



Priority of Employment List

Who is Eligible:

The Priority of Employment List is composed of persons who have been newly hired by the Board or who have already worked for the Board in one or more of the following capacities:

- a temporary salaried employee;
- a salaried employee who has been laid off;
- a salaried employee in a specific position;
- a regular salaried employee in a position which is less than 35 hours per week, who requests to have his/her name registered on the list¹
- as a salaried employee who has not completed the probation period required for obtaining a regular post or whereby the probation period has been judged inconclusive
- as an employee under Chapter 10 of the Collective Agreement who has made a request to have his/her name registered on the list
- as a regular salaried employee who resigns from his/her regular post and requests, in writing, to have his/her name registered on the list, and this, without losing his/her seniority; this request is conditional on the written pre-approval of the reasons for the resignation & registration on the list, by the School Board

¹ On the condition that this will not cause the employee to obtain more hours of work than that of a regular work-week as defined in article 8-2.00 of the collective agreement.

Registration Criteria:

When updating the priority of employment list, the Board will register the names of all persons mentioned in the first section and who are still eligible. Following this, all newly hired persons shall be automatically registered on the list in all classes of employment for which they are qualified.

When a person is registered on the priority of employment list, the Board will supply him/her with a form to be filled with regards to his/her availability. When filling out his/her registration form he/she will indicate the following:

- the class(es) of employment for which he/she is qualified and wishes to work;
- the work shift and the week-days during which he/she wishes to work;
- the regions in the territory of the School Board where the person wishes to work

Following the above, a person may modify his/her availability on the Priority of Employment List (a maximum of twice per school year, once on June 30th and once on December 15th for the following school year).

The person must advise the Board, in writing, of any such modification(s) to his/her availability, at least 14 calendar days before the effective date of said modification. The School Board will transmit a copy of the modification to the Union.

Recall Method:

The Board recalls persons whose names are registered on the Priority of Employment List according to the following procedure:

- the Priority of Employment List is applied according to class of employment;
- persons are recalled by order of seniority while taking into account their availability;
- recall is to be done by telephone; the salaried employee must respond the same day before 4:00 p.m. if the call was placed by the Board before 12:00 p.m.; the salaried employee must respond no later than 9:00 a.m. the next business day if the call was placed by the Board after 12:00 p.m.
- if a person refuses an assignment, the next person on the list is called, and so on, down the list
- a person who is registered on the Priority of Employment List must have terminated one assignment before being able to start another; except if the new assignment will allow the temporary employee to obtain a regular post with the School Board.

In the event that the salaried person does not respond to the telephone call and if the Board is not able to leave a message, then the salaried person is deemed to be unavailable and the Board will call the next salaried person on the list and so on.

The salaried person registered on the priority of employment list is responsible to ensure that the Human Resources Department has the correct updated information such as telephone number(s), address, etc...

In the cases where a person is absent due to a parental leave, or an employment injury, this person is considered as being available. Therefore, if an assignment is offered to this person and is accepted, the person will be considered as having obtained the assignment which will be held for him/her until such time as he/she returns to work. During this person's absence the Board will replace him/her with another temporary employee.

Territorial Regions and Sectors of the Board for which a person registered on the Priority of Employment List, may be available:

- Administrative Centre and Annexes
- Region 1
- Region 2
- Region 3
- Region 4 Adult Education and Vocational Services

* The purpose of this document is to simplify information contained in the collective agreement. However, for legal purposes, only the original clauses in the collective agreement apply.



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Reasons for removal of a name from the list:

The Board may remove the name of a person from the Priority of Employment list for one of the following reasons:

- if the person refuses an assignment more than four (4) times in one school year (other than for reasons stipulated in the agreement)
- if the person fails to report to work on the date of the assignment without a valid reason
- if the person has not worked in any capacity for the Board during the preceding twenty-four (24) months
- a decision by the Human Resources Department, following at least two (2) negative evaluations submitted by two (2) different superiors
- if the person has obtained a regular position.
- resignation

In the event that the Board makes a decision to eliminate a person's name from the Priority of Employment List they must inform the person and the union of its decision and the motives for the removal of the person's name.

A salaried person who has accumulated at least 1820 hours worked or two (2) years' service may submit a grievance, if the reasons for the removal are deemed abusive. The arbitration process which will be followed in this instance would be according to clause 9-4.00 (Arbitration without attorneys), of the Collective Agreement.

Seniority

The person conserves and accumulates seniority in conformity with the Collective Agreement. Seniority is calculated in years, months, days and hours, According to clause 8-1.00 of the Collective Agreement.

The Priority of Employment List is updated twice (2) a year, once on June 30th and once on December 31st. The Priority of Employment List must be posted for 28 days starting on the first day of school in August (for the June update) and again on the first School days in January (for the December update). A copy of this list must be forwarded to the union. During this period, modifications may be done by the Board with regard to written requests by persons on the list or by the Union.

At the end of this period, the Priority of Employment List becomes official. The Board must transmit the official list (including all changes) to the Union ten (10) days following that & post such list on the Board's website.

Following this, all alleged errors on the Priority of Employment List are subject to the grievance and arbitration process, according to clauses 9-1.00 and 9-2.00 of the Collective Agreement. However, any revision requested after the list has become official cannot have a retroactive effect, or on a grievance already filed regarding said list.

The arbitrator's decision on said grievance becomes effective ten (10) following the receipt of the decision by the School Board.