

Custodial Staff Handbook

Updated February 2015
Chinook's Edge School Division No. 73

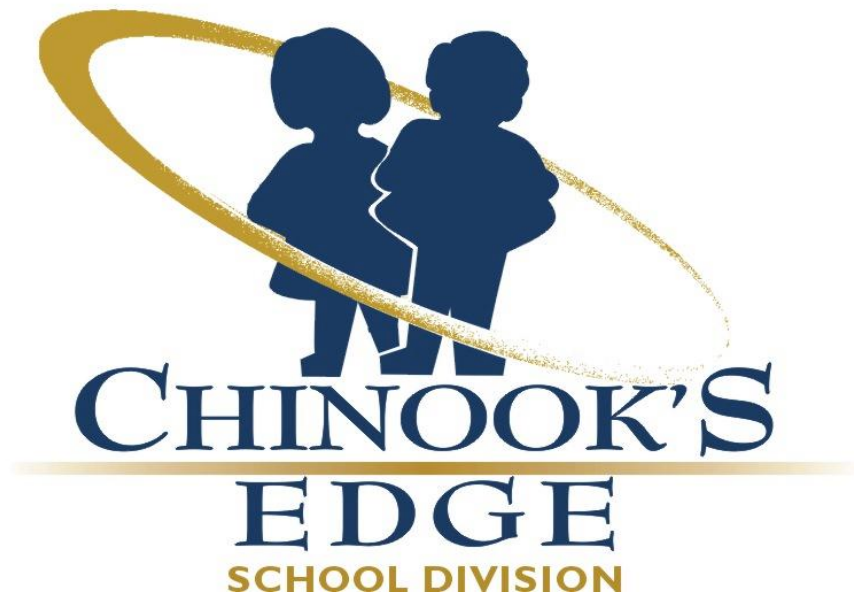


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Definitions

Board

The Board shall mean the Board of Education of Chinook's Edge School Division No. 73.

Superintendent

The Superintendent shall mean Superintendent of Schools of Chinook's Edge School Division No. 73.

Custodial Staff

Custodial Staff shall mean all custodial employees paid on the Support Staff Grid (B3).

Casual Custodial Staff

Employees brought in to work on an occasional basis, shall be considered casual employees of Chinook's Edge School Division No. 73 and shall not receive benefits or sick leave credits.

Probationary Period

All employees have a probationary period of one (1) year from date of hire. The purpose of the probationary period is to assess both the quality of the work and ones suitability for further employment. The probationary period may be extended in our sole and at the Divisions discretion.

Salary Grid

Pay scale based on employee classification and years of experience.

Break in Service

A time period of three (3) months or more will be considered a break in service. A break in service will result in loss of vacation entitlement and accumulated sick days. Any approved leaves (i.e. maternity leaves, personal etc.) are not considered a break in service. Maternity leave and parental/adoption leave results in no service accumulation, but will not result in loss of service.

Employment Information

Confidentiality Undertaking and Pledge

Due to the nature of the work and the access to information by Division employees, all new employees shall sign a Confidentiality Undertaking and Pledge upon employment. Information that is obtained from the Division is confidential and is to be treated as such.

Information relating to the operation and affairs of Chinook's Edge School Division No. 73 will be released to the news media, only at the discretion of the Board Chair, Superintendent or others as authorized by the Superintendent or Board Chair.

If any Division employee member has any doubt concerning confidentiality of information, the information should be discussed with the immediate supervisor.

Employee information shall only be released as requested in writing to the Associate Superintendent - People Services.

Criminal Record Check and Child Intervention Check

The Board requires Criminal Record Checks and Child Intervention Checks to be a necessary step in the hiring process. For all new employees, employment is conditional upon receipt and review of the Criminal Record Check and Child Intervention Check.

Criminal record checks can be obtained from local RCMP Departments; Child intervention checks can be obtained from Child and Family Services. The criminal record check and child intervention check must be dated within the preceding (6) months and must be received and reviewed by the People Services Department prior to commencing employment (refer to **Administrative Procedure 4-03 / Police Criminal Record Check and Child Record Intervention Check** available at www.chinooksedge.ab.ca).

The cost of obtaining the above documents is to be borne by the employee.

Medical

Employees may be required to provide a medical clearance as a condition of employment. The cost of obtaining a Medical clearance is to be borne by the employee.

Appropriate Dress

Division employees are expected to dress in an appropriate professional manner. Closed toed shoes with grips must be worn at all times. Inappropriate dress would include: short shorts/skirts, halter tops, low cut blouses or belly shirts.

Working Alone

Chinook's Edge School Division No. 73 is concerned for the safety and well-being of all employees. As a rule, employees should not be working alone. If employees must work alone or away from other workers, each must have access to a cell phone, telephone or other means of communication.

Please see **Administrative Procedure 4-26 / Working Alone** available at www.chinooksedge.ab.ca.

