

BETWEEN The Sturgeon Public School Division,
hereinafter called "The Employer"

and

AND CUPE, Local 4625,
hereinafter called "The Union"

Memorandum of Agreement

March 18, 2025

AGREED to on behalf of the:

Cindy Bagg
Trish Murray-Elliott
Lorel Cuthbertson
Sue Ann

Employer

Kelly Salubing
Debra Heston
M. A. Man
Carol Kusin

Union

Any retroactive payments will be processed within 60 Calendar Days of ratification of this Memorandum of Agreement

10.0 PAY CLASSIFICATIONS & PAY SCALES

Effective until January 31, 2024

Pay Classifications	1	2	3	4	5	6
1	17.87	18.82	19.79	20.72	21.68	22.64
2	18.82	19.79	20.72	21.68	22.64	23.57
3	19.79	20.72	21.68	22.64	23.57	24.54
4	24.41	25.78	27.14	28.51	29.86	31.23

Effective February 1, 2024 (2.75% General Wage Increase)

Pay Classifications	1	2	3	4	5	6
1	\$18.36	\$19.34	\$20.33	\$21.29	\$22.28	\$23.26
2	\$19.34	\$20.33	\$21.29	\$22.28	\$23.26	\$24.22
3	\$20.33	\$21.29	\$22.28	\$23.26	\$24.22	\$25.21
4	\$25.08	\$26.49	\$27.89	\$29.29	\$30.68	\$32.09

Effective September 1, 2024: 3% General Wage Increase

Pay Classifications	1	2	3	4	5	6
1	\$18.91	\$19.92	\$20.94	\$21.93	\$22.95	\$23.96
2	\$19.92	\$20.94	\$21.93	\$22.95	\$23.96	\$24.95
3	\$20.94	\$21.93	\$22.95	\$23.96	\$24.95	\$25.97
4	\$25.83	\$27.28	\$28.73	\$30.17	\$31.60	\$33.05

Effective first full pay period following ratification: 3% market adjustment and removal of step 1.

Pay Classifications	4	2 1	3 2	4 3	5 4	6 5
1	\$18.36	\$20.52	\$21.57	\$22.59	\$23.63	\$24.68
2	\$19.34	\$21.57	\$22.59	\$23.63	\$24.68	\$25.69
3	\$20.33	\$22.59	\$23.63	\$24.68	\$25.69	\$26.75
4	\$25.08	\$28.10	\$29.58	\$31.08	\$32.55	\$34.04

Effective September 1, 2025: a 3% General Wage Increase or \$1.25 increase whichever is more.

Pay Classifications	1	2	3	4	5
1	\$21.77	\$22.82	\$23.84	\$24.88	\$25.93
2	\$22.82	\$23.84	\$24.88	\$25.93	\$26.94
3	\$23.84	\$24.88	\$25.93	\$26.94	\$28.00
4	\$29.35	\$30.83	\$32.33	\$33.80	\$35.29

Effective September 1, 2026: a 3% General Wage Increase.

Pay Classifications	1	2	3	4	5
1	\$22.42	\$23.50	\$24.56	\$25.63	\$26.71
2	\$23.50	\$24.56	\$25.63	\$26.71	\$27.75
3	\$24.56	\$25.63	\$26.71	\$27.75	\$28.84
4	\$30.23	\$31.75	\$33.30	\$34.81	\$36.35

Effective September 1, 2027: a 3% General Wage Increase or \$1.25 increase whichever is more

Pay Classifications	1	2	3	4	5
1	\$23.67	\$24.75	\$25.81	\$26.88	\$27.96
2	\$24.75	\$25.81	\$26.88	\$27.96	\$29.00
3	\$25.81	\$26.88	\$27.96	\$29.00	\$30.09
4	\$31.48	\$33.00	\$34.55	\$36.06	\$37.60

2.0 DURATION AND TERM OF COLLECTIVE AGREEMENT

- 2.1 This Agreement will be in full force and effect from the date of execution hereof until August 31, ~~2020~~ **2028** unless otherwise specifically provided for in the Agreement.
- 2.4 Either party desiring to amend or terminate this Agreement will give notice in writing to the other not less than sixty (60) nor more than one hundred and twenty (120) days immediately preceding the termination of this Agreement. In the event the foregoing notice is served, the parties will commence collective bargaining within 30 days of receipt of such notice.

Note: This time limit is waived for the next round of negotiations only. For the Collective Agreement that will commence September 1, 2020, either party may serve Notice to Bargain, and bargaining will commence at a mutually agreeable date.

10.0 PAY CLASSIFICATIONS & PAY SCALES

PAY CLASSIFICATIONS

Pay Group 3	Library Technician Administrative Assistant Cafeteria Technician Accounts Clerk Educational Assistant 3 Educational Assistant 3/Cosmetology Educational Assistant 3/High School Science Nutrition Coordinator
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12.0 GENERAL HOLIDAYS

- 12.3 All hours worked by an employee will be recorded in ~~SRB report~~ **Employee Self Service (ESS)**.
- 12.4 All employees will receive the following holidays with pay provided the relevant provisions of the Employment Standards Code are met:

New Year's Day	Labour Day
Alberta Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	National Day for Truth and Reconciliation

13.0 VACATION PAY

- 13.3 An employee earns vacation ~~leave~~ **pay** as follows:

15.0 TIME OFF IN LIEU OF EXTRA HOURS WORKED

- 15.3 Time off in lieu of extra hours worked will be ~~included on the employee's~~ **entered into SRB report Employee Self Service (ESS)** and taken within the school year in which it is earned.

