

Family School Wellness Worker Handbook

Updated November 2017
Chinook's Edge School Division No. 73

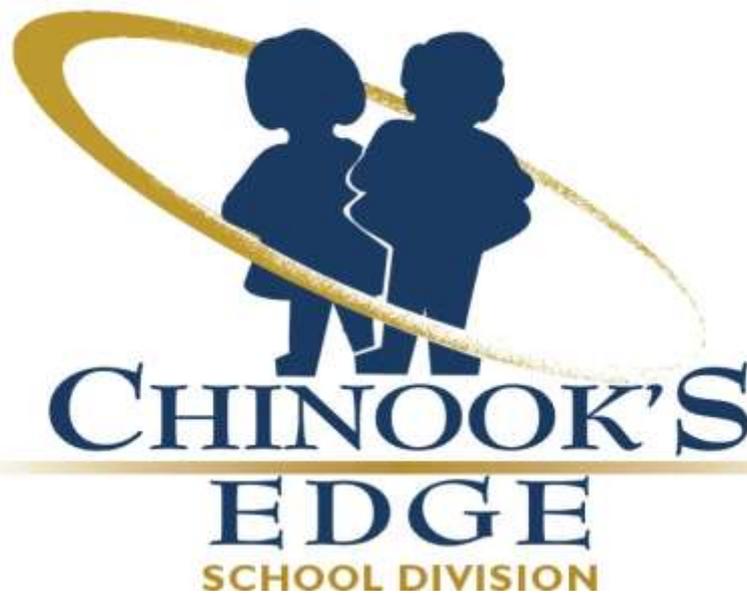


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Definitions

Board

Shall mean the Board of **Trustees** of Chinook's Edge School Division No. 73.

Superintendent

Shall mean the Superintendent of Schools of Chinook's Edge School Division No. 73.

Family School Wellness Worker

Shall mean all personnel paid on the Family School Wellness Worker (FSWW) staff grid.

Probationary Period

The Employee's employment may be terminated by the Board at any time without notice or pay in lieu of notice for just cause. All employees have a probationary period of three (3) months from date of hire. The purpose of the probationary period is to assess both the quality of the work and suitability for further employment. The probationary period may be extended at the discretion of the Board.

Salary Grid

Pay scale based on employee classification and years of experience.

Break in Service

A time period of three (3) months or more is considered a break in service (not including the summer months for those on a modified calendar). A break in service will result in loss of vacation entitlement and accumulated sick days. 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 swear 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 Staff member has any doubt concerning confidentiality of information, the information should be discussed with the immediate supervisor.

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

Criminal Record Check and Child Intervention (Welfare) 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 Intervention Check** available at www.cesd73.ca).

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

Employees charged with a criminal offence(s) shall inform the Associate Superintendent – People Services immediately of both the charge(s) and the disposition of the charge(s).

Medical

Personnel 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

FSWW are expected to demonstrate professionalism in their work attire and use their judgement when determining appropriate clothing when interacting with coworkers, students and members of the community. FSWW are to check with Principals to ensure their attire is consistent with school expectations.

Working Alone

Chinook's Edge School Division No. 73 is concerned for the safety and well-being of all staff. As a rule, staff should not be working alone. If staff 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.cesd73.ca.

Home Visitation Processes

In your role as a FSWW you may identify the need to meet with children and their caregivers/guardians in their homes. Your safety and wellbeing is paramount in making a decision as to whether to provide services in a family home. Staff considering home visitation must consult with the Administrator and FSW Clinical Team Lead prior to the visitation.

Job Description

Job descriptions will be provided by the direct supervisor either in writing or verbally. Review of job description and compensation can be completed at the employee's request.

Tobacco Use

A province-wide smoking ban in all public places and workplaces took 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 Board facilities and surrounding Board owned land, including 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 the Board 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 the services of long servicing employees.

