covered by this Agreement that apply for openings covered by this Agreement and meet the qualifications and experience requirements of the posting will be included in the interview process.
- 14.04 At the time of a posting for a position covered by this Agreement, the Board will distribute the job posting electronically to the Board e-mail addresses of all employees covered by this Agreement.
- 14.05 Newly hired employees will serve a six month probationary period. Where deemed necessary, the supervisor, in consultation with the employee, may extend this period of probation, after consulting with Human Resources Services.

SECTION 15: REDUCTION IN POSITIONS

- 15.01 In the event a reduction in positions covered by this Agreement is required by the Board, where feasible, the Board will advise the President of the Association and a joint committee meeting, as provided for in 18.01 below, will be held to discuss the reduction in positions and/or possible alternatives prior to the reduction in positions being implemented.

15.02 In the event a reduction in positions covered by this Agreement is required by the Board, while the years of service of any employee so effected will be respected, experience, qualifications, abilities and potential re-training will also be considered. In addition, the employee impacted will meet with representatives of Human Resource Services.

SECTION 16: SEVERANCE PAY

16.01 In the event a reduction in positions covered by this Agreement is required by the Board, and the position is not vacant, or in the event an employee's employment is being terminated other than for cause, then the employee impacted will meet with representatives of Human Resource Services. During the meeting detailed information will be provided on the severance package, including severance pay, available to the employee and any other relevant information, including any options available to the employee.

16.02 In the event an employee's employment is being terminated for cause, no severance pay is payable.

SECTION 17: ACCESS TO PERSONNEL FILE

17.01 In accordance with the Municipal Freedom of Information and Protection of Privacy Act, an employee shall have access during normal business hours to their personnel file by making an appointment with Human Resources Services. A Human Resource Services representative shall be present when an employee reviews the file. An employee shall have the right to make copies of any material(s) contained in their personnel file at the time of viewing the file. Any disagreement will be referred to the Superintendent of Human Resources, or their designate, for discussion.

SECTION 18: MUTUAL CONCERNS

18.01 Matters of dispute as to the interpretation or application of the terms of this Agreement shall be resolved by a joint committee comprised of five (5) members: two (2) representatives of the Association and two (2) representatives of the Board and one (1) non-member acceptable to both parties.

18.02 As required, the Board will meet with the executive of the Association to discuss matters related to conditions of employment that are not directly included in the Agreement.

18.03 In the event of a reclassification by the Board or in the event that an employee alleges that his/her position ought to be re-evaluated due to significant changes in the role or responsibilities, the matter will be handled as follows:

- (a) The employee and supervisor will prepare a revised role description and job questionnaire.
- (b) A committee comprised of a Supervisory Officer, three representatives of the Association, the Superintendent of Human Resources and the Supervisor of Labour Relations will review the submission using the pay equity system for employees covered by this Agreement.
- (c) The results of the pay equity evaluation process is binding on all parties, subject to any appeal process provided for therein.
- (d) All jobs/positions seeking to be re-evaluated (reclassified) or an increase in salary must follow the process outlined above. Any such requests will be evaluated by the committee.

18.04 If an employee has concerns in respect of her/his employment such concerns should be addressed in the first instance with the employee's immediate supervisor. If the employee's concerns cannot be resolved at the level of the immediate supervisor and that supervisor is not a superintendent, then such concerns should be discussed with the appropriate superintendent responsible for the department in which the employee works. In the event the employee cannot resolve such concerns within their department, or in the event the employee believes such person(s) in the department are in a conflict of interest in respect of the concern being raised, then the employee should contact the appropriate Supervisor in Human Resource Services who will involve the Superintendent of Human Resources, as necessary.


