

COLLECTIVE AGREEMENT

BETWEEN

THE LOUIS RIEL SCHOOL DIVISION

AND

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 3473**

EDUCATIONAL ASSISTANTS

JULY 1, 2023 TO JUNE 30, 2028



COLLECTIVE AGREEMENT
Louis Riel School Division and CUPE 3473 Educational Assistants

Table of Contents

Article	Title	Page(s)
1	Management Rights	1
2	Recognition and Negotiations	1 - 3
3	No Discrimination	3
4	Union Security	3 - 4
5	Labour Management Committee	4
6	Labour/Management Bargaining Relations	4
7	Grievance Procedure	4 - 5
8	Arbitration Procedure	5
9	Discharge/Discipline	5 - 6
10	Hours Of Work	7 - 8
11	Overtime	8
12	Holidays	8 - 9
13	Vacations	9 - 10
14	Seniority	10 - 11
15	Promotions and Staff Changes	11 - 12
16	Layoffs and Recall	13 - 14
17.01-17.03	Leave of Absence – Union Leave	14 - 15
17.04	Bereavement Leave	15
17.05	Maternity Leave	16 - 18
17.06	Parental Leave	18
17.07	Jury Leave	18
17.08	General Leave	18
17.09	Leave for Writing Exams	18
17.10	Interpersonal Violence Leave	19
18	Sick Leave	19 - 20
19	Payment of Wages	20 - 21
20	Employee Benefits	21 - 22
21	Job Descriptions	22
22	Term (of Agreement)	22
23	Interpretation	22
24	Employment Insurance Rebates	22
	Salary Schedule A	23
	Signature Sheet	24
LOU	Position Security for Employees off on Extended Sick Leave	25 - 26
LOU	Professional Development Day Planning	27
LOU	Extra-Curricular	28 - 29

Contents by Article Title

Article	Title	Page(s)
8	Arbitration Procedure	5
17.04	Bereavement Leave	15
9	Discharge/Discipline	5 - 6
20	Employee Benefits	21 - 22
24	Employment Insurance Rebates	22
17.08	General Leave	18
7	Grievance Procedure	4 - 5
12	Holidays	8 - 9
10	Hours Of Work	7 - 8
17.10	Interpersonal Violence Leave	19
23	Interpretation	22
21	Job Descriptions	22
17.07	Jury Leave	18
6	Labour/Management Bargaining Relations	4
5	Labour Management Committee	4
16	Layoffs and Recall	13 - 14
17.09	Leave for Writing Exams	18
17.01-17.03	Leave of Absence – Union Leave	14 - 15
1	Management Rights	1
17.05	Maternity Leave	16 - 18
3	No Discrimination	3
11	Overtime	8
17.06	Parental Leave	18
19	Payment of Wages	20 - 21
15	Promotions and Staff Changes	11 - 12
2	Recognition and Negotiations	1 - 3
14	Seniority	10 - 11
18	Sick Leave	19 - 20
22	Term (of Agreement)	22
4	Union Security	3 - 4
13	Vacations	9 - 10
	Salary Schedule A	23
	Signature Sheet	24
LOU	Extra-Curricular	28 - 29
LOU	Position Security for Employees off on Extended Sick Leave	25 - 26
LOU	Professional Development Day Planning	27

THIS AGREEMENT MADE THIS _____ DAY OF _____ 2026

BETWEEN:

THE LOUIS RIEL SCHOOL DIVISION
HEREINAFTER CALLED
“**THE EMPLOYER**”
PARTY OF THE FIRST PART

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 3473
HEREINAFTER CALLED
“**THE UNION**”
PARTY OF THE SECOND PART

PREAMBLE

WHEREAS it is the desire of both parties to this Agreement:

1. To maintain and improve harmonious relations and settled conditions of employment between the Employer and the Union;
2. To recognize the value of joint discussion and negotiations in all matters pertaining to working conditions, employment, services;
3. To encourage efficiency in operations;
4. To promote the morale, well-being and security of all employees in the bargaining unit of the Union, and

WHEREAS it is desirable that methods of bargaining and matters pertaining to working conditions of employees to be drawn up in a Collective Agreement;

WITNESSETH that the parties agree as follows:

ARTICLE 1 - MANAGEMENT RIGHTS

- 1.01 It is expressly understood and agreed that the management and administration of the School Division is vested solely and exclusively in the Employer.
- 1.02 The Employer agrees to exercise its management rights and the terms of this Agreement reasonably, fairly, in good faith and in a manner consistent with the Agreement as a whole.

ARTICLE 2 - RECOGNITION AND NEGOTIATIONS

- 2.01 The Employer recognizes the Canadian Union of Public Employees and its Local 3473 as the sole and exclusive collective bargaining agency for all of its employees covered by Certificate No. MLB-6208 issued by the Manitoba Labour Board dated September 15, 2004, and hereby agrees to negotiate with the Union or any of its authorized committees, concerning all matters affecting the relationship between the parties aiming towards a peaceful and amicable settlement of any differences that may arise between them.

In this Agreement, unless the context otherwise requires, the expression "employee" signifies a person who is employed by the Louis Riel School Division as provided for in Schedule A of the Agreement. Furthermore, a

- (a) "Full-time employee" means an employee who regularly works the full prescribed hours of work per week in accordance with Article 10.01, with no end date of employment stated;
- (b) "Part-time employee" means an employee who is scheduled to work less than the full prescribed hours per week on a regular and recurring basis in accordance with Article 10.01, with no end date of employment stated;
- (c) "Temporary employee" means an employee hired for a specific period of time or for the completion of a specific job or until the occurrence of a specified event; an employee hired under this designation will not normally work for more than ten (10) calendar months. All temporary positions will end at the latest on June 30 of each school year.

In the event that an extension is required, the extension shall be only by mutual agreement of both parties. If hired for a specific period of time, the time should be longer than 20 working days and must include an end date. If hired until the occurrence of an event, then the event should be identified:

- (i) The temporary Educational Assistant shall be paid according to the appropriate salary classification.
- (ii) If it is known that the term will exceed twenty (20) working days, the temporary Educational Assistant shall be entitled to all of the rights and privileges under the collective

agreement, with the exception that they shall be deemed to be a probationary Educational Assistant for the entire period and shall acquire seniority under the provisions of the agreement.

