



**Regulating the Working Conditions of Management Staff Represented by
the Sir Wilfrid Laurier Section Association des cadres scolaires du Québec**

Resolution: 000126-HR-0150

Revision: 060524-HR-0228

TABLE OF CONTENTS

NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

	PAGE
DEFINITIONS	1
APPLICATION OF THE POLICY	2
PRINCIPLES	2
CHAPTER 1	
1.1 Recognition	3
1.2 Professional Relations Committee	3
1.3 Participation.....	3
CHAPTER 2	
2.1 Administrative Organization	3
2.2 Staffing	3
2.3 Transfers	4
CHAPTER 3	
3.1 Role Description and Criteria of Eligibility	4
CHAPTER 4	
4.1 Classification	4
CHAPTER 5	
5.1 Selection.....	5
5.2 Selection Committee	5
5.3 Temporary Placement	6
5.4 Probation	6
5.5 Professional File.....	6
5.6 Disciplinary Measures	6
5.7 Suspension.....	7
5.8 Suspension Leading to Non-Reengagement	7
5.9 Terminating a Contract.....	8
5.10 Placement	8
5.11 Voluntary Placement – Placement Outside the Plan	8
5.12 Administrative Reorganization	8
5.13 Surplus of Personnel.....	8
5.14 Civil Responsibility and Criminal Proceedings.....	9

CHAPTER 6

6.1	Annual Vacation	9
6.2	Statutory Holidays and Social Leave	10
6.3	Compensatory Time	10
6.4	Leave with Salary (Study)	10
6.5	Leave without Salary	10
6.6	Leave for Public Office or Professional Purposes.....	11
6.7	Travel and Personal Expenses	12

CHAPTER 7

7.1	Employment Conditions	12
-----	-----------------------------	----

CHAPTER 8

8.1	Salary Disbursements	12
-----	----------------------------	----

CHAPTER 9

9.1	Professional Development	12
-----	--------------------------------	----

CHAPTER 10

10.1	Professional Dues	13
------	-------------------------	----

CHAPTER 11

11.1	Appeal Procedure.....	14
------	-----------------------	----

CHAPTER 12

12.1	Benefits.....	15
------	---------------	----

DEFINITION OF TERMS

Association :	The Sir Wilfrid Laurier Section of the Association des cadres scolaires du Québec (A.C.S.Q).
Placement :	Nomination in a given post.
Post :	An office or a position to which an administrator is appointed.
Position :	The official rank or status of the administrator.
Seniority:	Employment period in management either in a school or Board service within the system.
School Board Service:	The uninterrupted employment period with the Board.
Service Administrator:	Director, assistant director, coordinator, supervisor, manager, foreman, administrative assistant, administration officer.
Members of the Association:	Non-pedagogical Board service or centre administrator such as: director, coordinator, supervisor, manager, foreman, administrative assistant, administration officer.
Professional Relations Committee:	Parity committee formed of three (3) representatives designated by the Director General and three(3) representatives designated by the association.
Board:	Sir Wilfrid Laurier School Board.
Senior Executive:	The Director General, Deputy Director General
Building:	A school, adult or vocational education center, administrative office.
Decision-makers of the School Board:	The Council of Commissioners, the Executive Committee, or the Director General.
Règlement	Regulation respecting the conditions of employment of management staff of school boards adopted by the Ministry (MELS).
Priority of Consideration:	Internal candidates will be interviewed prior to external candidates and will constitute the benchmark which external applicants will be expected to meet.

APPLICATION

The Board and the association agree on the following principles governing the application of this policy.

