

COLLECTIVE AGREEMENT

BETWEEN

ST. PAUL EDUCATION REGIONAL DIVISION NO. 1

AND

**UNIFOR LOCAL 777
(BUS DRIVERS)**

OCTOBER 1, 2018 TO AUGUST 31, 2021

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THIS AGREEMENT MADE THIS _____ DAY OF _____, 20____.

BETWEEN:

St. Paul Education Regional Division No. 1
(Hereinafter called "the Employer")

PARTY OF THE FIRST PART

and

UNIFOR LOCAL 777
(Hereinafter called "the Union")

PARTY OF THE SECOND PART

ARTICLE 1 INTERPRETATION

- 1.01 "Regular Employee" means a bus driver who occupies a regular position as established by the Employer and who has completed the required probationary period set out in this Collective Agreement.
- 1.02 "Probationary Employee" shall mean a newly hired bus driver who occupies a regular position as established by the Employer and who is serving the required probationary period set out in this Collective Agreement.
- 1.03 "Regular Position" shall mean a position established as such, the duties of which are of a continuing nature of indefinite extent.
- 1.04 "Substitute Driver" shall mean a bus driver who is replacing a "Regular Employee" for a period less than ninety (90) consecutive days.
- 1.05 "Temporary Employee" shall mean a bus driver who has been replacing and continues to replace the same "Regular Employee" away on leave for more than ninety (90) consecutive school days. Temporary employees shall not be covered by Article 10. Seniority and Article 11. Lay-Off and Recall of this Collective Agreement.
- 1.06 Whenever the singular or masculine is used in this Collective Agreement, it shall be considered as if the plural or feminine has been used, where appropriate and applicable.

ARTICLE 2 APPLICATION

- 2.01 The provisions of this Collective Agreement shall apply to regular employees, except that during the probationary period the following Articles shall not apply:
- a) Grievance Arbitration (in the case of termination of employment)
 - b) Termination and Discipline
 - c) Seniority
 - d) Lay-off and Recall

ARTICLE 3 MANAGEMENT RIGHTS

- 3.01 The Employer retains the exclusive right to manage and control all its operations subject only to the express terms of this Agreement. All management functions, rights, powers and responsibilities which the Employer has not modified by this Agreement are retained and vested exclusively in the Employer.

ARTICLE 4 UNION RECOGNITION AND RESPONSIBILITY

- 4.01 The Employer recognizes UNIFOR LOCAL 777 as the sole and exclusive bargaining agent for regular employees employed as bus drivers in the schools of the St. Paul Education Regional Division No. 1.
- 4.02 The Union shall, at the beginning of each school year, designate two Shop Stewards, and the Employer shall be informed of the names of the individuals. The Employer and the Steward may meet as required to discuss matters of mutual concern arising under the Collective Agreement.

ARTICLE 5 UNION DUES

- 5.01 The Employer agrees to deduct from the monthly gross pay of each employee covered by this Agreement, monthly Union dues as advised by the Union. While membership in the union is voluntary, each employee shall be required to pay Union dues whether they are members of the Union or not.
- 5.02 Such deductions shall be forwarded to the Treasurer of the Union not later than the fifteenth (15th) day of the following month and shall be accompanied by a list of the names of the employees from whom deductions have been made and the amount of each deduction.
- 5.03 In consideration of this deduction and forwarding service by the Employer, the Union agrees to indemnify and save the Employer harmless against any claim or

liability arising out of or resulting from the collection and forwarding of these dues.

ARTICLE 6 DISCRIMINATION

- 6.01 The Employer and Union shall not discriminate, interfere, restrict or coerce any employee in the matter of hiring, wage rates, training, voting, upgrading, promotion, transfer, lay-off, recall, discipline, discharge or otherwise by reason of age, race, creed, color, national origin, religious beliefs, gender, marital status, nor by membership or non-membership or activity in the Union.
- 6.02 If an employee believes that he or she has been harassed or discriminated against, the employee may bring the incident forming the basis of the complaint to the attention of his/her Union Representative and Supervisor and further pursue, if necessary, as per Administrative Procedure 175 – Harassment.