- (iii) A temporary Educational Assistant who becomes a permanent Educational Assistant without a break in service shall have their date of hire and their seniority established as of their last date of hire as a temporary Educational Assistant. July and August shall not constitute a break in service.
- (iv) Permanent Educational Assistants will be allowed to bid on term **add on** positions to increase their hours of work up to a maximum of 8 hours per day provided that the term position does not interfere with the Educational Assistant's permanent position. **Such term add on positions shall be awarded to permanent educational assistants of the Division.**
- (d) "Casual employee" means an employee who is employed on an irregular and unscheduled basis. Casual employees usually work for less than 20 continuous working days for the same individual or for an event or for a program. If working for more than 20 continuous working days, it will be for different individuals, different events or different programs. A casual employee is not covered by this agreement.
- (e) "Continuous employment" - in order for employment to be continuous the definition of full-time and part-time must be met.

No continuous service is recognized for temporary employees as service with the Employer ends on the expiry date established at the time of employment. However, should a temporary employee apply for and successfully receive a full-time or part-time position prior to their expiry date or event, then continuous service would be recognized.

No continuous service is recognized for casual employees.

- 2.02 The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees or any other advisors when dealing or negotiating with the Employer. Such representative(s) or advisor(s) shall have access to the Employer's premises in order to communicate with any employee(s) within a given building in the bargaining unit with respect to matters arising out of the Collective Agreement or the Manitoba Labour Relations Act providing prior approval of the Superintendent's Department is obtained. Such permission shall not be unreasonably withheld.

- 2.03 Union officers and Committee Members may be entitled to leave their work during working hours in order to carry out their function under this Agreement, including but not limited to the investigation and processing of grievances, attendance at meetings with the Employer, participation in negotiations and arbitration. Permission to be absent from work during normal working hours for such purposes shall be obtained from the immediate supervisor prior to the absence. Such permission shall not be unreasonably withheld, and the leave shall be paid by the Division. Overtime shall not be paid for any hours worked outside normal working hours to compensate for time spent in the performance of Union duties pursuant to the terms of this Article.
- 2.04 The Employer agrees to acquaint each new bargaining unit employee with the fact that a Union Agreement is in effect and will provide the employee with information regarding the dues to be deducted and will post the CUPE Local 3473 Collective Agreement, and the link to the CUPE Local 3473 website on the staff portal.

ARTICLE 3 - NO DISCRIMINATION

- 3.01 The Union and the Employer agree that there shall be no discrimination as defined in the Manitoba Human Rights Code.

ARTICLE 4 - UNION SECURITY

- 4.01 Employees in the employ of the Employer on the date of signing this Agreement who are members of the Union and all employees who, after the date of signing this Agreement, enter the service of the Employer and who elect to become members of the Union, shall maintain membership in the Union.
- 4.02 Every bi-weekly pay period the Employer agrees to deduct from the salaries of each and every employee covered by this Agreement, the amount of dues as determined by the Union. The Employer agrees to maintain a direct deposit payment system for the payment of wages of Educational Assistants.
- 4.03 These deductions shall be forwarded to the Secretary-Treasurer of the Union within four (4) weeks accompanied by a list of the names and classifications of those employees from whose salaries the deductions have been made and the amount of such deductions.
- 4.04 The Union shall notify the Employer in writing of any changes in the amount of dues at least one (1) month in advance of the end of the pay period on which the deductions are to be made.
- 4.05 In consideration of the foregoing clauses, the Union shall hold the Employer harmless with respect to all dues so deducted and remitted and with respect to any liability that the Employer may incur as a result of such deductions.

- 4.06 The Employer shall include the amount of Union dues paid by each employee during the relevant year on the Income Tax T-4 slips.
- 4.07 The Division shall provide to the Union President a membership list which shall include name, address, phone numbers, school location, hours, assignment code, and assignment date, on or about October 31st of each year.

ARTICLE 5 - LABOUR MANAGEMENT COMMITTEE

- 5.01 A Labour/Management Committee will be established consisting of three representatives of the Union and three representatives of the Employer. The Committee will concern itself with matters of mutual concern excluding grievable and negotiable items. Either party may request a meeting under this Article.

ARTICLE 6 - LABOUR/MANAGEMENT BARGAINING RELATIONS

- 6.01 The Union Bargaining Committee shall be appointed and consist of not more than three (3) members of the Union plus the Union President or Vice-President. The Union shall be allowed an additional Union member on the Bargaining Committee. However, the provisions of 6.02 below will not apply.
- 6.02 Any representative of the Union on a Joint Committee of Negotiations, Conciliation, Mediation, Grievance, Arbitration or Liaison, who is an employee of the Board, shall have the privilege of attending Joint Committee Meetings with the Division held within working hours without loss of remuneration.
- 6.03 **Each party shall alternate minute taking and will be responsible for emailing them to the other party at least one week prior for approval at the next scheduled meeting.**
- 6.04 The Union will supply the Employer with the names of its Officers.

ARTICLE 7 - GRIEVANCE PROCEDURE

- 7.01 Should a dispute arise between the Employer and any Employee(s) regarding the interpretation, meaning, operation, or application of the agreement including any questions as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, an earnest effort shall be made to settle the dispute in the following manner:

As an informal step, an employee and CUPE are encouraged to make an earnest effort to resolve the concern with the Employer prior to making a formal grievance.

7.02 Step I

All grievances shall be submitted to the employee's supervisor within fifteen (15) working days of an alleged incident or within fifteen (15) working days of the employee's knowledge of an alleged incident. **The Employer shall have a period of ten (10) working days after the grievance was submitted to render a written decision.**

7.03 Step II

Failing satisfactory settlement after the grievance was submitted under Step I, the employee(s) concerned, together with the Union Representative, **shall within ten (10) working days**, submit to the Superintendent/Designate a written statement of the particulars of the complaint and the redress sought. The Superintendent/ Designate shall render a written decision within fifteen (15) working days after receipt of such notice.