1. The working conditions determined at the local level shall be added to the conditions of employment prescribed by the Règlement but may, in no case, contravene the Règlement.
2. This policy has been developed in accordance with the provisions of the Règlement. It determines the working conditions of service administrators which reflect the needs of both the school milieu and the Board, and establishes close and harmonious ties with the service administrators and the association which represents them.
3. The local policy deals with:
 - ◆ Administrative organization
 - ◆ Payment of salary
 - ◆ Consultation and participation
 - ◆ Job descriptions and eligibility criteria
 - ◆ Grading
 - ◆ Employment plan including, in particular, selection, probation, professional file and suspension
 - ◆ Employment benefits including, in particular, annual vacation, paid legal holidays and leaves without pay
 - ◆ Professional improvement
 - ◆ Professional dues.
4. This policy shall apply as soon as the Board confirms it by resolution, and it shall remain in force until such time as it is amended by resolution.
5. Where the Board intends to amend the local policy, it must notify and consult the association regarding the proposed amendments. Moreover, the association may request amendments to the local policy, in which case the association shall submit its proposed amendments to the Board, which must respond thereto.

PRINCIPLES

The Board and the association agree on the statements below as philosophical and professional rationale guiding this policy in its objective to attain educational success, quality services and a positive working environment.

This policy seeks to associate the management personnel with the educational mission of the Board.

The professional involvement and participation of its management personnel are essential to the achievement of the Board's mission.

The involvement of the management personnel in the development of policies and in the decision-making process is a critical element in ensuring the professional commitment and cooperation of all service administrators to achieve successful implementation of the decisions rendered.

The working conditions shall be conducive to the ideals of enabling school and board-level management personnel to achieve their professional goals and aspirations.

CHAPTER 1

1.1 RECOGNITION:

In conformity with the Règlement, the Board recognizes that the executive of the Sir Wilfrid Laurier Section of the Association des cadres scolaires du Québec represents the association for purposes of consultation on the local policy governing working conditions. The implementation of the local policy governing working conditions is overseen by the Professional Relations Committee.

1.2 PROFESSIONAL RELATIONS COMMITTEE:

- 1.2.1 The committee will meet at the request of either party and will determine its own internal rules.
- 1.2.2 The Professional Relations Committee will study any requested change and will prepare its recommendation for the Board and the association.
- 1.2.3 The Professional Relations Committee shall monitor the application and interpretation of all articles contained within this policy.
- 1.2.4 Any problem related to interpretation or to the application of this policy will be referred to the Professional Relations Committee.

1.3 PARTICIPATION:

Participation in the management decision-making process has been included in the Education Act.

CHAPTER 2

2.1 ADMINISTRATIVE ORGANIZATION:

- 2.1.1 The organizational structures refer to the Board's organizational chart as well as the administrative posts that are in place. The organizational chart is the organizational structure approved by the Council of Commissioners.
- 2.1.2 Prior to implementation, any recommended changes to the organizational chart shall be submitted to the Professional Relations Committee for consultation, at least thirty (30) days prior to its implementation.

2.2 STAFFING:

- 2.2.1 The Board shall consult the association on any change to staffing requirements and will inform the management personnel concerned of the impending changes. This includes changes in job descriptions of ACSQ members, the number of posts and locations of posts.
- 2.2.2 The Board shall inform the association of its staffing plan as well as the vacancies that will have to be filled at least thirty (30) days prior to a recommendation to the Council of Commissioners.

2.3 TRANSFERS:

- 2.3.1 Transfers or demotions will be considered administrative decisions.
- 2.3.2 Prior to any change, as per Clause 2.3.1, the Board, respecting the rules governing consultation, shall consult the association on its organizational plan through the Professional Relations Committee at least thirty (30) days prior to a recommendation to Council.

CHAPTER 3

3.1 ROLE DESCRIPTION AND CRITERIA OF ELIGIBILITY:

- 3.1.1 All service administrative positions will have a role description and criteria of eligibility.
- 3.1.2 The Board shall establish the role description of each posting according to the Règlement.
- 3.1.3 The role description of each post will be subject to consultation with the Professional Relations Committee. The role description will include any delegated powers or specific mandates accorded by the Council of Commissioners or by the Director General.
- 3.1.4 The criteria for eligibility for any management post must be in accordance with the Règlement. Any additional criteria may be included only after consultation with the association via the Professional Relations Committee.
- 3.1.5 Any person occupying a service administrator position will be considered eligible for the post or any post of the same or inferior status, subject to the requirements of the position.