Job Description

Every employee shall be given a job description prior to the onset of employment (see appendix 2).

Tobacco Use

A province-wide smoking ban in all public places and workplaces takes effect January 1, 2008. The *Tobacco Reduction Act* also prohibits smoking within five metres of a doorway, window or air intake of a public place or workplace.

“Workplace” means all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles;

“Work vehicle” means a vehicle owned or leased by an employer and used by employees during the course of their employment.

All Chinook's Edge School Division No. 73 facilities are designated “No Smoking” areas. All “smoke breaks” over and above the two (2) fifteen (15) minute paid coffee breaks are unacceptable.

Drugs and Alcohol

Chinook's Edge School Division employee shall not use illegal drugs and/or alcohol during working hours. Prescription drugs should be taken with care to ensure that any side effects or impairment(s) will not adversely affect their work

Years of Service for Recognition

The Board depends on dedicated, experienced and dependable employees and the Board wishes to officially recognize t long servicing employees.

For information regarding years of service for recognition within Chinook's Edge, please see **Policy POL#2-06/ Recognition of Employees** available at www.chinooksedge.ab.ca.

Grid Placement

Grid placement is determined by the Associate Superintendent - People Services, based on job classification. Years of related experience is also considered.

Evaluations and Growth Plans

Evaluations will be completed as outlined in **Administrative Procedure 4-24 / Support Staff Evaluation**. Growth Plans must be completed on an annual basis as outlined under **Administrative Procedure 4-25 / Support Staff Supervision and Professional Growth**.

Resignation of Employment

The Board expects that any Division employee member, who chooses to resign, will do so in a manner consistent with the minimum requirements as set out in the Employment Standards Code (See Appendix 1).

1. In accordance with the Employment Standard code, a Division Staff member wishing to resign his/her employment with the Board shall submit a signed letter of resignation to the Custodial Coordinator/Trainer who will forward it to the Associate Superintendent - People Services specifying the last day of employment. This is to be in accordance with the minimum requirements of the Employment Standards Code.
2. Upon receiving a letter of resignation, the People Services Department shall ensure that the period of notice given by the employee, is in accordance with the Employment Standards Code or any other conditions of employment, the resignation will be accepted in writing and the Payroll Department shall be informed.

Conflict of Interest

The Division believes that the public has a right to educational services which are conducted with efficiency, impartiality and integrity. It is this special obligation which demands that there not be, nor be perceived to be, any conflict of interest between the private interests of employees and their responsibility to the public.

Administrative Procedure 5-07 / Staff Conflict of Interest available at www.chinooksedge.ab.ca.

Supervisor/Administrator Concerns

Supervisors who have concerns regarding the quality of work of a custodian should document the concerns and supply in writing to the employee documentation stating clearly the perceived concerns and the means by which the employee can rectify the concerns. The employee shall sign a copy of the documentation signifying receipt and acknowledgement of same; this document will be placed in the employees Personnel file.

The employee shall be advised that they have the option of having their own written response attached to the original document and placed in their Personnel file.

Harassment Policy

The Board believes that all employees and Students should work in an environment that is free from any form of harassment. For information regarding harassment within Chinook's Edge, please refer to our policy on Harassment. **Policy POL#2-05 / Harassment** available at www.chinooksedge.ab.ca.

Grievance Procedure

In the event of a difference, between employees or employee and supervisor, it is important to first seek clarification, and attempt to resolve the difference between the parties. The supervisor or the Associate Superintendent - People Services may aid in the process.

If the matter remains unresolved, the grievor may submit a written application to the Associate Superintendent - People Services setting out the nature of the problem to be addressed and request a meeting between the parties involved. The Associate Superintendent will, after hearing from both parties, work with the parties to determine an action plan.

Public Interest Disclosure (Whistleblower Protection)

The Division is committed to the highest standard of ethical and accountable conduct, and recognizes the importance of working to deter and detect wrongdoing within the operations of the School Board and to promote public confidence in the administration of the Board. To ensure this, the Division is committed to maintaining a positive and supportive environment whereby employees can disclose potential wrongdoing, or seek advice about disclosing a potential wrongdoing, without retribution and are provided with clear guidance for how those disclosures may take place.

For additional details please refer to **Administrative Procedure 4-27 / Public Interest Disclosure (Whistleblower Protection)** available at www.chinooksedge.ab.ca.

Discipline, Suspension and/or Dismissal of Custodial Staff

The Board recognizes that circumstances may arise necessitating the discipline, suspension and/or termination of support staff. The Employee's employment may be terminated by the Board at any time without notice or pay in lieu of notice for just cause. At all times, the Board intends to act in a fair and just manner. Chinook's Edge School Division No. 73 reserves the right to terminate employment with or without cause.

Technology Access and Use

This Administrative Procedure applies to all employees.