ARTICLE 7 GRIEVANCE ARBITRATION

- 7.01 The parties to this Agreement are agreed that it is of the utmost importance to adjust grievances as quickly as possible.
- 7.02 A grievance under this Agreement shall be defined as any difference or dispute between the Employer and any non-probationary employee of the Employer, 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.
- 7.03 The purpose of the grievance procedure is to ensure that all grievances are processed properly and expeditiously. Therefore, strict adherence to the provisions of the grievance procedure is mandatory. If the respondent fails to comply with the provisions of the grievance procedure, the grievance may be processed to the next step. If the grievor fails to comply with the provisions of the grievance procedure, the grievance shall be considered abandoned. Time limits may only be extended by the written agreement of both parties.
- 7.04 Complaint Stage

It is the mutual desire of the parties that complaints shall be dealt with as quickly as possible. It is understood that a grievor has no grievance until the grievor first provides the other party an opportunity to adjust his/her complaint. If an employee has a complaint, the employee shall discuss it with his/her immediate supervisor within five (5) working days after the circumstances giving rise to the complaint. Failing settlement by the immediate supervisor within five (5)

working days, the complaint may then be taken up as a grievance within five (5) working days following advice of the immediate supervisor's decision in the following manner and sequence.

7.05 Step I

The employee with the assistance of a union representative, if desired, shall submit a written grievance signed by the employee to the immediate supervisor on a form supplied by the Union within ten (10) working days of the event giving rise to the grievance. The nature of the grievance, the remedy sought and the Article or Articles of the Agreement which are alleged to have been violated shall be set out in the grievance. The immediate supervisor will deliver the decision in writing within five (5) working days following the day on which the grievance was presented. Failing settlement, then:

7.06 Step II

Within five (5) working days following the decision under Step I, the employee and/or the representative shall submit the written grievance to the Secretary-Treasurer. The Secretary-Treasurer will deliver the decision in writing within five (5) working days from the date on which the written grievance was presented. The parties shall, at the request of either party, meet to discuss the grievance at a time and place suitable to both parties. Failing settlement, then:

7.07 Step III

Within ten (10) working days following the decision under the Step II written application shall be made to the Employer stating the grievance concerned and a hearing shall be granted by the Employer at either: (1) the next regular meeting of the Employer following the application; or (2) a special meeting of the Employer held within ten (10) working days of the application. Failing settlement, then:

7.08 Step IV

Within ten (10) working days following the decision under Step III, either party shall notify the other in writing of its desire to submit the grievance to Arbitration, provided the grievance has been properly processed according to the provisions required by the Grievance Procedure. Such written notice shall specify the nature of the grievance, the Article or Articles of this Agreement upon which the grievance is based, the redress sought and the name and address of the party's appointee to the Arbitration Board.

7.09 The recipient of the written notice specified in Step IV of the Grievance Procedure shall within fifteen (15) working days following receipt of said notice, inform the other party of the name and address of its appointee to the Arbitration Board. The

two appointees so selected shall within ten (10) working days of the appointment of the second of them appoint a third person as Chairman. In the event the nominees are unable to agree on a Chairman, the Director of Mediation shall appoint one.

- 7.10 The Arbitration Board shall have no power to add to, subtract from, or modify any of the terms of this Agreement, or any other terms made supplemental hereto, or to arbitrate any matter not specifically provided for by this Agreement, or to enter any new provisions into this Agreement.
- 7.11 The employer shall likewise also be eligible to launch a grievance following the same timelines and process outlined for employee grievances. If the employer initiates a grievance, the Union shall be deemed to be the second party.

ARTICLE 8 TERMINATION AND DISCIPLINE

- 8.01 The Employer may terminate the employment of an employee with notice.
- 8.02 Notice shall not be required to terminate the employment of an employee for just cause. Termination shall be as per the Employment Standards Code.
- 8.03 If a regular employee is disciplined for misconduct, just cause shall be required.

ARTICLE 9 PROBATIONARY PERIOD

- 9.01 Probationary employees are all persons initially hired on trial to determine their suitability and compatibility for continued employment. All regular employees shall be considered probationary for the first six (6) months worked. The probationary period for drivers that have been substituting for more than forty (40) days in the current school year, will be four (4) months. During the probationary period, probationary employees shall not be considered as having regular status and shall not be entitled to seniority accruing to regular employees nor shall they have recourse to the Grievance Procedure and may be discharged at the sole discretion of the Employer.
- 9.02 Upon successful completion of the probationary period, a probationary employee's initial date of hiring will be established as the date of commencement and seniority shall be credited back to the commencement date.

