



CBE Staff Association

Date: November 25, 2015

Directors in Attendance:	Lois Robb (Chair), Leah Arkley, Charlene Barva, Jen Copithorne, Larry Frandle, Jackie Galambos, Nancy Huizinga, Rae-Ann Royal, Linda Soltesz, Wanda Stevenson
In Attendance:	Mark Johnson (Staff Association Manager), Dawn Scott (Recording Secretary)
Regrets:	Staff Association: Albert Herscovitch (Staff Association Manager)

	<u>Action Items</u>
<p>1. CALL TO ORDER: Meeting called to order at 7:00 pm. The meeting was adjourned for 10 minutes as there was not a quorum present. The meeting was re-called to order at 7:11 pm.</p>	
<p>2. INTRODUCTIONS: Lois Robb welcomed the members that came out to the meeting and introduced Staff Association's Board of Directors and office staff. Lois announced that she was very happy that we didn't have the same weather as last year. Albert Herscovitch is in Mexico and has passed along a "hello".</p>	
<p>3. APPROVAL OF MINUTES:</p> <p><i>Motion by Dede Nelson, that the Annual General Meeting Minutes of November 26, 2014 be approved as printed, seconded by Jo-Ann Cleroux . Motion Carried</i></p>	Motion Carried
<p>4. CHAIRPERSON'S ADDRESS:</p> <ul style="list-style-type: none"> • Report attached. 	
<p>5. AUDITOR'S REPORT: <i>Presented by Dennis Kisio, Chartered Accountant</i></p> <ul style="list-style-type: none"> • Chartered Accountant, Dennis Kisio, discussed Staff Association's financial statements for the year-ending August 31, 2015. • Dennis answered questions from the membership pertaining to the Auditor's Report. <p><i>Motion by Judith Snell, that the Auditor's Report be accepted as presented, seconded by Janie Bont. Carried.</i></p>	Motion Carried
<p>6. PROPOSED BUDGET: <i>Presented by Nancy Huizinga</i></p> <ul style="list-style-type: none"> • Nancy explained the proposed budget amounts for the 2015/16 year. • Nancy answered questions from the membership pertaining to the budget. <p><i>Motion by April Byers, that the Proposed Budget for 2015-2016 be approved as presented, seconded by Charlene Barva. Carried.</i></p>	Motion Carried
<p>7. MOTION TO MATCH FUNDING FOR STAFF DEVELOPMENT FUND FOR 2015-2016 (MAIN BODY & PSS):</p> <p><i>Nancy Huizinga motions that the Staff Association put up to \$25,000 to match CBE Staff Development Main Body Funds for 2015-2016, seconded by April Byers. Carried</i></p> <p><i>Nancy Huizinga motion that the Staff Association put up to \$5,000 to match CBE Staff Development Professional Support Staff Funds for 2015-2016, seconded by Jeanne MacLachlan. Carried</i></p>	<p>Motion Carried</p> <p>Motion Carried</p>
<p>8. MANAGERS' REPORT / UPDATES:</p> <p>Managers' Report/Negotiations Update: <i>Presented by Mark Johnson</i></p> <ul style="list-style-type: none"> • Mark provided the membership with a negotiation update and provided an overview of Staff Association's initial bargaining proposals for both Main Body and Professional Support Staff (proposals attached). 	

Managers' Report/Negotiations Update Continued

- Mark also provided an update around the FYI sent out this past week re: vacation pay being pensionable and he also discussed the Letter of Understanding from our last round of negotiations with regards to the change of the layoff and recall process.
- Point form notes attached.

9. CLOSING REMARKS AND MEETING ADJOURNMENT

- Lois thanked the membership once again for coming out and advised that there will be an informal question and answer period after the meeting is adjourned and she and Mark will stay as long as the membership has questions to ask.
- Lois adjourned the formal part of the meeting at 8:27 pm.

10. INFORMAL QUESTION & ANSWER PERIOD

- Membership questions were asked and answered by Staff Association's Chair and Manager.



Recording Secretary



Chair

Chair's Report for November 2015 Annual General Meeting

Good evening everyone – thank you for coming out this evening.

Never thought I would be able to say this but finally an AGM without bad roads and a blizzard! Yesterday I was in despair when the weather was so terrible thinking I had once again chosen a bad date for an AGM. I was chatting with a member and said I was never going to choose a date ever again because it was a surety that the weather would not cooperate.

