



School Support Staff Handbook

10 Month Employees

Revised October 2016

Contents

| | |
|---|----|
| INTRODUCTION | 2 |
| CONDITIONS OF EMPLOYMENT | 2 |
| OATH OF CONFIDENTIALITY | 2 |
| EMPLOYEE BENEFITS AND PAYROLL DEDUCTION | 2 |
| GENERAL ELIGIBILITY FOR BENEFITS..... | 2 |
| BENEFIT COVERAGE FOR RETURNING EMPLOYEES..... | 2 |
| NOTIFICATION OF CHANGES | 3 |
| INCOME TAX, CANADA PENSION AND EMPLOYMENT INSURANCE | 3 |
| MANULIFE..... | 3 |
| GROUP REGISTERED RETIREMENT SAVINGS PLAN..... | 3 |
| VACATIONS AND VACATION PAY..... | 4 |
| REPORTING ABSENCES | 4 |
| SICK LEAVE ENTITLEMENT | 4 |
| EXTENDED DISABILITY..... | 4 |
| FAMILY SICK LEAVE | 5 |
| COMPASSIONATE LEAVE | 5 |
| IMMEDIATE FAMILY..... | 5 |
| CLOSE FRIEND | 5 |
| MATERNITY LEAVE | 5 |
| PARENTAL LEAVE | 6 |
| EXTENDED LEAVE FOR MATERNITY/ADOPTION OF A CHILD..... | 6 |
| PATERNITY LEAVE | 6 |
| ADOPTION OF A CHILD | 6 |
| PERSONAL LEAVE DAY..... | 7 |
| JURY DUTY LEAVE or SUBPOENAED AS A WITNESS TO COURT | 7 |
| CONVOCATION LEAVE | 7 |
| WORKERS' COMPENSATION (W.C.B.)..... | 7 |
| SALARY PROCEDURES | 7 |
| TIMESHEETS..... | 7 |
| INCREMENTS AND SALARY REVIEWS..... | 7 |
| SALARY CALCULATION | 8 |
| ANNUAL PAY RATE..... | 8 |
| REGULAR HOURS OF WORK AND REST BREAKS | 8 |
| EXTRA HOURS AND OVERTIME..... | 8 |
| PAY DAYS | 8 |
| JOB EVALUSTIONS..... | 8 |
| TRAINING AND EDUCATION | 9 |
| PROFESSIONAL DRESS | 9 |
| GRIEVANCE PROCEDURE | 10 |
| PROCEDURE FOR DISMISSAL | 10 |
| TERMINATION..... | 10 |

INTRODUCTION

This handbook is written to describe the compensation, benefits and working conditions of school based non-teaching staff.

A copy of the Administrative Procedures is accessible on the Division website and should be consulted for specific Board policies and regulations.

Anything contained in this handbook and the employee's contract of employment is subordinate to school Division policy, benefit plan documents, statutory requirements of The Employment Standards Code or other legislation.

CONDITIONS OF EMPLOYMENT

One of the conditions of employment is that you live a life that is in concert with our Catholic Christian values. At a basic level, we expect all employees to be involved with their faith, at whichever parish or church they belong. We expect staff to model Catholic Christian values in their relationships and daily life, at school, in the community, and in their families. You will be asked to sign a form, further to this matter, before a contract is offered.

OATH OF CONFIDENTIALITY

Employees will be required to sign an Oath of Confidentiality Form. Many areas of work involve information of a confidential nature which cannot be disclosed out of the work environment.

EMPLOYEE BENEFITS AND PAYROLL DEDUCTION

GENERAL ELIGIBILITY FOR BENEFITS

Benefit coverage is on a 12-month basis while an employee has continuing employment with the Division. Employee benefits are generally available to support staff provided the employee meets the following eligibility criteria:

- eligibility for benefits the day after commencement of employment.
- the employee works at least 20 hours per week.

