
Board Governance Policy Cross Reference: [1, 4, 9, 10, 12](#)

Administrative Procedures Cross Reference:

[Extra-Curricular Activity Hours](#)

[Payroll/Personnel Data](#)

Form Cross Reference:

Legal/Regulatory Reference:

[CUPE 2972 Collective Agreement](#)

[IANTE Collective Agreement](#)

[ISDBDA Collective Agreement](#)

[Provincial Teachers' Collective Agreement](#)

[The Employment Standards Code](#) (Manitoba)

The Interlake School Division (ISD) Board, through its Personnel/Negotiations Committee, will negotiate remuneration and benefits for all employees. The Division administers the articles of ISD employee collective agreements as well as the legislative requirements of compensation and benefits.

A. Negotiations

The Personnel/Negotiations Committee, on behalf of the Board, will negotiate contracts with its employees. Negotiations will be conducted in camera. All contracts must be ratified by the Board. Negotiations will be conducted with the following groups:

- Union groups
- Non-union groups
- Contract employees

1. Union Groups

- a) A letter must be received from the union to open negotiations.

- b) Negotiation meeting dates will be set.
- c) Formal negotiations between the Personnel/Negotiations Committee and the Union committees shall commence with the appropriate representation speaking for each side (i.e. MSBA negotiator, union negotiator).

2. Non-union Groups

- a) A request must be received from the group to open negotiations.
- b) Negotiation meeting dates will be set.
- c) Formal negotiations will commence with the appropriate representation speaking for each side (e.g. the chair of the Personnel/Negotiations Committee, selected member of the group).

3. Contract Employees

- a) A salary/benefits proposal will be presented by the employee to the Personnel/Negotiations Committee prior to the expiration of the existing contract.

B. Compensation

1. Employees are compensated as per their pre-established salary scales, employment contracts and collective agreements.
 - a) **ITA** – Articles 3 and 4
 - b) **IANTE** – Article 11
 - c) **CUPE** – Schedule A
 - d) **ISBDA** – Article 25 & Schedule A
Substitute drivers shall be paid for all runs and regular drivers shall be deducted the same if not covered by agreement. Substitute drivers shall be paid mileage from their personal residence to the regular bus driver's residence to pick up the bus and back, at a rate determined for each school year.
 - e) **Non-Union Employees** - Employee Handbook, section 7.
2. **Call Out Pay:** Cancelled, shortened and unscheduled shifts of less than 3 hours in duration will be paid for 3 hours. Regularly scheduled shifts of less than 3 hours will be paid only for time actually worked.
3. **Overtime:** Overtime will be calculated and paid in accordance with the respective collective agreements and Manitoba Employment Standards. All overtime must be pre-approved by the employee's immediate supervisor. Employees who work for the Division in more than one position must submit requests for overtime payment on the appropriate request for overtime form.

C. Benefits

1. Pension

Non-Teaching Employees: The Division participates in the Manitoba School Boards' Association (MSBA) Pension Plan for non-teaching employees of public school boards in Manitoba. Eligible employees can become a Member of the Plan at any time during the first two years of employment. All employees must join no later than the first day of the month on or after the completion of 2 years of continuous employment. Non-full-time employees who do not earn at least 25% of the YMPE in two consecutive calendar years need not become Members of the Plan until the January 1 following the year in which this condition is met. The plan is a defined contribution plan that both the employee and employer contribute to.

- a) Vesting of Contributions: Employees' contributions are immediately vested.
- b) Voluntary Contributions: Employees are eligible to make additional voluntary contributions to the Plan. It is the responsibility of the employee to ensure they have personal RRSP contribution room to do so. Voluntary contributions are not matched by the employer.

Teachers: Teachers participate in the Teachers' Retirement Allowances Fund (TRAF). Participation is compulsory with the exception of those employees currently receiving TRAF.

2. **Long-Term Disability Insurance:** The Division participates in long-term disability insurance through Co-operators and The Manitoba Teachers' Society (MTS). Premiums are paid by the employees. Participation for eligible employees is mandatory.

