First Collective Agreement

between

Northern Lights

THE NORTHERN LIGHTS SCHOOL DIVISION
(hereinafter referred to as "the Employer")

and

CUPE | Canadian Union of Public Employees

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2559
(hereinafter referred to as "the Union")

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PREAMBLE

The Northern Lights School Division and the Canadian Union of Public Employees, Local 2559 agree that our work takes place on Treaty 6, 8 and 10 Territories, within the Métis Nation of Alberta Region 4 and the Northeastern Settlements of the Metis Settlements General Council. The Parties acknowledge this land constitutes the traditional meeting grounds and home to many diverse First Nations, Métis and Inuit peoples, the stewards of these lands from time immemorial. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We recognize this land as an act of reconciliation and gratitude to those whose territory we reside on or are visiting. Our work, therefore, will reflect the intention of the Treaties, the intention of peace, friendship and understanding.

ARTICLE 1 – PURPOSE

1.01 The purpose of this Agreement is:

(a) To maintain the existing harmonious relations of employment between the Employer and the Union.

(b) To encourage efficiency in operation.

(c) To promote the morale, well-being and security of all the employees in the Bargaining Unit of the Union.

(d) Both Parties agree to act fairly and reasonably.

(e) And where it is desirable that methods of bargaining and all matters about the working conditions of the employees be drawn up in an Agreement, the Parties agree to the contents of this Collective Agreement.

ARTICLE 2 – TERM OF THE COLLECTIVE AGREEMENT

2.01 This Collective Agreement will be binding and remain in effect from the date of ratification through to August 31, 2028, and will continue from year to year thereafter except as otherwise provided in this Article.

2.02 Changes in Agreement

Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement, or in accordance with the Alberta *Labour Relations Code*.

ARTICLE 3 – UNION RECOGNITION

3.01 Bargaining Unit

The Employer recognizes the Canadian Union of Public Employees, and its Local 2559 as the sole Bargaining Agent for all employees as set out in Certificate Number C2382-2025 issued by the Alberta Labour Relations Board. The Employer hereby consents and agrees to negotiate with the Union or any of its authorized committees concerning all matters arising from this Collective Agreement, looking towards a peaceful and amicable settlement of any differences that may arise between them.

3.02 Union business will not take place during employees' working hours and/or any of the Employer's premises without prior permission by the Employer.

3.03 There will be no discrimination or coercion by the Employer or the Union as to whether an employee is, or is not, actively involved in the Union.

3.04 Union Membership

All employees of the Employer covered by this Collective Agreement will become members in good standing according to the Constitution and Bylaws of the Union. All new employees will, as a condition of employment, become and remain members in good standing of the Union from the first date of their employment. Members in good standing will fill out and remit to the Union a Union card on hire which includes their personal information, and this information will be updated with the Union by the member, whenever it changes.

3.05 It is the responsibility of each employee to at all times be familiar with the terms and conditions of employment as addressed in this Collective Agreement.

3.06 No employee will be required or permitted to make a written or verbal agreement with the Employer or their representative which may conflict with the terms of the Collective Agreement.

3.07 The Union will provide an updated list of Union Representatives who are authorized to act on behalf of the Local Union to the Employer. The list will be updated whenever changes are made.

ARTICLE 4 – MANAGEMENT RIGHTS

4.01 Except as otherwise specifically limited by the express provisions of this Collective Agreement, the Union recognizes that the Employer will have the sole and exclusive right to determine all matters pertaining to the conduct of its management of the Employer and its affairs, and that the direction of the working

forces is fixed exclusively in the Employer and without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive right of the Employer to:

(a) maintain order and efficiency;

(b) hire, retire, discharge, promote, demote, classify, transfer, lay off, recall, suspend or otherwise discipline employees;

(c) make and enforce, and alter from time to time, rules and regulations to be observed by the employees.

ARTICLE 5 – NO STRIKES OR LOCKOUTS

5.01 Given the orderly procedures established by this Agreement for the settling of disputes and the handling of grievances, the Union agrees that, during the life of this Agreement, there will be no strike, and the Employer agrees that there will be no lockout, in accordance with the Alberta *Labour Relations Code* and any other provincial law, regulation or legislation.

ARTICLE 6 – NO HARASSMENT OR DISCRIMINATION

6.01 No Discrimination

The Employer and the Union agree not to discriminate against any employee covered by this Collective Agreement with respect to the protected grounds provided for in the *Alberta Human Rights Code* or the Alberta *Labour Relations Code*.

The Employer will maintain an administrative procedure addressing discrimination and harassment. Any complaint alleging discrimination or harassment will be dealt with through this procedure as the initial step in addressing the complaint.

ARTICLE 7 – COMMUNICATION AND CORRESPONDENCE

7.01 All correspondence between the Parties arising out of this Agreement will pass between the Superintendent of the Employer, or their designate, and the President and Unit Vice President of the Union.

ARTICLE 8 – UNION/MANAGEMENT ADVISORY COMMITTEE

8.01 The Parties agree to the formation of a Union/Management Advisory Committee.

8.02 The committee will consist of the following:

(a) not more than six (6) regional representatives from the Union,

(b) not more than six (6) representatives from Management,

for the purpose of maintaining communication and collaboration between the Parties on matters of mutual interest.

8.03 Meetings of the committee will be held at times mutually agreeable to both Parties, with the initial meeting held within the first three months of the school year.

8.04 The Union/Management Committee will function as outlined in the Terms of Reference.

ARTICLE 9 – GRIEVANCE PROCEDURE

9.01 In this Article:

(a) "Grievance" is defined as any difference or dispute between the Employer and any employee (s) or between the Employer and the Union relating to the interpretation, application or administration of this Agreement, or an allegation that this Agreement has been violated.

(b) Days will be calendar days and will exclude Paid Holidays.

9.02 The Parties to this Agreement are agreed that it is of the utmost importance to settle grievances fairly and promptly.

9.03 At each formal step of the Grievance Procedure, a meeting will be held with the Employer, the Grievor, and a Union Representative.

9.04 An employee is entitled to Union representation at any step of the grievance procedure, and the Union has carriage of all grievances.

9.05 The Employer acknowledges the right of the Union to appoint, or otherwise select, Union Representatives who will be an employee(s) of the Employer and the appointment of Union Representatives will be communicated to the Employer.

9.06 The Employer will endeavour to settle grievances within normal working hours providing operational and job duties permit.

9.07 Permission to Leave Work

The Employer agrees that Union Representatives and grievors will be entitled to leave their work during working hours to attend grievance meetings with the Employer. Permission to leave work for these purposes will be at the discretion of the immediate supervisor, based on operational needs of the school.

9.08 Grievance Procedure

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

Step 1 – Within fourteen (14) calendar days of the alleged occurrence of a possible dispute, an attempt will be made to verbally settle disputes between the employee and immediate supervisor.