Professional Learning Plan and Supervision

The FSWW is responsible for creating a Professional Learning Plan and arranging an initial and final review of their Professional Learning Plan. These reviews will occur as formal joint meetings between the FSWW and the FSW Clinical Team Lead according to the following schedule:

Initial Review – September/October

Final Review – May/June

Where possible, the joint meetings will include School Administrator(s).

The Learning Plan process may include a self-reflection component and which may require the FSWW to provide up to five feedback references. A feedback reference is someone the FSWW will have dealt with throughout the school year such as Administrator, school staff, student, parent, or community partner that the Clinical Team Lead and the School Administrator may contact to verify any information related to and/or arising during the final review. The FSW Clinical Team Lead reserves the right to request and contact additional references as part of the review process.

Professional Learning plans should be kept by the FSWW for the duration of employment.

FSWW are also expected to initiate regular and ongoing contact with the FSW Clinical Team Lead and School Administration according to the Supervision guidelines.

Resignation of Employment

A FSWW 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 FSWW wishing to resign his/her employment with the Board shall submit a signed letter of resignation to the FSW Clinical Team Leader 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, and if in accord, the resignation will be accepted in writing and the Payroll Department shall be informed.

Conflict of Interest

The Board believes that the public has a right to services 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.cesd73.ca.

Welcoming, Caring, Respectful, Safe and Inclusive Schools

The Board believes that all employees should work in welcoming, caring, respectful, safe and inclusive learning environments that respect diversity, equity, human rights and fosters a sense of belonging among all members of the school community.

For more information please refer to **Administrative Procedure 3–26 / Welcoming, Caring, Respectful, Safe and Inclusive Schools** available at www.cesd73.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 a grieved 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 to reach a resolution.

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.cesd73.ca.

Grant Writing

An FSWW may wish to apply to local FCSS Boards or other funding sources to supplement the resources available to implement their programs and services. Prior approval of such applications must be made by the FSW Clinical Team Lead and/or Associate Superintendent of Student Services. Prior to submission, all grant applications and contracts must be signed by the Associate Superintendent of Corporate Services prior to submission.

Volunteers

FSWW who utilize volunteers in their activities are required to follow **Administrative Procedure 2-21 / School Volunteers**.

Practicum Students

The decision to supervise a practicum student must be approved by the FSW Clinical Team Lead and the school Administrator. The FSWW must be qualified to provide all supervisory responsibilities to their practicum student. Practicum students must provide a satisfactory Criminal Record Check and a Child Intervention Record Check, as well as sign an Oath of Confidentiality before their practicum commences. Copies of these documents are to be shared with the FSW Clinical Team Lead. FSWW are responsible for the direct supervision of the practicum student.

FSWW Advisory Team

As part of their duties, FSWW may be asked to partake in an advisory role which would provide input, advice and direction to the FSW Clinical Team Lead on program direction.

Discipline, Suspension and/or Dismissal of Support Staff

The Board recognizes that circumstances may arise necessitating the discipline, suspension and/or termination of support staff. 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 and impose other forms of discipline through the Associate Superintendent - People Services.

Technology Access and Use

This Administrative Procedure applies to all personnel.

The Division has invested considerable funds in computer facilities and resources, and expects employees and students to use Division computers and computer accounts 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.cesd73.ca.

Safety Statement

All Division staff 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 staff 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 staff and students.

Board Policies

For further information on Board Policies and Administrative Procedures - go to www.cesd73.ca under Board of Education – Policies and Procedures.

Employment Remuneration

Time Sheets

Time sheets shall be filled out using Employee Self Service (ESS). They are to be submitted to the FSW Clinical Team Lead by the fifth day of the following month. All absences must be marked with reason codes. Occasionally time sheets may be requested early to facilitate processing for an earlier pay date.