Employment in a temporary position is not eligible for benefits, if the position is for six months or less. Employees hired or employees with an increase of full time equivalency after March 31 of the school year are not eligible for benefits for the balance of that school year.

Part-time employees' benefit contributions will be pro-rated based on their full-time equivalent status, with the premium being shared between the employee and the Board.

BENEFIT COVERAGE FOR RETURNING EMPLOYEES

Employees with a June 30 termination date that have been offered a continuous position for the next school year, prior to June 30, will have their benefits covered through the summer. Employees returning

to the Division within six months of their termination will not be required to fulfill the one day waiting period for benefit coverage. As well, employees with an increase of full-time equivalency will not be required to fulfil the waiting period.

NOTIFICATION OF CHANGES

Any change to an employee's address, dependents, beneficiaries, marital status or other personal status applicable to benefits coverage must be reported to the HR Department within 30 days of the change to keep benefits in force and to ensure proper registration and payroll deduction information is maintained.

INCOME TAX, CANADA PENSION AND EMPLOYMENT INSURANCE

All employees complete a Personal Tax Credit Return on commencement of employment. Thereafter, a new TD-1 should be completed whenever exemptions change.

Canada Pension Plan and Employment Insurance contributions are deducted as required.

MANULIFE

Information explaining the Manulife Benefit Plan is explained at the new employee meeting. Further information should be available on the Manulife website.

Application/waiver form must be completed on commencement of employment (or when dependents/personal status changes) as follows:

- A. Group Life, A.D. & D. and Extended Disability
- B. Extended Health Care
 - coverage is optional
 - application must be completed if participation is desired
 - waiver on application must be completed if participation is not desired.
- C. Dental Care
 - coverage is optional
 - application must be completed if participation is desired
 - waiver on application must be completed if participation is not desired.
- D. Health Spending Account

GROUP REGISTERED RETIREMENT SAVINGS PLAN

The Division offers a savings plan to employees who are eligible for benefits.

A sum equal to 5% of gross monthly earnings will be deducted from the participant, and deposited into an "R.R.S.P.-type" account. The Division will add 6% to the employee contribution. Employees may transfer the employer share of their RRSP to a financial institution of their choice.

The Division's contribution is a taxable benefit. Administration of this plan is handled through Capital Estate Planning.

VACATIONS AND VACATION PAY

The majority of full-time educational assistants, school secretaries and library technicians are paid an annual salary based on 200 working days inclusive of vacation/statutory holiday pay. Part-time employees may be paid based on an hourly rate, plus vacation pay.

REPORTING ABSENCES

Any absence is to be reported to the Principal as soon as possible. An explanation of the absence must be included on the timesheet. As well, a Request for Leave of Absence form for non-certified staff must be completed online for any leave requested. In case of emergency, or where there is insufficient time to complete the online request form, a phone call to the Principal, followed by the duly completed request form upon return to duties, will suffice. These forms must be approved by the Associate Superintendent of Personnel.

Absences longer than **three** days require that the Principal report the situation to the Personnel Department, indicating the estimated length of absence and the reason for the absence with a doctor's note.

SICK LEAVE ENTITLEMENT

Employees shall be eligible for sick leave from the onset of injury, illness or disability to the extent of sick leave accumulated or for 105 consecutive calendar days (70 working days), whichever is less.

Paid sick leave will be accumulated at the rate of two (2) working days per month for full-time employees, to a maximum of 105 calendar days (70 working days). Part-time employees are entitled to sick leave on a pro-rated basis according to their full-time equivalency. While on paid sick leave, employees will continue to accumulate sick days.

Benefit premiums will be covered up to the end of the month in which the employee's sick day entitlement has run out. The employer will pay the benefit premiums at the beginning of the month that the employee returns.

If the employee has no sick entitlement left and wishes to stay on benefits during the month(s) that they have been unable to work, he/she will be required to pay the premium for that month(s) only.

Part-time employees are entitled to sick leave according to the proportion of full-time worked.