SECTION 19: AGREEMENT SIGNATURES

19.01 This Agreement is signed at London, Ontario this 30th day of March, 2017.

LONDON DISTRICT CATHOLIC
SCHOOL BOARD:



Superintendent of Human Resources

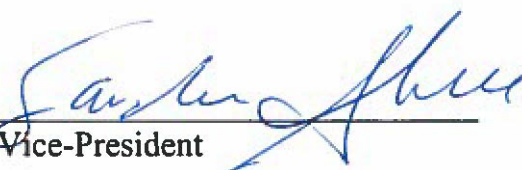


Director of Education

THE ASSOCIATION OF BUSINESS
PROFESSIONALS:



President



Vice-President

Appendix A

London District Catholic School Board - ABP Salary Grid/Bands & Position Titles

[with salary group levels for positions as of July 18, 2016]

Salary Group	Job Class Title	Annual Salary Grids [Effective Sept 1/14] (prorated for 10 month employees)			
		Step 1	Step 2	Step 3	Step 4
7	Manager of Custodial Services Supervisor of ICT Infrastructure Systems Supervisor of Maintenance Supervisor of Health & Wellness	\$81,729	\$85,444	\$89,159	\$92,874
6	Supervisor of Finance Supervisor of ICT Data and Student Information Supervisor of Labour Relations Supervisor of Library Services Supervisor of Maintenance Supervisor of Payroll Supervisor of Staffing and Employee Relations Supervisor of Custodial Services	\$73,175	\$76,502	\$79,828	\$83,154
5	Executive Assistant to the Director Financial Analyst HRIS (Human Resources Information Systems) Analyst Human Resources Specialist - Health & Wellness Legislative Compliance and Access Control Specialist Network Support Specialist Planning Specialist Research and Evaluation Officer Senior Systems Analyst	\$65,553	\$68,533	\$71,512	\$74,492
4	Admissions and Privacy/Records Management Officer Buyer - Contracts Officer Capital Projects Specialist Human Resources Officer Secondary School Office Supervisor Service Centre Analyst SmartFindExpress Officer Systems Analyst	\$58,725	\$61,394	\$64,063	\$66,733
3	Administrative Assistant to the Superintendent Administrative Assistant, Director's Office and Human Resources Community Use of Schools Administrator Early Years Support Specialist (10 month position) Financial Administrator Human Resources Administrator (10 month position) Payroll Administrator	\$50,028	\$52,302	\$54,576	\$56,850
2	Service Centre Administrator	\$45,267	\$47,325	\$49,382	\$51,440
1	Building Services Assistant Human Resources Assistant	\$40,959	\$42,821	\$44,683	\$46,545

London District Catholic School Board - ABP Salary Grid/Bands & Position Titles

Annual Salary Grids Effective Sept 1, 2017

(prorated for 10 month employees)

Salary Group	Job Class Title	Step 1	Step 2	Step 3	Step 4
7	Manager of Custodial Services Supervisor of ICT Infrastructure Systems Supervisor of Maintenance Supervisor of Health & Wellness	\$82,955	\$86,726	\$90,496	\$94,267
6	Supervisor of Finance Supervisor of ICT Data and Student Information Supervisor of Labour Relations Supervisor of Library Services Supervisor of Maintenance Supervisor of Payroll Supervisor of Staffing and Employee Relations Supervisor of Custodial Services	\$74,273	\$77,650	\$81,025	\$84,401
5	Executive Assistant to the Director Financial Analyst HRIS (Human Resources Information Systems) Analyst Human Resources Specialist - Health & Wellness Legislative Compliance and Access Control Specialist Network Support Specialist Planning Specialist Research and Evaluation Officer Senior Systems Analyst	\$66,536	\$69,561	\$72,585	\$75,609
4	Admissions and Privacy/Records Management Officer Buyer - Contracts Officer Capital Projects Specialist Human Resources Officer Secondary School Office Supervisor Service Centre Analyst SmartFindExpress Officer Systems Analyst	\$59,606	\$62,315	\$65,024	\$67,734
3	Administrative Assistant to the Superintendent Administrative Assistant, Director's Office and Human Resources Community Use of Schools Administrator Early Years Support Specialist (10 month position) Financial Administrator Human Resources Administrator (10 month position) Payroll Administrator	\$50,778	\$53,087	\$55,395	\$57,703
2	Service Centre Administrator	\$45,946	\$48,035	\$50,123	\$52,212
1	Building Services Assistant Human Resources Assistant	\$41,573	\$43,463	\$45,353	\$47,243