Upon failure to settle the dispute with the immediate supervisor, within fourteen (14) calendar days, the Union will submit the grievance to the Secretary-Treasurer outlining the nature of the grievance, the remedy sought and the article or articles of the Collective Agreement which are alleged to have been violated.

Step 2 – Failing agreement at Step 1, the Employer will review the grievance, conduct the meeting and render a decision in writing within fourteen (14) calendar days following the date on which the grievance was presented.

Step 3 – Failing agreement being reached in Step 2, application may be made to the Employer's Superintendent in writing within fourteen (14) calendar days of the Employer's response at Step 2, stating the grievance concerned and a hearing will be granted by the Superintendent or designate following the application.

The Superintendent or designate will render a decision in writing to the Union within fourteen (14) calendar days following the hearing.

9.09 Mediation

(a) If mutually agreed between the Parties, within twenty-one (21) calendar days of receiving the Step 3 response, the grievance may be referred to a

third-party grievance mediator to assist to resolve the grievance prior to referring the grievance to Arbitration.

(b) The cost of the Mediator will be shared equally between the Employer and the Union.

(c) If mediation fails, the Union may refer the grievance to Arbitration within fourteen (14) calendar days of the last day of mediation

9.10 Where a dispute involving a question of general application or interpretation occurs, or in the case of an employee termination, the Employer and the Union may agree to bypass Steps 1 and 2 of this Article provided that notice is given within fourteen (14) calendar days of the alleged grievance.

9.11 The Employer will supply the necessary facilities for the grievance meetings.

9.12 Amending of Time Limits

(a) Time limits set out for processing grievances will be adhered to except in the case of mutual agreement in writing to alter the time limits.

(b) If the Union fails to comply with the provisions of the grievance, the grievance is at an end.

(c) If the Employer fails to comply with the provisions of this procedure, the grievance proceeds to the next step.

ARTICLE 10 – ARBITRATION PROCEDURE

10.01 Referral to Arbitration

When either Party requests that a grievance be submitted to arbitration, the request will be made by email to the other Party of the Collective Agreement, indicating the name of its request for Arbitrator.

10.02 If the Parties cannot agree on an Arbitrator within thirty (30) calendar days after receiving the request, the appointment will be made by the Director of Mediation Services upon request of either Party.

10.03 Each Party will pay one-half (½) of the fees and expenses of the Arbitrator.

ARTICLE 11 – DISCIPLINE AND PERSONNEL RECORDS

11.01 An employee will have Union representation at any disciplinary meeting or meetings which may lead to discipline.

11.02 The Employer and the Union agree to adhere to the principle of progressive discipline.

11.03 Except in cases when the Superintendent or designate considers that an employee's conduct warrants immediate discipline, dismissal or suspension, the practice will be to correct the employee through providing clear expectations. Should the conduct continue, or if the conduct warrants immediate discipline, dismissal or suspension any documentation will be provided to the Union within seven (7) working days.

11.04 Should an employee be dismissed, suspended, laid off or demoted and it is later established that such dismissal, suspension, layoff or demotion was without just cause or not in accordance with the provisions of this Agreement, the employee will be compensated for net loss of earnings and reinstatement of benefits and seniority suffered by reason of such dismissal, suspension, layoff or demotion.

11.05 Upon giving reasonable notice to the Employer, employees will be given access to their personnel file. There will only be one employee personnel file.

11.06 After thirty-six (36) months, an employee may request removal of disciplinary documentation provided that there have been no further reports issued or disciplinary action taken within the thirty-six (36) month period.

ARTICLE 12 – SENIORITY

12.01 Seniority is defined as the length of service in the Bargaining Unit and will operate on a Bargaining Unit-wide basis. Seniority will include all service prior to certification of the Union.

12.02 Seniority for an employee Regular Full-time or Part-time Employee will commence from the initial date of employment.

12.03 Any Leave of Absence of more than twenty (20) working days or one (1) calendar month, will not be counted toward the determination of the seniority of any employee, excluding Summer Break and protected leaves.

12.04 In the event that a Casual Employee becomes a Regular Full-time or Part-time Employee, their seniority will date from the commencement of their first continuous employment as a Full-time or Part-time Employee.

12.05 Seniority Lists

The Employer will maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list will be sent to the Union and posted on all bulletin boards in January and June of each year.

In the event of job postings, layoffs or recalls, the Employer will use the most up-to-date seniority list. The President, or their designate, may request an up-to-date list if necessary.

12.06 When two (2) or more employees have the same seniority date, the order of seniority will be by last name alphabetically on the date of hire.

12.07 Loss of Seniority

An employee will not lose seniority rights if they are absent from work because of sickness, accident, layoff, or leave of absence approved by the Employer.

An employee will only lose their seniority in the event:

(a) They are discharged for just cause and are not reinstated.

(b) They resign and do not rescind their resignation within two (2) days.

12.08 Seniority While Outside Bargaining Unit

If an employee in the Bargaining Unit accepts a position outside of the Bargaining Unit, and there is no break of service with the school division, the employee's seniority will be frozen and will resume should they return to the Bargaining Unit.

ARTICLE 13 – PROBATIONARY EMPLOYEES

13.01 The Probationary Period will not exceed six (6) months. However, the Superintendent or designate and the Union may mutually agree to extend the Probationary Period by a period of two (2) months in writing. During the Probationary Period, employees will be entitled to all rights and benefits of the Collective Agreement except the Grievance Procedure.

13.02 A Probationary Employee, who is for any reason absent from a scheduled work period for more than five (5) working days, will have their Probationary Period extended by a period equal to the number of absenteeism days.

ARTICLE 14 – VACANT OR NEWLY CREATED POSITIONS

14.01 (a) In filling a vacant or newly created position, the Employer will post a notice containing the required qualifications on the Employer's website for a minimum of five (5) working days. Job postings may be posted externally simultaneously. A copy of the posted notice will be forwarded to the President of the Local.

(b) Applications will be considered in the following order:

(i) Qualified Bargaining Unit employees on the recall list in accordance with Clause 15.05, in order of seniority,

(ii) Qualified Bargaining Unit employees, in order of seniority,

(iii) External Applicants.

(c) Where two (2) or more applicants are determined relatively equal in qualifications, knowledge, and skills, seniority will be the determining factor.

14.02 (a) Where a Regular Employee has accepted a vacant or newly created position that is the same job classification as their current or previous job classification but in a different school, the employee will serve a trial period of thirty (30) days worked. The trial period may, at the discretion of the Employer, be extended by an additional fifteen (15) working days.

(b) Regular Employees accepting a position that is a different job classification than their current or previous job classification will serve a trial period of sixty (60) days worked. The trial period may, at the discretion of the Employer, be extended by an additional thirty (30) working days.