The Division has invested considerable funds in technology resources, and expects employees and students to use Division computers, computer accounts, and all technology in a legal, responsible, ethical, and appropriate manner. The Division expects employees and students to use the Division computer networks to locate, use and exchange information and ideas that enhance the educational process and adhere to the rules for acceptable conduct and responsible use of educational resources. Please refer to **Administrative Procedure 2-20 / Computer Access** for additional details available at www.chinooksedge.ab.ca.

Safety Statement

All Division employees shall observe all safety rules and procedures established by or with Chinook's Edge School Division No. 73 and Alberta's Occupational Health and Safety Legislation. Safe work habits must be practiced at all times. Hazardous acts, conditions and unsafe equipment must be reported immediately to your supervisor. It is your duty to refuse to perform any work you know to be unsafe unless it involves protecting the safety of a student/staff member. All Division employees must be aware of the Emergency Response actions to take in the event of any emergency in the school/division office to protect the safety of themselves and other employees and students.

Board Policies

For further information on Board Policies and Administrative Procedures - go to www.chinooksedge.ab.ca under Board of Education – Policies and Procedures.

Employment Remuneration

Time Sheets

Time sheets shall be filled out, approved by the Custodial Coordinator/Trainer on a monthly basis by the first day following the end of each month/pay period. All hours worked must be recorded on the day they were actually worked. All absences must be marked on the time sheet, this including: banked overtime taken, vacation days, sick days, etc.

Overtime/Banked Time

Time sheets are checked for paid and unpaid absences, and to compare the hours worked to the hours required for the month. If the hours worked and the paid absences (ie: sick leave benefits) are greater than the hours required, the additional hours are banked at 'straight time'. Time worked over 8 hours per day or 44 hours per week is considered overtime, and banked at 1 ½ times the overtime hours worked. If the hours worked and the paid absences are less than the hours required, the shortfall will reduce the banked hours in order to maintain the regular monthly pay for the employee.

****PLEASE NOTE: All extra hours worked, and time taken off must be** preapproved by the Custodial Coordinator/Trainer. The employee and the Custodial Coordinator/Trainer should review the overtime balances on a regular basis and develop a plan to reduce any excess by taking some time off, or by making up some time should the balance fall below zero. Banked time may also be paid out upon request by the employee.

On occasion, an employee may request to work extra hours in order to take some time off in the future. If this is approved by the Custodial Coordinator/Trainer, it should be recorded on the timesheet, and all extra time worked will be banked at straight time.

An overtime agreement will be signed by all Salary Support Staff.

Pay Days/Pay Period

Pay periods are monthly. Salaried employees will be paid an advance on the 15th of each pay period with the balance of the pay paid on the last banking day of the month (any adjustments to time sheets will be done the following month). Casual Staff will be paid on the 10th of the following month. If the pay date falls over the weekend, employees will be paid the Friday prior to the pay date.

Payroll Deposit

All employees shall provide direct deposit information for electronic deposit of pay. An employee may request his/her pay to be distributed into more than one account, and/or more than one bank.

Pay Statements/T4's

Upon commencement of employment, employees will receive log-in information for the Division's Employee Self Service (ESS) secure website. Once logged in, the employee can review his/her personal information, rate of pay, accrued balances for overtime and vacation.

Employees will also access their monthly pay statements and annual T4's from the Employee Self Services site. Once the monthly payroll has been transmitted to the bank, the employee will receive an e-mail with a link to log-in to ESS to access/view their pay statement. A similar email will be sent when their T4's are available to print from ESS.

Increments

Eligibility for pay increments is reviewed each September and February is based on hours of service.

General Holidays/Statutory Holidays

In accordance with the Employment Standards Code, employees shall be eligible for leave with pay on the following statutory holidays once they have been employed for more than 30 days in the past 12 months.

<u>Statutory Holidays</u>	New Year’s Day Alberta Family Day Good Friday Victoria Day Canada Day	Labour Day Thanksgiving Day Remembrance Day (if falls on a weekday) Christmas Day
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Other Board approved holidays are Easter Monday and Heritage Day (Civic Holiday).

Christmas Day and New Year’s Day are paid statutory holidays even if they do not fall on a regular scheduled work day.

Teachers’ Strike

In the event of a teachers’ strike, the Superintendent, in consultation with the Board of Education, will render a decision as to employment status of support staff.

Inclement Weather

If Custodial Staff who, despite reasonable effort, are unable to travel to work from their usual place of residence because of inclement weather or impassable road conditions and in the opinion of the Division all due effort was made to be at work, Custodial Staff will be paid for time missed. If the Division declares a day to be a “Red Day” at their location of work employees shall be paid. Please see **Administrative Procedure 1-13 / Inclement Weather** on our website www.chinooksedge.ab.ca.