CHAPTER 4

4.1 CLASSIFICATION:

- 4.1.1 It is the responsibility of the Board to classify all its management personnel in accordance with the Règlement.
- 4.1.2 The Board will inform each of its service administrators of his classification and salary no later than November 30th of each year.
- 4.1.3 The Board will transmit to the association, no later than November 30th of each year, a list of its management personnel with the classification and salary scale.

CHAPTER 5

5.1 SELECTION:

- 5.1.1 The Board will give priority of consideration to all of its ACSQ member administrators for any service administrator positions available. All candidates must possess the minimum requirements, or equivalencies.
- 5.1.2 Newly created or vacant posts will be offered to all present service administrators, including those in surplus, within a ten (10)-day working period; the Board will proceed to form a selection committee and interview candidates.
- 5.1.3 Whenever qualified candidates from within its administrative ranks apply for service administrative positions and are not deemed suitable by the selection committee, the position will be re-posted externally. The Board will then exercise its option to hire from the outside, once all attempts from within have been exhausted. All candidates must possess the minimum requirements, or equivalencies.
- 5.1.4 In the case where the Board decides not to recommend the application of a service administrator to the selection committee, it shall inform the individual concerned in writing if requested, within ten (10) working days of the decision, and of the reasons for its decision. A copy shall be sent to the association if requested by the candidate.

5.2 SELECTION COMMITTEE:

5.2.1 The Board will form a selection committee as follows:

- ◆ For the following service administrator positions: manager, foreman, administrative assistant, administration officer:
 - The Director General or a delegate, the Director of Human Resources or a delegate, the director of the service/principal, or a delegate, and one service administrator, named by the association.
- ◆ For the following service administrative positions: director, assistant director, coordinator:
 - three commissioners, the Director General and/or delegate, one service administrator named by the association, ~~one~~ the Director of Human Resources or delegate, and the director or delegate who is the immediate superior.

5.2.2 The mandate of the selection committee will be to:

- ◆ Review the evaluation criteria and the screening criteria;
- ◆ Meet and interview each admissible candidate;
- ◆ Make a recommendation to the Board.

5.2.3 All appointments must be ratified by Board resolution.

5.3 TEMPORARY PLACEMENT:

5.3.1 Temporary placement shall not exceed one year unless there is a prior agreement with the association.

5.3.2 Whenever a vacancy is open, any service administrator may indicate an interest in transfer.

5.3.3 In the event of a short absence in a management position, the Board may name an interim replacement as needed.

5.3.4 The time of temporary placement (not to exceed 1 year) will count for probation purposes as defined in section 5.4.

5.3.5 The temporary candidate should have the minimal requirements or equivalencies as defined in the Règlement to assume the position.

5.4 PROBATION:

Any person named as a service administrator for the first time shall be subject to a probation period of one year in accordance with a process to be established by the Board after consultation with the association.