7.04 Step III

Failing satisfactory settlement being reached in Step II the Union shall, within ten (10) working days, submit the grievance to the Board of Trustees. Upon request of the Union, a hearing shall be granted. The Board of Trustees shall render a written decision within fifteen (15) working days following the next regularly scheduled Board meeting or within fifteen (15) working days of a hearing, if one is held.

7.05 Step IV

Failing satisfactory settlement being reached in Step III the Union may, within ten (10) working days of receipt of the decision at Step III give written notice to the Superintendent's Department of its intention to refer the grievance to arbitration.

7.06 In the case of discharge or suspension, Step I of the grievance procedure may be by-passed.

7.07 Where a dispute involving a question of general application or interpretation occurs, or where a group of employees has a grievance, Step I of this article may be by-passed.

7.08 Time limits fixed in the grievance procedure may be extended by the written consent of both parties.

7.09 At any step of the grievance procedure the grievor(s) shall have the right to a representative from the Canadian Union of Public Employees and/or a representative from the local and/or a Union Steward. Any meetings held within working hours shall be without loss of remuneration paid by the Division.

ARTICLE 8 - ARBITRATION PROCEDURE

- 8.01 When either Party requests that a grievance be submitted to arbitration, the request shall be made in writing addressed to the other Party of the agreement.
- Within fourteen (14) days thereafter, each party shall name an arbitrator to an arbitration board and notify the other party of the name and address of its appointee. These two arbitrators shall appoint a third person who shall be mutually satisfactory to both parties, to act as chairperson.
- If the recipient of the notice fails to appoint an arbitrator, or if the two appointees fail to agree upon a chairperson within fourteen (14) days, the appointment shall be made by the Manitoba Labour Board upon the request of either party.
- 8.02 The decision of the Arbitration Board shall be final and binding on both parties, but in no event shall the Board of Arbitration alter, modify or amend this Agreement in any respect.
- 8.03 Each party shall pay the fees and expenses of its appointee and one-half (1/2) the fees and expenses of the chairperson.
- 8.04 Time limits fixed in the arbitration procedure may be extended by the written consent of both parties.
- 8.05 The arbitration board shall not be empowered to make any decision inconsistent with the provisions of this Agreement, or to modify or amend any portion of this Agreement.
- 8.06 The decision of the majority shall be the decision of the board. Where there is no majority decision, the decision of the chairperson shall be the decision of the board.
- 8.07 Nothing herein shall prohibit the parties from agreeing on a single arbitrator. If the parties so agree, the provisions of the Article relating to an arbitration board shall apply mutatis mutandis to the single arbitrator.

ARTICLE 9 - DISCHARGE/DISCIPLINE

- 9.01 The Employer shall not discipline or dismiss any employee bound by this Agreement except for just cause.
- 9.02 Notice
- An employee shall give written notice prior to resignation in accordance with the Employment Standards Code. The Employer shall provide written notice of termination in accordance with the Employment Standards Code except in circumstances where the employee has abandoned their position or where the employees' conduct requires immediate removal from the work place.

9.03 Pay in Lieu of Notice

The Employer may, in lieu of notice of dismissal, pay the employee an amount equal to the wages or salary that they would have earned during the notice period.

9.04 An employee shall have the right, upon request, to review their personnel file. The Superintendent/Designate shall be present. Employees shall have the right to initial and date documents on their personnel record.

ARTICLE 10 – HOURS OF WORK

10.01 The normal hours of work for each employee covered by this Agreement shall be **6.0 hours – 8.0 hours per day.**

Educational Assistant
Educational Assistant (Special Needs, Special Education or
Divisional Programs)
Family Centre Assistant
Interpreter/Tutor
Community Liaison Worker
Child and Youth Care Worker
Audiologist Tech
Rehabilitation Assistant

10.02 Employees shall be allowed a fifteen (15) minute rest period both in the morning and the afternoon.

10.03 Employees shall be allowed not less than one-half (½) hour and not more than one (1) hour unpaid lunch break. The length of the break is to be determined according to the needs of each school.

10.04 Educational Assistants will normally work the “School Year” as designated by the Minister of Education and the Employer, and as set out in the regulations to the Public Schools Act. This shall include ten (10) paid professional days to be used for in-service and administration days except where the Employer determines the Educational Assistant’s attendance is not required. Except for unforeseen circumstances, Educational Assistants shall be provided a minimum of ten (10) working days’ notice when their attendance is not required.

10.05 Where an Educational Assistant is required to work in excess of the period specified in Article 10.01, and the Educational Assistant is not notified of such requirement prior to June 30 of that year, such work shall be on a voluntary basis at straight time.

10.06 Effective September 2026, existing EA’s who voluntarily accept additional hours such as Lunch/Crossing Guard/Bus

Supervision/Walking School Bus, beyond their regularly scheduled duties as assigned by the Division, up to maximum of 8 hours, shall not suffer a reduction in wages.

ARTICLE 11 - OVERTIME

- 11.01 All time worked up to **eight (8)** hours per day shall be paid at straight time rates. All time worked beyond **eight (8)** hours shall be considered as overtime, if authorized by the employee's immediate supervisor/designate.
- 11.02 Overtime rates shall be as follows:
- a) On a regular day, time and one-half for the first two (2) hours and double-time thereafter.
 - b) On a Saturday and/or Sunday, double time.
 - c) By mutual agreement between the employer and the employee, overtime may be compensated for by the granting of equivalent time off at the overtime rate.
- 11.03 Educational Assistants who take part in field trips as Educational Assistants of the Division shall, where possible, work a straight shift not to exceed twelve (12) hours in duration, and all hours worked in excess of the Educational Assistant's normal hours per day will be paid as provided in Articles 11.01 and 11.02.
- 11.04 An Educational Assistant, subject to the approval of the Superintendent/Designate, may accumulate time in excess of their normal scheduled hours. This accumulated time may be taken as compensating time off at a time mutually agreed upon in writing between the Educational Assistant and their principal. If a mutually acceptable time cannot be agreed upon, the Educational Assistant shall be paid for their accumulated time at their current rate by May 30th of the current school year.
- 11.05 An Educational Assistant who is resigning or who is being laid off, shall be paid for all accumulated time not taken at their current rate of pay.

