



## SD #10 (Arrow Lakes) District Protocol

### CUPE Professional Development Time and Travel

#### Overview:

The District and Union **agree that professional development for CUPE staff is valuable and important.** This protocol has been developed in consultation between the Union and District.

In general, both District and Union concur that compensation for CUPE staff to travel to and from professional learning events **if the hours exceed their usual shift**, is fair and reasonable, and that the District will cover these additional wage costs.

In addition, mileage travel costs paid to employees at the district rate of .47/km is desirable. The District is supportive of travel costs being covered for attendance at Pro-D and both Union and District have agreed that SSEAC funds will be used to provide this travel support to CUPE employees for attendance at all Professional Learning events both within and outside the district.

#### Procedures:

##### Additional Time Paid:

1. Prior to a Professional Learning event, **CUPE employees in temporary or regular positions will be advised of the additional time that they may claim to attend Professional Learning activities** (eg 45 min one way New Denver to Nakusp; 1 hour and 15 minutes from Edgewood to Nakusp; 45 minutes from Fauquier to Nakusp).
2. CUPE members will **fill in eServe or time sheets indicating the number of minutes of travel time beyond their usual shift** and confirmed in advance by district staff.
3. If an employee's usual shift involves more hours than the Professional Learning activity, extra travel time will not be paid.
4. Casual staff requested to attend professional learning events will be paid as per call out procedures and will be paid for the **hours of the professional learning event. Casual employees will only be paid additional time if the professional learning is held in a zone other than their casual callout zone.**
5. If the casual employee is based in the Southern or Eastern Zone of the district and the employee is requested to attend professional learning events, their additional travel time will be paid from the Nakusp Board Office to the learning event.

### **Travel Costs Covered:**

6. School Protection Program policy covers third party liability for the District when underinsured school district employees drive themselves or others for work up to \$1,000,000 third party liability. As per ICBC regulations, first the employee's insurance is used, then any uncovered amounts are covered by the employer's policy with SPP.
7. Individual **employees are responsible for their own car's insurance, repairs and any collision or comprehensive costs while using their vehicles to travel to and from work including to and from professional learning events.**
8. The Union and District have agreed that for the period beginning September 2016 to June 2017, SSEAC funds will be used to assist with mileage costs.
9. The Union and District will review and consider renewal in June of each year.
10. Mileage will be covered for employees in temporary or regular positions to attend professional learning events held in zones other than the employee's usual work site will be paid as follows:
  - a. If the employee lives in Silverton, works at Lucerne and the event is in Nakusp, claim Lucerne to Nakusp – 50 km x .47/km return
  - b. If the employee lives in Summit Lake, work at Lucerne and the event is in Nakusp, claim Summit Lake to Nakusp at .47/km return
  - c. If the employee lives in Burton, works in Nakusp and the event is in Nakusp, no claim as this is the usual home to work route
  - d. If the employee lives in Edgewood, works at Edgewood School, and the event is in Nakusp, claim 76 km x .47/km return
11. CUPE employees may submit a mileage claim at the district rate of .47/km, signed by their supervisor, to the district office for payment to cover the costs of an approved in advance Professional Learning event.
12. At the conclusion of the trial period ending June 2017, the Union and District will review total mileage costs and re-consider the use of SSEAC funds to support CUPE travel to Professional Learning events.
13. Request by both parties is that CUPE employees be mindful of **carpooling where possible** to save costs and also to consider their environmental impact.
14. Casual staff if requested and called out by district staff in advance, **will only be paid travel at .47/km if the professional learning event is held in a zone which is not their casual/callout zone as per the examples in #4 above.**

*\*District Protocol – ratified October 11<sup>th</sup>, 2016 at CUPE/Board Liaison Meeting*