ARTICLE 10 SENIORITY

- 10.1 Seniority except as otherwise expressly specified is defined as the length of continuous service within the bargaining unit and shall be used as a consideration in determining preference or priority in transfers, lay-offs and recall. Seniority shall operate on a bargaining unit wide basis.
- 10.2 Those Employees presently employed within the bargaining unit, but hired by the Employer prior to certification, shall have their seniority effective from the original date of employment.
- 10.3 Employees within the bargaining unit who are transferred or promoted to a position outside the bargaining unit and subsequently hold a position within the bargaining unit, shall maintain their previous seniority within the bargaining unit, but shall not be credited with any seniority for time served outside of the bargaining unit.
- 10.4 Except as otherwise specified in this Agreement, seniority shall only accrue during:
- a) periods the Employee is at work;
 - b) periods of authorized leaves of absence for up to one (1) month in any year;
 - c) periods of absence due to illness, disability or injury for not more than three (3) months in any year;
 - d) scheduled days off;
 - e) vacation and named holidays.
- 10.5 Except as otherwise specified in this Agreement, seniority shall be maintained but shall not accrue during:
- a) periods of authorized leaves of absence in excess of one (1) month;
 - b) periods of absence due to illness, disability or injury in excess of three (3) months;
 - c) lay-offs, not exceeding a total of fifteen (15) months in any year.
- 10.6 Except as otherwise specified in this Agreement, seniority shall be lost and an Employee shall be deemed terminated for any one of the following reasons:
- a) Any period of absence, including illness, disability or injury in excess of fifteen (15) months;
 - b) Fails to return to work on termination of any authorized leave of absence, vacation or suspension unless his failure to return to work is due to illness or other just cause;
 - c) Is laid off in excess of fifteen (15) months;

- d) Is recalled to work after a lay-off and fails to advise the Employer within five (5) working days of the giving of notice sent by double registered mail to Employee's last address on record with the Employer, that the Employee intends to return to work, or fails within that period to provide the Employer with an acceptable reason for not returning to work and, further, if an Employee fails to return to work within a period of five (5) working days of being so notified to do so by the Employer;
- e) Quits on Employee's own accord or is retired or is discharged and is not reinstated.

- 10.7 The Employer shall maintain a seniority list showing the date upon which each Employee's service commenced. An up-to-date seniority list shall be sent to the Union the month following the date of this Agreement and in January of each year and shall include the employee's name and address.
- 10.8 Notwithstanding layoffs and recall, route assignments shall be at the employer's discretion and subject to service and cost considerations. The driver shall be consulted when annual route mileage may change by greater than 15%.

ARTICLE 11 LAY-OFF AND RECALL

- 11.1 In the event of a lay-off, where ability and qualifications are, in the Employer's opinion, relatively equal, the Employee with the least seniority shall be the first laid off.
- 11.2 In the event of a recall, where ability and qualifications are, in the Employer's opinion, relatively equal, the Employee with the most seniority shall be the first recalled.
- 11.3 Employees may be placed on lay-off with seventy-two (72) hours notice in the event of a labour dispute between the Employer and its school employees represented by another bargaining agent.

ARTICLE 12 GENERAL HOLIDAYS

- 12.1 The Employer recognizes general holidays in accordance with the provisions of the *Employment Standards Code* with the addition of Boxing Day.
- 12.2 In order to qualify for the September general holiday pay, a driver must attend all August start-up or professional development meetings.

ARTICLE 13 VACATION PAY

- 13.1 Employees shall receive vacation pay according to the following schedule:
- a) more than one (1) full year of continuous service four (4%) percent of straight time earnings;
 - b) more than five (5) full years of continuous service six (6%) percent of straight time earnings;
 - c) more than fifteen (15) full years of continuous service seven (7%) percent of straight time earnings.

ARTICLE 14 PAYMENT OF SALARIES

- 14.1 Employees shall be paid monthly. Entitlements shall be paid within five (5) working days of the last day of the month.
- 14.2 Employees not submitting an accurate time sheet in accordance with the specified deadline, may have their pay date delayed by up to two weeks.

