

# COLLECTIVE AGREEMENT

BETWEEN:



The Canadian Union of Public Employees  
LOCAL 1947  
(MECHANICS)

- A N D -



SWAN VALLEY SCHOOL DIVISION  
Box 995, Swan River, MB R0L 1Z0

Term of Agreement:  
July 1, 2022 to June 30, 2027

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**SWAN VALLEY SCHOOL DIVISION MECHANICS**

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MECHANICS' AGREEMENT made this 17<sup>th</sup> day of March, 2026.

BETWEEN: THE SWAN VALLEY SCHOOL DIVISION  
hereinafter called the Employer,  
Party of the First Part

AND: THE CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 1947  
hereinafter called the Union,  
Party of the Second Part

**ARTICLE 1: SCOPE OF AGREEMENT**

1.01 This Agreement is made to cover all employees as outlined in M.L.B. Certificate No. 3269 issued by the Manitoba Labour Board and/or as listed in Schedule "A" attached.

**ARTICLE 2: PREAMBLE**

2.01 Whereas it is the desire of both parties to this Agreement:

- 1] To maintain and improve harmonious relations and settled conditions of employment between the Employer and the Union.
- 2] To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services, etc.
- 3] To encourage efficiency in operation.
- 4] To promote the morale, wellbeing and security of all employees in the bargaining unit of the Union, and to provide a basis for both parties to improve the transportation services provided to the school children and the ratepayers of the Swan Valley School Division, and

Whereas it now is desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in a Collective Agreement.

**ARTICLE 3: MANAGEMENT RIGHTS**

3.01 Subject to the provisions of this Agreement, the operation of the schools and direction of the staff covered by Certificate M.L.B. 3269, including the right to hire, suspend, or discharge for just cause; to assign to jobs, to classify, to promote, transfer for cause employees, to increase, decrease or reorganize the staff, both permanent and temporary; and to determine the service necessary, including the right to contract out present jobs and services for the most efficient operation of the schools, is clearly a function of management and is vested exclusively in the Board. The Board agrees that it will not exercise any of the foregoing rights of this Article in a discriminatory manner.

In administering this Agreement, the Employer shall act reasonably, fairly, in good faith, and in a manner consistent with the Agreement as a whole.

**ARTICLE 4: DURATION OF AGREEMENT**

- 4.01 This Agreement shall be binding and in effect from July 01, 2022 to June 30, 2027 and shall continue in effect from year to year thereafter unless terminated or renewed as hereinafter provided.
- 4.02 Schedule "A" attached to and forming part of this Agreement shall have a retroactive effect for those employees currently on staff at the time and date of signing the current Collective Agreement.
- 4.03 Either party desiring to amend this Collective Agreement shall, between thirty (30) and ninety (90) days prior to the expiry date of the Agreement, give notice in writing to the other party of its intention to open negotiations.
- 4.04 Within twenty (20) days of receipt of such notice, the parties shall confer to establish a mutually agreeable meeting date. The party providing notice to open negotiations will present proposals to amend the Agreement at this initial meeting. The other party will present its proposals and responses at a subsequent meeting.
- 4.05 Should either party deem it necessary to negotiate changes during the term of the Agreement, such changes may be made by mutual agreement, and shall be covered by letters of understanding attached to and forming part of this Agreement.



**ARTICLE 5: RECOGNITION**

- 5.01 The Board recognizes the Canadian Union of Public Employees Local 1947 as the sole collective bargaining agency of its employees classified and covered by this Agreement.
- 5.02 When an employee is being disciplined, they may choose to be accompanied by a Union Representative and shall be informed of this right prior to such a meeting taking place.

**ARTICLE 6: UNION DUES**

- 6.01 The Superintendent and/or designate shall deduct from the earnings of each employee an amount equal to the regular monthly membership dues, as established by the Union.
- 6.02 The Superintendent and/or designate shall remit said dues deductions, within thirty (30) days to the local Union treasurer. A list of the names of the employees for whom deductions have been made and the amount of the deduction shall be included.
- 6.03 The Union agrees to and does hereby indemnify and save the Division harmless for all claims, demands, action and the proceedings of any kind and from all costs which may arise or be taken against the Division by reason of the Division making the compulsory check-off of Union dues as provided for above.