(c) If the employee is deemed to be unsuitable for the position or is unable to perform the duties of the position, the Employer will return the employee to the employee's former position or to a comparable position at their previous school, without loss of seniority.

14.03 The Employer will notify the President of CUPE Local 2559 of any successful applicants appointed to a vacant or newly created position, transfers, retirements, resignations and terminations. The Employer will notify the President by the fifteenth (15^{th}) of every month, excluding July and August.

14.04 Assignments

(a) When the Employer assigns or requires an employee to perform a position with a higher wage rate for any period, the employee will be paid the higher wage rate.

(b) When the Employer assigns or requires an employee to perform a position with a lower wage rate, the employee will be paid their regular wage rate.

ARTICLE 15 – LAYOFF AND RECALL

15.01 Definitions of Layoff

(a) Layoff will be defined as a temporary or permanent:

(i) lack of work;

(ii) reduction in the workforce; or

(iii) a reduction in the regular hours of work as defined in this Agreement.

(b) Ten (10) month, school-based employees, "Summer Break" will mean the summer months when school is not in session.

15.02 Layoffs will be done in reverse order of seniority by classification and site.

15.03 Notice of Layoff Provisions

(a) The Employer will notify Regular Employees to be laid off in accordance with Article 15 at least fourteen (14) calendar days before the layoff is to be effective.

(b) If the employee who has received layoff notice is not provided with an opportunity to work during the notice period, such an employee will be paid an amount equal to the wages the employee would have earned, had the employee worked the employee's regular hours of work in the fourteen (14) calendar day period.

(c) If a laid off employee is assigned duties other than those normally connected with their regular job classification during the notice period, the employee will be paid as if the employee remained in their previous position except for the notice of layoff.

(d) The Union will be notified of layoff(s) and recall(s) as they occur.

(e) Notice of Layoff will be in writing and will be served either in person or by registered letter directed to the employee's last known address. Layoff notices served by registered letter will be considered served effective the date of registration with the postal service, or if served in person will be considered served effective the date of receipt by the employee.

15.04 Summer Break

(a) An employee may be subject to a non-working period over Summer Break. The Employer will notify these employees at least ten (10) working days in advance of the effective date of the Summer Break.

(b) In the event a Regular Employee on Summer Break does not return on the designated recall date, the Regular Employee will be deemed to have resigned their employment.

15.05 Recall

(a) A Regular Employee who has been laid off will be placed on the Recall List until the employee is recalled to a position that they have applied and are qualified for, for a maximum of twelve (12) months.

(b) Laid off employees are expected to apply on available job postings and will be offered a position for which they are qualified in accordance with Clause 14.01, in order of seniority, before other internal Bargaining Unit employees and external applicants.

ARTICLE 16 – WAGES

16.01 Pay Days

The Employer will pay wages in accordance with Schedule A attached and forming part of this Agreement. The pay period will end on the fifteenth (15^{th}) of each month. Employee pay will be deposited within ten (10) calendar days. On each pay, each employee will be provided with an itemized statement of their salary/wages, overtime and other supplementary pay and deductions.

16.02 Payroll Error

A payroll error resulting in underpayment will be rectified by the Employer within fifteen (15) calendar days of the Superintendent or designate and/or the employee being notified.

16.03 Recovery of Overpayments

Where an employee has been overpaid, the Employer will recover the amount of overpayment from the employee's wages using the following procedure:

(a) The Employer will confirm in writing with the employee and a Union Representative:

(i) The calculation of the amount of overpayment; and

(ii) The Employer will collect the overpayment after a reasonable repayment schedule has been determined with the employee. Employees must repay overpayments within six (6) months except in exceptional circumstances where alternate arrangements can be discussed with the Superintendent or designate.

(iii) Any outstanding payments will be deducted from the employee's final pay if the employee leaves the organization.

ARTICLE 17 – HOURS OF WORK

17.01 Normal Hours of Work

The normal work week is Monday through Friday. The normal hours of work, defined as Full-time Equivalent (FTE), are as follows:

Current amounts are shown in the table below.

Employee Classification	Daily Working Hours	Weekly Working Hours	10/12 Month Employee
Classroom Supervisors	6.5	32.5	10
Administrative Assistants	7.5	37.5	10
Child Development Counsellor	7.5	37.5	10
Mental Health Therapist	7.5	37.5	10
FMNI Grad Coach	7.5	37.5	10
Occupational Therapist	7.5	37.5	10
Speech Language Pathologist	7.5	37.5	10
Occupational Therapist Assistant	7.5	37.5	10
Speech Language Pathologist Assistant	7.5	37.5	10
Educational Assistant	6.5	32.5	10
Library Commons	6.5	32.5	10
Nutrition and Food Service Worker	6.5	32.5	10
Concession/Cafeteria Worker	6.5	32.5	10
Early Childhood Educator	7.0	35	10
Early Childhood Assistant	6.5	32.5	10
Wellness Coaches	7.5	37.5	12

17.02 Meal Period and Rest Periods

(a) One (1) unpaid meal period of one-half (½) hour will be scheduled for each employee working a shift of five (5) hours or more and will be at or near the mid-point of the shift.

(b) Employees may leave the work premises during their unpaid meal period. If, at the request of the supervisor, an employee must remain on site, the meal period will be paid.

(c) An employee who works for more than four (4) hours per day will be entitled to one (1) paid rest period of ten (10) minutes to be scheduled by the Employer.

17.03 Notice of Schedule

(a) The hours and days of work will be posted in an appropriate location.

(b) Except in emergency situations, shifts will not be changed unless three (3) working days' notice is given to the employee or unless mutually agreed upon between the employee and Employer.

17.04 When an employee is called to work outside of their regular working hours, on regular working days, or on a day off, and the employee is required to report to work, the employee will be paid for a minimum of three (3) hours at their normal rate of pay or for the hours they work, whichever is greater. If applicable, overtime rates will apply for this time.

17.05 Employees who report to work and are told that there is no work will be paid for a minimum of three (3) hours at their regular rate of pay, whether they are sent home or asked to stay and do other work.

17.06 Banking

(a) For local banking, postal service and purchasing, the Principal may appoint one (1) person (normally their administrative assistant) to conduct this work.

(b) This person will be entitled to the following allowance in lieu of reimbursement.

(i) Forty-six dollars ($46.00) monthly allowance based on verified travel logs.

(c) Person designated will use their own private vehicle and will maintain a record (log) of their travel.

(d) Any payment due for the months of July and August will be completed in September.

ARTICLE 18 – OVERTIME

18.01 Definition of Overtime

Time worked beyond eight (8) hours per day or forty (40) hours per week is eligible for overtime.

18.02 Where overtime is applicable and approved by the Employer, overtime hours will be compensated at one and one-half times (1½x) the employee's regular hourly wage rate.