5.5 PROFESSIONAL FILE:

5.5.1 The Board will have only one file for each of its management personnel.

5.5.2 The professional file is confidential. The Director General has the sole responsibility for this file.

5.5.3 Each service administrator shall have the right to consult his own file upon request.

5.6 DISCIPLINARY MEASURES

- 5.6.1 If the Board intends to take disciplinary measures, it shall inform the individual concerned. He may have a representative of the association present at this meeting.
- 5.6.2 The procedure indicated in article 5.6.1 shall be provided in written form with a 48-hour notice for the meeting, unless the urgency of the situation requires a shorter delay. In such case, a 24-hour notice shall be required.
- 5.6.3 The Board shall indicate the reasons for the application of disciplinary measures in its written notification mentioned in article 5.6.2 above.
- 5.6.4 Any written reprimand to be filed shall be presented at a formal meeting/discussion with the Director General and the person involved, and at his request a representative of the association.
- 5.6.5 A copy of any reprimand given to any service administrator shall also be sent to the association upon request of the individual concerned.
- 5.6.6 The service administrator concerned or the association shall have the right to react in writing to any disciplinary measures that the Board may place in the service administrator's file.
- 5.6.7 All disciplinary measures, except suspensions and disciplinary demotions that have not been revoked, will be automatically removed from the service administrator's file after a lapse of six (6) months provided that there has been no subsequent measure taken with respect to the identical topic first listed. Suspensions and disciplinary demotions will be placed in a sealed envelope in the file of the service administrator.
- 5.6.8 The Board may revoke any disciplinary measure listed in the service administrator's professional file prior to the six-month period.
- 5.6.9 Disciplinary measures that are placed in a professional file may include reprimands, written warnings, disciplinary demotions or suspensions.
- 5.6.10 Should a service administrator contest any disciplinary measure taken, the procedures for appeal in chapter 11 at the local level noted in this policy will be applied.
- 5.6.11 If and when a member of the association leaves the school Board, a copy of the service administrator's file will be remitted to the individual upon request.

5.7 SUSPENSION

- 5.7.1 For reasons of insubordination, incompetence, immorality, negligence or gross misconduct, the Board may suspend a service administrator.
- 5.7.1.1 This suspension shall apply only after the service administrator has met with the Director General.
- 5.7.1.2 The service administrator shall be accompanied by a representative of the association, if so desired.
- 5.7.2 The Board shall advise the service administrator of the suspension in writing. This notice shall include:
- ◆ The date and length of the suspension;
 - ◆ The reasons for the suspension;
 - ◆ The modalities for return to work.
- 5.7.3 As a step prior to appeal as defined in Chapter 11, the suspended service administrator may submit his case to the Professional Relations Committee.

- 5.7.4 After consultation with the Professional Relations Committee, should an service administrator continue to object to the suspension, the right to appeal procedures noted in this policy shall be applied.
- 5.7.5 Suspension is for a time determined by the Board, not to exceed fifteen (15) days, at which time the service administrator will be reinstated.
 - 5.7.5.1 Suspension is with pay, pending the decision of the Board.
 - 5.7.5.2 All suspensions without pay shall be ratified by a Board resolution.

5.8 SUSPENSION LEADING TO POSSIBLE NON-REENGAGEMENT

- 5.8.1 Suspension with a view to non-reengagement shall be for reasons stated in 5.7.1 or for criminal actions or for repeated actions involving several written reprimands and suspensions.
 - 5.8.1.1 After examining the case, the Board shall, within fifteen (15) days of the suspension, as defined in 5.8.1 confirm the reinstatement of the service administrator or take the necessary steps for non-reengagement.
 - 5.8.1.2 Suspension is with pay, pending the decision of the Board.
 - 5.8.1.3 All suspensions without pay shall be ratified by a Board resolution
- 5.8.2 A service administrator who is cleared of any wrongdoing, after or during a suspension, shall be reinstated in the actual position with no loss of salary and receive a copy of the Board resolution confirming exoneration of all blame.

5.9 TERMINATING A CONTRACT:

The service administrator and Board may jointly agree to terminate a contract of employment.

5.10 PLACEMENT:

- 5.10.1 The Board shall proceed with voluntary placements or voluntary demotions of its service administrative personnel prior to the opening of any position.
- 5.10.2 On or before May 1 of each year, unless otherwise indicated, each service administrator will be deemed to have been confirmed in his post.

5.11 VOLUNTARY PLACEMENT – PLACEMENT OUTSIDE THE PLAN:

The service administrator involved in voluntary placement may benefit from the salary adjustment clauses found in the Règlement.

5.12 ADMINISTRATIVE REORGANIZATION:

In the event of an administrative reorganization resulting from a Board resolution, any service administrator whose position is abolished will maintain security of employment and will be entitled to another vacant post provided the eligibility criteria of the vacant post are met.