Vacation

It is expected that Custodial staff will take vacation during the month of August. Custodial staff will be entitled to vacation times as follows:

Vacation time:

0-4 completed years of service:	10 full days
5-9 completed years of service:	15 full days
10 years plus:	20 full days

During the first 0-4 years of service, full-time employees accumulate 6.666 hours of vacation time each month. At the completion of one (1) full year of service the employee will have accumulated 80 hours of holiday time. Therefore these hours divided by 8 hours daily, translates into 10 working days of vacation.

During 5-9 years of service, full-time employees accumulate 10 hours of vacation time each month to a total of 120 hours of holiday time. Therefore these hours divided by 8 hours daily, translates into 15 working days of vacation.

During 10 year or more year of service, full-time employees accumulate 13.333 hours of vacation time each month to a total of 160 hours of holiday time. Therefore these hours divided by 8 hours daily, translates into 20 working days of vacation. Part-time employees will have their vacation accrual prorated according to their FTE.

During the Christmas period, 5 additional paid vacation days will designated annually be specified by the Custodial Coordinator/Trainer.

Only continuous employment (with no breaks in service of three (3) months or more) shall count towards years of service for vacation entitlement.

In the event that *employees wish to take more vacation time than they have accumulated, they must apply for leave without pay* (see section on page 10). All requests for a leave without pay must be made to the Associate Superintendent – People Services through the Custodial Coordinator/Trainer. Any banked time accruals will be used prior to deducting a leave without pay unless otherwise informed by the Custodial Coordinator/Trainer.

Professional Development

Attendance of Division Course/Meetings (Courses the employee is requested to attend by one's Supervisor.)

The following outlines all of the expenses that may be claimed by employees when they are required to attend courses or meetings as part of their role with Chinook's Edge.

Eligible Claims: *1 Day Duration*

- Mileage
- No overnight lodging unless distance dictates
- Lunch allowance

2 or more Days Duration

- Mileage
- Overnight lodging
- Meals

Meals: Refer to Chinook's Edge School Division No. 73 website (Staff login) under Departments: Finance - Accounts Payable - Expense Claims (under meals) for the most up-to-date information.

Travel Time:

Travel time is allowed, to allow Custodial Staff to get to and from their destination. It should be arranged so that:

- a) if possible, traveling is to be done during regular work hours.
- b) straight time will be accumulated for travel on days of rest.
- c) straight time will be accumulated for travel extending beyond a regular work day.

Absences and Leaves

Absences

Absences must be reported by the employee to the Custodial Coordinator/Trainer. This should be done prior to the normal start time of the day in which an employee is absent. An explanation for the absence shall be given. In the event of hospitalization, the Custodial Coordinator/Trainer shall be notified as soon as possible.

Non-Medical Leaves

Non-medical leaves less than 3 days must be approved by the Custodial Coordinator/Trainer prior to the leave beginning. Leaves 3 days or longer must be approved by the Associate Superintendent – People Services. Personal days may be used upon prior approval from the Custodial Coordinator/Trainer. Any banked time accruals will be used prior to deducting a leave without pay unless otherwise informed by the Custodial Coordinator/Trainer.

Leave of Absence without Pay and/or Benefits

A Leave of Absence without pay and/or benefits may be granted at the discretion of the Associate Superintendent – People Services in consultation with the Custodial Coordinator/Trainer. All requests for a Leave of Absence without Pay or benefits must be submitted in writing to the Associate Superintendent - People Services through the Custodian Coordinator/Trainer.

Sick/Medical Leave

To earn sick leave benefits, support staff must work a minimum of twenty five (25) hours per week and be enrolled in Life and Disability through the Alberta School Employee Benefit Plan (ASEBP). Upon completion of the one-month waiting period, an employee shall be entitled to accumulative sick leave at the rate of two (2) working days for each full calendar month of employment, up to a maximum of ninety (90) working days. Accumulation of sick days will be prorated based on FTE.

All dental/medical appointment must have *prior* approval of the custodial coordinator and shall be reported on time sheets (regardless of length). All Dental/medical will be deducted from accumulated sick time. Employees not qualifying for sick leave do not qualify for paid dental/medical appointments.

Sick leave shall be granted with pay up to the maximum benefit accumulated to date or 90 continuous calendar days, whichever is less. The amount of sick leave paid will be deducted from the accumulated total. An employee who is absent for a period of five (5) days or more, is required to provide a medical certificate to People Services. Staff members may be required to provide a medical note upon returning to work following sick leave indicating their ability to return to work and that they are fit to perform all the normal functions of their assignment. Any cost associated with providing medical clearance is borne by the employee.

Where an employee is on an unpaid sick leave due to insufficient accumulated sick leave credits, they can apply for EI benefits until they return to work, or Extended Disability Benefits are granted. The employee is required to pay for medical benefit premiums for any unpaid sick leave period beyond 30 days.