18.03 No employee will be required to work overtime.

18.04 Employees who are contacted by the Employer or their representative(s) after hours and are required to provide off-site assistance will be eligible for compensation.

18.05 Overtime Opportunities

The Employer will endeavour to divide overtime equally to employees as much as is practicable.

18.06 No Layoff to Compensate for Overtime

There will be no layoff of regular hours to equalize any overtime the employee has worked.

ARTICLE 19 – PAID HOLIDAYS

19.01 Paid Holidays

The Employer recognizes the following as Paid Holidays:

(a) New Year's Day
(b) Family Day
(c) Good Friday
(d) Easter Monday
(e) Victoria Day
(f) Canada Day
(g) Civic Holiday

(h) Labour Day

(i) National Day for Truth and Reconciliation

(j) Thanksgiving Day

(k) Remembrance Day

(l) Christmas Day

(m) Boxing Day

19.02 Payment for Holidays

(a) Ten (10) month employees are not paid for Holidays that fall outside of their ten (10) consecutive months of service.

(b) An employee who is required to work on any of the above-named Paid Holidays, in whole or in part, will receive pay at the rate of one and a half times (1½x) of the employee's regular hourly rate for every hour worked.

(c) In order to be paid for a Holiday, an employee must be at work or on approved leave of absence with pay on the last normal working day before and the first normal working day following the Paid Holiday.

(d) When a Paid Holiday identified in Clause 19.01 falls on a weekend or on a regular workday where the Division is closed, the Regular Employee will be paid the regular daily wage.

(e) Casual Employees will be eligible and paid for the Holidays listed in Clause 19.01 based on Alberta *Employment Standards* calculations.

19.03 Paid Holidays During Vacation

If a Paid Holiday occurs during an employee's vacation, that day will not count as a vacation day.

ARTICLE 20 – VACATION

20.01 Length of Vacation

Every Permanent Employee will be entitled to an annual vacation or payment in lieu thereof, based on the date of permanent hire, as follows:

(a) An employee with less than one (1) year of service in any calendar year will be allowed paid vacation at the rate of one (1) day for each complete month of service, to a maximum of ten (10) days or four percent (4%) of gross earnings.

(b) An employee will be allowed three (3) weeks paid vacation or six percent (6%) of gross earnings upon completion of one (1) year of service.

(c) An employee will be allowed four (4) weeks paid vacation or eight percent (8%) of gross earnings upon completion of five (5) years of service.

(d) An employee will be allowed five (5) weeks paid vacation or ten percent (10%) of gross earnings upon completion of twelve (12) years of service.

(e) An employee will be allowed six (6) weeks paid vacation or twelve percent (12%) of gross earnings upon completion of twenty (20) years of service.

20.02 Vacation for Ten (10) Month Employees

Employees who work more than zero point two (0.2) Full-Time Equivalent (FTE) will accrue their vacation pay to be paid out during Christmas Break and Easter Break. Any leftover vacation accrual will be paid out at least twenty (20) days prior to the end of the school year.

Employees with included vacation pay include Child Development Counsellor, FNMI Grad Coach, Mental Health Therapist, Occupational Therapist, Occupational/Speech Language Therapist Assistants, and Speech Language Therapist. (See LOU # 1)

20.03 Vacation for Twelve (12) Month Employees

(a) Twelve (12) month employees will accrue vacation on a monthly basis.

(b) A maximum of ten (10) days of unused paid vacation may be carried over and used in the following year, with approval by the employee's direct supervisor.

(c) Vacation Scheduling for Twelve (12) Month Employees:

(i) Employees will advise the Employer of their vacation requests by May 1st of each year.

(ii) Where an employee submits their vacation preference by May 1st of that year, the Employer will respond to the vacation request by May 30th of the same year.

(iii) If by May 30th, the employee has not submitted a written schedule of intended vacation time for approval, the Superintendent or designate may allot vacation time.

(iv) Any prior accumulated carryover days must be included in the vacation schedule.

ARTICLE 21 – SICK LEAVE

21.01 Sick Leave

Sick Leave is for the purpose of sickness, disability or obtaining necessary medical or dental treatment.

21.02 (a) A Regular, Probationary or Temporary Employee will be entitled to Sick Leave credits at a rate of two (2) days per month prorated based on their full-time equivalency.

(b) At the Employer's request, an employee must provide a doctor's note of illness or proof of attendance at a medical or dental appointment.

(c) Sick Leave credits for Part-time Employees will be prorated on the number of annual hours worked and based on full-time equivalency.

(d) Unused Sick Leave credit(s) may be accumulated in consecutive school years to a maximum of one hundred (100) calendar days.

21.03 After ninety (90) calendar days of continuous absence due to medical disability, no further salary will be paid, and the Alberta School Employee Benefit Plan (ASEBP) will take effect.

21.04 Eligibility for Sick Leave credits for a period in excess of three (3) consecutive days will be determined on receipt of a declaration form signed by a physician or surgeon.

21.05 The accumulated Sick Leave credits of an employee will not be affected as a result of any approved leave of absence for a period not exceeding one (1) school year or twelve (12) consecutive months.

21.06 All Sick Leave credits of an employee will terminate upon termination of employment from the Division unless the employee has a disability as approved by ASEBP which started within two (2) months preceding the date of such termination and that notice of termination was provided by the Division prior to the beginning of the disability. In all other situations relating to termination of an employee who becomes disabled, benefits will be paid for the lesser of the duration of the disability or the utilization of all accumulated Sick Leave credits.

21.07 Family Medical Leave

(a) Family Medical Leave will be granted with pay and benefits when no one, other than the employee, can provide for the needs during illness or medical/dental appointments, for members of their immediate family. Immediate family means spouse, benefit partner, child, or parent.

(b) An employee will be entitled to use a maximum of ten (10) accumulated Sick Leave days per year for this purpose.

(c) One (1) day per month of accumulated Sick Leave credits will be reserved for the employee's personal sick leave use.

(d) Proof of eligibility may be required in accordance with Clause 21.02.

(e) On the first day, this leave requires notification to the Principal. In the event of the second (2nd) or more consecutive days, the leave requires approval by the Superintendent or designate.

ARTICLE 22 – LEAVES OF ABSENCE

22.01 Job Protected Leaves

The Employer recognizes that employees within this Agreement are entitled to access to unpaid Job Protected Leaves as outlined in the Alberta *Employment Standards Code* to deal with personal and life events, unless otherwise outlined in this Agreement. Examples of these leaves include Domestic Violence, Maternity and Parental Leave (including loss of pregnancy leave), Citizenship Ceremony, Reservist Leave, and other leaves not addressed in this Agreement.

22.02 Bereavement Leave

(a) For clarity, the foregoing is inclusive of step and in-law relations and relations regardless of gender.