Before paid sick leave is granted, a medical certificate may be required.

EXTENDED DISABILITY

Extended disability will commence after 105 calendar days. Application for extended disability will be initiated by the Division. **It is the responsibility of the employee to complete and submit their portion of the application to Manulife.** If approved for extended disability, dental and Alberta Health Care premiums will continue to be paid by the Division for ten years from the disability date *or* until retirement; whichever date comes first.

FAMILY SICK LEAVE

Up to four days per school year accumulated sick leave with pay may be granted for the illness of a child, spouse or household member. Any time beyond four days will be without pay. A Leave of Absence form must be completed and sent into the Personnel Department to be approved.

COMPASSIONATE LEAVE

Immediate Family

The Division will pay the salary of an employee, and a replacement staff, if required, for up to and including five days' leave, where there has been death or critical illness of a member of the immediate family. The term "immediate family" shall refer to both the employee and his/her spouse (mother, father, sister, brother, wife, husband, son, daughter, grandparents or other relative who is a member of the employee's household).

Close Friend

Referring to employee and his/her spouse's aunt, uncle, niece, nephew, or close personal friend.

To attend the funeral of a close friend, the employee may apply for up to and including three days' leave. The Division will pay the salary of an employee, and a replacement staff, if required.

IMMEDIATE FAMILY

The Division will pay the salary of an employee, and a replacement staff, if required, for up to and including five days' leave, where there has been death or critical illness of a member of the immediate family. The term "immediate family" shall refer to both the employee and his/her spouse (mother, father, sister, brother, wife, husband, son, daughter, grandparents or other relative who is a member of the employee's household).

CLOSE FRIEND

To attend the funeral of a close friend, the employee may apply for up to and including three days' leave. The Division will pay the salary of an employee, and a replacement staff, if required. The term "close friend" shall refer to employee and his/her spouse's aunt, uncle, niece, nephew, or close friend.

MATERNITY LEAVE

An employee who has been employed with the Division for a period of 12 months or more will be eligible for maternity leave as per the provisions of Maternity Leave (15 weeks) and Parental Leave (37 weeks) as outlined in the Employment Standards Code. As well, the Division has registered and implemented a 95% Supplementary Employment Benefits (SUB) plan. The SUB plan, in conjunction with EI, provides employees on maternity leave with 95% of their weekly salary for 13 weeks of leave (provided they are school days). Employee benefit premiums are covered by the Board during the 13-week SUB plan.

After the 13-week SUB plan, the employee may arrange with the Benefit Administrator to continue benefits during the period of leave at the employee's cost. The employee must inform the Benefit Administrator, of the employee's intention to continue benefits prior to the end of the 13 weeks.

The employee will be eligible to apply and shall apply for extended disability benefits should the illness-related absence due to pregnancy extend beyond the 13-week period.

The provision of this article shall apply to part-time employees on a pro-rated basis according to their full time equivalency.

PARENTAL LEAVE

An employee who gives birth to a child or an employee whose wife gives birth to a child, who has been employed by the Board for a period of at least 52 consecutive weeks, shall be entitled to parental leave, without pay of up to 37 consecutive weeks. In the case of an employee entitled to maternity leave, parental leave would immediately follow the last day of maternity leave. In the case of an employee whose wife has given birth to a child, the employee is entitled to parental leave of up to 37 consecutive weeks within 52 weeks after the child's birth.

EXTENDED LEAVE FOR MATERNITY/ADOPTION OF A CHILD

An extended leave for a birth or for the adoption of a child, for a period of up to 18 months, may be granted to an employee on a continuous contract with the Division. Application for such leave must be made in writing to the Associate Superintendent of Personnel, at least two months before the intended beginning date of the leave.

The date of return to duties shall be established to coincide with the end of a natural break in the school year. The employee will be guaranteed an equivalent position with the Division upon return to duties.

