

MOVEMENT OF PERSONNEL
FOR
REGULAR PART-TIME INTEGRATION AIDES

2017-2018

Preamble:

The object of the following section and clauses is to ensure continued fairness and stability, for both parties, whereby employees will be able to assure themselves some stability in their employment and the schools will be able to assure some stability with the services for their clientele.

The following text was achieved following extensive discussions between the School Board representative and the Union representatives. Said text is an attempt at getting an equitable staffing procedure where employees, now regular, will have the importance of their seniority recognized at the school board level while at the same time the schools will be able to assure a reasonable continuity within their walls. It was understood between the representatives at the table that if the result of applying this new procedure proved prejudicial to either the employees or the Board, then the exercise will have failed and the clause will have to be re-written for next year.

It is understood by the parties that the present section is only valid for the staffing of the 2017-2018 school year. The section will be renewed for the future only if both parties agree.

The section is part and parcel of a settlement agreement between the parties of grievance no. 004-6397 May 20, 2004

Before June 1, 2017 (meeting scheduled for May 31, 2017)

A parity committee composed of 3 representatives of IASS and at least 3 Board representatives will study special cases where the needs of the child may require a particular integration aide to remain with the child for the 2017-2018 year. Special cases will only be considered in very exceptional circumstances.

June 1 to June 16, 2017

- Central Special Needs Parity Committee decides on an initial allocation to Schools/Centres who determine the number of available posts.
- Posts of 20 hrs/wk and more are offered by order of seniority to employees on the school recall list
- Employees on the school's recall list who do not have a post of 20hrs/wk or more remain on the school's recall list in the event that there is a 2nd allocation in August/early September.
- An Integration Aide may refuse to accept an offer of 20 hours or more and go to the Board's Priority Pool in September.

June 19, 2017

- Requests for transfer from Integration Aides occupying 20hrs/wk and more posts are considered
- Only transfers of posts with the same amount of hours will be considered e.g. a 20hr post to a 20hr post.
- The Board may grant or refuse a request for transfer.

June 23, 2017

- Vacant posts created by a transfer are offered, by seniority, to the employees on the school's regular recall list who may have a 20hrs/wk or more job with less hours than the vacated job.
- Any remaining 20hrs/wk or more posts left vacant after the adjustments due to transfers are left vacant.

NOTE: Transfers are offered according to the available posts as of June 30, 2017. When a transfer is being offered, the IA has 48hrs to accept or decline the post. It is understood that the decision is final after the said period.

Two days prior to arrival of pupils (August 28, 2017)

- **Should there be a second allocation from the Central Special Needs Parity Committee:**
- Principals and Centre Directors distribute these hours to either add to the 20hrs/wk or more posts already allocated in June or create additional 20hrs/wk or more posts.
- Newly created 20hrs/wk or more posts are allocated by seniority to the remaining employees on the school's regular recall list followed by employees on the school's non-regular recall list.
- Employees on the schools recall list that do not have a post of 20hrs/wk or more are placed on the Board Recall Placement list.

1st day of school (August 30, 2017) to the date of the Priority Pool (September 11, 2017)

- Vacant posts at the school level are filled temporarily in order of seniority by employees on the school's regular recall list and when the latter is exhausted by employees on the board's regular Recall list.
- During these temporary assignments employees from the schools or the board's regular recall list gain seniority while employees from the board's Non-regular Recall list gain duration.
- Once the two lists (regular and non-regular) are exhausted, a temporary employee may be hired (from the screened Integration Aide list) and will accumulate duration.

4th day of school (September 5, 2017)

- Principals and Centre Directors send to Human Resources the lists and descriptions of posts available in their school/centre
- Special requirements for certain posts are included in the descriptions

September 8, 2017 as of 4:30pm

- Available posts are listed on the Priority Pool, put on SharePoint/ SSO with a copy sent to IASS and to each school/centre

Date of Priority Pool (September 11, 2017)

- A Placement meeting of all regular and non-regular Integration Aides (IA who have accumulated a minimum of **420 hours** within the current school year), who do not have posts, is held. Posts on the Priority Pool are allocated first by seniority and qualifications from the board Recall Placement list and then by duration and qualifications from the Non regular recall list.

- **Their names will only be on the school list the following year.**

From the date of the Priority Pool onward

- Posts on the Priority Pool that are left vacant after the Placement meeting are filled at the discretion of the Principal/Centre Director. The employees filling these posts acquire regular status if the post is a regular post or a temporary status if the post is a replacement post.
- From the date of the Priority Pool up to and including December 31st, vacant or newly created posts of 25hrs/wk or more are posted and open to screened employees. All other newly created posts are filled by order of seniority from the Board Recall Placement List and then from the Board Non-regular Recall List and then by outside screened candidates. Non regular employees occupying these posts do not gain seniority but do gain duration of employment. After December 31st, any newly created posts are not posted and will be filled as per the above.
- A 2nd refusal within a 24 month period will be considered a resignation and the person loses all acquired rights and is removed from all School and Board lists.
- Only employees who acquired a regular vacant post (non-replacement) through the posting process will appear on the school's recall list.

REPLACEMENT POSTS

- All posts due to leaves of absence are considered Replacement posts
- Replacement posts that become available after the Placement meeting are offered by seniority:
 - a) to regular employees on the Board Recall Placement list who did not secure posts at the Placement meeting
 - b) to temporary employees on the Board Non-Regular Recall list who did not secure posts at the Placement meeting
 - c) to any screened employee

- Regular employees occupying replacement posts acquire seniority, temporary and new employees occupying replacement posts acquire duration of employment.
- **In all cases the employees must meet the requirements of the posts in order to be assigned to said post.**
- **Any employee holding a replacement post will not appear on the school's recall list.**

TRANSFERS DURING THE SCHOOL YEAR:

Should a student requiring an integration aide transfer to a different school within the Lester B. Pearson School Board territory during the school year, the aide assigned to look after this student would be asked to voluntarily transfer to the new school for the remainder of the school year. He/she would return to their home school for the following school year. If the aide assigned to the transferring student does not agree to a temporary transfer the least senior integration aide in the home school would be transferred to the receiving school and remain there as part of the staff.

Should a student requiring an integration aide transfer out of the territory of the Lester B. Pearson School Board and there is a more urgent need in another school, the aide who was assigned to the student could accept a voluntary transfer for the remainder of the school year. He/she would return to their home school for the following school year. Failing this the least senior aide within the school would be reassigned to a school where more aide time is needed.

The above transfers will be decided on a case by case basis.

ABOLISHMENT OF POSTS

Articles 7-3.08 to 7-3.11 inclusive are not part of this settlement.

Article 7-3.03 is modified by replacing, in paragraph 1, "at the latest May 1st" by "at the latest May 15th "

Article 7-3.05 is modified by replacing "thirty (30) days..." by "fifteen (15) days"

This section of the arrangement to settle grievance No. 004-6397 supersedes any sections of the 2000-2002 Entente between the CPNCA and IASS that relate specifically to the matters contained in this arrangement.

This document is a modification of the agreement signed for the 2005-2006 school year and also applied to the 2006-2007 through 2016-2017 school years and has been updated and modified for the 2017-2018 school year.