(b) An employee will be granted up to five (5) regularly scheduled workdays leave without loss of pay and benefits in the case of the death of a parent, spouse, common-law spouse, sibling, grandparent, grandchild, loss of pregnancy, or child.

(c) An employee will be granted up to three (3) regularly scheduled workdays leave without loss of pay and benefits in the case of the death of a relative who is a member of the employee's household.

(d) The leave will be taken:

(i) on regularly scheduled consecutive workdays immediately following the death; or

(ii) the employee may use one (1) or more days immediately following the death and the remaining days to attend a funeral, burial, memorial service, or celebration of life scheduled at a later date.

(e) Consideration will be given to providing reasonable travelling time for travel to a maximum of one (1) day with pay for distances greater than five hundred kilometres (500 km) from the employee's residence.

Travel time may be extended at the discretion of the Employer should additional time be required for travel or other extenuating circumstances.

22.03 Elections

The Employer will grant, on written request, a leave of absence without pay and benefits for employees to seek election in a municipal, provincial, federal, First Nation or other Indigenous election, for a maximum period of ninety (90) days. This leave must be taken consecutively.

22.04 Jury Duty and Court Attendance

Leave of absence without loss of salary and benefits will be granted for jury duty or any summons related thereto; or to answer a subpoena or summons to attend any court proceeding as a witness in a cause other than the employee's own. Any witness fee receivable by the employee will be paid to the Employer. A copy of the subpoena must be provided to the employee's supervisor in order to receive this benefit.

22.05 Bargaining Committee Leave

(a) The Union's Negotiating Committee will consist of no more than four (4) representatives of the CUPE Local Union and a CUPE National Representative.

(b) The Employer will pay fifty percent (50%) of the wages and benefits, for the employee Committee members, for time spent directly negotiating with the Employer Representatives to a maximum of their regularly scheduled shift.

22.06 Union Leave

(a) Union Leave will be granted for:

(i) An employee elected, selected, or appointed as a delegate to Union conventions, seminars, or training sessions.

(ii) An employee elected, selected, or appointed to be a full-time or part-time official of the Local Union.

(iii) An employee elected to a full-time or part-time position in a National or Provincial Labour Organization to which the Local Union is affiliated or chartered, for a period of up to two (2) years and extended in the event of re-election.

(iv) Duties with CUPE National for a period of time and extended with application to the Employer.

(b) Union Leaves of absence in this Clause may be granted with five (5) calendar days' written notice from the employee to the Employer. Where Union business is regularly scheduled or known in advance, the employee or Union will give written notice to the Employer as soon as they are aware. The Employer may waive any portion of the notice period.

(c) Employees on Union Leave will continue to accrue seniority, Sick Leave credits, vacation credits, and any other accruals as if they were regularly at work.

(d) Employees returning from Union Leave will return to their former position. If their position no longer exists, the employee will be placed in an equivalent position within commutable distance.

(e) The Employer will continue to pay the full wages and benefits of the employee on leave in this Clause and will be reimbursed by the Union upon the Employer providing a full invoice of the cost to the Union.

22.07 Additional Leave Absence

Additional Leaves of Absence may be granted at the discretion of the Superintendent, or designate, with pay and benefits, without pay and with benefits, or without pay and without benefits, if and when all other leave provisions have been accessed.

The Superintendent, or designate, may request the employee provide rationale for the leave.

22.08 Personal Days

(a) Regular Full-Time Employees will earn two (2) Personal Days with pay and benefits, per school year, for reasons not otherwise listed in this Article.

(b) Personal Days for Regular Part-time Employees and Probationary Employees will be prorated on their Full-time Equivalency.

(c) Personal Days must be requested and approved by the employee's School Principal or Supervisor subject to operational requirements as determined by the Employer, with advance notice of at least five (5) working days, unless otherwise agreed between the Employer and the employee for urgent or emergent circumstances.

ARTICLE 23 – EMPLOYEE BENEFITS

23.01 Benefit Coverage

(a) The Employer will provide the following benefits, subject to the terms and conditions of the applicable contracts and/or government regulations:

(i) Life & Accidental Death/Dismemberment Plan

(ii) Extended Disability Benefit Plan

(iii) Extended Health Care Plan

(iv) Dental Care Plan

(v) Vision Care Plan

(vi) Alberta Health Care Premiums (if mandated by the Government of Alberta)

(b) The Employer will pay one hundred percent (100%) of the premium costs for the benefits under Clause 23.02 (a), relative to the employee's Full-Time Equivalency (FTE).

(c) Eligible employees working less than a zero point two (0.2) FTE do not qualify for benefit coverage.

(d) Eligibility for benefits is determined by the Insurance provider.

(e) Benefit coverage will continue for a ten (10) month employee during Summer Break provided that employment is expected to continue in the following school year. Otherwise, benefits will terminate, for all employees, on their last day of employment.

(f) Casual Employees have the option to apply for supplemental benefits through ASEBP, the employee must contact the Benefits Officer within thirty-one (31) days of the start of their employment.

23.02 Change of Carriers or Providers

Nothing in this Collective Agreement precludes the Employer from securing a benefit plan through an alternate carrier, provided the overall plan is considered equivalent or greater to that provided for in this Collective Agreement. Should the Employer choose to change benefit carriers, they will notify the Union in writing with a minimum of twenty (20) working days of notice.

23.03 Continuation of Benefits

The Employer agrees to continue its portion of premium contributions toward the benefit plans while an employee is receiving Sick Leave pay or is on a leave of absence of twenty (20) working days or less. Thereafter, the Employer contributions will cease, and the employee may maintain coverage by paying one hundred percent (100%) of the premium contributions, provided the policies of the insurance carrier(s) permit.

After an employee has been receiving benefits under the ASEBP Extended Disability Plan for more than two (2) years, their employment may be terminated, in accordance with the Plan.

23.04 Pension Plan

Eligible employees, working fourteen (14) hours or more per week, will be enrolled in the Local Authorities Pension Plan (LAPP) in accordance with the terms of the Plan.

23.05 Health Spending Account / Wellness Spending Account

(a) The Employer will establish a Health Spending Account (HSA) for each eligible employee, their spouse and dependents, and administered by the Alberta School Employee Benefit Plan (ASEBP) that adheres to regulations with the Canada Revenue Agency (CRA) and the *Income Tax Act*.

(b) The Employer will contribute an annual amount of seven hundred twenty-five dollars ($725.00) per eligible employee, based on the FTE of their position.

(c) The Employer will make the contributions monthly at a rate of seventy-two dollars and fifty cents ($72.50) for each of the ten (10) months September through June.

(d) Employees may carry unused balances of their HSA over to the extent permitted by the CRA.