5.13 SURPLUS OF PERSONNEL:

- 5.13.1 A service administrator on surplus will have priority for placement purposes when another position of equal or lesser salary becomes vacant.
- 5.13.2 Prior to determining surplus, the Board must consider the following:
- ◆ Volunteers
 - ◆ The intentions (career plans) of its service administrators
 - ◆ Pre-retirements
 - ◆ Voluntary demotions
 - ◆ Surplus possibilities
 - ◆ Relocation within or outside the plan
 - ◆ Separation bonuses
 - ◆ Other possibilities
- 5.13.3 In the event that the surplus of personnel is not completed using article 5.13.2, the association must be consulted about the criteria that will be applied. Among the criteria will be: service administrative experience; academic qualifications; pertinent professional improvement activities; the needs of the system.
- 5.13.4 The Board and association will jointly agree to the addition of any other criteria and will work towards finding a resolution to any problems arising from the application of clause 5.13.3.

5.14 CIVIL RESPONSIBILITY AND CRIMINAL PROCEEDINGS:

The Board shall cover all legal expenses for any service administrator accused in any civil or criminal suit filed while in the performance of duties carried out in good faith according to established or approved Board policies and procedures. Exception is made if the Board itself takes such action. The school Board will not reclaim any expenses unless it is established through a court decision that the service administrator has committed a serious offence or demonstrated gross negligence.

CHAPTER 6

EMPLOYMENT BENEFITS:

6.1 ANNUAL VACATION:

- 6.1.1 Annual vacation is determined by the Règlement and is to be taken in agreement with the immediate supervisor concerned.
- 6.1.2 All holidays may not incur any additional expenses to the Board, the school or the service.
- 6.1.3 The annual vacation for service administrators is thirty (30) working days.
- 6.1.4 For holiday purposes, the year begins July 1 and ends on June 30. For new service administrators, holidays are given at the beginning of their administrative assignment.
- 6.1.5 The service administrator shall submit his holiday plan to his immediate supervisor according to the process and the annual deadline established by the Board.
- 6.1.6 The service administrator shall be entitled to at least four weeks of holidays during the summer period unless another agreement has been made with the immediate supervisor. In-school service administrators should normally schedule holidays when students and staff are not present.
- 6.1.7 Holidays are normally NOT cumulative. However, a service administrator may defer some of his holidays to the following year in a written accord with the Director General.

6.1.8 In the case of hospitalization or convalescence during the course of a holiday period, this time period shall be considered non-holiday time and the service administrator may take these days at a later time. The timing of these days must be approved by the Director General.

6.1.9 All deferred holidays, as per clause 6.1.7, may be taken with the approval of the immediate supervisor.

6.2 STATUTORY HOLIDAYS AND SOCIAL LEAVE:

6.2.1 The Board shall accord to its service administrative personnel all the statutory days that are granted to its unionized personnel.

6.2.2 When a day described in 6.2.1 conflicts with the holiday period of a service administrator or if a service administrator must work during that period, these days will be taken at a later date in agreement with the immediate supervisor.

6.2.3 After authorization from the immediate supervisor, a service administrator may absent himself from the assigned post without loss of salary for required social leave.

6.3 COMPENSATORY TIME:

6.3.1 The Board will take into consideration those hours that are required to accomplish the assigned task and are outside the normal work week. This consideration will take the form of compensatory time.

6.3.2 A maximum of ten (10) working days as compensatory time may be accorded to a service administrator by the director of the service or school principal. This time is exclusive of the holiday period noted in 6.1.3.

6.3.3 As per clause 6.3.2, these days cannot be accumulated; they must be taken during the course of the year in accord with the immediate supervisor, and only after vacation time has been exhausted.

6.4 LEAVE WITH PAY (STUDY):

The Board may agree to allow a service administrator to be paid while on leave for study purposes provided the leave is directly linked to a Board need. The service administrator shall maintain all rights and privileges and shall be assured of his post upon return.

6.5 LEAVE WITHOUT SALARY:

6.5.1 The Board may grant a service administrator a leave without pay for personal matters, in-service or for any valid reason.