We have had a busy start to year. The Board of Directors are working hard to make positive changes around the governance of the Association. We attended a Board Development workshop to better understand our roles as Directors. The workshop resulted in some action items that we are working on over the course of this year that will strengthen our Board. It is challenging work but is certainly in the best interests of our Association going forward.

We are currently in negotiations and Mark will be discussing that in his report this evening.

We have been busy bringing up member concerns, such as insufficient staffing complements, bullying, safety concerns, SA position descriptions not being acknowledged, workloads, weekly hours of work, vacation pay as pensionable earnings etc. We discuss these concerns at various meetings such as Workplace Relationship, monthly meetings with the Chief Superintendent, the Health and Wellness Committee, meetings with Staffing, HR, Area Directors, pretty much with anyone who will listen.

A reminder for all of you that applications for Professional Improvement Leaves need to be in by December 30th – for leaves commencing September 2016. The selection committee for these applications meets in January 2016 to choose the successful candidates.

**THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION
INDEPENDENT AUDITOR'S REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2015**



Dennis W. Kisio Chartered Accountant

Professional Corporation

INDEPENDENT AUDITOR'S REPORT

To the Directors of
The Calgary Board of Education Staff Association

I have audited the accompanying financial statements of The Calgary Board of Education Staff Association, which comprise the balance sheet as at August 31, 2015 and the statements of operations and net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

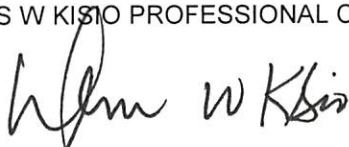
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessment, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Association as at August 31, 2015 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

DENNIS W KISIO PROFESSIONAL CORPORATION



CHARTERED ACCOUNTANT

Calgary, Alberta
October 15, 2015

THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION

BALANCE SHEET AS AT AUGUST 31, 2015

	<u>2015</u>	<u>2014</u>
<u>ASSETS</u>		
CURRENT		
Current account	\$ 38,297	\$ 14,461
Business savings account	287,522	240,619
Due from Staff Development Fund	42,000	20,474
Accounts receivable -dues	21,166	20,980
Accrued interest receivable	20,057	8,591
Prepaid expenses	4,044	3,111
	<u>413,086</u>	<u>308,236</u>
GUARANTEED INVESTMENT CERTIFICATES	1,047,620	1,042,311
PROPERTY AND EQUIPMENT (Note 3)	437,865	474,566
	<u>\$ 1,898,571</u>	<u>\$ 1,825,113</u>

LIABILITIES

CURRENT		
Accounts payable and accrued liabilities	\$ 24,678	\$ 22,102

NET ASSETS

NET ASSETS - unrestricted	1,873,893	1,803,011
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Signed on behalf of the Board

Lain Robb Director

W. H. H. H. Director

\$ 1,898,571 \$ 1,825,113

THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION

STATEMENT OF OPERATIONS AND NET ASSETS

FOR THE YEAR ENDED AUGUST 31, 2015

	<u>2015</u>	<u>2014</u>
Revenue		
Members' dues	\$ 1,065,661	\$ 986,096
CBE Staff Development Fund	285,000	285,000
PSS Development Fund	66,000	66,000
Interest	18,678	14,017
Insurance rebates	4,413	2,661
	<u>1,439,752</u>	<u>1,353,774</u>
Expenses - as per schedule		
Board of Directors	44,670	56,782
Negotiations	5,937	2,028
Condominium	132,532	139,256
Membership	519,157	511,426
Office	77,225	73,032
Salaries and Benefits	589,349	525,163
	<u>1,368,870</u>	<u>1,307,687</u>
Total expenses		
	<u>70,882</u>	<u>46,087</u>
Excess of revenue over expenses for the year		
	<u>1,803,011</u>	<u>1,756,924</u>
Net assets at beginning of the year		
	<u>\$ 1,873,893</u>	<u>\$ 1,803,011</u>
Net assets at end of the year		

THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION

SCHEDULE OF EXPENSES

FOR THE YEAR ENDED AUGUST 31, 2015

	<u>2015</u>	<u>2014</u>
Expenses		
Board of Directors		
Professional development	\$ 20,530	\$ 26,512
Out of pocket	11,276	12,587
Honouraria	6,795	6,450
Milage-chairperson	1,304	1,692
Meals	4,765	9,541
	<u>44,670</u>	<u>56,782</u>
Negotiations	5,937	2,028
Condominium		
IT Services	51,582	60,449
Condominium fees	18,157	18,081
Property taxes	8,666	7,892
Janitorial service	7,371	2,005
Utilities	5,573	5,023
Insurance	1,250	1,926
Maintenance	1,103	2,852
Amortization	38,830	41,028
	<u>132,532</u>	<u>139,256</u>
Membership		
Staff and PSS Development Fund	328,000	337,000
Convention	167,543	157,853
Recognition	11,782	5,044
Scholarships	9,474	9,474
Legal	1,863	2,055
Retirement	495	-
	<u>519,157</u>	<u>511,426</u>
Office		
Stationary and supplies	30,153	23,700
Telephones	18,263	16,769
Miscellaneous	14,673	23,148
Audit and accounting	6,206	7,511
Equipment	5,554	-
Sunshine Social Fund	1,958	1,419
Bank charges and interest	418	485
	<u>77,225</u>	<u>73,032</u>
Salaries and Benefits		
Salaries and benefits - office	529,839	481,078
Temporaries salaries and benefits	24,437	11,503
Post retirement-CBE	18,584	15,383
Canada Pension Plan	10,263	9,673
Employment Insurance	5,293	5,143
Payroll administration	933	827
Member assistance	-	1,556
	<u>589,349</u>	<u>525,163</u>
Total expenses	<u>\$ 1,368,870</u>	<u>\$ 1,307,687</u>

THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED AUGUST 31, 2015

	<u>2015</u>	<u>2014</u>
Cash provided by operations		
Operating activities		
Excess of revenue over expenses for the year	\$ 70,882	\$ 46,087
Add item not requiring an outlay of cash		
Amortization	38,830	41,028
	<u>109,712</u>	<u>87,115</u>
(Increase) decrease in non-cash working capital balances		
Accounts receivable	(21,713)	(18,486)
Accrued interest receivable	(11,466)	(6,028)
Prepaid expenses	(933)	3,635
Accounts payable and accrued liabilities	2,577	(20,313)
	<u>(31,535)</u>	<u>(41,192)</u>
	<u>78,177</u>	<u>45,923</u>
Investing activities		
Additions to property and equipment		
Office equipment	(2,129)	(18,395)
Computer software	-	(20,617)
Purchase of guaranteed investment certificates	(682,479)	(1,027,446)
Proceeds from guaranteed investment certificates	677,170	324,846
	<u>(7,438)</u>	<u>(741,612)</u>
Increase (decrease) in cash flows during the year	<u>70,739</u>	<u>(695,689)</u>
Cash and cash equivalents at the beginning of the year	255,080	950,769
Cash and cash equivalents at end of the year	<u>\$ 325,819</u>	<u>\$ 255,080</u>
Cash and cash equivalents represented by:		
Petty cash	\$ 200	\$ 200
Current accounts	38,097	14,261
Savings accounts	287,522	240,619
	<u>\$ 325,819</u>	<u>\$ 255,080</u>

THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

AUGUST 31, 2015

1. DESCRIPTION OF THE ASSOCIATION

The Association was incorporated October 1, 1985 under the statutes of the Societies Act of the Province of Alberta.

The members that are eligible for membership in the Association are those employees of the Calgary Board of Education whose bargaining rights are included under Certificate No.524-92.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

b) Members dues

Members dues are deducted at source by the Calgary Board of Education. Such revenue is recognized upon detailed monthly notification from the Calgary Board of Education.

c) Property and Equipment

Property and equipment is recorded at cost and amortized over their estimated useful lives on the following annual basis:

Office equipment	20% declining balance
Office condominium unit	4% declining balance
Computer software	5 years straight line

d) Use of Estimates

In preparing the financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the period. Actual results could differ from these statements.

e) Financial Instruments

i) Measurement of financial instruments

The Association's initially measures its financial assets and liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs, directly attributable to the instrument. The Association subsequently measures all its financial assets and liabilities at amortized cost.

Financial assets measured at amortized cost include cash, amounts receivable and fixed income investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

AUGUST 31, 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

ii) Impairment

At the end of each reporting period, the Association assesses whether there are any indications that a financial asset measured at amortized cost may be impaired. Objective evidence of impairment includes observable data that comes to the attention of the Association, including but not limited to the following events: a significant financial difficulty of the issuer, a breach of contract, such as a default or delinquency in interest or principal payments; or bankruptcy or other financial reorganization proceedings.