(e) Employees who start work in the middle of a school year will receive the pro-rated monthly amounts starting in their first (1st) month of employment.

(f) Employees who are leaving the employment of the Employer will forfeit any remaining balance after the run-off period, in accordance with ASEBP.

ARTICLE 24 – WORK OF THE BARGAINING UNIT

24.01 Restrictions on Contracting Out

The Union recognizes the right of the Employer to contract out services providing, however, by doing so, no Bargaining Unit employee actively employed will suffer any loss of employment or reduction in hours of work.

24.02 Technological Change

In the event of implementation of any technology that will cause the reduction of Bargaining Unit work, the Employer will first consult with the Union to discuss options for displaced work or employees.

ARTICLE 25 – HEALTH AND SAFETY

25.01 The Union and the Employer will cooperate in continuing to maintain and improve the health and safety of all employees.

25.02 The Employer and the Union agree that Occupational Health and Safety is a paramount concern and recognize the rights of employees to have a safe working environment.

To achieve this goal, one (1) representative of the Union, selected by the membership, will participate in the Joint Occupational Health and Safety Committee as outlined in the Alberta *Occupational Health and Safety Act*.

ARTICLE 26 – DUTY TO ACCOMMODATE

26.01 Accommodation of employees within the workplace is a shared responsibility between the Employer, the Union and the employee, in accordance with the *Alberta Human Rights Act*.

ARTICLE 27 – MILEAGE

27.01 Mileage Allowance

Where an employee is requested to use their personal vehicle for work of the Employer, beyond their defined region, they will be compensated for mileage as per the Employer's Administrative Procedure.

ARTICLE 28 – TRAINING AND EDUCATION

28.01 Time spent on approved training will be considered as time worked, as it relates to all provisions of this Collective Agreement.

28.02 The Employer will provide all mandatory training to employees as needed without cost to the employee and during regular work time.

ARTICLE 29 – RETROACTIVITY

29.01 There will be no retroactive application on any of the resulting amendments to the Collective Agreement except as expressly provided for in this Article.

29.02 Retroactive pay will be paid to all employees who are on the payroll on the day of ratification.

29.03 Retroactive payment for all hours paid will be made as soon as practicable following the date of ratification of this Collective Agreement.

ARTICLE 30 – DEFINITIONS

30.01 "Employer" is The Northern Lights School Division.

30.02 "Union" is the Canadian Union of Public Employees, Local 2559.

30.03 "Employee" is any person employed by the Employer in one of the positions listed in Schedule B.

30.04 A “Permanent Employee” is an employee who occupies a full-time or part-time position with the Employer and has completed their Probationary Period.

30.05 A “Full-time Employee” is an employee occupying a position listed in Schedule B who has successfully completed the Probationary Period and who works a regular full-time work schedule in accordance with the table of regular weekly hours in Clause 17.01.

30.06 A “Part-time Employee” is an employee occupying a position listed in Schedule B who has successfully completed the probationary period and who regularly works less than a Full-time Employee.

30.07 A “Temporary Employee” is an employee hired to perform duties for a known limited period, not to exceed eighteen (18) continuous months.

If reducing the number of temporary positions within a classification, the Employer will reduce starting with the most recent Temporary Employee placement within that classification.

30.08 A “Casual Employee” is an employee who is employed on a consensual call-in basis for available work.

Casual Employees will be paid at the Start Rate of their classification and education level in accordance with Appendix A. When a Casual Employee provides new or updated education qualifications to the Employer, the new rate of pay will be effective the date the qualifications are provided to the Employer.

30.09 A “Probationary Employee” is an employee who has not successfully completed the Probationary Period requirements under Article 13.

30.10 “Union Representative” is a representative designated by CUPE Local 2559 and may include “shop stewards”, elected Executive members, or a CUPE National Representative.

30.11 “Workday” is defined as Monday to Friday, exclusive of Paid Holidays, Saturdays and Sundays.

30.12 “Calendar Day” is defined as Monday to Sunday, with no exceptions.

30.13 “Basic rate of pay” or “regular rate of pay” is the applicable wage rate for an employee as set out in Schedule A, not including any premium payments, differentials or allowances provided for in this Agreement, or through another agency.

Dated:August 26, 2026

Signed on behalf of The Northern Lights School Division

Jimmi Lou Irvine
Jimmi Lou Irvine (Sep 2, 2026 12:36:46 MDT)

Jimmilou Irvine, Superintendent

Jeannine Dallaire, Director of Learning - People Services

Karen Packard
Karen Packard (Sep 3, 2026 15:27:36 MDT)

Karen Packard, Board Chairperson

Signed on behalf of the Canadian Union of Public Employees, Local 2559

Danielle Danis (Aug 31, 2026 15:55:49 MDT)

Danielle Danis, President

Sandy Muise

Sandy Muise, Unit Vice President

Stephanie Lustig, National Representative

SCHEDULE A – WAGES
May 2, 2025 – 3%

Employee Classification						
Classroom Supervisors						
Full Day	137.23					
Half Day	68.61					
	Start	After 1 yr	After 2 yr	After 3 yr	After 4 yr	After 5 yr
Administrative Assistants	25.12	26.84	28.42			
Mental Health Therapist and Child Development Counsellor						
Diploma in Social Work	33.31	35.00	36.77	38.63	40.58	42.64
Related Bachelor	35.28	37.06	38.93	41.38	42.97	45.14
Bachelor of Social Work	39.19	41.18	43.26	45.45	47.75	50.16
Master of Social Work	40.08	42.10	44.24	46.47	48.82	51.29
FNMI Grad Coach						
No Certificate	25.24	25.76	27.70			
1-year Certificate	26.76	27.70	29.60			
2-year Certificate	29.18	30.22	32.35			
Occupational Therapist						
Bachelor's Degree	50.83	53.38	55.96	58.50	61.07	
Master's Degree	54.02	57.23	60.43	63.62	66.83	
Speech Language Pathologist	54.02	57.23	60.43	63.62	66.83	
Occupational Therapist Assistant						
Non-Certified	27.17	27.93	28.49	29.07	29.65	
Certified	31.89	34.36	36.82	39.24	41.77	
Speech Language Pathologist Assistant						
Non-Certified	27.17	27.93	28.49	29.07	29.65	
Certified	31.89	34.36	36.82	39.24	41.77	
Educational Assistant						
No certificate	19.29	21.21	23.42			
With NLPS Training	19.87	21.86	24.11			
"Grandfathered Employees"	20.68	21.93	24.33			
1-year certificate	20.59	22.85	25.22			
2-year certificate	22.33	24.76	27.17			
Learning Commons						
No Certificate	20.36	22.82	25.21			
Certificate	23.91	25.57	27.38			
Diploma	25.35	26.79	28.59			
Nutrition and Food Service Worker	20.58	22.85	25.22			
Concession/Cafeteria Worker	20.58	22.85	25.22			
Early Childhood Educator						
Certificate Level 1	19.52	21.63	22.85			
Certificate Level 2	20.58	22.66	25.18			
Certificate Level 3	25.18	27.71	30.22			
Early Childhood Assistant						
Certificate Level 1	18.48					
Certificate Level 2	19.18					
Certificate Level 3	20.05					
Wellness Coach	32.96					

