



LETTER OF UNDERSTANDING NO. 18

Between

BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 63 (SAANICH)

And

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 441
(SAANICH SCHOOL BOARD EMPLOYEES)

RE: 2022-2023 Support Staff Learning Improvement Fund (SSLIF)

WHEREAS:

The Ministry of Education, BCPSEA and the provincial support staff unions have agreed to a Support Staff Learning Improvement Fund (SSLIF) for Education Assistant Work.

THEREFORE:

The parties hereby agree as follows:

1. The parties will meet in advance of the school year to review the funding allotment and determine how Education Assistants will be notified accordingly.
2. It is understood that this fund can only be used for initiatives over and above core-funded jobs at the schools and the statute and regulations of the Learning Improvement Fund precludes use of the fund for non-educational initiatives.
3. The Education Assistants covered by this agreement include those in the following jobs: 47, 51, 62, 71, 72, 91, 100 and Job 106. Those EA's who hold assignments in more than one of these jobs will have their total SSLIF Collaboration Time allocated as described in #4 below.
4. Education Assistants in the above-noted jobs in posted positions of between 10 hours and 34.5 hours (i.e. 34 hours and 30 minutes) per week, both continuing and temporary, will be allocated Collaboration Time funds which can be used and worked **anytime** during the school year while in their assignment.
5. The Collaboration Funds allocated as hours per #6 below, will be accounted for on an individual basis for each eligible Education Assistant. Education Assistants in multiple assignments and locations are entitled to one single allocation of SSLIF Collaboration

Time. The allocated Collaboration Funds are to be utilized over the course of the school year as agreed to between the school principal (or designate) and the EA and are to be fully expended by each EA by the end of the school year.

EA's who do not use all their Collaboration Funds during the school year will not be able to carry-forward any unused funds to the following school year. At the end of the year, any unused portion of these Collaboration Funds will be carried forward to next year and added to the total SSLIF funds.

EA's in new assignments after February 28th are not entitled to Collaboration Funds.

6. The total amount of Collaboration Funds are not to exceed the total district funding amount. After these funds have been expended, new EA position(s) hired during the school year will not receive the Collaboration Time. **The following positions are entitled to a maximum 15 hours per year of collaboration time; Jobs 47, 51, 62, 72, 91, 100 and 106.**
7. The district-based Job 106 position for 34.25 hours per week will continue to support school-to-work transition for students with special needs as well as provide Job 51 EA support to students in secondary schools. The Job #106 position will not be used to perform Job 49, Student Monitor work. The Job 106 position will be supported with an allocation for mileage reimbursement in the amount of \$2,000 which will come out of the SSLIF funds.
8. At each of the neighbourhood secondary schools and both ILC's, 10 hours will be added to each school and in seniority order a top-up of temporary hours to a maximum of 34.25 hours per week will be offered to Education Assistants at the start of each school year. These extra hours can be used to support student learning.
9. At each of the elementary and middle schools and the CDC a top-up of 5 temporary hours per week will be offered to one EA in seniority order as of June 30, 2022. These extra hours can be used to support student learning.
10. The Collaboration Time as described in #6 above is intended to be used for purposes such as collaborating with other EA's, teachers, administrators, colleagues and/or parents with respect to issues of students with special needs. It may be used to attend staff planning days, staff meetings, faculty meetings specific to a department, non-instructional days, IEP and team meetings provided the focus of these meetings is collaboration and deals with issues that cannot be handled during face-to-face time with assigned students.
11. Collaboration time is not to be used to increase an EA's face-to-face time with students or for professional development. Collaboration Time cannot be used to provide student supervision or student support. The scheduling of the Collaboration Time will be determined by the administrator in consultation with the EA. The funds are intended to be

used throughout the school year, however it is recognized that there may be times during the year when more opportunities for collaboration are necessary.

12. Employees will record SSLIF Collaboration Time on their weekly timesheet only when they work the additional time using the "EA SSLIF" timesheet line. ie. Collaboration Time must be recorded on your timesheet on the day it is worked and it will be paid out each time within the pay period it is worked within. **Pay statements will report the amount of Collaboration Time worked.**

Overtime is **not** permitted when using Collaboration Time.

13. The Board will meet with the union by July 2023 to review the funds remaining in the SSLIF. Any funds from the School District's allocation that are not fully utilized by the increase in weekly hours will be used to support innovative practices and initiatives by and for EA's. The board will provide the union with a full accounting of the status of the SSLIF by July 30th, 2023.

For the term of the collective agreement or as otherwise mutually agreed by the parties, this letter and its agreements will be reviewed and amended at the beginning of each school year in light of the provincial funding allocated to the District for the Support Staff Learning Improvement Fund. This LOU is without prejudice and precedent to the parties and to the articles of the collective agreement.

Amended this 7th day of September, 2022.

FOR THE BOARD

FOR THE UNION



Robyn Reid
Director, Human Resources



Nola Welsh
President – CUPE Local 441