**ARTICLE 7: PROBATIONARY PERIOD**

- 7.01 Every employee shall be placed on probation for a period of six (6) consecutive months of service from the date from which employment commenced.
- 7.02 Probationary employees shall be entitled to all rights and privileges of this Agreement except that they shall not have recourse through the grievance and/or arbitration in the case of suspension or dismissal, except for violations of *The Human Rights Code* or *The Workplace Safety & Health Act*.
- 7.03 Upon satisfactory completion of the probationary period, seniority shall be retroactive to the date of last hire.

**ARTICLE 8: NO DISCRIMINATION**

8.01 The definition of discrimination shall consist of the definition contained in *The Manitoba Human Rights Code*.

The Superintendent and/or designate and the Union agree that there shall be no discrimination against any employee because of ancestry, including colour and perceived race; nationality or national origin; ethnic background or origin; religion or creed, or religious belief; age; sex, including pregnancy; gender-determined characteristics or circumstances; sexual orientation; marital or family status; source of income; political belief, political association or political activity, physical or mental disability or union membership or union activity.

8.02 The Division and the Union jointly affirm that every employee is entitled to a respectful workplace which is free from discrimination.

**ARTICLE 9: SENIORITY**

9.01 Seniority is defined as the number of years of continuous service with the Board and shall be one (1) of the factors in determining preference or priority for promotions, transfers, demotions, layoffs or recalls.

9.02 An employee's seniority shall be maintained and accumulated during absence due to illness or accident, or on an authorized leave of absence.

9.03 The Union shall be provided each year with one (1) copy of the seniority list during the month of January, along with a list of the employee's addresses and phone number.

**ARTICLE 10: PROMOTIONS AND STAFF CHANGES**

10.01 Within sixty (60) calendar days of a position becoming vacant or when a new position is established, the Superintendent and/or designate agrees to post a notice of the new position or vacancy in the School Bus Garage for a period of not less than five (5) working days. The notice shall contain the salary payable.

10.02 Present employees shall have five (5) working days from the initial posted date to bid for the bulletined position.

**ARTICLE 10: PROMOTIONS AND STAFF CHANGES (cont'd)**

- 10.03 The Superintendent and/or designate will notify the Union in writing when a vacancy occurs or a new position is created.
- 10.04 When choosing an applicant for a vacant position, where in the opinion of the Division, knowledge, training ability and efficiency are relatively equal between employees, seniority shall prevail.
- 10.05 A temporary position is one with a maximum duration of sixty (60) calendar days. Within the sixty calendar days, the Superintendent and/or designate will determine whether the temporary position should become permanent or be eliminated.
- 10.06 A "term" employee is one who is hired for a specific period of time or for the completion of a specific job or until the occurrence of a specified event. An employee hired under this designation will not normally work more than one (1) year. However, in the event such a requirement exists, the Union shall be notified of any duration in excess of one (1) year.
- 10.07 In the event the Superintendent and/or designate determines the need for a permanent position within the time limit in Article 10.05 above, then such permanent position shall be re bulletined according to Article 10.01.
- 10.08 Notwithstanding Article 7, where a term employee applies for and is the successful candidate for a permanent position, seniority and probationary period shall commence from the first day of continuous term employment provided that there is no break in employment prior to commencing the permanent employment.

**ARTICLE 11: HOURS OF WORK**

- 11.01 Employees shall work eight (8) hours per day, five (5) days per week and forty (40) hours per week as per Board policy.