When there is an indication of impairment, the Association determines whether a significant adverse change has occurred in the expected timing or amount of future cash flows from the financial asset. If there is such a change then the Association reduces the carrying value of the asset and the change in value is recognized as an impairment loss in the statement of operations. Any changes that result in a reversal of a previously adjusted asset is recognized in the statement of operations in the period in which the reversal occurs.

iii) Transaction Costs

Transaction costs are recognized in the statement of operations in the period incurred, except for financial instruments that will be subsequently measured at amortized cost. Transaction costs associated with the acquisition and disposal of fixed income investments are capitalized and are included in the acquisition costs or reduce proceeds on disposal.

3. PROPERTY AND EQUIPMENT

	2015		
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>
Tangible			
Office condominium unit	\$ 571,863	\$ (192,438)	\$ 379,425
Office equipment	229,285	(196,151)	33,134
Intangible			
Computer software	73,692	(48,386)	25,306
	<u>\$ 874,840</u>	<u>\$ (436,975)</u>	<u>\$ 437,865</u>
	2014		
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>
Tangible			
Office condominium unit	\$ 571,863	\$ (176,629)	\$ 395,234
Office equipment	227,156	(187,868)	39,288
Intangible			
Computer software	73,692	(33,648)	40,044
	<u>\$ 872,711</u>	<u>\$ (398,145)</u>	<u>\$ 474,566</u>

THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

AUGUST 31, 2015

4. INCOME TAXES

The Association is not taxable as per Section 149(1)(k) of the Income Tax Act of Canada.

5. CAPITAL DISCLOSURES

The Staff Association's capital consists of its net assets totalling \$1,873,893 (\$1,803,011-2014). Management's objectives in managing this capital are to continue as a going concern and to accumulate capital on an annual basis through the excess of revenue over expenses from the operations of the Association.

The Association will use this capital towards furthering the purpose of the organization and, if necessary, to provide a per diem payment to members in the event of a work stoppage or strike action.

6. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, accounts receivable, accrued interest receivable, guaranteed investment certificates, money market funds and accounts payable and accrued liabilities. The Association is exposed to various risks through its financial instruments and this detailed as follows:

a) Fair Values of Financial Assets and Liabilities

For cash, accounts receivable, guaranteed investment certificates, money market funds and accounts payable and accrued liabilities the carrying amounts of these financial instruments approximates their fair value due to their short term maturity or capacity of prompt liquidation. Interest rates related to guaranteed investment certificates vary from 1.6% to 2.00%. These investments mature at various dates from September 7, 2015 to September 16, 2016.

b) Interest Rate Risk

The financial risk is the risk to the Association's earnings that arise from fluctuations in interest rates on guaranteed investment certificates. The Association has no variable rate debt and therefore is not exposed to variable rate risk on such debt.

c) Credit Risk

Credit risk arises from the possibility that the entity from which the Association receives its members' dues (Calgary Board of Education) may experience difficulty and be unable to fulfill its obligations. The Association believes that it is not exposed to such risk.

The current year accounts receivable of \$21,166 (2014 - \$20,980) arose from outstanding members dues deducted at source by the payroll department of the Calgary Board of Education. These amounts were received September 2015.

d) Changes in risk

There have been no changes in the Association's risk exposures from the prior year.

