

Support Staff Education and Adjustment Committee Terms of Reference

- 1) The name of the Committee will be the Support Staff Education and Adjustment Committee (SSEAC).
- 2) SSEAC will consist of seven from each side
 - a) Five from CUPE
 - b) Two from non-CUPE unions
 - c) Seven from BCPSEA
 - d) BCPSEA will appoint all seven persons from the employer side.
 - e) CUPE will appoint all seven persons from the union side. Non-CUPE unions will nominate their appointees and CUPE will do the formal appointment.
- 3) Committee and sub-committee structure. There will be five sub-committees of the SSEAC which consist of:
 - a) Labour Market Adjustment - 4/4
 - b) Trades/Apprentice Support adjustments - 2/2
 - c) Apprenticeship - 4/4
 - d) Skills Training - 4/4
 - e) Workplace Adjustment - 4/4

The effect of the five sub-committees is that each of the appointees to the committee will be required to sit on at least two of the sub-committees.

In addition, it was agreed that the Education Assistant Committee covered under items #28 and 29 would be a de-facto sub-committee reporting to the SSEAC. It will have it's own terms of reference and will operate independently but recommendations would come to the SSEAC and then to the parties.

- 4) Meetings would be held in the Greater Vancouver area.
- 5) Decisions of the committee
 - a) All decisions will be by majority vote with a minimum of four BCPSEA and four CUPE votes being required.
 - b) Sub-committee decisions are subject to formal approval of the SSEAC as a whole
- 6) Procedural Matters
 - a) Chair and Vice-Chair shared by the CUPE and BCPSEA and would rotate annually. CUPE will have the Chair starting July 2006.
 - b) Minutes would be kept of all meetings and would reflect general discussion and motions passed/approvals given
 - c) Treasurer will be appointed and would be given task of maintaining books paying bills etc.

7) Banking

- a) Accounts to be held at Van-City
- b) Approval will be sought from the Public Education Benefits trust trustees to have the money held by BCPSEA for SSEAC attached to the PEBT accounts (but not controlled by the PEBT) for the purpose of attracting a higher interest rate on deposits.

8) Expenses - The attached expense policy will be the policy of the SSEAC.

- a) Essentially each of the parties will be reimbursed for travel, hotel, and meal expenses from the fund earned interest.
- b) Expenses claimed on proper expense claim forms
- c) Wage loss for employees of school districts who are not working for BCPSEA or the Unions would be reimbursed from earned interest.

9) Committee and Collective Agreement Parties support funding

- a) BCPSEA is entitled to an amount annually July 2006, July 2007, July 2008 and July 2009 of \$90,000.
- b) CUPE is entitled to an amount annually July 2006, July 2007, July 2008, and July 2009 of \$75,000.
- c) Non-CUPE unions are entitled to an amount annually July 2006, July 2007, July 2008, and July 2009 of \$15,000.
- d) This funding would be made available from interest income or investment income earned by the fund itself and would be budgeted each year. If not enough income is generated then the amounts would be reduced proportionate to the actual amount of income earned. If there is significant under-funding through interest earned the first reduction in expenses would be to reduce the amount paid for the support funding and then for the sub-committee's wage loss.

10) Education Assistants Committee

- a) 2 persons appointed by CUPE
- b) 2 person appointed by BCPSEA
- c) Expenses
 - i) \$20,000 will be budgeted for the EA project.
 - ii) Funding will come from the interest earned on the SSEAC funds.
 - iii) Additional funding may be provided if requested.