

LETTER OF UNDERSTANDING # 35

Between

THE BOARD OF EDUCATION

SCHOOL DISTRICT NO. 20 (KOOTENAY-COLUMBIA)

And

CANADIAN UNION OF PUBLIC EMPLOYEES Local 1285

RE: 10.5 month employees

WITHOUT PREJUDICE

For the period of July 1, 2014 to June 30, 2016 the following classifications are 10.5 month employees and the following shall apply:

- Administrative Assistant – Schools
- Administrative Assistant – Student Data
- Administrative Assistant – District Support and Data
- Other Administrative Assistants that may be created during the term of this Agreement, unless otherwise agreed to between the parties.

Note: The two Administrative Assistant positions at the maintenance department are not included as these are eleven (11) month positions.

1. The above 10.5 month Administrative Assistants shall be entitled to eleven (11) statutory holidays (Reference Article 11.01).
2. The above 10.5 month Administrative Assistants shall be entitled to 10.5 / 12ths of a twelve (12) month employee's vacation entitlement. (Reference Article 12.02)
3. The above 10.5 month Administrative Assistants shall take vacation for the full school holiday period of winter and spring vacations. Should the employee and management agree, the employee can work all or any part of the breaks. (Reference Article 12.06)
4. The above 10.5 month Administrative Assistants with unused vacation time not used for the winter or spring break can apply for vacation days during the school year. Vacation days will be approved subject to the operational needs of the district. Any vacation entitlement not used during the school year will be paid out on the last pay period in June. (Reference Article 12.06)
5. The above 10.5 month Administrative Assistants will be considered to have worked a full year subject to Clause 12.09 – Reduction of Entitlement. (Reference Article 12.07) This includes being considered to have worked a full year for the purposes of seniority. (Reference Article 15.05)

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6. The above 10.5 month Administrative Assistants, as per Letter of Understanding #18, can apply for additional summer work outside of their scheduled hours or work.
7. The 10.5 months described above only pertains to the portion of the employee's position that is designated as Administrative Assistant.
8. The schedule for the ten (10) days of work in the summer will be scheduled by the employer in consultation with the employee and will either be immediately following the end of the school year, immediately before the beginning of the next school year or a combination thereof.
9. The ten (10) days of work in the summer will be for the purposes of the work related to that of the Administrative Assistant. If there are professional development days, that the Administrative Assistant is expected to attend, this will be their assigned work as part of the ten (10) days of summer work.

Both parties agree to meet and review this Letter of Understanding by April 1, 2016.

Signed this 26th day of July, 2014.

FOR THE BOARD:

[Signature]
[Signature]

FOR THE UNION:

[Signature]
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