**ARTICLE 12: VACATIONS**

- 12.01 Employees are entitled to two (2) weeks of vacation after one (1) year of service.
- 12.02 Employees who have completed two (2) years of continuous service are entitled to commence earning three (3) weeks of vacation with pay, which will be taken with their third (3<sup>rd</sup>) year of vacation and each year thereafter.
- 12.03 Employees who have completed eight (8) years of continuous service are entitled to commence earning four (4) weeks of vacation with pay, which will be taken with their ninth (9<sup>th</sup>) year of vacation and each year thereafter.
- 12.04 Employees who have completed fourteen (14) years of continuous service are entitled to commence earning five (5) weeks of vacation with pay, which will be taken with their fifteenth (15<sup>th</sup>) year of vacation and each year thereafter.
- 12.05 Employees who have completed twenty (20) years of continuous service are entitled to commence earning six (6) weeks of vacation with pay, which will be taken with their twenty-first (21<sup>st</sup>) year of vacation and each year thereafter.

**ARTICLE 13: STATUTORY HOLIDAYS**

- 13.01 All employees shall have the following holidays off at their regular rate of pay provided they are listed as "active" on the payroll:
- New Year's Day/August Civic Holiday/Remembrance Day/Good Friday/Labour Day/Christmas Day/Boxing Day/Victoria Day/Thanksgiving Day/Canada Day/Louis Riel Day and any other Statutory Holiday as proclaimed by the Province of Manitoba or the Government of Canada.
- 13.02 In the event of any of the said holidays falling on a Saturday or Sunday, with the exception of Remembrance Day, such holiday shall be observed on the day substituted therefore by the Government of Canada and/or the Province of Manitoba, subject to the schools being closed on the day so substituted. If Remembrance Day is declared a holiday, employees will be entitled to receive such holiday with the exception that, if school children are required to attend school for a portion thereof then the employees will be required to work on such day for a period of time to carry out their duties. The remainder of the day shall then be a holiday.

**ARTICLE 14: SICK LEAVE**

- 14.01 Sick leave means the period of time an employee is absent from work with or without pay, by virtue of being sick or disabled, or due to a medical appointment, or because of an accident for which compensation is not payable under the Worker's Compensation Act or Manitoba Public Insurance Corp. or for a medical appointment.
- 14.02 Employees shall accumulate sick leave credits at the rate of two (2) days per month, to a maximum accumulation of one hundred and fifteen (115) days.
- 14.03 Sick leave beyond three (3) consecutive days may require a Medical Certificate.
- 14.04 Wherever possible, employees shall make personal medical appointments outside of working hours. In situations where a medical appointment during working hours cannot be avoided, employees shall be expected to make every effort to arrange appointments to minimize the time away from work. Where time away from work cannot be avoided, the leave shall be counted against the employee's accumulated sick leave.
- 14.05 In case of suspected abuse, an employee may be required to produce a certificate from a duly qualified physician, who may be appointed by the Superintendent and/or designate, certifying that the employee was unable to carry out their duties due to illness. Suspected abuses of sick leave will be investigated, and proven instances of abuse may result in disciplinary action being taken against the Employee.
- 14.06 The maximum sick leave as referred to in Article 14.02 shall be reduced by the total number of working days taken as sick leave.
- 14.07 An employee may utilize up to three (3) sick days per calendar year to attend to the illness of that employee's children, spouse, parents or parents-in-law. Where both parents are employees of the Division only one parent may utilize the above days at any one time unless otherwise authorized by the Superintendent and/or designate.

**ARTICLE 15: BEREAVEMENT AND COMPASSIONATE LEAVE**

- 15.01 Each employee shall be allowed bereavement leave without loss of salary up to, but not exceeding four (4) days at any one time in the case of death of any member of the immediate family of the employee. (Immediate family is defined

**ARTICLE 15: BEREAVEMENT AND COMPASSIONATE LEAVE (cont'd)**

in this Agreement as the employee's father, mother, sister, brother, son, daughter, grandchild, wife, husband, mother-in-law, father-in-law, brother-in-law, sister-in-law or grandparents). Leave beyond this amount for compassionate grounds may be granted at the discretion of the Superintendent and/or designate.

15.02 An employee may utilize up to three (3) sick days per calendar year to attend to the illness of that employee's children, spouse, parents or parents-in-law. Where both parents are employees of the Division only one parent may utilize the above days at any one time unless otherwise authorized by the Superintendent and/or designate.