ARTICLE 15 PERSONNEL FILE

- 15.1 An Employee shall have the right to review her personnel file upon request. An Employee shall be given a copy of any or all the contents of her personnel file upon request.

ARTICLE 16 MATERNITY LEAVE

- 16.1 In this Article:
- a) "date of delivery" means the date when the pregnancy of the employee terminates with the birth of a child or when the pregnancy otherwise terminates.
 - b) "medical certificate" includes a written statement for the purpose of this Article containing the signature of a physician.
- 16.2 A pregnant employee, who has been employed by the Employer for at least ninety (90) days, is entitled to maternity leave as per the Alberta Employment Standards Code.
- 16.3 The Board will implement a 95% Supplementary Unemployment Benefits

(S.U.B.) plan which a female employee shall access for pay during the health related portion of her maternity leave. Such period shall normally be two weeks before the expected date of delivery to 4 weeks after the date of delivery. The Board shall pay its portion of each employee's benefit plan premiums during the health related portion of her maternity leave. The remainder of the maternity leave not covered by the health related portion shall be without pay and benefits. The S.U.B. shall be payable for the maximum number of weeks allowed by Employment and Immigration Canada or for the period covered by her accumulated sick leave, whichever is less. An Employee may be required to submit medical certificates in order to receive the S.U.B. plan.

ARTICLE 17 COMPASSIONATE LEAVE, SICK LEAVE AND OTHER LEAVES

- 17.1 Employees shall be entitled to accumulate sick leave with pay at a rate of one and a half (1.5) days per month of service to a maximum of forty (40) working days.
- 17.2 Sick leave shall be provided for the sole purpose of insuring income during periods of absence due to illness or medical disability of the employee. Employees who are absent may be required to provide proof, satisfactory to the Employer, of the illness or medical disability.
- 17.3 In the event of the death of a member of the employee's immediate family, three (3) days of leave with pay will be granted. Immediate family includes spouse, parent, child, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, grandparent, mother-in-law and father-in-law. Additional days without pay may be granted upon request to the Board.
- 17.4 Leave to attend court on behalf of the Division shall be with pay at the driver's regular daily rate.
- 17.5 Driver's requesting permission for a foreseeable personal leave, for a reason other than that those listed in Article 17, must provide the Employer with a minimum of ten (10) working days notice. Drivers failing to provide the minimum notice will be required to find their own substitute driver. Failure to find a qualified substitute driver will result in cancellation of the leave.

ARTICLE 18 DURATION

- 18.1 This Collective Agreement constituting the entire agreement between the parties, supersedes and replaces all previous agreements and practices.
- 18.2 Unless otherwise specified, this agreement shall be in full force and effect from October 1, 2018 until August 31, 2021.
- 18.3 Where notice to amend has been served and no renewal Agreement is concluded

at the expiry of the Agreement, this Agreement shall remain in full force and effect until a renewal Agreement is concluded or until this Agreement is terminated by notice in writing from one party to the other.

ARTICLE 19 NOTICE TO BARGAIN

- 19.1 Either party may give to the other not less than 60 days nor more than 150 days prior to the termination of this Agreement a notice in writing of its intention to commence collective bargaining. Such notice shall contain details of all amendments sought. At the first meeting between the parties following such notice, the party receiving the notice shall give details of any amendments it seeks.

ARTICLE 20 GROUP INSURANCE

- 20.1 The Employer agrees to reimburse drivers for the cost of medical exams required for licensing subject to the provision of proof of expense.
- 20.2 The Employer will establish, for each regular driver a Health Care Spending Account (HSA) that adheres to Canada Revenue Agency (CRA) requirements.
- 20.2.1 Effective September 1, 2018 the Employer will contribute annually an amount of \$275 for each eligible driver. Employer contributions are an earned benefit and shall be made evenly on a monthly basis at the rate of \$27.50 per month over ten months, by the 15th of the following month.
- 20.2.2 The unused balance will be carried forward for a total accumulation of two years with any remaining balance forfeited.
- 20.2.3 Drivers leaving the employ of the Board will forfeit any remaining balance.