September 1, 2025 – 3% or $1.25 per hour (whichever is greater)

Employee Classification						
Classroom Supervisors						
Full Day	145.35					
Half Day	72.67					
	Start	After 1 yr	After 2 yr	After 3 yr	After 4 yr	After 5 yr
Administrative Assistants	26.37	28.09	29.67			
Mental Health Therapist, Psychologist and Child Development Counsellor						
Diploma in Social Work	34.56	36.25	38.02	39.88	41.83	43.92
Related Bachelor	36.53	38.31	40.18	42.63	44.26	46.50
Bachelor of Social Work	40.44	42.43	44.56	46.82	49.18	51.67
Master of Social Work	41.33	43.36	45.57	47.87	50.29	52.83
FNMI Grad Coach						
No Certificate	26.49	27.01	28.95			
1-year Certificate	28.01	28.95	30.85			
2-year Certificate	30.43	31.47	33.60			
Occupational Therapist						
Bachelor's Degree	52.36	54.99	57.64	60.26	62.90	
Master's Degree	55.64	58.94	62.24	65.53	68.83	
Speech Language Pathologist	55.64	58.94	62.24	65.53	68.83	
Occupational Therapist Assistant						
Non-Certified	28.42	29.18	29.74	30.32	30.90	
Certified	33.14	35.61	38.07	40.49	43.02	
Speech Language Pathologist Assistant						
Non-Certified	28.42	29.18	29.74	30.32	30.90	
Certified	33.14	35.61	38.07	40.49	43.02	
Educational Assistant						
No certificate	20.54	22.46	24.67			
With NLPS Training	21.12	23.11	25.36			
"Grandfathered Employees"	21.93	23.18	25.58			
1-year certificate	21.84	24.10	26.47			
2-year certificate	23.58	26.01	28.42			
Learning Commons						
No Certificate	21.61	24.07	26.46			
Certificate	25.16	26.82	28.63			
Diploma	26.60	28.04	29.84			
Nutrition and Food Service Worker	21.83	24.10	26.47			
Concession/Cafeteria Worker	21.83	24.10	26.47			
Early Childhood Educator						
Certificate Level 1	20.77	22.88	24.10			
Certificate Level 2	21.83	23.91	26.43			
Certificate Level 3	26.43	28.96	31.47			
Early Childhood Assistant						
Certificate Level 1	19.73					
Certificate Level 2	20.43					
Certificate Level 3	21.30					
Wellness Coach	34.21					

September 1, 2026 – 3%

Employee Classification						
Classroom Supervisors						
Full Day	149.71					
Half Day	74.85					
	Start	After 1 yr	After 2 yr	After 3 yr	After 4 yr	After 5 yr
Administrative Assistants	27.16	28.93	30.56			
Mental Health Therapist and Child Development Counsellor						
Diploma in Social Work	35.60	37.34	39.16	41.07	43.09	45.24
Related Bachelor	37.62	39.46	41.39	43.90	45.59	47.89
Bachelor of Social Work	41.65	43.70	45.89	48.22	50.66	53.22
Master of Social Work	42.57	44.66	46.93	49.30	51.80	54.42
FNMI Grad Coach						
No Certificate	27.28	27.82	29.82			
1-year Certificate	28.85	29.82	31.78			
2-year Certificate	31.34	32.41	34.61			
Occupational Therapist						
Bachelor's Degree	53.93	56.64	59.37	62.07	64.79	
Master's Degree	57.31	60.71	64.11	67.50	70.90	
Speech Language Pathologist	57.31	60.71	64.11	67.50	70.90	
Occupational Therapist Assistant						
Non-Certified	29.27	30.06	30.63	31.23	31.83	
Certified	34.13	36.68	39.21	41.71	44.31	
Speech Language Pathologist Assistant						
Non-Certified	29.27	30.06	30.63	31.23	31.83	
Certified	34.13	36.68	39.21	41.71	44.31	
Educational Assistant						
No certificate	21.16	23.13	25.41			
With NLPS Training	21.75	23.80	26.12			
"Grandfathered Employees"	22.59	23.87	26.35			
1-year certificate	22.49	24.82	27.27			
2-year certificate	24.29	26.79	29.27			
Learning Commons						
No Certificate	22.26	24.80	27.26			
Certificate	25.91	27.63	29.49			
Diploma	27.40	28.88	30.74			
Nutrition and Food Service Worker	22.48	24.82	27.27			
Concession/Cafeteria Worker	22.48	24.82	27.27			
Early Childhood Educator						
Certificate Level 1	21.39	23.57	24.82			
Certificate Level 2	22.48	24.63	27.23			
Certificate Level 3	27.23	29.83	32.41			
Early Childhood Assistant						
Certificate Level 1	20.32					
Certificate Level 2	21.04					
Certificate Level 3	21.94					
Wellness Coach	35.24					

September 1, 2027 – 3% or $1.25 per hour (whichever is greater)

Employee Classification						
Classroom Supervisors						
Full Day	157.84					
Half Day	79.23					
	Start	After 1 yr	After 2 yr	After 3 yr	After 4 yr	After 5 yr
Administrative Assistants	28.41	30.18	31.81			
Mental Health Therapist and Child Development Counsellor						
Diploma in Social Work	36.85	38.59	40.41	42.32	44.38	46.60
Related Bachelor	38.87	40.71	42.64	45.22	46.96	49.33
Bachelor of Social Work	42.90	45.01	47.27	49.67	52.18	54.81
Master of Social Work	43.84	46.00	48.34	50.78	53.35	56.05
FNMI Grad Coach						
No Certificate	28.53	29.07	31.07			
1-year Certificate	30.10	31.07	33.03			
2-year Certificate	32.59	33.66	35.86			
Occupational Therapist						
Bachelor's Degree	55.54	58.34	61.15	63.93	66.73	
Master's Degree	59.03	62.53	66.03	69.52	73.02	
Speech Language Pathologist	59.03	62.53	66.03	69.52	73.02	
Occupational Therapist Assistant						
Non-Certified	30.52	31.31	31.88	32.48	33.08	
Certified	35.38	37.93	40.46	42.96	45.64	
Speech Language Pathologist Assistant						
Non-Certified	30.52	31.31	31.88	32.48	33.08	
Certified	35.38	37.93	40.46	42.96	45.64	
Educational Assistant						
No certificate	22.41	24.38	26.66			
With NLPS Training	23.00	25.05	27.37			
"Grandfathered Employees"	23.84	25.12	27.60			
1-year certificate	23.74	26.07	28.52			
2-year certificate	25.54	28.04	30.52			
Learning Commons						
No Certificate	23.51	26.05	28.51			
Certificate	27.16	28.88	30.74			
Diploma	28.65	30.13	31.99			
Nutrition and Food Service Worker	23.73	26.07	28.52			
Concession/Cafeteria Worker	23.73	26.07	28.52			
Early Childhood Educator						
Certificate Level 1	22.64	24.82	26.07			
Certificate Level 2	23.73	25.88	28.48			
Certificate Level 3	28.48	31.08	33.66			
Early Childhood Assistant						
Certificate Level 1	21.57					
Certificate Level 2	22.29					
Certificate Level 3	23.19					
Wellness Coach	36.49					

