

LETTER OF UNDERSTANDING NO. 11

Between



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

And



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

RE: 2026-2027 Support Staff Learning Improvement Fund (SSLIF)

WHEREAS:

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

Individual Employee Allocation

3. This agreement includes incumbents in the following jobs:
 - a. Job #47 – Specialized Education Assistant
 - b. Job #50 – Education Assistant (French Immersion and FSL)
 - c. Job #51 – Education Assistant (Learning Services)
 - d. Job #62 – Education Assistant (Technology Education)
 - e. Job #71 – Intervenor
 - f. Job #91 – Brailist / Transcriber
 - g. Job #100 – Complex Needs Specialized EA (Learning Services)
 - h. Job #106 – Employment Explorations Coordinator
 - i. Job #131 – Visual Language Interpreter
4. Employees 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 which can be used and worked anytime during the school year while in their assignment.

5. The Collaboration Time will be accounted for on an individual basis for each eligible Employee. Employees in multiple assignments and locations are entitled to one single allocation of SSLIF Collaboration Time. The allocated Collaboration Time is to be utilized in full over the course of the school year at times determined through mutual agreement with the school principal (or designate)
6. Employees who do not use all their Collaboration Time during the school year will not be able to carry-forward any unused time to the following school year. At the end of the year, when permitted by applicable funding requirements, any unused portion of SSLIF funding will be carried forward to the following year.
7. The total amount of Collaboration Funds allocated are not to exceed the total district funding amount. After these funds have been expended, new employees hired during the school year will not receive Collaboration Time.
8. Based on the funding amount available for the 2026-2027 school year, applicable employees will be entitled to a maximum of 19 hours per year of Collaboration Time.

Employment Explorations Coordinator

9. The district-based Employment Explorations Coordinator (Job #106) will continue to support school-to-work transition for diverse learners. There will be a total of 35 hours assigned to support this work. The incumbent in this position will not be used to perform Student Monitor (Job #49) work. The Employment Explorations Coordinator position will be supported with an annual allocation for mileage reimbursement in the amount of \$4,000 which will come out of the SSLIF funds.
10. As a last resort and after all available on-call Education Assistants and Inclusion Support Workers have been dispatched, the Employment Explorations Coordinator will be used to provide (on-call) EA support to vulnerable students where student safety is a concern due to short notice absences. Unless otherwise mutually agreed, these callouts will not exceed two times per week. The District will track all EA dispatches worked by the Employment Explorations Coordinator and report hours assigned in such duties twice per ten (10) month period to the Union. By July 15th of each school year, the District will top up the SSLIF funds for the upcoming year, by paying the salary and benefits for the dispatches identified in the report.

School-Based Allocation

11. At each of the three neighbourhood secondary schools and both Individual Learning Centre (ILC) locations, 10 hours will be added to each school. 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 will be used to support

student learning, supervision or other student support requirements as identified by the Administrator.

12. At each of the elementary and middle schools and the Children's Development Center (CDC) a top-up of 5 temporary hours per week will be offered to one Education Assistant in seniority order as of June 30, 2026. These extra hours will be used to support student learning, supervision or other student support requirements as identified by the Administrator.
13. At the elementary level a total of thirty-five (35) hours per week will be applied to support complex student needs during transition periods outside of the regular bell schedule. This may, for example, include additional supervision on bus routes or directly on school grounds during drop off and pick up periods. The hours will be assigned as additional structured time within the elementary schools identified as having the greatest emergent student support needs. Education Assistants within those identified schools will be offered the time in seniority order.

Scheduling and Use of Collaboration Time

14. The Collaboration Time as described in #7 above is intended to be used for purposes such as collaborating with teachers, administrators, and/or other colleagues with respect to student support needs. The time may be used to attend staff planning days, staff meetings, faculty meetings specific to a department, non-instructional days, and Individual Education Plan (IEP) meetings.
15. The scheduling of 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.
16. Employees will record SSLIF Collaboration Time on their weekly timesheet (using "EA SSLIF") when they work the additional time. Collaboration Time must be recorded and will be paid out within the pay period it is worked. Pay statements will report the amount of Collaboration Time worked.
17. The scheduling of SSLIF time cannot result in Overtime.
18. The Board will meet with the union by July 2027 to review any annual SSLIF funds remaining. The board will provide the union with a full accounting of the status of SSLIF by July 30th of each year.

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 2 day of June 2026.

FOR THE BOARD

A handwritten signature in black ink, appearing to be 'Robyn Reid', written over a horizontal line.

Robyn Reid
Director, Human Resources

FOR THE UNION

A handwritten signature in blue ink, appearing to be 'Marisol Verdad', written over a horizontal line.

Marisol Verdad
President – CUPE Local 441