15.03 It is the responsibility of all employees to notify their supervisor prior to taking such leave.

**ARTICLE 16: PERSONAL LEAVE**

16.01 Each employee shall be entitled to one (1) day Personal Leave in any school year (July 01 to June 30), at no deduction of salary.

***Effective date of Union Ratification 16.02:***

16.02 Personal Leave shall not be cumulative from one school year to the next unless it is requested to be used and denied.

One Personal Leave Day may be carried over into the following School Year. No more than one Personal Leave Day may be carried over pursuant to this provision.

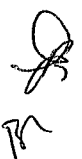
16.03 The Personal Leave day shall be taken prior to an employee requesting discretionary leave from the Division.

16.04 Personal Leave shall be subject to the employee providing reasonable notice of such leave to the Division.

16.05 From August 20 to June 30, unless authorized by the Division, no more than one (1) employee may access personal leave at any one time.

**ARTICLE 17: UNION BUSINESS**

17.01 Leave of absence without pay shall be granted, upon approval by the Superintendent and/or designate, to employees transacting Union business.



**ARTICLE 18: COMMITTEE AND MEETINGS**

- 18.01 The Union shall notify the Superintendent and/or designate, in writing, as to the names of the Union members on the Bargaining and Grievance Committee.
- 18.02 The Grievance Committee, which may be the same as the Bargaining Committee, shall not exceed four (4) Union members. For the purposes of the grievance committee, it is understood that the committee shall not consist of the entirety of the membership of a local sub-unit.

**ARTICLE 19: GRIEVANCES**

- 19.01 Definition of Grievance - A grievance shall be defined as any difference arising out of interpretation, application, administration or alleged violation of the Collective Agreement.
- 19.02 An earnest effort shall be made to settle grievances fairly and promptly in the following manner:

Where a violation of this Agreement is alleged by a party to or persons bound by the Agreement, or on whose behalf it was entered into, or difference between the parties arises relating to the content, meaning, application or violation of this Agreement, either party shall within fifteen (15) working days of the event giving rise to the alleged violation or difference, or within fifteen (15) working days from the date on which the grievor became aware of the event giving rise to the alleged violation or difference, notify the other party in writing, stating the alleged violation or difference and the solutions sought.

Step 1 - The aggrieved employee or employees shall first attempt to resolve the grievance by submitting the grievance in writing to their immediate supervisor. The supervisor shall render their decision within seven (7) working days after receipt of the grievance.

Step 2 - Failing satisfactory settlement being reached in Step 1, a Grievance Committee will submit to the Secretary-Treasurer a written statement of the particulars of the grievance and the redress sought within seven (7) working days of receipt of the supervisor's decision. The Secretary-Treasurer shall render their decision within seven (7) working days after receipt of the Grievance Committee statement.

Step 3 - Failing satisfactory settlement being reached in Step 2, the Grievance Committee will submit the written grievance to the Board of Trustees within seven (7) working days of receipt of the decision of the Secretary-Treasurer and

**ARTICLE 19: GRIEVANCES (cont'd)**

the Board shall render its decision within three (3) working days after the next regularly scheduled Board meeting.

Step 4 - Failing a satisfactory settlement being reached in Step 3, the Union may refer the dispute to arbitration.

- 19.03 Replies to grievances shall be in writing at all stages.
- 19.04 Grievances settled satisfactorily within the time allowed shall date from the time of the incident.
- 19.05 Time limits, as specified in Article 19.02, may be extended by mutual agreement between the Superintendent and/or designate and the Union in writing. Failure on the part of the employee or Grievance Committee to comply with the time limits as set forth in this Article or as subsequently extended by mutual agreement shall result in the grievance being deemed to have been abandoned and all rights of recourse to the grievance and arbitration procedure shall be at an end.

In the event of the failure of the Employer to comply with the time limits as set forth in this Article or as subsequently extended by mutual agreement, the employee or Grievance Committee may advance the grievance to the following step in the grievance procedure outlined above.