Employee Group	Employees Eligible	Insurance Provider
Teachers	<ul style="list-style-type: none"> • Permanent teaching contracts • Limited teaching contracts > 40 days • Limited teaching contracts, duration indeterminate • Not eligible if receiving TRAF 	MTS
CUPE Employees	Not eligible	N/A
IANTE Employees	<ul style="list-style-type: none"> • All permanent staff who work a minimum of 15 hours per week (on average). • Existing staff who declined coverage at the plan's implementation are not covered. 	Co-operators
Board Office Employees	<ul style="list-style-type: none"> • All permanent staff who work a minimum of 15 hours per week. 	Co-operators
All Other employees (Casual employees, Nurses, Child/Youth Support Workers)	Not eligible	N/A
ISBDA	Not eligible	N/A

3. Group Health Care Benefits

- a) **Blue Cross** - All employees with the exception of CUPE staff are eligible to purchase Blue Cross Group Health Care Benefits. Participation is mandatory for ITA staff (30%+ FTE), IANTE staff (6.6+ hrs/day), non-union and ISBDA staff (25+ hrs/week). The cost of the plan is paid fully by the employees. Employees can purchase either single or family coverage. For details on benefits and what expenses are covered, please refer to the Group Health Care Benefits brochure for Teaching Staff and Employees of School Divisions.

Employees with employment terms/contracts of less than 3 months are not eligible to participate.

Employees who initially decline coverage have an opportunity to join every 2 years. Conditions may apply.

- b) **Total Guard** – All permanent CUPE staff are required to participate unless they can show proof of alternate coverage (spouse, parent). The cost of the plan is paid fully by the employees. For details on benefits and what expenses are covered, please refer to Total Guard's "[Your Group Benefits](#)" brochure.

4. Group Life Insurance

- a) **All employees except School Bus Drivers** – The Division participates in The Manitoba Public School Employee Life Insurance Plan, which is underwritten by Great West Life. Eligible employees are required to purchase 200% x salary coverage. The cost of this insurance is equally shared between the Division and the employee. Employees are eligible to purchase additional coverage up to a maximum 500% x salary for themselves at the group rate. The cost of additional coverage is paid by the employees. Changes to insured amounts occur automatically when employee's salaries change.

i. Employees Eligible

- All permanent full-time and part-time employees
- All term employees with contracts of at least 60 working days duration (or indeterminate)
- Substitute teachers and casual employees are not eligible

ii. Changes in Percentage Coverage Purchased

Decreases: Employees can decrease their coverage at any time by requesting the change in writing. It will become effective when the plan administrator receives the request.

Increases: Employees can increase their coverage but are required to provide evidence of good health and the request must be approved by Great West Life. You can request an increase in coverage within 90 days of gaining a spouse or first eligible dependant child without providing health evidence.

b) **School Bus Drivers:** The Bus Drivers' Association pays for bus driver's group life insurance, with coverage equal to 300% of annual earnings.

5. **Family Life Insurance:** The Manitoba Public School Employee Life Insurance Plan also offers family coverage for employees covered by the Group Life Insurance Plan. Coverage is voluntary and the cost is the sole responsibility of the employee. Spouses and dependent children are covered. Only coverage with a lump-sum benefit of \$10,000 is offered.
6. **A D & D Insurance (Voluntary Accident):** Also offered to employees covered by the Group Life Insurance of the Manitoba Public School Employees Life Insurance Plan is Voluntary Accident Insurance. Coverage is voluntary and the cost is the responsibility of the employee purchasing coverage. Employees have the choice of employee only or employee and family coverage, which can be purchased in units of \$15,000 to a maximum of \$300,000.
7. **EI Rebates:** Rebates received as a result of a reduction in employment insurance premiums are allocated 5/12 to the employees' labour associations, with the remaining 7/12 being retained by the Division for administration, as per EI rulings.