6.5.2 If the Board refuses the service administrator's request, it shall do so for cause and inform the service administrator of the reasons in writing.

6.5.3 The Board and the service administrator will agree as to the duration of the leave and to the protocol for return to work.

6.5.4 The service administrator may request an extension. This request must be made sixty (60) days prior to the end of the leave.

6.5.5 During any leave granted by the Board, the service administrator shall continue to accumulate seniority and years of experience and will be entitled to all the benefits of a full-time employee in the areas of insurance, holidays, and all other benefits.

- 6.5.6 After a one-year absence, the service administrator shall be entitled to return to his original post.
- 6.5.7 After an absence of more than one year, the service administrator may be assigned to his original position or given an equivalent placement.
- 6.5.8 The Board and the service administrator on leave may agree to an early return to work.

6.6 LEAVE FOR PUBLIC OFFICE OR PROFESSIONAL PURPOSES:

- 6.6.1 The Board will allow a service administrator a leave of absence without pay for any reason relating to public office, social or professional demands that it deems valid. The service administrator and the Board will agree on the modalities for such a leave.
- 6.6.2 The Board recognizes that its service administrators have the same rights as the general public to participate in public affairs.
- 6.6.3 A service administrator who announces an intention to run as candidate at the municipal, provincial or federal level will be eligible for a leave of absence without pay for the duration of the electoral campaign.
- 6.6.4 If elected, the Board will accept the service administrator's request for a leave of absence, without pay, for the duration of his mandate.
- 6.6.5 During any leave granted by the Board, the service administrator shall continue to accumulate seniority and years of experience and will be entitled to all the benefits of a full-time employee (insurance, holidays, etc.).
- 6.6.6 The service administrator shall inform the Board of his intention to return no later than two months after the termination of the elected mandate.
- 6.6.7 A service administrator called for jury duty or called as a witness, in a case where the service administrator is not a party, shall maintain full salary without penalty.
- 6.6.8 The Board recognizes that a service administrator may represent his/~~her~~ association at the local or provincial levels without penalty.
- 6.6.9 The Board and service administrator must agree as to the modalities of such a leave of absence stated in 6.6.8.
- 6.6.10 The Board will agree to release, without penalty, any service administrator under the following conditions, at the request of the association:
- ◆ To participate in local or provincial negotiations;
 - ◆ To participate in the professional relations or in-service committees;
 - ◆ To participate in activities called by the association.
- 6.6.11 The Board will renew any request for a continuance in a leave of absence for association activities.
- 6.6.12 A service administrator may benefit from a leave of absence, with full salary, in order to participate in an educational conference approved by the Professional Improvement Committee.

6.7 TRAVEL AND PERSONAL EXPENSES:

Any **service** administrator is entitled to reimbursement for expenses incurred while in the exercise of his duty in accordance with Board policy.

CHAPTER 7

7.1 EMPLOYMENT CONDITIONS:

- 7.1.1 All newly-appointed service administrators will receive from the Board all pertinent documentation related to the working conditions of the service administrator (Règlement, local Management Policy, etc.).
- 7.1.2 The service administrator will receive, no later than May 1 of each year, a statement of status, function and salary scale for the following year.

CHAPTER 8

8.1 SALARY DISBURSEMENTS:

- 8.1.1 The Board will divide the annual salary into twenty-six (26) equal payments payable by direct deposit.
- 8.1.2 Salary instalments will be paid by direct transfer to the bank account identified by the service administrator.
- 8.1.3 Adjustments that result from changes in classification will be made no later than the second pay in November of each year.

