

SEASON'S GREETINGS

The APPA-EMSB's Executive and Union Council members would like to extend their best holiday wishes to everyone!

It feels like just yesterday we were starting a new school year and the holidays are already upon us! This season is a perfect time to rest, recharge, and focus on yourself. Take time to relax, enjoy the holiday spirit, and spend quality moments with loved ones.

The APPA Offices will be closed for the holidays starting on Friday December 20th until Sunday, January 5th, 2025. When we return, we'll dive back into the important work of supporting our members. Until then, we wish you a joyful, restful holiday season and look forward to seeing you in the New Year!

Your APPA Executive Committee and Union Council



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UNDERSTANDING STEP ADVANCEMENTS: WHAT YOU NEED TO KNOW

Step advancements ensure that your pay reflects your experience and time in service at the EMSB, as outlined in our collective agreement. Below is an explanation of how step advancement works and why it's important to verify whether you've received your step increase if you're entitled to one.

WHAT IS A STEP ADVANCEMENT AND HOW DOES IT WORK?

A step advancement corresponds to an increase in your hourly rate as you gain recognized experience within

your position. Each step typically represents one complete year of service according to the salary scale for your employment class (6-2.05).

YOUR FIRST STEP ADVANCEMENT

Once your initial step has been determined, your first step advancement is granted on either **January 1st** or **July 1st**, whichever follows at least **nine months** after your entry into service (6-2.11).

ANNUAL ADVANCEMENTS

You will advance one step per year, on the same date (January 1st or July 1st) as long as you have completed one full year of service at the previous step (6-2.09).

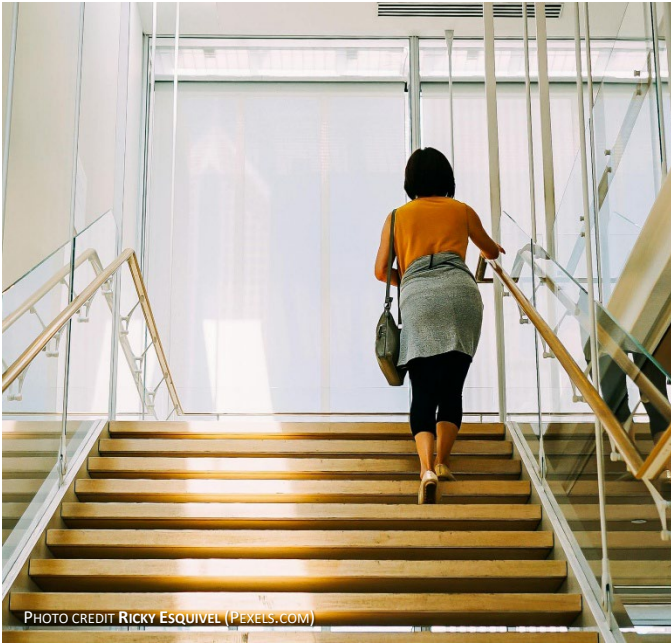


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MAXIMUM STEP

When you reach the highest step for your employment class, you will not advance further on the scale. However, this does not mean your salary will stop increasing. General salary increases are negotiated by the CSN Public Sector as part of collective bargaining and apply even after reaching the maximum step.

WHAT DOES AND DOESN'T AFFECT STEP ADVANCEMENTS

TEMPORARY LAYOFFS

Cyclical layoff periods (ie. during the summer period), still count toward your service for step advancement purposes. However, if you are laid off for **more than three months**, then you may not receive your step advancement for that year. (6-2.10).

LEAVES OF ABSENCE WITHOUT PAY

If you took an unpaid leave of absence for more than **six months** within the past year, your step advancement will not be granted for that year (6-2.12).

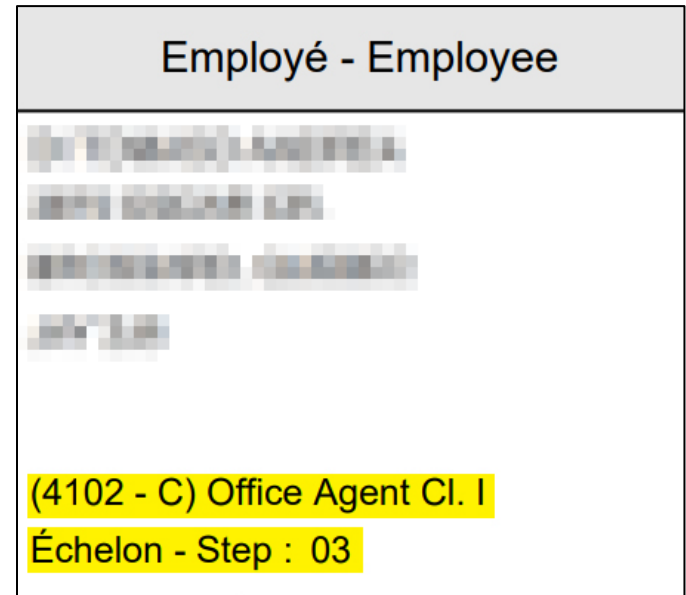
PROMOTIONS, TRANSFERS, OR DEMOTIONS

A change in position, such as a promotion or transfer, does **not** affect the date of your step advancement (6-2.15).

