

# **Staff Handbook**

**12 Month Employees**

**Revised October 2016**

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## **INTRODUCTION**

This handbook is written to describe the compensation, benefits and working conditions of 12 month employees.

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 Act 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.

## **EMPLOYEE BENEFITS AND PAYROLL DEDUCTIONS**

### **GENERAL ELIGIBILITY FOR FRINGE BENEFITS**

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

- eligibility for benefits the day after employment commencement;
- *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.

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 returning to the Division within six months of their termination will not be required to fulfill the waiting period for benefit coverage. As well, employees that have an increase of full-time equivalency will not be required to fulfill 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 that 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 BENEFIT PLAN**

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 Long-term Disability
- b) Extended Health Care
  - i. coverage is optional
  - ii. application must be completed if participation is desired
  - iii. waiver on application must be completed if participation is not desired
- c) Dental Care
  - i. coverage is optional
- d) application must be completed if participation is desired
- e) waiver on application must be completed if participation is not desired.
- f) 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. The Division's contribution is a taxable benefit. Administration of this plan is handled through Capital Estate Planning.

## **VACATIONS, VACATION PAY AND LEAVES**

### **VACATION AND VACATION PAY**

In the first year of employment, 15 days (3 weeks) vacation entitlement will be granted. An additional one day per year of service will be given after five years of employment to a maximum of 30 days (6 weeks). Part-time service will be adjusted to full time equivalency.

It is generally understood, vacation entitlement should be used in the year it is earned. No more than five days of vacation should be carried over into the next year.

All vacation requests must be approved in advance by the supervisor.

To recognize Christmas being a special season, employees are given a break of five consecutive days. Example: If December 25<sup>th</sup> falls on a Monday, employees will be given December 23, 24, 25, 26, 27. Any additional days taken will be used as vacation days. Employees are also given Easter Monday as an extra day off.

### **REPORTING ABSENCES**

Any absence is to be reported to the supervisor 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 supervisor, 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 will require a medical (doctor's note) certificate.

### **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 wishes to stay on benefits during the month(s) that they have been unable to work, and have no sick entitlement left, they 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 is 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 or deducted from vacation entitlement at the request of the employee. These forms must be approved by the Associate Superintendent of Personnel.

## **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.

## **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. Employee benefit premiums are covered by the Board during the 13-week SUB plan. After the 13-week SUB-Plan, the employee must inform the benefit administrator, of her intention to continue benefits at her cost.

The employee will be eligible to apply and shall apply for long-term 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. The employee must inform the benefit administrator of his/her intention to continue benefits at his/her cost.

## **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 Deputy Superintendent, 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. If the employee wishes to continue his/her benefits during the leave, it will be at the employees 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 shall apply to the Deputy Superintendent as early as possible for 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.



## CONVOCATION LEAVE

The Division will pay the salary of an employee, 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.

## GENERAL LEAVE WITHOUT PAY

General leave of absence without pay may be granted at the employer's discretion. The employee must submit a request in writing through their supervisor to the Associate Superintendent of Personnel and state the dates and reason(s) for the absence. If the leave is approved, the employee is responsible for maintaining benefit coverage during the leave by payment of both the employee and the employer benefit premiums. This amount must be prepaid in monthly payments.

## WORKERS' COMPENSATION (W.C.B.)

Employees are covered under Workers' Compensation. ALL ACCIDENTS ARE TO BE REPORTED TO THE EMPLOYEE'S SUPERVISOR immediately, and an Employee Accident Report form must be completed for Workers' Compensation Board within 72 hours.

Salary not reimbursed by W.C.B. will be applied to sick leave entitlement. Benefit premiums will continue to be paid based on full time equivalency by the Division if W.C.B. 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 from the previous month is not received by the payroll office.**

### INCREMENTS AND SALARY REVIEWS

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

### SALARY CALCULATION

Rates of pay are based on full-time equivalency. 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

Annual salaries are based on 261 days of employment and 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 your supervisor. Unless otherwise specified, the supervisor will establish beginning and ending times for the working day, rest periods and lunch breaks.

## **EXTRA HOURS AND OVERTIME**

Any hours worked beyond the regular hours of work must be approved by the employee's supervisor and recorded accordingly. Time worked beyond eight hours per day or 44 hours per week is overtime. These hours will be taken as straight time in lieu or paid out at time and a half.

Employment Standards has approved the banking of extra hours to be taken within six months as opposed to the standard three month period.

## **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 Master Work web voucher system. Pay day for staff paid by the hour is the last working day of the month. Pay vouchers are 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. Employee 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 75% of costs incurred for tuition fees and textbooks, 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 payroll and are taxable.

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 1 and January 1 for the diplomas completed by August 31 and December 31, respectively.

Professional development for employees, not directly leading towards a diploma, will be by the approval of the supervisor and paid from the supervisor's budget.

## **ON CALL**

An employee will be reimbursed for on-call duty according to the standby pay rate.

## **VEHICLE USAGE**

The use of a Division vehicle is a taxable benefit and is limited from home to work usage only.

## **SAFETY EQUIPMENT**

Personal protective equipment will be supplied if it is required for the nature of the task. Personal apparel is the responsibility of each individual.

## **GRIEVANCE PROCEDURE**

A grievance must first be discussed with the supervisor. 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. Progress of employee will be monitored periodically in a determined amount of time. 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.