ARTICLE 21 NO CESSATION OF DUTIES

- 21.1 During the term of this Agreement, neither the Union nor any of its officers or officials nor any employee shall take part in or call or encourage any strike, which includes any work-to-rule arrangement or any suspension of work against the Employer, which shall in any way affect the operations of the Employer, nor shall the Employer engage in any lockout.
- 21.2 It is agreed that if such action should be taken by any employee(s), the Union will instruct the said employee(s) to return to work and perform their usual duties and to resort to the Grievance Procedure established herein for settlement of any grievance.

- 21.3 An employee who takes part in or counsels or procures any other employee to take part in any strike, slow-down, work-to-rule arrangement, or any other suspension of work against the Employer will be subject to discipline up to and including discharge.

ARTICLE 22 SUBSTITUTE DRIVERS

- 22.1 The Board shall approve a list of qualified substitute bus drivers. A substitute bus driver who refuses assignments may be struck from the approved list.
- 22.2 Substitute bus drivers are not covered by the terms of the collective agreement save and except for the following:
1. The Board shall apply the terms of Appendix A to substitute drivers as applicable.
 2. A bus driver shall make at least three (3) attempts to engage a substitute driver from the approved list as a replacement in the event of absence due to illness or such other leave of absence which was approved by the Board. If after three attempts have been made and a substitute driver cannot be found, the bus driver shall as soon as possible advise the Bus Supervisor who will then assume responsibility for locating a replacement. A bus driver requiring a substitute driver in the event of absence due to compassionate leave shall, as soon as reasonably practical, inform the bus supervisor of the need for a replacement driver. In the event of compassionate leave, once notified, the bus supervisor will be responsible for engaging a substitute driver.
 3. Substitute drivers shall be given preference of driving assignments for extra-curricular, special event or other trips approved by the Board.
- 22.3 Substitute bus drivers shall be paid directly by the Board.

ARTICLE 23 WINTER DRESS POLICY

- 23.1 Drivers, with the support of principals, shall be responsible for enforcing the Board's winter dress policy for students. Drivers shall exercise reasonable judgment and refuse admittance to the school bus to any student not properly dressed for the conditions or a student not having such proper dress in their school bag.

ARTICLE 24 FUNCTIONAL ASSESSMENT

- 24.1 A functional assessment may be required, at the employer's discretion. Any driver failing the assessment shall no longer be permitted to drive.
- 24.2 The functional assessment shall be solely designed by the Employer.

ARTICLE 25 STUDENT TRANSPORTATION SERVICES POLICY

- 25.1 All drivers shall be knowledgeable of and observe Board policy EEA - Student Transportation Services.

ARTICLE 26 ALLOWANCES

- 26.1 PD Meetings: Drivers attending Division directed administrative and professional development meetings shall be paid \$60.00 per day. Attendance shall be mandatory. Attendance at Division or privately offered courses resulting in a certificate shall be without pay. An agenda will be provided to drivers prior to the meeting, with the understanding that it is subject to amendment.
- 26.2 Startup Allowance: Drivers shall receive a startup allowance of \$60.00 per year to compensate for duties related to the start of the school year. The allowance shall only be paid in the month of September each year.
- 26.3 Attendance Bonus: Drivers shall be eligible to earn a bonus of fifty dollars (\$50.00) per month for perfect attendance. In order to receive the bonus, drivers must not miss any operational days in a given month. Operational days include driver PD days. The bonus shall be for the months of September through to June. Any August related start-up or PD will be counted for the September bonus.
- 26.4 Inclement Weather: Drivers shall be paid half (50%) of their regular daily pay as compensation for duties performed on days when bus transportation is suspended due to inclement weather.
- 26.5 Wheelchair Students:
- a) Bus drivers transporting wheelchair bound students shall receive an additional allowance of ten dollars (\$10.00) per day per wheelchair bound student, when the student requires transportation as part of a regular route.
 - b) If a driver must make a separate trip for a wheelchair bound student outside of the regular route;

- i. an allowance of ten dollars (\$10.00) per day shall be paid where the break in service is less than 30 minutes
- ii. an allowance of twenty (\$20.00) per day shall be paid provided there is a break of at least 30 minutes between services.

26.6 Special Event Trips (i.e. Career Fairs, Performances Etc): \$0.24 per km plus fourteen (\$14.00) per hour waiting including 30 minutes for lunch when drivers help supervise students during their lunch period. This rate for special event trips includes the applicable vacation pay as per article 13.

