

# EOE

Letter of Understanding  
between  
**Canadian Union of Public Employees Local 15**  
and  
Vancouver Board of Education

Whereas the Vancouver Board of Education (VBE) has adopted a revised local school calendar for the 2023-2024 school year it is agreed that:

1. Canadian Union of Public Employees Local 15 (CUPE 15) permanent employees will work additional time each day as follows:
  - 12-month employees that work 7 hours per day – **7 minutes per day**
  - 12-month employees that work 7.5 hours per day – **7 minutes per day**
  - Term (10 month) employees that work 7 hours per day – **9 minutes per day**
  - Term (10 month) employees that work 6.5 hours per day – **8 minutes per day**
  - Term (10 month) Strong Start employees that work 4.0 hours per day - **5 minutes per day**
2. The extra time worked per day will not be considered overtime nor will it be paid out as straight time.
3. The extra time worked will be considered as extra time and will be "banked" to establish earned time off (ETO).
4. Term (10 month) employees will use the ETO as earned days off with pay on the following dates:  
  
March 25, 26, 27, and 28, 2024
5. Employees who resign, retire or otherwise end their employment with the Board prior to the dates listed in #4 above re entitled to four (4) days of ETO. These dates shall be determined by mutual agreement between Employee Services and the employee prior to the end of employment.
6. Notwithstanding #5 above, Employees who start working for the Board after the period described in #4 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.
7. There will be flexibility of use of the ETO for 12-month employees at the following sites:
  - 12-month employees in Secondary Schools
  - Education Centre
  - Workshop
  - SET BC; PRCVI; AT BC; CAYA
  - Vancouver Learning Network
  - Newcomer Welcome Centre

Employees will be notified of the use of their ETO days by 2024 September 30.

8. Modified Work Schedule ("Flex Time")

- Clause 6.E. 1 to 5 may be applied where there is mutual agreement between the Principal/Manager and employees to do so.
- The employee may accumulate Flex Time or ETO time, but not both.
- School-based staff who accumulate Flex Time must take four (4) of these days March 25 to 28, 2024.

9. The ability to accumulate ETO will have no impact on members' Municipal Pension Plan, Employment Insurance entitlement, vacation and all other benefits, sick leave entitlements or gratuity plans.

10. The ETO described above will be exclusive of any other provisions of the Collective Agreement.

11. The accumulation of ETO will not apply to employees-on-call.

12. This letter of understanding will expire on June 30, 2024 and is without prejudice, without precedent to any interpretation of the current collective agreement by either party.

Signed this 26 day of May 2023.

For the Employer  
Vancouver Board of Education

For the Union  
CUPE Local 15

  
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