- 19.06 The Arbitration Procedures shall be according to the Provisions of the Labour Relations Act of Manitoba. The Board of Arbitration shall not alter, modify or amend this Agreement.
- 19.07 Nothing herein shall prohibit the parties from agreeing to a single arbitrator. If the parties so agree, the provisions of this article relating to an arbitration board shall apply with changes in the necessary points of detail to the single arbitrator.
- 19.08 Employees shall have the right to Union Representation at every step of the Grievance and Arbitration process.

**ARTICLE 20: JOB DESCRIPTIONS**

- 20.01 The Employer agrees to draw up job descriptions for all positions and classifications for which the Union is bargaining agent.



**ARTICLE 21: CONDITIONS AND BENEFITS**

21.01 Any rights, privileges, benefits and working conditions previously provided through written Board policy, and not specifically covered by the Collective Agreement, shall be maintained for the benefit of the employees.

**ARTICLE 22: PENSION PLAN**

22.01 All employees will be required to enter the School Division Pension Plan, in accordance with the Plan Text, as a condition of employment.

**ARTICLE 23: LONG TERM DISABILITY PLAN**

23.01 The Employer shall administer a Long Term Disability Insurance Plan according to the requirements of the plan. The premiums for the plan shall be paid entirely by the participants of the plan and shall be deducted from each salary cheque.

23.02 The Union agrees to and does hereby indemnify and save the Division harmless of all claims, demands, actions and the proceedings of any kind and from all costs which may arise or be taken against the Division by reason of the Division making the necessary premium deductions as provided for above.

**ARTICLE 24: LABOUR MANAGEMENT COMMITTEE**

24.01 A Labour Management Committee shall be established consisting of three (3) representatives of the Union and three (3) representatives of the Board. The Committee shall concern itself with the following matters:

- 1] Promoting safety and sanitary practices;
- 2] Increasing operating efficiency by promoting cooperation in effecting economy moves;
- 3] Reviewing suggestions from employees; and
- 4] Improving the quality of service to the school children and the rate payers of the Swan Valley School Division.

The Committee shall meet when requested by either party at a time and place suitable to both parties. Matters that are subject to the grievance procedure shall not be discussed at the committee meetings.

**ARTICLE 24: LABOUR MANAGEMENT COMMITTEE (cont'd)**

The Committee shall not have jurisdiction over wages, or any matter of collective bargaining including the administration of this Collective Agreement.

The Committee shall not supersede the activities of any other committee of the Union or of the Board and does not have the power to bind either the Union or its members or the Board to any decisions or conclusions reached in its discussions. The Committee shall have the power to make recommendations to the Union and the Board with respect to its discussions and conclusions.

**ARTICLE 25: JURY DUTY**

25.01 An employee who is subpoenaed for jury duty shall be entitled to his or her daily salary, less any payments made by the court, other than the payments representing costs of travel, accommodations and meals.

**ARTICLE 26: TOOL EXPENSE ALLOWANCE**

26.01 A yearly tool expense allowance of \$459.00 shall be paid to mechanics who are required to provide a full range of their own tools.

**ARTICLE 27: SALARIES**

27.01 The Parties hereto agree that there shall be no strikes, slowdowns, lockouts or any other work stoppage, or interference with work, which would cause any interruption during the lifetime of this Agreement, and no strike action will be taken until the full provisions of the Labour Relations Act, in respect to these matters, have been complied with.

Upon expiry of the current Collective Agreement, the Division agrees to give the Union at least one (1) week [seven (7) days] notice as to the intended time and date of lockout.

Upon expiry of the current Collective Agreement, the Union agrees to give the Employer at least one (1) week [seven (7) days] notice as to the intended time and date of strike.

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**ARTICLE 27: SALARIES (cont'd)**

The Board shall pay salaries in accordance to and with the conditions of Schedule "A" as follows:

**SCHEDULE "A"**

Apprentice Mechanic. As established by the Department of Labour.