PROPOSED BUDGET 2015-2016

	<u>2015-2016 Proposed Budget</u>	<u>2014-2015 Approved Budget</u>	<u>2014/15 Actual Budget (unaudited)</u>
income			
405 Staff Development Fund - Income	\$285,000	\$285,000	\$285,000
408 PSS-Development Fund - Income	\$86,000	\$66,000	\$66,000
410 Dues	\$1,065,000	\$985,996	\$1,065,000
411 Interest Income	\$5,000	\$10,000	
420 Insurance Rebates (The Personal)	<u>\$4,000</u>	<u>\$2,500</u>	<u>\$4,413</u>
Total Income	\$1,445,000	\$1,349,496	\$1,420,413
Expenses			
Board of Directors			
520.1 Meals - Negotiations	\$3,000	\$3,000	\$2,926
520.2 Printing - Negotiations	\$1,000	\$3,000	\$0
520.4 Out-Of-Pocket - Negotiations	\$4,000	\$4,000	\$3,010
500 Other - Negotiations	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Sub-Total	\$8,000	\$10,000	\$5,936
520 Out of Pocket Expenses	\$15,000	\$15,000	\$11,135
530 Honourarium - Annual	\$6,500	\$6,450	\$6,795
540 Meals	\$10,000	\$10,000	\$9,191
550 Mileage - Chair	\$2,000	\$2,000	\$1,304
555 Director Liability Insurance	\$1,500	\$0	\$0
560 Professional Development	<u>\$15,000</u>	<u>\$13,000</u>	<u>\$16,103</u>
Total	\$58,000	\$56,450	\$50,464
Condo Expenses			
600 Condo Fees	\$20,000	\$20,000	\$18,156
610 Maintenance	\$2,500	\$2,500	\$787
620 Utilities	\$5,500	\$5,500	\$5,067
630 Property Taxes	\$9,500	\$9,000	\$9,133
640 Insurance	\$1,750	\$1,700	\$1,715
650 Alarm Service	\$500	\$500	\$315
660 Janitorial Services	<u>\$9,000</u>	<u>\$5,500</u>	<u>\$6,756</u>
Total	\$48,750	\$44,700	\$41,929

PROPOSED BUDGET 2015-2016

	<u>2015-2016 Proposed Budget</u>	<u>2014-2015 Approved Budget</u>	<u>2014/15 Actual Budget (unaudited)</u>
Office Expenses			
700 Furniture & Equipment	\$10,000	\$7,500	\$7,914
705 Advertising/Donations	\$3,500	\$0	\$0
710 Convention Expense	\$165,000	\$165,000	\$167,543
715 Legal	\$15,000	\$50,000	\$1,862
718 Professional Development - Staff	\$10,000	\$0	\$0
720 Staff Development - PSS	\$90,000	\$70,000	\$70,000
725 Staff Development - Main Body	\$300,000	\$285,000	\$300,000
730 Membership Recognition	\$12,000	\$11,000	\$11,782
731 Rentals, SA Meetings	\$10,000	\$10,000	\$10,340
735 Retirement Celebration	\$3,000	\$5,000	\$495
745 Telephone	\$20,000	\$17,000	\$16,031
750 I.T. Services	\$80,000	\$65,000	\$44,755
760 Audit/Accounting	\$8,000	\$8,000	\$6,205
770 Bank Charges	\$500	\$500	\$418
775 Stationary / Supplies	\$22,449	\$23,746	\$29,013
780 Mileage - Office Staff	\$3,500	\$3,500	\$2,684
785 Scholarships	\$10,000	\$10,000	\$9,473
795 Sunshine/Social Fund	\$3,500	\$3,500	\$1,958
Total	\$766,449	\$734,746	\$680,473
Salaries & Benefits			
815 Salaries - Office Staff	\$430,000	\$405,000	\$449,642
820 Benefits - Office Staff	\$78,000	\$60,000	\$78,893
825 EI - Office Staff	\$6,650	\$6,600	\$5,231
830 CPP - Office Staff	\$12,650	\$10,000	\$10,110
835 LTD - Office Staff Employee Cost	\$0	\$0	\$161
870 LAPP (Employer Portion)	\$18,500	\$16,000	\$18,583
875 Payroll Service Charges	\$1,001	\$1,000	\$933
880 Temporaries Salary & Benefits	\$25,000	\$15,000	\$24,969
Total	\$571,801	\$513,600	\$588,522
Total Expenses	\$1,445,000	\$1,349,496	\$1,361,388