London District Catholic School Board - ABP Salary Grid/Bands & Position Titles

Annual Salary Grids Effective Sept 1, 2018

(prorated for 10 month employees)

Salary Group	Job Class Title	Step 1	Step 2	Step 3	Step 4
7	Manager of Custodial Services Supervisor of ICT Infrastructure Systems Supervisor of Maintenance Supervisor of Health & Wellness	\$83,785	\$87,593	\$91,401	\$95,210
6	Supervisor of Finance Supervisor of ICT Data and Student Information Supervisor of Labour Relations Supervisor of Library Services Supervisor of Maintenance Supervisor of Payroll Supervisor of Staffing and Employee Relations Supervisor of Custodial Services	\$75,016	\$78,427	\$81,835	\$85,245
5	Executive Assistant to the Director Financial Analyst HRIS (Human Resources Information Systems) Analyst Human Resources Specialist - Health & Wellness Legislative Compliance and Access Control Specialist Network Support Specialist Planning Specialist Research and Evaluation Officer Senior Systems Analyst	\$67,201	\$70,257	\$73,311	\$76,365
4	Admissions and Privacy/Records Management Officer Buyer - Contracts Officer Capital Projects Specialist Human Resources Officer Secondary School Office Supervisor Service Centre Analyst SmartFindExpress Officer Systems Analyst	\$60,202	\$62,938	\$65,674	\$68,411
3	Administrative Assistant to the Superintendent Administrative Assistant, Director's Office and Human Resources Community Use of Schools Administrator Early Years Support Specialist (10 month position) Financial Administrator Human Resources Administrator (10 month position) Payroll Administrator	\$51,286	\$53,618	\$55,949	\$58,280
2	Service Centre Administrator	\$46,405	\$48,515	\$50,624	\$52,734
1	Building Services Assistant Human Resources Assistant	\$41,989	\$43,898	\$45,807	\$47,715

London District Catholic School Board - ABP Salary Grid/Bands & Position Titles

Annual Salary Grids Effective Feb 1, 2019

(prorated for 10 month employees)

Salary Group	Job Class Title	Step 1	Step 2	Step 3	Step 4
7	Manager of Custodial Services Supervisor of ICT Infrastructure Systems Supervisor of Maintenance Supervisor of Health & Wellness	\$84,623	\$88,469	\$92,315	\$96,162
6	Supervisor of Finance Supervisor of ICT Data and Student Information Supervisor of Labour Relations Supervisor of Library Services Supervisor of Maintenance Supervisor of Payroll Supervisor of Staffing and Employee Relations Supervisor of Custodial Services	\$75,766	\$79,211	\$82,653	\$86,097
5	Executive Assistant to the Director Financial Analyst HRIS (Human Resources Information Systems) Analyst Human Resources Specialist - Health & Wellness Legislative Compliance and Access Control Specialist Network Support Specialist Planning Specialist Research and Evaluation Officer Senior Systems Analyst	\$67,873	\$70,960	\$74,044	\$77,129
4	Admissions and Privacy/Records Management Officer Buyer - Contracts Officer Capital Projects Specialist Human Resources Officer Secondary School Office Supervisor Service Centre Analyst SmartFindExpress Officer Systems Analyst	\$60,804	\$63,567	\$66,331	\$69,095
3	Administrative Assistant to the Superintendent Administrative Assistant, Director's Office and Human Resources Community Use of Schools Administrator Early Years Support Specialist (10 month position) Financial Administrator Human Resources Administrator (10 month position) Payroll Administrator	\$51,799	\$54,154	\$56,508	\$58,863
2	Service Centre Administrator	\$46,869	\$49,000	\$51,130	\$53,261
1	Building Services Assistant Human Resources Assistant	\$42,409	\$44,337	\$46,265	\$48,192

London District Catholic School Board - ABP Salary Grid/Bands & Position Titles

Annual Salary Grids Effective Aug 31, 2019

(prorated for 10 month employees)