	July 1, 2022	July 1, 2023	July 1, 2024	July 1, 2025	July 1, 2026
<b>MECHANICS</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>2.75</b>	<b>2.5%</b>
UNLICENSED 1st year	23.88	24.60	25.34	26.04	26.69
UNLICENSED after 1st year	25.49	26.25	27.04	27.78	28.47
LICENSED 1 <sup>st</sup> year	31.20	32.14	33.10	34.01	34.86
LICENSED after 1st year	36.36	37.45	38.57	39.63	40.62

In addition to the above, Mechanics who have the commercial vehicle mechanic endorsement by the Department of Manitoba Highways and Vehicle Standards (Manitoba Public Insurance Corp. Vehicle Safety) will receive an allowance in the amount of Two dollars and twenty cents (\$2.20) per hour; effective July 1, 2022, Two dollars and twenty-seven cents (\$2.27) per hour; effective July 1, 2023, Two dollars and thirty-four cents (\$2.34) per hour; effective July 1, 2024, Two dollars and forty cents (\$2.40) per hour; effective July 1, 2025, Two dollars and forty-six cents (\$2.46) per hour; effective July 1, 2026.


**ARTICLE 28: Safety Shoes**


28.01 Where an employee is required as a condition of employment to provide and wear approved safety footwear or during the course of the employee's regular duties, the employee will be eligible for an allowance once every year, subject to receipts, to help offset the cost to the employee of purchasing approved safety footwear. The allowance shall be up to one hundred and seventy-five (\$175.00) dollars.

**ARTICLE 29: SIGNATURES**


DATED at Swan River this 17<sup>th</sup> day of March, 2026.

Signed and agreed to on behalf of the Swan Valley School Division

  
\_\_\_\_\_ Gary Wowchuk, Chair

  
\_\_\_\_\_ Rob Tomlinson, Superintendent

Signed and agreed to on behalf of the Canadian Union of Public Employees Local 1947

  
\_\_\_\_\_ Lori Borley, President



**LETTER OF UNDERSTANDING**  
**RE: CONTRACTING OUT**

The Division agrees to re-send a letter as follows:

As part of the negotiations for the recently concluded Collective Agreement, it was agreed by the Board of Trustees that it would provide a Letter of Understanding whereby it would not contract out services during the length of this Agreement.

Please accept this letter as agreement by the Board of Trustees that it will not contract out during the life of the current Agreement.

July 1, 2022, to June 30, 2027.


We trust this meets with your approval.

Date this 17<sup>th</sup> day of March, 2026.

Signed and agreed to on behalf of the Swan Valley School Division

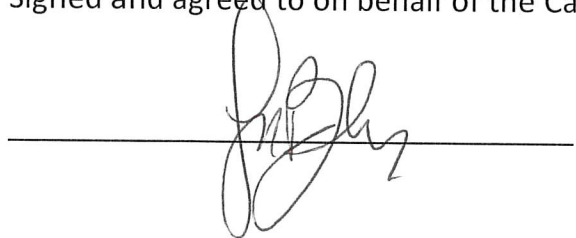


Gary Wowchuk, Chair



Rob Tomlinson, Superintendent

Signed and agreed to on behalf of the Canadian Union of Public Employees Local 1947



Lori Borley, President



MechanicsOUTSIDE THE COLLECTIVE AGREEMENTRe: Clothing Allowance - Winter Work Wear

No language in the Collective Agreement, Division will purchase a new snow suit for each mechanic and the apprentice mechanic, for use while working at the Bus Garage, for Division use only.

Protocol for Mechanic's dealing with inoperable bus

1. Bus driver will phone or radio bus garage about inoperable bus.
2. It is the driver's responsibility to notify students of delay, base will assist if required.
3. Mechanic prepares himself with appropriate clothing.
4. Transportation Supervisor and/or mechanic will determine what is required for rescue.
5. Mechanic will take spare bus if required and will trade or repair distressed bus.
6. Mechanic will decide if they need to go with route driver, if inoperable bus is not repairable.
7. Mechanic will make decision to release spare bus to driver.
8. Mechanic will return to Bus Garage and make work order for distress call, if required.