SA Proposals for Bargaining 2015 – MAIN

November 2, 2015

Prop. #	Article	
1	2.1	Term: To be discussed
2	3.5	Clarify/confirm retention of status AND attendant entitlements
3	3.8 & 3.9	Clarify/confirm that continuous status employees excluded
4	3.?	Clarify status of site-specific regular subs
5	5.1	Add language to reflect that required duties of a position will be those outlined in the Position Description statement and that the work performed in all positions is limited by the position description
6	5.4.1	Clarify application to SA members only
7	6.2	Increase notice period for termination
8	7.5.?	Discuss employee options re placements
9	7.7.1	Benefits continue (regular shared premiums) while on layoff
10	8.14	Add language acknowledging that Staff Association may bring forward a position for re-evaluation
11	9.1	Enhance Annual Service Award by increasing amount or restructuring
12	10.1	Two days for Convention
13	11.5.1 & 11.5.2	Clarify that daily minimums apply to all (temporary positions; term specific and casual employees)
14	11.5.1	Hours beyond 10 per week for either of these positions to be paid at "B" grade rates
15	11.?	Parameters around application of lieu time and confirm requirement for outstanding lieu time to be paid out by the end of the school year
16	11.?	Include minimum weekly hours of work for various positions
17	11.?	Include minimum staffing complements
18	14.2/14.3	Reduce time to qualify for additional vacation
19	14.?	Supplementary vacation/vacation pay at 5-year intervals after reaching the maximum regular vacation entitlement
20	17.1	SEB top-up for 8 weeks in all case
21	17.2	Adoption Leave – Two weeks paid leave
22	18.8	While on a PIF, benefits will continue to be paid in accordance with the established cost sharing agreement
23	19.9	Two personal days at full pay and 3 personal days at half pay
24	20.1	Add language to require that the level of benefits will be enhanced to be not less than for any other employee group
25	20.2.3	Remove 'layoff pending recall' and 'PIF' from list
26	20.7.1	Increase HSA amount
27	20.7.2	Retain pro-ration of HSA but with a set minimum 'floor'
28	21.4	Change retirement allowance at age 55 to service gratuity and add a step(s)
29	21.5	Change retirement allowance at age 55 to service gratuity and add a step(s)
30	25.1	Delete "continuous or term specific" (Supplement to the WCB to apply to all employees)
31	28.2	Add that paid parking will be provided to those required to travel between multiple worksites
32	28.3	Add that paid parking will be provided for employees required to attend meetings at the Ed. Centre
33	29.1	Increase Staff Development Fund
34	30.3.3	Letters of Expectation are not to be placed in employee file
35	32.2	Delete requirement for former employees to apply for retro
36	34	Add employee number to lists of required information
37	34	Add list of employees requiring accommodation of medical restrictions

38	34.?	Provide reports on July 1 and Nov. 1 of employees whose weekly hours of work have changed
39	34.?	Provide a report on July 1 and Nov.1 of employees identified for transfer and layoff
40	Appendix A	Update before printing
41	Appendix B	Across the board percentage increase
42	Appendix B	Discuss altering grid structure
	Appendix C	LOU's
		Working Conditions for Casual Employees
43		Add the following to the list of agreement articles that apply:
		<ul style="list-style-type: none">• 25 Supplement to the Workers Compensation Board
		<ul style="list-style-type: none">• 28 Parking
		<ul style="list-style-type: none">• 32 Retroactivity
		Working Conditions for Term Specific Employees
44		Add the following to the list of agreement articles that apply:
		<ul style="list-style-type: none">• 10 Staff Association Convention
		<ul style="list-style-type: none">• 19.9 Personal Leave - two days
		<ul style="list-style-type: none">• 28 Parking
		<ul style="list-style-type: none">• 32 Retroactivity
		<ul style="list-style-type: none">• 35 Materials and Equipment Management Allowance
		Working Conditions for Instructors, English Language Learning, ELL
45		<ul style="list-style-type: none">• Add entitlements similar to those available to term specific employees
		On-Call Allowance
46		<ul style="list-style-type: none">• Increase amount of allowance
		NEW
47		<ul style="list-style-type: none">• Address how the impacts of technology changes on employment opportunities for existing employees will be handled
48		<ul style="list-style-type: none">• Language confirming that all costs associated with training, certifications and re-certifications required of employees by CBE as a condition of employment will be borne by the CBE

The Staff Association reserves the right to add, delete and amend proposals during the course of bargaining.

SA Proposals for Bargaining 2015 – PSS

November 1, 2015

Prop.