Dependent Sick Leave

Employees can use available sick leave for dental or medical care of their child, spouse or other household member as follows:

- Up to five (5) days per school year for family care or routine medical appointments.
- Necessitated leave where the employee's presence is required by the physician for **non-routine** medical procedures.

Dental and medical appointments for dependents must be reported on the employee timesheet and deducted from the accumulated sick days. These absences will be counted in the yearly 5 days allocated.

Critical Illness/Bereavement Leave/Funeral

Employees are eligible for leaves of absence with pay not more than five (5) working days for each occurrence due to critical illness (these are illnesses which are regarded by the medical profession as being life threatening) or five (5) working days due to the death of a spouse, child, parent, legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law or a relative who is a member of the employee's household and up to three (3) working days to attend the funeral of aunts, uncles, of the employee or spouse or niece or nephew of the employee or spouse.

Leave of absence with pay is available to a maximum of 2 days per school year to attend funerals of close personal friends.

Maternity Leave

In accordance with the Employment Standards Code: Upon completion of 52 consecutive weeks of employment, employees are eligible to take Maternity Leave of Absence, without pay and benefits

The period of leave is fifteen (15) weeks (beginning at any time during the twelve (12) weeks preceding the estimated date of delivery and ending not earlier than six (6) weeks after the actual delivery date.

Support staff requesting maternity leave, must provide at least six (6) weeks, written notice, together with a medical certificate confirming pregnancy, and estimated date of delivery, The request for maternity leave should also include an intended return to work date.

Medical benefits may be continued until the expected date of return to work, to a maximum of 30 months (may be continued for a further 18 months leave of absence at the discretion of ASBEP). The employee will be responsible for the full monthly premiums (employee and employer portion). Premium costs will be billed directly to the employee, by the benefit company.

As per Employment Standards, employees must give the employer four (4) weeks written notice of their intended return to work date. The employee will then be reinstated in either the same position, or a position comparable to the one held prior to the leave at not less than the same wages, entitlements and benefits that the employee received before taking the leave.

Employees who choose not to return to work must give four (4) weeks written notice of termination.

Maternity Leave Top Up Plan (Support Staff)

1. Purpose

The purpose of the plan is to supplement (Top Up) the employment insurance benefits received by female employees of the Chinook's Edge School Division No. 73 for temporary unemployment caused by the health related portion of the employee's maternity leave; as supported by medical evidence satisfactory to the Board.

2. Coverage

The group of employees covered by this particular maternity leave top up plan include all female staff of the Chinook's Edge School Division No. 73 who have served continuously for **at least twelve (12) consecutive months** prior to the commencement date of the maternity leave.

3. The Plan

The employee agrees to apply for employment insurance benefits when she becomes eligible for the same. The Board agrees to "Top Up" the employment insurance benefits received by the employee equal to the employee's normal weekly earnings during the health related portion of the leave, falling within the employment insurance entitlement period.

If an employee is absent for pregnancy-related health reasons at any time during the pregnancy the employee is entitled to sick leave once the employee produces satisfactory proof of illness.

The maternity leave top up benefit shall replace sick leave benefits and the employee shall have no access to sick leave benefits during maternity leave with the exception of illness claims occurring prior to the commencement of the employee's employment insurance entitlement period.

4. Terms and Conditions of Payment

To be eligible for payments under the plan, an employee must apply for and be in receipt of employment insurance benefits, except in the circumstance that the employee is serving the two week employment insurance waiting period.

The employee must verify, for the employer, the receipt of such benefits by providing to the employer, forthwith, a copy of her EI claim information provided by Service Canada. The employee shall not be entitled to payment under the maternity leave top up plan until such time as:

- The employer has verified the receipt of the employment insurance benefit, and
- The employee has provided sufficient medical evidence confirming the health related reason for absence from work during the maternity leave as well as the duration.

The Board shall pay its portion of each employee's group insurance plan premiums during the eligible health related portion of her maternity leave. The remainder of the maternity leave not covered by the health related portion shall be without pay and without Board contributions to group insurance plan premiums.

5. **Benefit Duration**

The Board agrees to top up employment insurance benefits for the health related portion of the maternity leave, as supported by medical evidence satisfactory to the Board, or accumulated sick leave, or ninety (90) consecutive calendar days, whichever is less. The employee shall not be entitled to any top up of employment insurance benefits for any period during which the employee would not have worked but for being on maternity leave.

6. **Extended Disability**

If the employee is enrolled with the Alberta School Employee Benefit Plan (ASEBP), the Board will notify the Plan should the medical extend thirty (30) days prior to the expected date of delivery. Prior to ninety (90) consecutive calendar days of disability, the employee shall apply for extended disability benefits. No further salary, group insurance plan premiums, or top up of employment insurance benefits shall be payable by the Board after the ninetieth (90th) consecutive calendar day, or the last day of sick leave entitlement – whichever comes first.