26.7 Drivers' Rates In-Town/Between Schools: A minimum of \$12.00 per round trip or \$0.24/route eligible km plus the applicable vacation pay as per article 13, whichever is greater.

26.8 Trip To Shop for Servicing Bus

Servicing requirements shall be established by the Board

Travel Time \$15.00 per hour
 Waiting Time Allowance \$15.00 per hour

* If the Alberta minimum wage increases, this article will be amended to match the minimum wage rate.

26.9 Winter Bus Storage

a) For purposes of this storage provision, winter is defined as the period from November 1 of one year through March 31 of the following year. Storage or plug-in at a third party location requires the prior approval of the Board. This is a personal expense and not a wage.

	16 Passenger & Over	Under 16 Passenger
Outside with plug-in	\$45.00/month	\$32.00/month
Unheated garage with plug-in	\$52.00/month	\$50.00/month
Heated garage	\$66.00/month	\$55.00/month

b) The winter storage allowance shall be prorated on a daily basis in the event of an absence when the allowance is paid to a substitute driver.

26.10 Bus Washing:

Drivers are expected to maintain the interior and exterior of their bus in a clean condition. Drivers shall clean their buses on an as needed basis with a minimum of two full inside and outside washes per month. This is a personal expense and

not a wage. Drivers shall bear all costs associated with bus cleaning. Washing at the bus shop shall only be permitted if the bus is in for maintenance and SPERD has the right to deduct up to ½ (50%) the allowance if a driver's bus is not kept up to standard following a warning.

Compensation will be provided at the following monthly rate:

16 Passenger & Over	Under 16 Passenger
\$80.00/month	\$40.00/month

A driver using a spare bus only needs to wash it when it has been used for more than two (2) operating days. The interior must still be cleaned daily by the driver as per usual expectations regardless of duration.

* the parties acknowledge that the current practice of adjusting bus washing allowances when a sub driver is used will continue

26.11 Extra Mileage Keeping Bus at Home:

Drivers who keep their bus at home and who are more than 15 km from the start of the route shall compensate the Board for the kilometers beyond the 15 km limit at the following rate : \$0.58 per km per day

26.12 Long Service Bonus:

Regular drivers providing active service shall be eligible to receive a service bonus based on years of service. The long service bonus shall normally be paid to drivers that have completed one full school year of service. Service bonuses shall only be paid in July following the end of the normal school year. Drivers beginning service after September 30th will need to serve a continuous full term of September through June in order to qualify. Drivers receiving an official reprimand or a written disciplinary letter will not be eligible to receive the bonus in the year of the infraction. Bonus rates shall be: \$300/year after 1-4 years service and \$550 for 5+ years of service. Regular drivers that complete the full year, but take personal leave during the year in excess of two weeks, shall have the bonus prorated as follows: 2-4 weeks leave \$300 reduced to \$200, and \$550 reduced to \$350; 4-6 weeks leave \$300 reduced to \$125, and \$550 reduced to \$200. No bonus shall be paid if more than six weeks personal leave is taken.

Schedule A Wage Grid -

A one-time lump sum payment of \$200 shall be made prior to October 15, 2018 to active regular drivers on staff as of September 01, 2018.

The base wage rate shall be calculated on a daily basis as follows:

Effective September 01, 2018 the basic daily rate shall be a combination of a base rate of \$64.41 per day plus \$0.21 per daily route kilometers driven. For example, a driver driving a route distance of 200km per day would receive a wage of \$106.41 per day driven. $\$64.41 + (0.21 \times 200)$

Effective September 01, 2019 the wage grid shall increase to a base of \$65.41 per day plus \$0.21 per daily route kilometers driven.

Effective September 01, 2020 the wage grid shall increase to a base of \$66.42 per day plus \$0.21 per daily route kilometers driven.

* rates are calculated based on daily distance driven and shall be adjusted accordingly when distance may vary owing to the ECS schedule

SIGNED ON BEHALF OF THE ST. PAUL
EDUCATION REGIONAL DIVISION NO. 1

SIGNED ON BEHALF OF
UNIFOR LOCAL 777

Matthew Szwedowski

Derry Nkulak

[Signature]

W. P. Wanicke

DATE: 28/09/2018

DATE: 25/10/2018