Salary Group	Job Class Title	Step 1	Step 2	Step 3	Step 4
7	Manager of Custodial Services Supervisor of ICT Infrastructure Systems Supervisor of Maintenance Supervisor of Health & Wellness	\$85,046	\$88,911	\$92,777	\$96,643
6	Supervisor of Finance Supervisor of ICT Data and Student Information Supervisor of Labour Relations Supervisor of Library Services Supervisor of Maintenance Supervisor of Payroll Supervisor of Staffing and Employee Relations Supervisor of Custodial Services	\$76,145	\$79,607	\$83,066	\$86,527
5	Executive Assistant to the Director Financial Analyst HRIS (Human Resources Information Systems) Analyst Human Resources Specialist - Health & Wellness Legislative Compliance and Access Control Specialist Network Support Specialist Planning Specialist Research and Evaluation Officer Senior Systems Analyst	\$68,212	\$71,315	\$74,414	\$77,515
4	Admissions and Privacy/Records Management Officer Buyer - Contracts Officer Capital Projects Specialist Human Resources Officer Secondary School Office Supervisor Service Centre Analyst SmartFindExpress Officer Systems Analyst	\$61,108	\$63,885	\$66,663	\$69,440
3	Administrative Assistant to the Superintendent Administrative Assistant, Director's Office and Human Resources Community Use of Schools Administrator Early Years Support Specialist (10 month position) Financial Administrator Human Resources Administrator (10 month position) Payroll Administrator	\$52,058	\$54,425	\$56,791	\$59,157
2	Service Centre Administrator	\$47,103	\$49,245	\$51,386	\$53,527
1	Building Services Assistant Human Resources Assistant	\$42,621	\$44,559	\$46,496	\$48,433

APPENDIX B

LONDON DISTRICT
Catholic School
BOARD

**Procedure – Vacation Entitlement & Scheduling
for Non-Union Employees**

Human Resources Services Department

Application:

- a) This procedure applies to all non-union employees except when the provisions of an individual contract are not consistent with the procedures set out below.
- b) A Vacation Schedule Form must be completed by the employee and the supervisor.
- c) Vacation entitlement and usage information shall be maintained by each department. It is the responsibility of the supervisor to ensure completed Vacation Schedule Forms are up-to-date and on file in the department.
- d) A copy of each year's completed vacation schedule shall be sent to Human Resources Services by June 30.

Entitlement:

<i>Years of Service</i>	<i>Vacation Weeks</i>
0 to 3	3 weeks
4 to 6	4 weeks
7 to 11	5 weeks
12 and over	6 weeks

Calculation:

- a) Vacation entitlement will be calculated once per year and will set out the vacation entitlement earned during the previous year (July 1 to June 30). For employees hired after January 1, 2016, vacation will be earned and taken in the same year and the example provided in paragraph (c) below will be adjusted accordingly. In addition, if such an employee hired after January 1, 2017 has used more vacation than entitled to at the time of their departure from the Board then the value of such vacation shall be deducted from the departing employee's final pay(s) from the Board.
- b) The calculation will use the whole completed years of service as of June 30th.
- c) Where employment begins or terminates during the year, the vacation entitlement will be prorated accordingly.

Example: Date of Hire: December 1, 2014

Vacation days accrued as of June 30, 2015: (7 months x 15 days ÷ 12 months = 8.75 days) 8.75 vacation days are available during the period July 1, 2015 – June 30, 2016

Utilization:

- a) All vacation schedules should be arranged mutually between the employee and the employee's supervisor and should take into consideration the workflow of the department.
- b) Vacation schedules require the approval of the employee's supervisor.
- c) When approved, all vacation entitlement should be applied/used during the period July 1st to June 30th.
- d) From time to time a supervisor may require an employee to work during the period allocated for vacation. Under such circumstances the supervisor may approve such vacation days be carried over into the next vacation year or may authorize payment in lieu of vacation days.
- e) All vacation taken must be entered into SmartFindExpress.