SCHEDULE B – POSITIONS IN THE BARGAINING UNIT

The positions listed below encompass the positions that are included in the Bargaining Unit as of May 2, 2025, and does not prohibit any other position from being added to the Bargaining Unit due to determination internally, at arbitration, at the Alberta Labour Relations Board, or other, or any positions added during the term of this Collective Agreement.

(a) Administrative Assistant

(b) Child Development Counsellor

(c) Classroom Supervisor

(d) Concession/Cafeteria Worker

(e) Early Childhood Assistant

(f) Early Childhood Educator

(g) Educational Assistant

(h) FMNI Grad Coach

(i) Learning Commons/Librarian

(j) Mental Health Therapist

(k) Nutrition and Food Service Worker

(l) Occupational Therapist

(m) Occupational Therapist Assistant

(n) Speech Language Pathologist

(o) Speech Language Pathologist Assistant

(p) Wellness Coach

LETTER OF UNDERSTANDING # 1

between

THE NORTHERN LIGHTS SCHOOL DIVISION
("Employer")

and

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2559
("Union")

RE: 10 (TEN) MONTH EMPLOYEES WITH INCLUDED VACATION PAY

1. Vacation Pay is included in the regular wages for employees listed in the positions below:

   (a) Child Development Counsellor

   (b) FNMI Grad Coach

   (c) Mental Health Therapist

   (d) Occupational Therapist

   (e) Occupational/Speech Language Therapist Assistants

   (f) Speech Language Therapist

Dated:August 26, 2026

Signed on behalf of The Northern Lights School Division

Jimmi Lou Irvine
Jimmi Lou Irvine (Sep 2, 2026 12:36:46 MDT)

Jimmilou Irvine, Superintendent

Jeannine Dallaire, Director of Learning - People Services

Karen Packard
Karen Packard (Sep 3, 2026 15:27:36 MDT)

Karen Packard, Board Chairperson

Signed on behalf of the Canadian Union of Public Employees, Local 2559

Danielle Danis (Aug 31, 2026 15:55:49 MDT)

Danielle Danis, President

Sandy Muise

Sandy Muise, Unit Vice President

Stephanie Lustig, National Representative

LETTER OF UNDERSTANDING # 2

between

THE NORTHERN LIGHTS SCHOOL DIVISION
("Employer")

and

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2559
("Union")

RE: IMPLEMENTATION OF SPLIT SHIFTS

The Employer will consult with the Union before any split shifts are implemented, except for employees classified as Early Childhood Educators or Early Childhood Assistants.

Dated:August 26, 2026

Signed on behalf of The Northern Lights School Division

Jimmi Lou Irvine
Jimmi Lou Irvine (Sep 2, 2026 12:36:46 MDT)

Jimmilou Irvine, Superintendent

Jeannine Dallaire, Director of Learning - People Services

Karen Packard
Karen Packard (Sep 3, 2026 15:27:36 MDT)

Karen Packard, Board Chairperson

Signed on behalf of the Canadian Union of Public Employees, Local 2559

Danielle Danis
Danielle Danis (Aug 31, 2026 15:55:49 MDT)

Danielle Danis, President

Sandy Muise

Sandy Muise, Unit Vice President

Lustig

Stephanie Lustig, National Representative

LETTER OF UNDERSTANDING # 3

between

THE NORTHERN LIGHTS SCHOOL DIVISION
("Employer")

and

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2559
("Union")

RE: Wellness Coach Vacation Allotment

All employees employed as Wellness Coaches as of June 30, 2026 (the Date of Ratification), will have their five (5) week allotment of annual vacation accrual red-circled for the duration of their employment, until such time as they have completed the requisite years of service to advance their vacation to six (6) weeks.

This Letter of Understanding will renew with the Collective Agreement until such time as all red-circled Wellness Coaches have surpassed years of service to accrue six (6) weeks' vacation, or none remain employed by the Employer.

This Letter of Understanding is grievable under the conditions of the Collective Agreement.

Dated:August 26, 2026

Signed on behalf of The Northern Lights School Division

Jimmi Lou Irvine
Jimmi Lou Irvine (Sep 2, 2026 12:36:46 MDT)

Jimmilou Irvine, Superintendent

Jeannine Dallaire, Director of Learning - People Services

Karen Packard
Karen Packard (Sep 3, 2026 15:27:36 MDT)

Karen Packard, Board Chairperson

Signed on behalf of the Canadian Union of Public Employees, Local 2559

Danielle Danis (Aug 31, 2026 15:55:49 MDT)

Danielle Danis, President

Sandy Muise

Sandy Muise, Unit Vice President

Stephanie Lustig, National Representative

LETTER OF UNDERSTANDING # 4

between

THE NORTHERN LIGHTS SCHOOL DIVISION
(the "Employer")

and

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2559
(the "Union")

RE: Casual Pay Dates

The Parties agree that Clause 16.01 of this Collective Agreement will not apply to Casual Employees.

Casual Employees will be paid on the tenth (10th) of each month, and this practice will not constitute a violation of this Agreement.

Signed on September 16, 2026

Signed on behalf of The Northern Lights School Division

Jimmi Lou Irvine
Jimmi Lou Irvine (Sep 23, 2026 16:34:39 MDT)

Jimmilou Irvine, Superintendent

Jeannine Dallaire
Jeannine Dallaire (Sep 16, 2026 10:57:41 MDT)

Jeannine Dallaire, Director of Learning - People Services

Karen Packard
Karen Packard (Sep 22, 2026 13:36:02 MDT)

Karen Packard, Board Chairperson

Signed on behalf of the Canadian Union of Public Employees, Local 2559

Danielle Danis (Sep 16, 2026 18:59:08 MDT)

Danielle Danis, President

Sandy Muise (Sep 16, 2026 15:57:46 MDT)

Sandy Muise, Unit Vice President

SLustig

Stephanie Lustig, National Representative

SL:vlk/cope491