ARE YOU ENTITLED TO A STEP ADVANCEMENT IN JANUARY?

CHECK YOUR PAYSTUB

Step advancements are reflected in your pay. Check your paystub to ensure your salary aligns with your step on the salary scale.



VERIFY YOUR ELIGIBILITY

If you believe you are eligible for a step advancement but did not receive it, review the clauses above to confirm whether you meet the criteria.

FOLLOW UP IF NECESSARY

If your step increase is missing or if you've been denied, you have the right to request an explanation from Human Resources (6-2.13).

WHY IS THIS IMPORTANT?

Step advancement directly impacts your pay and ensures fair compensation for your experience and service. Verifying your paystub ensures that errors or oversights are promptly addressed.

If you have questions or need assistance, please contact the union office. We're here to help ensure your rights under the collective agreement are respected. ■

AM I PAID FOR THE HOLIDAY BREAK?

Holidays this year extend from December 21st, 2024, to January 5th, 2025.

STATUS	DAYS PAID	DESCRIPTION
Regular Under 20 hours*	Not entitled to any paid holidays.	* If you are the holder of a regular position of more than 15 but less than 20 hours per week , this will be the last paid holiday break that you will be eligible for.
Temporary Wage slips	Not entitled to any paid holidays.	These employees already receive an additional 20.96% on their salary on each paycheque to cover all benefits.
Regular 20 hours or more	Entitled to 10 paid days for the holiday break.	Regular employees with posts of 20 hours a week or more will continue to be paid every two weeks as usual.
Temporary Automatic pay	Entitled to 10 paid days for the holiday break.	Temporary posts that are predetermined to last than 6 months and 20 hours a week or more will continue to be paid every two weeks as usual.

Remember, all employees being paid through wage slips are receiving an additional 20.96% (8.77% for vacation pay and 12.13% to cover other benefits). This is the monetary equivalent of statutory holidays, vacation days, sick days and the holiday break. Wage slip employees are exempt from paying group insurance premiums. ■

IMPORTANT INFO

Employment and
Social Development Canada

Emploi et
Développement social Canada

If you still have an active employment insurance file, you may be eligible to receive benefits during the two-week winter holiday break.

Contact EI Canada on the Government of Canada website to find out:

www.canada.ca/en/services/benefits/ei

SCHOOL SUPPORT STAFF BENEFITS AND COMPENSATION

ARE YOU ENTITLED TO FRINGE BENEFITS SUCH AS INSURANCE, VACATION, SICK DAYS, SPECIAL LEAVES AND HOLIDAYS OR ARE YOU ENTITLED TO THE MONETARY EQUIVALENT ON EACH PAY?

REGULAR STAFF						
ASSIGNMENT TYPE	STATUTORY HOLIDAYS	WINTER HOLIDAY BREAK	GROUP AND SALARY INSURANCE	VACATION DAYS	SICK DAYS SPECIAL LEAVES	COMPENSATION INSTEAD OF BENEFITS (8.77% & 12.13%)
Regular work schedule of 20 to 35 HOURS A WEEK (eligible for tenure).	✓	✓	✓	✓	✓	✗
Regular work schedule of UNDER 20 HOURS A WEEK (not eligible for tenure).	✗	✗	✗	✗	✗	✓

TEMPORARY STAFF						
ASSIGNMENT TYPE	STATUTORY HOLIDAYS	WINTER HOLIDAY BREAK	GROUP AND SALARY INSURANCE	VACATION DAYS	SICK DAYS SPECIAL LEAVES	COMPENSATION INSTEAD OF BENEFITS (8.77% & 12.13%)
AUTOMATIC PAY Predetermined replacements of more than 6 months and 20 hours a week or more.	✓	✓	✓	✓	✓	✗
WAGE SLIPS All replacements under 20 hours a week.	✗	✗	✗	✗	✗	✓
WAGE SLIPS Undetermined replacement length (even if it adds up to 6 months consecutively).	✗	✗	✗	✗	✗	✓

If you are a temporary employee, paid on wage slips or work under 20 hours a week, you are not entitled to be paid for the two-week winter holiday break. Instead, you receive 20.96% extra on each pay. You may also contact EI Canada to reactivate your file. Employees on wage slip also do not participate in the mandatory group insurance plan and pay no premiums.