CHAPTER 9

9.1 PROFESSIONAL DEVELOPMENT:

- 9.1.1 The Board and the association agree that professional development of the service administrators involving in-service or pre-service activities, conferences and seminars, university courses and project research is integral to the qualitative goals of the school system. Professional development is vital to ensure:
- ◆ The acquisition or development of skills needed to help service administrators in their daily work;
 - ◆ The acquisition of new skills or attitudes relative to the evolution of the increased responsibilities of the service administrator;
 - ◆ The enhancement of the quality of service and the effectiveness and the efficiency of the administrative team;
 - ◆ The individual professional growth of the service administrators in areas of interest or in areas directly relevant to the function.
- 9.1.2 The Board shall allocate a budget for professional improvement equal to 1% of the gross salary of the members of the Sir Wilfrid Laurier Section of the Association des cadres scolaires du Québec.
- 9.1.2.1 The budget allocated for professional development will be 1% of the individual gross salary for each member of the Sir Wilfrid Laurier Section of the Association des cadres scolaires du Québec.
- 9.1.2.2 A service administrator may carry forward the surplus in his professional development budget each year for a maximum of three years.
- 9.1.2.3 Problems arising in the application of this policy will be referred to the Professional Relations Committee.
- 9.1.2.4 The Board and the association shall establish a Professional Improvement Committee comprised of three members of the association, the Director General or delegate, the Deputy Director General, and the Director of Human Resources.

9.1.2.5 The committee will establish rules and procedures and decide on the disbursement of any PIC monies accumulated in the central account established with sums accumulated when individual maximums have been reached and therefore not ascribed to individual service administrators, or from any other source of funds credited to this account for purposes of professional improvement.

CHAPTER 10

10.1 PROFESSIONAL DUES:

- 10.1.1 The methods of remitting all professional dues will be a topic for agreement between the Board and the association.
- 10.1.2 The Board will transmit, prior to September 15 of each year, to the local and provincial associations an updated listing of the name of each service administrator and his:
 - ◆ Classification;
 - ◆ Salary.
- 10.1.3 The Board will deduct the dues according to the agreement between it and the association with respect to all the members belonging to the association.
- 10.1.4 At the beginning of June, if necessary, the provincial or local association will contact the Board in order to determine the annual professional dues to be deducted.

CHAPTER 11

11.1 APPEAL PROCEDURE:

- 11.1.1 This chapter shall apply to any dispute related to the application or interpretation of this management policy and to the service administrator who is the subject of a disciplinary measure for which no recourse is provided under the Règlement.
- 11.1.2 A service administrator or may, within twenty (20) days of the event or knowledge of the event, submit a written complaint to the association. A copy of such complaint shall be forwarded to the Board.
- 11.1.3 The association shall have twenty (20) days following the date of the request by the service administrator, to ask that the Board submit the complaint for arbitration.
- 11.1.4 The association and the Board shall agree on the choice of a mediator. Failing agreement, a mediator shall be appointed by the First Chairman of the Appeals Committee as provided for in the Règlement.
- 11.1.5 The mediator shall convene the parties without delay; he shall proceed in the manner he determines and must make a reasoned decision within thirty (30) days of the facts having been presented by the parties. However, the decision shall not be void due to the fact that it was made after the expiry of the time limit provided.
- 11.1.6 The mediator shall determine whether the Board's decision complies with the provisions of this policy. The provisions of article 100.1 and subsequent articles of the Labour Code shall apply by adapting them as required.
- 11.1.7 Where the mediator determines that the decision does not comply with the provisions of this policy, he may modify the decision in whole or in part.
- 11.1.8 The mediator's decision may not have the effect of modifying, subtracting from or adding to the provisions of this policy.
- 11.1.9 The mediator's decision is final, executory and binding on the parties.
- 11.1.10 The expenses and fees of the mediator shall be paid by the Board.

CHAPTER 12

12.1 BENEFITS:

The Sir Wilfrid Laurier School Board shall recognize and accept these benefits as part of its management policy regulating the working conditions of its administrative personnel:

- 12.1.1 When a dental plan is available to other categories of employees, the Board will seek to include the members of the Sir Wilfrid Laurier School Board Section of the Association des cadres scolaires du Québec and will assume the cost of the premiums in equal measure as accorded to other categories of employees.
- 12.1.2 The Christmas break is granted to members of the ACSQ section of the Sir Wilfrid Laurier School Board and is excluded from the vacation period.