The extended maternity/adoption leave shall be without pay and benefits for the period in question. Any employee taking extended maternity/adoption leave may arrange with the Benefit Administrator to continue benefits during the period of leave at the employee's cost.

PATERNITY LEAVE

Any employee whose wife gives birth to a child on a working day shall be entitled to a leave of absence with pay for that day, or for the day immediately following the day of birth, if that day is a work day.

ADOPTION OF A CHILD

Any employee involved in the process of adopting a child shall be entitled to a maximum of two days leave of absence with pay, should the adoption authorities demand his/her absence from the normal place of residence on work days.

PERSONAL LEAVE DAY

Employees have 1 Personal Leave day per year. This day may be requested for family or personal reasons. The day cannot be used as a holiday or to extend a weekend.

JURY DUTY LEAVE or SUBPOENAED AS A WITNESS TO COURT

An employee who must serve on a jury or is subpoenaed to court shall apply to the Associate Superintendent of Personnel as early as possible for jury duty leave, and, time permitting; such application shall be made in writing.

The salary of the employee will continue during the period of leave. Any stipend received by the employee for jury services shall be submitted to the Division by arrangement between the employee and the Secretary Treasurer.

The Division shall supply replacement staff, where necessary, and shall pay the salary of the replacement staff.

CONVOCATION LEAVE

The Division will pay the salary of an employee, and a replacement staff, if required, to a maximum of one day in order that the employee may attend university convocation at which he/she or his/her son or daughter or spouse is receiving a degree.

WORKERS' COMPENSATION (W.C.B.)

All employees are covered under Workers' Compensation. ALL ACCIDENTS MUST BE REPORTED TO THE EMPLOYEE'S SUPERVISOR immediately, and an Employee Accident Report form must be completed for Workers' Compensation Board within 72 hours. These forms can be obtained from the school secretary.

While an employee is on worker's compensation, salary will be paid directly by W.C.B. Benefit premiums will continue to be paid (based on full-time equivalency) by the Division if WCB does not compensate for benefits.

SALARY PROCEDURES

TIMESHEETS

Timesheets are required from all employees. Please submit your completed timesheet to your supervisor immediately following the last working day for the period covered by the timesheet. **A paycheque may not be issued** if a timesheet is not received by the payroll office.

INCREMENTS AND SALARY REVIEWS

Salary rates are reviewed periodically by the Division and are posted on the Division website. The yearly evaluation will determine if an employee advances to the next step on their pay grid.

SALARY CALCULATION

Generally, rates of pay are based on a 37.5 hour week for school secretaries, library technicians; and a 32.5 hour week for most educational assistants. Some employees working less than full-time *may* have their salaries paid on an hourly basis and hours to be worked will be confirmed in the letter of offer.

ANNUAL PAY RATE

Full-time educational assistants, school secretaries and library technician's annual salaries are based on 200 days of employment. Beginning and ending dates of each school year are based on the school calendar. Annual salary will be paid in twelve equal monthly cheques.

REGULAR HOURS OF WORK AND REST BREAKS

The total regular hours of work for each employee will be established by Central Office. Unless otherwise specified, the Principal will establish beginning and ending times for the working day, rest periods and lunch breaks. Hours worked in addition to regular hours will be paid for accordingly (i.e. supervision).

EXTRA HOURS AND OVERTIME

Any hours worked beyond the regular hours of work must be approved by the employee's Principal and recorded appropriately. These hours will be taken as time in lieu (within three months) or paid out on a monthly basis.

Time worked beyond eight hours per day or 44 hours per week is overtime and is credited to the employee at 1.5 times the hours of overtime worked.

The Principal may require employees to work extra days to assist in finishing or beginning a school year. The employee will earn the per diem rate for each day worked. Note: Extra days do not include the days indicated on the Division calendar.