16.0 EMPLOYEE BENEFITS

- 16.1 Participation in the Extended Disability and Life **Insurance Plans** will be a condition of employment for all employees working twenty (20) hours or more per week in a permanent position or a temporary position greater than three (3) months duration.

- 16.1.1 The Employer will administer a Life Insurance Plan and will pay the premiums to a maximum of ~~92%~~ **92%** of the cost of the premiums. ~~Effective the first day of the month~~

~~following ratification, the Employer will administer a Life Insurance Plan and will pay the premiums to a maximum of 92% of the cost of the premiums.~~

- 16.1.2 The Employer will administer an Extended Disability Plan and will pay the premiums to a maximum of **920%** of the cost of the premiums. ~~Effective the first day of the month following ratification, the Employer will administer an Extended Disability Plan and will pay the premiums to a maximum of 92% of the cost of the premiums.~~
- 16.2 Participation in **the Dental Care Plan** will be a condition of employment for all employees working twenty (20) hours or more per week, except an employee may waive participation by stating that they have coverage through their spouse.
- 16.2.1 The Employer will administer a Dental Care **Plan** and will pay the premiums to a maximum of **920%** of the cost of the premiums. ~~Effective the first day of the month following ratification, the Employer will administer a Dental Care plan and will pay the premiums to a maximum of 92% of the cost of the premiums.~~
- 16.3 The Employer will administer an Extended Health Care Plan and will pay **920%** of the cost of the premiums. ~~Effective the first day of the month following ratification, the Employer will administer an Extended Health Care Plan and will pay 92% of the cost of the premiums.~~
- 16.5** The Employer will provide for each employee working twenty (20) hours or more per week a Health Spending Account that adheres to Revenue Canada requirements. The Health Spending Account will be ~~\$450~~**\$385** per full-time employee and administered for other employees in accordance with 16.56 of this Agreement. **Effective the first day of the month following ratification the Health Spending Account will be \$550 per full-time employee and administered for other employees in accordance with 16.6 of this Agreement.** ~~Effective the first day of the month following ratification, the Health Spending Account will be \$450 per full-time employee and administered for other employees in accordance with 16.6 of this Agreement.~~

18.0 SICK LEAVE

- 18.5 A medical certificate (see Appendix A) may be required by The Employer for any absence due to illness exceeding three (3) days. The Employer will be entitled to require, at any time, an examination by a ~~doctor or dentist~~ **medical professional** selected by The Employer at the Employer's expense.

ARTICLE 20 LEAVES OF ABSENCE

- 20.6.1.4 For one (1) operational day for other personal reasons. Unused days may be accumulated to a maximum of **three (3)** ~~two (2)~~ days. Such leave will not be used to extend a vacation period or a long weekend without the prior approval of the Employer. The number of employees accessing this Clause from a school on any one day will not exceed 20% of the school's support staff. Leaves under this Clause will be granted on a first come first served basis.

ARTICLE 21 REDUCTION IN SCHOOL SUPPORT STAFF

Layoff

21.1 A layoff will be defined as a reduction of more than ~~one-third (1/3)~~ **one quarter (1/4)** of an employee's regular hours of work as defined in this Agreement. In the event of lay-off, employees will be retained on the basis of seniority provided they have the required ability and qualifications to do the work required.

Letter of Understanding

The parties agree to remove the Letter of Understanding – Joint Benefits Review Committee

Letter of Intent

The parties agree to remove the Letter of Intent – Joint Job Description Review Committee

NEW Letter of Intent

Letter of Intent
Between
Sturgeon Public Schools
And
Canadian Union of Public Employees (CUPE) Local 4625

Re: Joint Educational Assistants Job Description Review Committee

The parties agree to establish an Educational Assistant Job Description Review committee to review Educational Assistant levels and job descriptions within Sturgeon Public Schools. This review may result in recommendations being made to the Superintendent on how to align pay classifications with certifications, job descriptions and job duties required by the various levels.

The Committee shall be composed of no more than 3 individuals representing each party and shall be formed within four (4) months of the signing of this agreement, excluding the summer recess period. The Committee shall meet as required to conduct the review.

The Committee shall complete its review by March 1, 2026, and will forward its recommendations to the Superintendent for consideration and potential implementation for the 2026-2027 School Year. The Committee will disband upon making recommendations to the Superintendent.

NEW Letter of Understanding

Letter of Understanding
Between
Sturgeon Public Schools
And
Canadian Union of Public Employees (CUPE) Local 4625

Re: Safety Training for Educational Assistants

The Employer commits to offering all permanent Educational Assistants safety intervention training related to Therapeutic Crisis Intervention in Schools (TCIS) by June 30, 2027. This training will take place during paid work hours.