ARTICLE 12 - HOLIDAYS

- 12.01 The following general holidays will be recognized and granted to all employees with pay:
- | | |
|--|----------------------|
| New Year's Day | Louis Riel Day |
| Good Friday | Victoria Day |
| Canada Day | August Civic Holiday |
| Labour Day | Thanksgiving Day |
| National Day for Truth and Reconciliation | |
| Christmas Day | Boxing Day |

plus other Statutory Holidays as proclaimed by the Province of Manitoba or the Government of Canada.

The observance of Remembrance Day in Manitoba is subject to the provisions of *The Remembrance Day Act*, and shall be observed on the day it occurs. Therefore, employees shall receive pay for the holiday if Remembrance Day is observed on a normal working day.

- 12.02 In the event that any of the said holidays occur during an employee's annual vacation, the employee shall be allowed an additional day at a time mutually convenient to the Employer and the employee.
- 12.03 Employees assigned to schools shall be eligible for pay for Labour Day provided they are on the payroll an aggregate of fifteen (15) calendar days in the month the holiday occurs.
- 12.04 When a paid holiday occurs on Saturday or Sunday, the holiday shall be observed on a working day or working days continuous with the weekend.

ARTICLE 13 - VACATIONS

- 13.01 a) For the purpose of the agreement a vacation year is from July 1 of any year to June 30 of the following year.
- b) Employees shall receive an annual vacation with pay in accordance with Years of service (year of service being defined as per *The Employment Standards Code*) prior to the commencement of the vacation period as follows:

1-3 years	13 working days
After three (3) years	15 working days
After nine (9) years	20 working days
After fifteen (15) years	25 working days

Employees with less than one (1) year of service since date of hire, shall be paid vacation pay at the rate of 4% of regular salary accrued.

- c) Vacation leave shall be pro-rated for employees completing their 3rd, 9th or 15th year of service during the calendar year and calculated on a similar basis as set out in Article 13.01.
- d) Employees shall earn vacation credits on a bi-weekly basis as per 13.01 a), b), and c).
- e) For the purposes of vacation accrual, ten (10) months shall be considered as a year's service, for ten (10) month employees.

- 13.02 Employees working in schools not requiring their services during the winter break and spring break shall take their vacation credits during those periods. The normal work days excluding general holidays, which may include Christmas Day, Boxing Day, New Year's Day and/or Good Friday shall be counted as vacation days. Any remaining vacation credits may be taken any time during the school year at the discretion of the concerned principal or immediate supervisor or receive vacation pay in lieu of. The payment for the period of vacation so displaced shall be included with the last pay cheque in May.
- 13.03 Vacation credits will not accumulate during a leave of absence without pay greater than ten (10) consecutive work days.
- 13.04 Where an employee qualifies for sick leave involving hospitalization or bereavement leave during their period of vacation, there shall be no deduction from vacation credits for such absence providing proof of hospitalization or bereavement leave is given. The payment for the period of vacation so displaced shall be included with the last pay cheque in May.

ARTICLE 14 - SENIORITY

- 14.01 Seniority is defined as the length of continuous service with the Louis Riel School Division calculated on the basis of years of service from the appointment date in the bargaining unit.
- 14.02 a) An employee shall lose seniority standing for the following reasons:
- a) the employee resigns in writing;
 - b) the employee is discharged for just cause;
 - c) the employee fails to return to work following an authorized leave of absence or a suspension;
 - d) the employee does not return to work from layoff within ten (10) working days of being notified. Notification will be sent to the last known address. The employee must inform the Human Resources Department of their current address;
 - e) the employee is laid off for a period in excess of twelve (12) school months.
- II) Seniority shall be maintained and accumulated during:
- a) a paid absence due to illness, accident or WCB;
 - b) a vacation or paid holiday;
 - c) an authorized leave of absence of up to thirty (30) calendar days;

- d) periods of maternity/parental leave as prescribed in the *Employment Standards Act*.

III) Seniority shall be maintained but not accumulate during:

- a) a lay-off for a period of up to twelve (12) school months;
- b) an authorized leave of absence in excess of thirty (30) calendar days.

Seniority provisions of this Agreement do not apply to a person hired on a temporary basis. If an employee goes from temporary to permanent without a break in service, their seniority shall be backdated to include the length of service.

- 14.03 A ninety (90) working day probationary period shall apply to newly hired employees. The probation period may be extended for a further thirty (30) working days with the mutual agreement of the Union and the Employer. Notwithstanding any other article of this Agreement, the employment of such employees(s) may be terminated at any time during the probationary period without recourse to the grievance procedure.
- 14.04 The Employer shall maintain a seniority list showing the date upon which each employee's service commenced, including name, and location. An up-to-date seniority list shall be sent to the Union prior to November 1st of each year and shall be posted on the Staff Portal shortly thereafter. Errors or omissions should be reported to the Superintendent's Department within thirty (30) days.
- 14.05 After completion of the probationary period, seniority shall be effective from the date of employment.

ARTICLE 15 - PROMOTIONS AND STAFF CHANGES

- 15.01 When a vacancy occurs or a new position is created, the Employer shall post a notice of the position on the Employer's website for a minimum period of five (5) working days so that all employees will know about the position and be able to submit an online application.

In the event of a job vacancy bulletin being issued during the summer vacation period (July or August), postings will go up on the Division's website, with notice to the Union President.
- 15.02
 - a) When choosing an applicant for a vacant position, where the necessary skills, qualifications and ability are relatively equal, seniority shall prevail.
 - b) Newly hired employees and employees who are the successful applicants for positions other than their current position, will be provided with the job description for that position.

- c) The Human Resources Department will provide the President of CUPE Local 3473 with a copy of any letter regarding the promotion, transfer, re-classification or hiring of any person deemed to be in the bargaining unit.

- 15.03 The successful applicant shall be placed on trial for a period of **sixty (60)** working days. Conditional on satisfactory service during this trial period, the employee shall be declared permanent after the period of **sixty (60)** working days.

In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, or if the employee finds themselves unable to perform the duties of the new job classification within the first ten (10) working days in the position, they shall be returned to their former position without loss of seniority or previous salary.