7. **Accumulated Benefits**

Payments received under the maternity leave top up plan will not reduce the claimant's accumulated sick leave, vacation leave, severance pay or any other accumulated credits from employment.

Parental/Adoption Leave

Upon completion of 52 consecutive weeks of employment, employees are eligible to take a Parental/Adoption Leave of Absence without pay and benefits.

The period of leave is thirty-seven (37) weeks, beginning:

- for the birth mother, immediately following the end of the maternity leave;
- for the birth father, within the 52-week period after the birth of the child; or
- for the adoptive parents, within the 52-week period after the child is placed with the parent

If both parents of the child are employees, the 37 weeks of parental/adoption leave may be taken entirely by one of the parents or may be shared between the two parents. In addition, if both parents of the child are employees of Chinook's Edge School Division No. 73 parental/adoption leave will not be granted to more than one employee at a time.

Support staff requesting parental/adoption leave must provide at least six (6) weeks written notice, together with a medical certificate confirming pregnancy, estimated date of delivery, and intended return to work date.

Medical benefits may be continued until the expected date of return to a maximum of 30 months. The employee will be responsible for the full monthly premiums (employee and employer portion). Premiums will be billed directly to the employee by the benefit company.

As per Employment Standards, employees wishing to return to work must give the employer four (4) weeks written notice of their intended return to work date. The employee will then be reinstated in either the same position or a position comparable to the one held prior to the leave, at not less than the same wages, entitlements and benefits that the employee enjoyed before taking the leave.

Employees who choose not to return to work must give four (4) weeks written notice of termination

Jury Duty

When a Support Staff member is required to serve on a jury (including jury selection processes), the Board will continue to pay the full salary, provided the full amount of the allowance(s)/stipends (excluding reimbursement for authorized expenses) received by the Support Staff member, from the courts, is remitted to the Board.

Summons to appear in Court

The employee shall only be paid when the court appearance is related to the business of Chinook's Edge School Division No. 73 and when legally required.

Deferred Salary Leave

See **Administrative Procedure 4-15 / Deferred Salary Leave Plan**. This information is available on the Chinook's Edge School Division No. 73 website at www.chinooksedge.ab.ca.

Benefits

Alberta School Employee Benefit Plan (ASEBP)

Eligibility Requirements

- The employee must be less than 65 years of age
- The employee's assignment must be a minimum of 25 hours per week
- The employee must satisfy a 1 month waiting period

Benefit Coverage

For more detailed information on ALL of the benefits outlined below, please visit www.asebp.ab.ca.

1. ASEBP/Life insurance and Accidental Death & Dismemberment (Life/ADD) Plan #2 - *Mandatory*
2. ASEBP – Disability (GDA) Plan D - *Mandatory*
3. ASEBP – Extended Health Care (EHC) Plan #1 - *Optional*
4. ASEBP – Dental (DNT) Plan #3 - *Optional*
5. ASEBP – Vision/Hearing Plan #3 - *Optional*

Benefits Application

Enrollment forms will be provided in the orientation package if the employee meets eligibility. The completed forms MUST be received by Division Office within 2 weeks of the employee's date of hire. If the enrollment forms are received late, the employee may be subject to late applicant penalties. An employee must advise Payroll of any change in the employee's dependent status (i.e.: marriage, divorce, children) within 30 days of the event by completing a Change Application form. Failure to provide such notice may result in Late Applicant status or extra premium payments.

Health Spending Account

The Board contributes monthly tax free funds into a health spending account for medical expenses that are not covered by an employee's group medical benefits i.e.: vaccinations.

Eligibility the employee's assignment must be a minimum of 25 hours per week. The employee must satisfy a 1 month waiting period.

Application application forms must be submitted to ASEBP along with a VOID cheque.

Benefits claims can be made for any medical expense that can be claimed on your personal tax return. Primarily used to cover expenses not provided by your other medical benefits or expenses over your plan's maximums.

Premium Expenses

Full-time employees (assigned 40 hours per week) - The Board pays 97.5% of the total ASEBP premium expense, the employee will pay the remaining 2.5% by means of monthly payroll deductions.

Part-time employees (assigned less than 40 hours per week, but not less than 25) – The Board's portion of the benefit premium costs will be pro-rated according to the assigned hours. The balance will be paid by the employee by means of monthly payroll deductions.

Employees Assigned Less than 25 Hours/Week

ASEBP offers a variety of medical coverage options for part-time employees who do not qualify for the Division's group benefit coverage. Application must be received by ASEBP within 30 days of commencement of the assignment. Otherwise 'Late Applicant' penalties may apply. Please contact People Services for further information.