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Download our visual: <https://shorturl.at/2XFHr>

CONTACT YOUR UNION



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2025 NEW YEAR'S PARTY

COLLEGE DE MAISONNEUVE
FRIDAY, JANUARY 17TH AT 7PM

REGISTER BY JANUARY 10TH 2025!



Scan me

APPA.QC.CA/EMSB/EVENT/NEWYEAR-2025

BENEVA GROUP INSURANCE RATES 2025

DURING OUR LAST GENERAL ASSEMBLY, APPA MEMBERS WERE PRESENTED THE PROPOSED INSURANCE PREMIUM RATES AS OF JANUARY 1ST 2025. UNFORTUNATELY, NO VOTE COULD BE HELD DUE TO A LACK OF QUORUM.

The employer pays part of our group insurance premiums. Their contribution to the Health 1 and Health 2 plans increased to \$14.12 for individual and \$32.41 for the family and single parent plans (5-3.25).

Visit our website at appa.qc.ca/emsb/docs/insurance for complete information about insurance coverage and documents. ■



INSURANCE RATES AS OF JANUARY 1, 2025

The 9% provincial sales tax has not been included in premium rates.

Health 1	Individual	\$ 38.87
	Single Parent	\$ 41.78
	Family	\$ 86.82
Health 2	Individual	\$ 58.20
	Single Parent	\$ 68.83
	Family	\$ 130.30
Option 1	Individual	\$ 5.27
	Single Parent	\$ 7.02
	Family	\$ 11.87
Option 2	Individual	\$ 16.97
	Single Parent	\$ 22.57
	Family	\$ 38.18
Dental	Individual	\$ 17.48
	Single Parent	\$ 24.82
	Family	\$ 46.83

The table with the complete group insurance rates for 2025 is on the next page.

GROUP INSURANCE – JANUARY 2025 PRICING – NEW PLAN

 Coverage 			Rate as of April 1st 2024		Rate as of January 1st 2025				
Comparison of premium rates per 14 days			Agreed Terms	Including Employer Contribution + premium break	Agreed Terms	Employer Contribution	Premium Break (2,0M \$ 2024)	Rates paid by the insured	Payroll Impact (\$)
MEDICAL INSURANCE	Health 1	▪ Individual	51,68 \$	34,53 \$	56,60 \$	14,12 \$	3,61 \$	38,87 \$	4,31 \$
		▪ Single Parent	68,75 \$	35,28 \$	79,24 \$	32,41 \$	5,05 \$	41,78 \$	6,50 \$
		▪ Family	116,30 \$	77,07 \$	127,35 \$	32,41 \$	8,12 \$	86,82 \$	9,75 \$
	Health 2	▪ Individual	70,82 \$	52,55 \$	77,24 \$	14,12 \$	4,92 \$	58,20 \$	6,65 \$
		▪ Single Parent	94,18 \$	56,24 \$	108,13 \$	32,41 \$	6,89 \$	68,83 \$	12,59 \$
		▪ Family	159,33 \$	117,60 \$	173,78 \$	32,41 \$	11,07 \$	130,30 \$	12,70 \$
	Option 1	▪ Individual	5,27 \$	5,27 \$	5,27 \$	-	-	5,27 \$	
		▪ Single Parent	7,02 \$	7,02 \$	7,02 \$	-	-	7,02 \$	
		▪ Family	11,87 \$	11,87 \$	11,87 \$	-	-	11,87 \$	
	Option 2	▪ Individual	16,97 \$	16,97 \$	16,97 \$	-	-	16,97 \$	
		▪ Single Parent	22,57 \$	22,57 \$	22,57 \$	-	-	22,57 \$	
		▪ Family	38,18 \$	38,18 \$	38,18 \$	-	-	38,18 \$	
9% provincial sales tax has not been included in premium rates. This amount is a taxable benefit.									
Life Insurance (0,0%)	❖ Participants Basic	0,096 \$/1 000 \$							
	❖ Dependents								
	▪ Single Parent	0,13 \$/1 000 \$							
	▪ Family	0,42 \$/1 000 \$							
Life Insurance	Accidental Death or Dismemberment	0,013 \$/1 000 \$							
Disability insurance (-5 %)	❖ Long Term	1,089 % of insurable salary							
Dental care (7 %)	▪ Individual	17,48 \$							
	▪ Single Parent	24,82 \$							
	▪ Family	46,83 \$							
For life, disability and dental insurance plans, there is no employer contribution. Disability and dental insurance plans, participation is optional. Dental examinations are eligible every 9 months. 9% provincial sales tax has not been included in premium rates.									