If an employee has worked in the position for more than ten (10) working days but less than thirty (30) working days, the Division will consider the employee's request to return to their former position for bona fide reasons. Decisions to grant such requests shall be at the discretion of the Division, but shall not be unreasonably withheld.

Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position without loss of seniority and previous salary.

- 15.04 Any employee upgraded to a higher classification shall move from their rate of salary received from their former classification to the next highest rate in their new classification.

- 15.05 Where the Employer requires an increase of less than three (3) hours per day in the time allotted to an existing Educational Assistant's position, the Employer shall offer the hours to the Educational Assistants within the school in order of seniority provided the Educational Assistant is capable **and available** of performing the tasks associated with the additional hours.

- 15.06 Where a new position coming within the scope of this agreement is created during the term of this Agreement, the rate of pay shall be subject to negotiations between the Division and the Union. The Employer shall have the right to temporarily establish a rate of pay until the regular rate of pay for the new classification(s) have been agreed upon. If the parties are unable to agree on the classification and/or rate of pay of the job in question, such dispute shall be submitted to grievance and arbitration.

- 15.07 Such job posting shall contain but not be limited to the following information: Nature of position, wage or salary rate or range, hours of work and closing date for applications.

- 15.08 **Both parties recognize that job security shall increase in proportion to length of service. A permanent employee who has been employed in a temporary/term position whose temporary/term position is coming to an end will be returned to their former position.**

ARTICLE 16 - LAYOFFS AND RECALL

- 16.01 It is not the intent of these lay-off and recall procedures to apply to the normal summer period. However, where known, recall dates of ten (10) month employees shall be indicated on the **Record of Employment**.
- 16.02 In the event of lay-off, employees shall be laid off in reverse order of their seniority provided that those persons retained have the necessary skills, qualifications, and ability to perform the duties of those jobs maintained.
- a) In order to minimize the potentially disruptive nature of an Educational Assistant lay-off during the school year, an Educational Assistant who has received a lay-off notice during the school year may elect to:
 - i) Accept the lay-off and be recalled under the terms of the Collective Agreement or;
 - ii) Displace the most junior permanent Educational Assistant in the Division.
 - b) Where there are Educational Assistants who are on lay-off or who are laid off at the end of June, and there will not be sufficient positions in September for them all to be recalled, then the Employer will lay-off a sufficient number of the most junior Educational Assistants so as to enable the more senior Educational Assistants to be recalled in September.
 - c) Educational Assistants who receive a lay-off notice must declare their intention to displace a junior Educational Assistant within the first five (5) working days of receipt of the lay-off notice. It is agreed between the parties that failure to do so will mean that the Educational Assistant accepts lay-off at the end of the notice period.
- 16.03 Employees shall be recalled in order of their seniority provided that the person recalled has the necessary skills, qualifications, and ability to perform the duties of the job.
- 16.04 New employees shall not be hired if there are employees on lay-off with the necessary skills, qualifications, and ability to perform the work.
- 16.05 In the event of lay-off, every employee affected shall be given four (4) weeks' notice before the date on which they are to be laid off, and to the extent that such minimum notice is not given, the employee shall receive pay in lieu thereof.
- 16.06 Grievances concerning lay-offs and recalls shall be initiated at Step II of the grievance procedure.

- 16.07 Notwithstanding the provisions of Article 15.01, an Educational Assistant who normally works twenty-seven and one-half (27 ½) or more hours per week, and whose hours of work have been unilaterally reduced during the school year, shall, at the Educational Assistant's option, be deemed to have been laid off. An Educational Assistant accepting a position having fewer hours than their normal working day will be given primary consideration upon application when new positions become available having comparable hours.
- 16.08 All Educational Assistants laid off shall be placed on a recall list, with copy furnished to the Union, and shall be called back to work as required beginning with the most senior Educational Assistant and descending from there.
- 16.09 No Educational Assistant shall be permitted to have their name remain on the recall list in excess of twelve (12) school months following the month in which the layoff occurred.

ARTICLE 17 - LEAVE OF ABSENCE

Union Leave

- 17.01 Leave of absence without loss of seniority but without pay shall be granted upon request to the Superintendent and/or designate by employees elected or appointed to represent the Union at Union conventions or other Union business. Such time shall not exceed an aggregate total of forty-five (45) days in any one year to all members of the bargaining unit.

Such employees shall receive their rate of pay and benefits as provided for in the Collective Agreement and the Union shall reimburse the Employer for all wages and benefits within thirty (30) days of date of invoice.

- 17.02 In addition to the leave in article 17.01, the President of the Union shall be granted, upon request of the Union by April 1 to the Superintendent, a half-time leave of absence of current position for the upcoming school year, to attend to CUPE 3473 business. There will be no loss of benefits and the Union will reimburse the Division for the wages, benefits and other costs related to the President's leave of absence. Should there be a change to the President of the Union during the school year, one month's notice shall be provided by the Union to the Superintendent indicating the return of the previous President, and one month's notice shall be required should the new President require a half-time leave of absence, as outlined above, for the remaining school year.

An Educational Assistant will retain all of their seniority rights during their absence on a leave granted pursuant to this Article. On return, the Educational Assistant shall be placed in their former or comparable position with not less than the same wages and benefits.

- 17.03 In addition to the leaves of absence set out in the foregoing clause, any Educational Assistant of the Division elected or appointed to a full-time position in the Union will be granted an unpaid leave of absence by the Employer for a period of up to one (1) year, provided that such Educational Assistant gives the Employer notice at least one month before the commencement of such leave. No more than one Educational Assistant will be on such leave of absence at any one time.

An Educational Assistant shall retain all of their seniority rights during their absence on a leave granted pursuant to this Article. On return, the Educational Assistant shall be placed in their former or a comparable position with not less than the same wages and benefits.

During the period an Educational Assistant is on leave of absence under this Article, they shall remain eligible to apply for any position posted provided they are available to take the position when requested by the Employer.

17.04 Bereavement Leave

1. For bereavement leave, the full salary of the employee will be paid during the absence as follows:

1. Death of a spouse or common law spouse or same gender partner	5 days
2. Death of a child or grandchild	5 days
3. Death of an immediate family member living in the household	5 days
4. Death of a parent or parent-in-law	5 days
5. Death of a grandparent	2 days
6. Death of a sibling	3 days
7. Death of a sibling-in-law	2 days
8. Death of an Aunt or Uncle	1 day

- II) Where travel is necessary in attending to a bereavement, the Superintendent may grant additional time. Application for such an extension should be made to the Superintendent's Office.