Group Voluntary Accident Insurance

Optional Accidental Death and Dismemberment benefits can be purchased for coverage up to \$500,000. Coverage can be chosen for an employee only or for the employee and his/her family. The premiums are reasonable and paid by the employee through a payroll deduction. All regular employees are eligible to apply.

Local Authorities Pension Plan (LAPP)

The Local Authorities Pension Plan (LAPP) is a defined benefit pension plan that helps you prepare for your retirement. The Plan is funded by member and employer contributions and by investment earnings.

Eligibility

Membership is mandatory for all regular salary employees assigned 30 hours or more per week

Start Date/Probation Period

Membership start dates vary dependent on the employee's employment situation prior to joining Chinook's Edge School Division. A maximum of 1 year probation period may be required.

Purchasing Optional Service

Employees can purchase additional service in order to increase their retirement payments or reduce their retirement date. Types of service include the probationary year, any unpaid leaves of absence, or other work for an employer who was registered with LAPP, but where contributions were not required to be paid. If interested in purchasing any kind of service, please contact your Pay and Benefits Administrator.

In depth information on contributions and benefits can be found on the LAPP website:

<http://www.lapp.ca/members/publications/handbook.jsp>

Registered Retirement Savings Plan (RRSP)

The Board offers participation in a Group RRSP through a payroll deduction. Participation is optional but employees are encouraged to contribute to retirement savings with immediate tax advantages (income tax is reduced on each payroll rather than waiting to file your personal tax return). All regular support staff are eligible to join.

Employer Matched Contributions Eligibility – Support Staff with an assignment of 25 hours but less than 30 hours per week are eligible for employer matched contributions.

Contributions

The employee can choose to remit any amount of monthly contributions. The Board will match the employee's monthly contribution to a maximum of 4% of the employee's regular earnings. Examples:

1. An employee chooses to contribute 5% of their monthly earnings. The Board will contribute 4% of those monthly earnings.
2. An employee chooses to contribute 2% of their monthly earnings. The Board will contribute 2% as well.
3. An employee chooses to contribute \$150.00 per month. The Board will contribute \$150.00 or 4% of the monthly earnings, whichever is less.

Leaving Employment

The employee retains all contributions into their Group RRSP when they leave the employment of Chinook's Edge School Division.

Canada Savings Bonds (CSB)

The Board offers an option for payroll deductions into Canada Savings Bonds. Applications can only be made during the CSB Campaign each October. The campaign is sent to all employees via division wide e-mail.

Appendices

Appendix 1 – Employment Standards

When an employer terminates employment

Termination notice

An employer must give an employee whose employment is being terminated written termination notice of at least:

- **one** week for employment of more than 3 months, but less than 2 years;
- **two** weeks for employment of 2 years or more, but less than 4 years;
- **four** weeks for employment of 4 years or more, but less than 6 years;
- **five** weeks for employment of 6 years or more, but less than 8 years;
- **six** weeks for employment of 8 years or more, but less than 10 years; and
- **eight** weeks for employment of 10 years or more.

July 2014-ONLINE: <http://work.alberta.ca/employment-standards/termination-of-employment-and-termination-pay.html>

Termination pay

Instead of providing an employee whose employment is about to be terminated with termination notice, an employer may choose to provide termination pay of an amount at least equal to the wages the employee would have earned if the employee had worked the regular hours of work for the applicable termination notice period. In short, termination pay will be based on the appropriate period of employment.

Alternatively, an employer may choose a combination of termination notice and termination pay. An employer who chooses this option must ensure that the termination pay is at least equal to the wages the employee would have earned for the applicable termination notice period that is not covered by the notice.

Where an employee's wages vary from one pay period to another, the employee's termination pay is calculated by taking the average of the employee's wages for the 3-month period immediately prior to termination of employment.

July 2014-ONLINE: <http://work.alberta.ca/employment-standards/termination-of-employment-and-termination-pay.html>

When an employee terminates employment

Termination notice

The *Code* requires the employee to give one week's written notice if the employee has been employed by the employer for more than 3 months but less than 2 years, and two weeks' written notice if the employee has been employed by the employer for 2 years or more.

An employee does not have to give notice if:

- there is an established custom or practice in the industry respecting termination of employment;
- the employee terminates employment because the employee's personal health or safety would be in danger if the employee continued to be employed by the employer;
- the contract of employment is or has become impossible for the employee to perform because of unforeseeable or unpreventable causes beyond the control of the employee;
- the employee has been employed by the employer for 3 months or less;
- the employee is temporarily laid off;
- the employee is laid off after refusing an offer by the employer of reasonable alternative work;
- the employee is not provided with work by the employer by reason of a strike or lockout occurring at the employee's place of employment;
- the employee is employed under an agreement by which the employee may elect either to
- work or not to work for a temporary period when requested to work by the employer; or
- the employee terminates the employment because of a reduction in wage rate, overtime rate, vacation pay, general holiday pay or termination pay.