#	Article	
1	5.4.1	Clarify application to SA members only
2	6.2	Increase notice period for termination
3	7.5	Benefits continue (regular shared premiums) while on layoff
4	7.?	Acknowledge option to work from home
5	8.8	Add language acknowledging that Staff Association may bring forward a position for re-evaluation
6	9.1	Enhance Annual Service Award by increasing amount or restructuring
7	10.1	Two days for Convention
8	11.5	Written parameters currently provided to employee also copied to Staff Association
9	11.?	Include parameters around FTE adjustments
10	11.?	Include parameters around use of lieu time during winter and spring breaks
11	14.?	Supplementary vacation/vacation pay at 5-year intervals after reaching the maximum regular vacation entitlement
12	14.3	Match vacation pay percentage to vacation days in 14.2
13	17.1	SEB top-up for 8 weeks in all case
14	17.2	Adoption Leave – Two weeks paid leave
15	19.9	Two personal days at full pay and three personal days at half pay
16	18.2 f)	Benefits will continue to be paid in accordance with the established cost sharing agreement
17	20.2.2	Remove 'layoff pending recall' and 'PIF' from list
18	20.7.1	Increase HSA amount
19	20.7.2	Retain pro-ration of HSA but with a set minimum 'floor'
20	21.2.1	Add a step(s)
21	28.2	Add that paid parking will be provided to those required to travel between multiple worksites
22	28.3	Add that paid parking will be provided for employees required to attend meetings at the Ed. Centre
23	29.1	Increase Staff Development Fund
24	30.3.3	Letters of Expectation are not to be placed in employee file
25	32.3	Delete requirement for former employees to apply for retro
26	34	Add employee number to lists of required information
27	34	Add list of employees requiring accommodation of medical restrictions
28	Appendix A	Update before printing
29	Appendix B	Across the board percentage increase
30	Appendix B	Discuss altering grid structure
Appendix C		LOU's
	Area Leader and Team Leader	
31	Increase allowance by same percentage as Appendix B	
NEW		
32	<ul style="list-style-type: none">Address how the impacts of technology changes on employment opportunities for existing employees will be handled	

33	<ul style="list-style-type: none">• Language confirming that all costs associated with training, certifications and re-certifications required of employees by CBE as a condition of employment will be borne by the CBE
34	<ul style="list-style-type: none">• Include in the agreement criteria for positions to be included in PSS

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Vacation Pay – Pensionable or not

History

- Paid 2 installments – Dec. and June until Jan. 1, 2009
- Ongoing concerns about levels of pension for our members
- Discussed with CBE and APS – confirmed could be pensionable if paid regularly
- Changed in CBA and implemented to be paid each pay date

Change

- August 2013 letter from APS to CBE – not pensionable – no rationale
- Prompted by ??? – suspect CBE pursued (Wartman?)
- No notice to members or SA from APS or CBE
- Alerted by question from member

Investigate

- Inquired of CBE – little info – finally admitted to letter and to having changed practice effective Jan. 1, 2014
- Only concern at time was to recoup money paid while it was considered pensionable
- Grievance filed – held in abeyance pending meeting with APS

Discussions with APS

- APS Rep. took all info to investigate
- Reported back that no evidence of anything changing or any rationale for change to non-pensionable – therefore should be changed back
- CBE not pleased but seemed to accept – lots of impediments from them re cost to change back, who pays, etc.
- Wanted confirmation in writing

CBE pressure to keep non-pensionable

- CBE (again no notification to us) gets legal opinion
- Supports not pensionable
- Letter to APS taking to task for non-responsiveness; mentions legal opinion; won't pay

Layoff and Recall

Why

- SA – choice – reduce stress – better matches, suitability
- CBE – better match, suitability – expediency – less subsequent movement

Feasibility Study

- Why - Who – What - When
- Trial and then what

Process

- Positions posted
 - 1 or 2 bulk end of June early July
 - Further as arise (including school year)
- Interest by posting
- Decisions
 - More than 1 for position – seniority
 - Most senior for more than 1 position – Staffing decides based on profile preferences
- Decline
 - No further placement offer
 - ID's need for more info in advance

Displacement

- Any time before layoff status expires
- Written notice
- 7 days to tell where will be
- 48 hrs. to decide to proceed with it
- Start new within 3 weeks of accepting displacement position

Notifications

Use whatever info in PeopleSoft – keep current!

More choice – but also more responsibility for own placement

- APS letter back outlining why was considered pensionable – still no rationale for 2013 letter – accepts CBE position and that nothing further required

SA Intervention

- Letter to APS outlining history and asking for confirmation that pensionable
- Letter from APS again provides no rationale for 2013 change – basically says could be pensionable but APS has no legislative authority to require it – have to deal with CBE

What next

- SA exploring options through Counsel
- Still have grievance to reactivate re CBE
- Legal action against APS – LAPP – our standing (lack thereof) probably means member(s) file and we support