- III) For the purpose of this clause:

Where an employee established that they have been residing with a person of the same or opposite gender and has lived with that person in a marriage-like relationship for a least twelve (12) months and has publicly represented that person as her spouse, that person shall be deemed to be the same gender partner, or common-law spouse of that employee.

Maternity LeavePlan A

All staff covered by this agreement shall be entitled to Maternity Leave based on the Manitoba Employment Standards Code provided that:

- 1. Employees have completed at least seven (7) consecutive months**
- 2. Employees submit to the Division an application in writing for leave at least four (4) weeks before the day on which they intend to commence such leave**
- 3. Employees requesting such leave must also provide a medical certificate indicating the estimated date of delivery**
- 4. Employees shall be entitled to a period of unpaid leave not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Clause (3). Employees shall be entitled to additional unpaid leave equal to the number of days between the expected date of birth if the birth occurs after the expected due date.**
- 5. An Educational Assistant who wishes to resume their employment on the expiration of leave granted to them in accordance with this section shall be reinstated by the Employer in the position occupied by them at the time such leave commenced or in a comparable position with not less than the same wages or benefits.**

At all time, the provisions of the Manitoba Employment Standards Code shall apply.

Plan B

Every Educational Assistant who has completed seven (7) consecutive months of employment for or with the Division; and who:

- 1. Submits to the Employer an application in writing for leave under the Section at least four (4) weeks before the day specified in the application as the day on which they intend to commence such leave; and**
- 2. Provides the Employer with a certificate of a duly qualified medical practitioner certifying that they are pregnant and specifying the estimated date of delivery.**
- 3. Provide the Employer with proof that they have applied for Employment Insurance benefits and that the Employment and Social Development Canada (ESDC) has agreed that the employee**

has qualified for and is entitled to such Employment Insurance benefits pursuant to the Employment Insurance Act.

4. During the period of Maternity Leave, an employee who qualifies is entitled to a Maternity Leave allowance with the Supplemental Employment Benefits Plan as follows:

- a) For the first (1) week an employee shall receive 90% of their weekly rate of pay, paid by the Employer. Upon the conclusion of their E.I. Maternity benefits, the Employer shall also pay for 1 additional week at 90% of their weekly rate of pay and the Employer will notify E.I. For greater certainty, this is to ensure the E.I. Parental Leave benefit starts upon the conclusion of their Maternity Leave**
- b) For up to a maximum of fifteen (15) additional weeks, payment equivalent to the difference between E.I. benefits the employee is eligible to receive and 90% of the employee's normal weekly earnings**
- c) Employees entitled to this top-up must have been in the employment of the Division (under this bargaining unit) for a period of at least five (5) calendar years.**
- d) An employee receiving top-up benefits must enter into a written agreement with the Employer providing that:**
 - i) they will return to work and remain in the employ of the Employer for at least one (1) calendar year following their return to work;**
 - ii) should they fail to return to work and remain in the Employer's employ as outlined in i), they are indebted to the Employer for the full amount received from the Employer as top-up during the entire period of leave; and**
 - iii) should they return to work but fail to remain in the Employer's employ for the entire period outlined in i), they are indebted to the Employer for a pro-rated amount of the full amount received from the Employer as top-up during the entire period of leave.**

5. The employee and the Division may mutually agree to extend the leave, if the employee so desires. Any such arrangements shall be arranged by the Division.

6. An Educational Assistant who wishes to resume their employment on the expiration of leave granted to them in accordance with this section shall be reinstated by the Employer in the position

occupied by them at the time such leave commenced or in comparable position with not less than the same wages or benefits.

17.06 Parental Leave

All staff covered by this agreement shall be entitled to Parental Leave based on the Manitoba Employment Standards Code provided that:

- 1. They have completed at least seven (7) consecutive months and have become a parent by birth or adoption**
- 2. They submit to the Employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the Educational Assistant intends to commence leave, is entitled to and shall be granted parental leave consisting of a continuous period up to sixty-three (63) weeks. The Educational Assistant shall be eligible for leave provisions specified in the Employment Standards Act.**

Employees who require additional information are able to contact Manitoba Employment Standards directly at 1-800-821-4307.

17.07 Jury Leave

When an employee is summoned for jury duty or receives a summons or a subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's private affairs, the employee shall be granted a leave of absence with pay for the required period of absence. All jury or witness fees received by the employee shall be remitted to the Employer. The employee shall notify the Division upon becoming aware of their requirement to attend at court and will keep the Division informed on the anticipated absence and return date.

17.08 General Leave

The Superintendent's Department may grant a leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause.

17.09 Leave for Writing Exams

Upon application, the Superintendent/Designate may grant time off with pay to a maximum of one-half (1/2) day per examination to upgrade an employee's job related skills.

17.10 Interpersonal Violence Leave

Employees who are victims of interpersonal violence may be entitled to take a leave from work. Interpersonal violence leave gives job protection to eligible employees to take time off work for specified purposes to address needs that arise from exposure to, or experiences of, interpersonal violence.

Employees may take interpersonal violence leave as set forth by the Manitoba Employment Standards Code. At all times, the provisions of the Manitoba Employments Standards Code shall apply.

Employees who require additional information are able to contact Manitoba Employment Standards directly at 1-800-821-4307

ARTICLE 18 - SICK LEAVE

- 18.01 Sick Leave Defined - An employee shall be entitled to and shall receive sick leave without loss of pay only where the employee is unable to be at work and perform his regular duties as a result of personal illness or injury or disabled or because of an accident for which compensation is not payable under *The Workers Compensation Act*.
- 18.02 Sick leave credits, which will provide leave of absence, with pay, shall be accumulated at a rate of one (1) day per bi-weekly pay period. The maximum sick leave credits shall not exceed one hundred twenty-four (124) days. No Employee will be entitled to sick leave or accrual of sick leave for any period while employed elsewhere for wage or profit or on a leave of absence without pay.
- 18.03 The Employer may require an employee, who claims that they have been absent due to illness to furnish a medical certificate from a duly qualified medical practitioner, certifying that the employee was unable to be at work and perform their regular duties due to illness.
- 18.04 The Employer reserves the right to require an Educational Assistant to submit to a medical examination if the Employer believes that the health of an Educational Assistant is conflicting with their ability to perform the required duties of that position.
- 18.05 The cost of any certificate or examination referred to in 18.03 and 18.04 will be paid by the Employer.
- 18.06 Employees shall notify or call someone on their behalf to notify the designated Administrator if they are unable to report to work through illness. Employees shall attempt to provide notice at least two (2) hours prior to the commencement of their duties. Employees will not be required to arrange for a substitute.

