

EOE

Letter of Understanding

BETWEEN

International Union of Operating Engineers

AND

Board of Education School District No. 39 (Vancouver)

Whereas the VBE has adopted a local school calendar for the 2024-2025 school year it is agreed that:

1. Operations employees will work additional time each day as follows:
  - employees that work 7.5 hours per day - 9 minutes per day
  - employees that work 8 hours per day - 10 minutes per day
2. Steady Part-Time Custodians' additional time will be calculated as follows:  
 $1.46 \text{ minutes/hr} \times \text{total hours worked/day} = \text{additional minutes}$ .  
Additional minutes will be added to the location with the higher FTE, if applicable.
3. The extra time worked per day will not be considered overtime nor will be paid out as straight time.
4. The extra time worked will be considered as extra time and will be banked to establish "earned time off" (ETO)
5. Work sections will not change, however additional relevant duties to that section may be assigned during the extra time.
6. The ETO will be used as earned days off with pay on March 24, 25, 26, 27, and 28, 2025, as exceptions noted.
7. Employees who resign, retire or otherwise end their employment with the Board prior to the dates listed in #6 above are entitled to five (5) days of ETO. These dates shall be determined by mutual agreement between Employee Services and the employee prior to the end of employment.
8. Notwithstanding #7 above, Employees who start working for the Board after the period described in #6 above shall not be entitled to ETO for that school year and will therefore not be required to work additional minutes for that school year.
9. Employees who work at Britannia, Strathcona and Thunderbird Community Centre will treat the ETO in the same manner as statutory holidays, but scheduling ETO days will not result in overtime costs.
10. There may be exceptions at various sites such as: Education Centre, Maintenance Workshop and locations that have childcare/daycare operating. As well there may be exceptions in certain emergent circumstances. The use or flexibility of use of ETO days is to be determined by mutual agreement between Operations and the employee.
11. The Union and the Board will meet to discuss if necessary.
12. All ETO is to be used by June 30, 2025. Any exceptions must be requested in writing to Employee Services to seek approval from Executive Director - Employee Services or designate.