July 2014-ONLINE: <http://work.alberta.ca/employment-standards/termination-of-employment-and-termination-pay.html>

Appendix 2 - Custodial Services Cleaning Frequency

Chinook's Edge School Division No. 73
Custodial Services Cleaning Frequency

Chinook's Edge will provide the following custodial services at each school, including the requisite qualified personnel trained to provide such services. The frequencies for performing the services indicated below are the minimum frequencies required.

Custodial Services	Daily	As Required	Weekly	Monthly	Annually
Exterior Duties					
Sweep Entrances	X				
Put up and take down flag	X				
Pick up garbage on grounds including playground & along fences		X			
Snow clearing – remove snow or ice from sidewalks at a School and the main School Building entrance area		X			
Waste Management					
Transfer waste to waste collection containers	X				
Arrange for Waste collection pick-up		X			
Custodial Services	Daily	As Required	Weekly	Monthly	Annually
Interior Duties					
Instructional Areas Servicing Schedule					
Empty waste receptacles	X				
Empty pencil Sharpeners	X				
Secure doors & windows	X				
Clean student work stations		X			
Clean chalkboards/whiteboards	X				
Clean chalkboard/whiteboard rails		X			
Dust mopping floors	X				
Damp mop or autoscrub floors	X				
Vacuum carpeted areas	X				
Damp mop floors	X				
Clean sinks & fittings	X				
Clean telephones/handsets	X				
Spot wash walls/windows		X			
Wash Walls					X
Clean window coverings					X
Clean windows inside/outside		X			
Clean furniture					X
Washroom, Change/Locker Room Servicing Schedule					
Washroom inspections	X				
Clean sinks & fittings	X				
Clean urinals & fittings	X				
Clean toilets & fittings	X				
Clean shower stalls & fittings	X				

Custodial Services Interior Duties Continued	Daily	As Required	Weekly	Monthly	Annually
Empty waste receptacles	X				
Dust mop and damp mop or autoscrub floors	X				
Clean linen towel and soap dispensers	X				
Clean mirrors	X				
Hand plunging and hand snakes to remove foreign objects		X			
Wash light switches & door handles	X				
Fill hand towel & toilet tissue dispensers	X				
Wash partitions			X		
Wash walls					X
Spot wash walls (as required)		X			
Clean windows					X
Flush floor drains				X	
Gymnasium Servicing Schedule					
Dust mop floor	X				
Dust mop stage		X			
Damp mop or autoscrub gym floor			X		
Sweep/vacuum stairs & landings			X		
Clean and inspect gym chairs (after usage)		X			
Clean bleachers (after usage)		X			
Clean gym storage room		X			
Dust backstops				X	
Clean under stage					X
Hallways & Stairways Schedule					
Dust mop floors	X				
Damp mop or autoscrub floors		X			
Buff or burnish finished floors		X			
Clean fountains & fittings	X				
Spot wash walls & windows	X				
Spot check & clean lockers	X				
Dust lockers, ledges & exhibit cases			X		
Dust banisters			X		
Clean fountain drains	X				
Buff or burnish floors				X	
Dust stairway walls					3X
Clean exhibit cases			X		
Clean inside lockers					X
Administration Offices & Staff Lounge Servicing Schedule					
Empty waste receptacles	X				
Dust mop floors	X				
Wash floor in food prep area	X				
Secure doors & windows	X				
Empty pencil sharpeners	X				

Custodial Services Interior Duties Continued	Daily	As Required	Weekly	Monthly	Annually
Clean sinks & fittings	X				
Clean office furniture				X	
Clean telephones/handsets	X				
Steam clean carpet					X
Clean windows inside/outside					X
Wash doors	X				
Clean canopy hood				X	
Clean fridge/freezer coils					X
Clean ventilation grills					X
Wash chairs					X
Servery Servicing Schedule					
Empty waste receptacles	X				
Dust mop floors	X				
Damp mop or autoscrub floors	X				
Wash floor in food prep area	X				
Clean linen towel & soap dispensers	X				
Spot wash walls & windows	X				
Wash doors	X				
Clean canopy & hood				X	
Clean fridge/freezer coils					X
Clean ventilation grills					X
Wash chairs					X
Common Items					
Low dusting – to height of 2 metres			X		
High dusting – over 2 metres		X			
Vacuum carpets	X				
Spot clean carpets		X			
Steam clean carpets					X
Restorative floor care as per floor manufacturer's recommendations		X			
Wash woodwork, doors and frames					X
Pest control, including modular crawl spaces		X			
Clean lights & fixtures – to a height of 4 metres					X
Clean ventilation grills – to a height of 4 metres					X
Spot wash walls & windows		X			
Wash off any Graffiti with non-abrasive cleaner		X			
Clean custodial closets		X			
Clean and empty dust collector bins		X			
Boiler Monitoring		X			