- 18.07 Sick pay shall not be payable if an Employee:
1. who, in respect of an illness or injury resulting from a motor vehicle accident, is receiving benefits under a provincial insurance plan;
 2. is absent from work because of plastic surgery performed solely for cosmetic purposes not attributable to an illness or injury;
 3. who, while receiving sick leave benefits, is engaged in employment for wage or profit with another employer or as a result of being self-employed, except when such employment occurs as a result of a program of rehabilitative employment approved by the insurer.
- 18.08 Supplementation of Compensation Award – when an employee is unable to work and is in receipt of Workers' Compensation allowance as a result of an injury incurred in the course of their duties, the employee shall be paid an additional amount which, combined with the compensation allowance, shall ensure the maintenance of their regular salary less their usual deductions. Such additional amount shall be chargeable to the employee's sick leave credits accrued at the time the employee commenced receipt of Workers' Compensation allowance, and such additional payments shall be payable until the employee's accrued sick leave credits have been exhausted.
- 18.09 The Division and the Union agree that suspected abuses of sick leave will be investigated and proven instances will result in disciplinary action.
- 18.10 An employee shall be entitled to use up to three (3) days of sick leave per year to attend to illness or injury of that employee's partner, parent, child, grandchild, **or any person to which they are the primary caregiver**. Such leave is non-cumulative from one school year to the next year. A doctor's certificate may be requested.

ARTICLE 19 - PAYMENT OF WAGES

- 19.01 The Employer shall pay salaries on a bi-weekly basis in accordance with Schedule A. At the end of each pay period the Employer will provide each Educational Assistant with a breakdown of their earnings, indicating the Educational Assistant's regular hourly rate(s), the number of hours worked, and other adjustments during that pay period.
- 19.02 All regular part-time employees shall receive any applicable benefits in accordance with the benefits plans.
- 19.03 Employees shall move to the next highest step on the salary scale on the first day of the pay period in which the accumulated hours of work with the Employer change to the next level of cumulative hours on the salary scale.
- 19.04 When an employee is appointed by the Employer to relieve another employee in a higher classification/wage rate, as per Schedule A, in excess

of five (5) consecutive working days, they shall receive the higher rate of pay for all hours worked providing they are performing the principal duties of the higher classification. No posting shall be required in such cases.

- 19.05 When an employee is temporarily assigned in accordance with the terms of this Collective Agreement to a position paying a lower rate, their rate shall not be reduced.

ARTICLE 20 - EMPLOYEE BENEFITS

20.01 Pension Plan

The Employer will administer the MSBA Pension Plan for non-teaching employees of the Public School Boards according to the terms and conditions of said Plan.

20.02 Group Life Insurance

1. The Employer will administer the Manitoba Public School Employees Group Life Insurance Plan according to the terms and conditions of the Master Policy of the said plan.
2. Unless otherwise excluded, the Employee's share of annual premiums shall be deducted in equal amounts monthly from salary cheques, for all participants in the plans.
3. All Employees coming on staff after the effective date of the implementation of the plans in the Division shall be required to participate in the plan unless granted exclusion by the Trustees of the Manitoba Public School Employees Group Life Insurance Plan.
4. The premiums for basic life insurance coverage shall be paid equally by the Employer and the employees.

20.03 Car Allowance/Mileage

Employees who are required to supply their own transportation in the performance of their duties shall, upon receipt of proper documentation, be paid mileage allowance as stipulated in the Board's Policy for such purpose.

20.04 Swimsuit Allowance

Effective the date of signing, employees who regularly participate weekly "in water" swimming activities with students shall be entitled to an annual swimsuit allowance of up to \$75.00 per year, on a 50/50 cost share basis upon the presentation of the original receipt.

20.05 Safety Equipment

Any safety equipment required for an employee in this bargaining unit shall be provided and paid for by the Division. When deemed necessary, the Division shall also determine the appropriate equipment needed.

ARTICLE 21 - JOB DESCRIPTIONS

21.01 The Union will be consulted prior to a new job description being prepared whenever a new position within the scope of the Agreement is created or whenever the duties of a job change substantially.

ARTICLE 22 – TERM

22.01 This agreement shall take effect and be binding upon the parties from **July 1, 2023 to June 30, 2028**, until revised or terminated as hereinafter provided. During the period of negotiations for a revised or new contract, this Agreement shall remain in full force.

22.02 Any changes deemed necessary in this Agreement may be made by mutual agreement of both parties during the existence of this Agreement.

22.03 If either party desires to revise or terminate this Agreement on the 30th day of June, **2028**, it will give the other Party not more than ninety (90) days and not less than thirty (30) days notice, in writing, prior to the expiry date of this Agreement.

22.04 Within ten (10) working days after receipt of such notice or such time as may be mutually agreed upon, the other party is required to enter into negotiations for renewal or revision of the Agreement.

22.05 No part of this Agreement, or a renewed or revised Agreement, shall have a retroactive effect unless specifically so provided.

22.06 The Union will notify the Employer at least ten (10) working days prior to any job action or strike.

ARTICLE 23 – INTERPRETATION

23.01 ***For the purposes of this Agreement, the pronouns “they,” “them,” and “theirs” are used as gender-neutral terms and may refer to an individual or multiple persons, as the context requires.”***

ARTICLE 24 - EMPLOYMENT INSURANCE REBATES

24.01 The full amount of the Educational Assistant’s 5/12’s share of the Employment Insurance Commission rebate provided to the Employer pursuant to the provisions of *The Employment Insurance Act* shall be forwarded to Union by March 15th.