PAY DAYS

Pay day for employees, with the exception of hourly paid employees, is the 25th of the month, unless the 25th falls on a weekend, and then pay day will be on the Friday prior to the 25th. A direct deposit system is in place. Pay vouchers are accessed through the Altus web vouchers system. Pay day for staff paid by the hour is the last working day of the month. Pay vouchers are sent to the school or mailed to their home address.

JOB EVALUATIONS

Employees will be evaluated prior to receiving a continuous contract. Further evaluations will be initiated at the supervisor's discretion or may be initiated by the employee. All reports generated during the evaluation process shall be signed by both parties and kept in the employee's personnel file secured in the Division office, with a copy provided to the employee being evaluated prior to the report being submitted.

TRAINING AND EDUCATION

Funds will be put aside by the Division to assist employees to obtain a certificate or diploma within their field of expertise.

Staff must be employed by the Division for a minimum of two years to be eligible for the Educational Subsidy Program. Requests must be approved by the Associate Superintendent of Personnel prior to registering. The Division will pay up to 75% of costs incurred for tuition fees and textbook, to an employee for successfully completed Alberta courses approved by the Division. The subsidy will be paid upon proof of successful completion and presentation of documents relating to the cost of the course. These monies are reimbursed through accounts payable and are not eligible for educational deduction for income tax.

Employees who complete the Certificate in Theological Studies will receive an additional allowance of \$1050 per year.

Employees who have upgraded their qualifications since commencing employment should forward proof of participation, certificates obtained, or other documentation to the personnel office for inclusion in their personnel file. Adjustment dates for changes in salary for training shall be September 1st and January 1st for the diplomas completed by August 31st and December 31st, respectively.

Professional development for employees, not directly leading towards a diploma, will be the responsibility of each school.

PROFESSIONAL DRESS

For all administrators, we have an expectation that they dress at a business casual level at the very least. At public gatherings or school presentations, business formal would be the standard.

Business formal for men would be suit jacket and tie, and for women, it would be a dress or suit (skirt and jacket, or pants and jacket, or dress and jacket).

Business casual for men would be dress pants, shirt with collar and tie, and for women, it would be dress, dress pants, below the knee Capri pants, skirt, blouse, sweater.

For teaching and school support staff, we have an expectation of business casual. The tie is at the discretion of the school administration.

Physical Education teachers may wear shorts in the gym or on the outside playing fields, but are expected to wear track suits while teaching in the classroom.

We expect there will be times when exceptions are needed, and leave those exceptions to your good judgment. Casual Fridays that are communicated to parents and require a donation of the staff to a charity are one of those exceptions. Please restrict these days to Fridays, as the practice will be common in all schools.

It is important that all staff members look and dress professionally.

GRIEVANCE PROCEDURE

A grievance must first be discussed with the Principal. If a solution to the problem cannot be reached, the employee may submit his/her concern in writing to the Associate Superintendent of Personnel for resolution of the problem.

PROCEDURE FOR DISMISSAL

The supervisor will meet with the employee addressing his/her concerns. The employee will be given, in writing, recommendations for improvement. Support for improvement will be provided. Employee's progress will be monitored periodically throughout an established time period. Upon evaluation, if sufficient progress has not been made within the agreed upon time frame, the employee may be given a letter of dismissal.

TERMINATION

An employee shall provide the Division with a minimum of two (2) weeks written notice should he/she decide to terminate (resign) employment.

Whenever a continuing employee's services are terminated, except for just cause, the employee shall receive written notice of termination of employment of at least:

- a. one (1) week, if the employee has been employed by the employer for three(3) months or more but less than two(2) years;
- b. two (2) weeks, if the employee has been employed by the employer for two (2) years or more but less than four (4) years;
- c. four (4) weeks, if the employee has been employed for four (4) years or more but less than six (6) years;
- d. five (5) weeks, if the employee has been employed for six (6) years or more but less than eight (8) years;
- e. six (6) weeks, if the employee has been employed for (8) years or more but less than ten (10) years,
or
- f. Eight (8) weeks, if the employee has been employed for ten (10) years or more.