Salary Schedule A

Educational Assistants CUPE Local 3473

		Effective	Effective	Effective	Effective	Effective
		July 1, 2023	July 1, 2024	July 1, 2025	July 1, 2026	July 1, 2027
Educational Assistant 1 Payband	Step					
- Interpreter Tutor - Child and Youth Care Worker - Community Liaison Worker	0 - 1000 hours	28.06	28.84	30.38	31.71	32.93
	1001 - 2000 hours	29.95	30.77	32.37	33.76	35.02
	2001 - 3000 hours	31.86	32.73	34.38	35.83	37.13
	over 3000 hours	33.76	34.69	36.40	37.90	39.25
Educational Assistant 2 Payband	Step					
- Educational Assistant - Special Needs, Special Education or Divisional Programs - Family Centre Assistant - Audiologist Tech - Rehabilitation Assistant	0 - 1000 hours	24.72	25.40	26.85	28.09	29.22
	1001 - 2000 hours	26.04	26.75	28.24	29.51	30.68
	2001 - 3000 hours	27.36	28.11	29.63	30.95	32.14
	over 3000 hours	28.67	29.46	31.02	32.37	33.60
Lunch/Bus Supervision 4 Payband						
Lunch/Bus Supervision	1	21.25	21.83	23.18	N/A	N/A

As determined by the Division, newly hired employees with directly related experience can be placed at an appropriately corresponding step on the established pay scales.

Dated this _____ Day of _____, 2026, at Winnipeg, Manitoba.

Signed on behalf of:

**CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 3473**

LOUIS RIEL SCHOOL DIVISION

Leanne Gregorchuk

Sandy Nemeth

Colleen Deegan

Irene Nordheim

Neil Reavely

Jamie Rudnicki

Kristin Olensky-Taylor

Malcolm Daley – CUPE National Rep

LETTER OF UNDERSTANDING

BETWEEN

THE LOUIS RIEL SCHOOL DIVISION

AND

**THE CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 3473**

RE: POSITION SECURITY FOR EMPLOYEES OFF ON EXTENDED SICK LEAVE

The above parties agree that following the point when an employee's sick leave is exhausted; the procedures for the Employer and the status of the employee are as follows:

1. For the period of six (6) calendar months from the day sick leave is exhausted, an employee shall have rights to their position and shall maintain and accumulate seniority.
2. For the twenty-four (24) calendar month period following #1 above, the employee shall be placed in the position occupied by the most junior employee in their classification.
3. During the above period, upon request of the Employer, the employee must provide periodic medical reports from the doctor regarding their expected date of return.
4. During the period in #1 above, if the Employer requires the position to be filled, it will do so with temporary staff or reassignment of existing staff.
5. Following the period of time provided in #1, and #2, above, the employee shall maintain but not accumulate seniority and if medically fit to return to work shall be given preference for any vacancy they are qualified and able to do.
6. Following the initial six (6) month period as defined in #1 above, if the Employer requires the position to be filled on a permanent basis, it will be posted in accordance with Article 15 of the Collective Agreement.

IN WITNESS WHEREOF THE PARTIES HAVE DULY EXECUTED THIS LETTER OF UNDERSTANDING

Dated this _____ day of _____, 2026.

**CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 3473**

LOUIS RIEL SCHOOL DIVISION

Leanne Gregorchuk

Sandy Nemeth

Colleen Deegan

Irene Nordheim

Neil Reavely

Jamie Rudnicki

Kristin Olensky-Taylor

Malcolm Daley – CUPE National Rep

LETTER OF UNDERSTANDING

BETWEEN

THE LOUIS RIEL SCHOOL DIVISION

AND

**THE CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 3473**

RE: PROFESSIONAL DEVELOPMENT DAY PLANNING

The above parties agree that **effective September 2026 and for the duration of this agreement, the Division shall engage in annual consultations with the Local regarding planning for the subsequent school year, specifically addressing the use of professional development (PD) days, administrative days, and school planning days. There shall be six (6) of these such days in each school year. All staff shall be required to attend these scheduled sessions.**

IN WITNESS WHEREOF THE PARTIES HAVE DULY EXECUTED THIS LETTER OF UNDERSTANDING

Dated this _____ day of _____, 2026.

**CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 3473**

LOUIS RIEL SCHOOL DIVISION

Leanne Gregorchuk

Sandy Nemeth

Colleen Deegan

Irene Nordheim

Neil Reavely

Jamie Rudnicki

Kristin Olensky-Taylor

Malcolm Daley – CUPE National Rep

LETTER OF UNDERSTANDING
BETWEEN
THE LOUIS RIEL SCHOOL DIVISION
AND
THE CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 3473

RE: EXTRA-CURRICULAR

The above parties agree to the below for the period of September 2026 through June 2028:

An employee who performs at least fifty (50) hours of voluntary service in any one school year related to student athletic, social, recreational or cultural activities, occurring outside their regular work day shall be entitled to six (6) hours of paid leave of absence in the school year. Such leave is non-cumulative from one school year to the next.

- An eligible extra-curricular activity must have received prior approval from the school administration.
- The date/time of such leave shall be mutually agreed between the principal and the Educational Assistant.
- Leaves shall be taken in minimum blocks of an employee's regular assigned daily hours. If their regular hours of work exceed Extra Curricular entitlement, an employee shall be entitled to supplement with accumulated vacation hours.
- Educational Assistants must submit their request for leave a minimum of five (5) working days before the date of the desired leave to the Division.
- Such leave is not to be used to extend the winter, spring or summer break periods.
- Accumulated extra-curricular activity hours cannot be carried over from one school year to the next.
- Extra-Curricular time may not be taken in conjunction with any other unrelated leaves.
- A part-time Educational Assistant shall be entitled to the equivalent time off as a full-time Educational Assistant.

IN WITNESS WHEREOF THE PARTIES HAVE DULY EXECUTED THIS LETTER OF UNDERSTANDING

DATED this _____ day of _____, 2026.

**CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 3473**

LOUIS RIEL SCHOOL DIVISION

Leanne Gregorchuk

Sandy Nemeth

Colleen Deegan

Irene Nordheim

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