Expense Claims

Expense claims are to be submitted to the FSW Clinical Team Lead by the fifth day of each month for the previous month. Expense claims which include claims for the use of Professional Development funds will not be processed without a current Professional Development tracking form. It's the responsibility of the FSWW to monitor their use of PD funds and to ensure accurate accounting. FSWW will not receive their new entitlement for the upcoming school year without submitting a final PD tracking form in the month of August. PD entitlement is prorated based on FTE and the funding cycle runs from September to August.

Hours of Work

Hours of work for an FSWW are determined by the FSWW's FTE (full-time equivalency) and assigned calendar. Regular hours are 8:00 am to 4:30 pm which includes one hour of unpaid rest. It is the employees responsibility to schedule their time according to their FTE. Wherever possible, workers are encouraged to flex their work hours to meet the needs of students and clients and communicate with their Administrators and Administrative Support at the school accordingly. If you provide services to more than one school, please ensure that you are at each school every week.

A 260 day calendar applies to those employees who are required to work 12 months of the year. A 200 day calendar applies to those employees who work 10 months of the year.

Overtime

The Division recognizes that FSWW, given the sensitive, imminent and confidential nature of their work, may occasionally need to work overtime in order to meet the needs of students and families with the following conditions:

- FSWWs on a 260 day calendar are permitted to acquire a maximum of 37.5 hours of overtime without approval. The maximum amount of permitted overtime will be prorated to the FSWW's full-time equivalency (FTE). e.g. A FSWW with a 0.67 FTE can acquire 25 hours without approval.
- FSWW on a 200 day calendar require approval for all overtime.

Upon agreement with the FSW Clinical Team Lead, an FSWW may take time off in lieu of overtime worked. Time off should be scheduled for natural breaks in the school calendar and/or in consultation with the FSW Clinical Team Lead.

- Some FSWW are required to accumulate higher levels of overtime to meet program needs which is decided in consultation with the FSW Clinical Team Lead.
- The FSWW and FSW Clinical Team Lead will review overtime balances regularly.

Pay Dates/Pay Period

Pay periods are monthly. Salaried employees will be paid on the 25th of each pay period, over a 12 month period. Should this pay date fall on a weekend or statutory holiday, the pay date will be moved to the banking day immediately preceding the original pay date.

Payroll Deposit

All employees shall have their pay deposited electronically to their designated bank account(s). 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 web-site. Once logged in, the employee can review his/her personal information, rate of pay, etc.

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.

Grid Placement

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

Grids can be found at <http://www.cesd73.ca/People%20Services.php>

Increments

Eligibility for pay increments is reviewed September and February of each year. FSWWs on a 260 day calendar must work 1470 hours and **200 day calendar FSWWs must work 1125 hours before increments will be available.**

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 worked for more than 30 days in the past 12 months.

Statutory Holidays

New Year's Day	Labour Day
Alberta Family Day	Canada Day
Thanksgiving Day	Good Friday
Victoria Day	Remembrance Day (if falls on a weekday)
Christmas Day	

Other Board approved holidays are Easter Monday and Heritage Day (Civic Holiday).

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

Vacation

FSWW working the 260 day calendar, shall be entitled to vacation time as follows:

- 1 year to the completion of 4 years 15 days
- 5 years to completion the of 9 years 20 days
- 10 years or more 25 days

Example:

A new employee working the 260 day calendar, after 1 full year of service, will have accumulated 15 full days of vacation. Full time employees working the 260 day calendar will accumulate vacation credit each month for 12 months to 15 full days after 1 year. (9.375 hrs. /month x 12 months = 15 full days).

Vacation time may also include (at the discretion of the Board of Education and the Superintendent of Chinook's Edge School Division No. 73):

- Christmas Break up to 4 days (**prorated based on calendar and FTE**)
- Easter: 1 day (Easter Monday)

FSWWs will request vacation time through the FSW Clinical Team Lead. Once approved, the employee will submit the request in Employee Self Service. Absences greater than 2 consecutive days during student days require the FSWW to identify another FSWW who will provide emergency coverage and consultation for their caseload/school. Once coverage is identified, this information will be communicated to the FSW Clinical Team Lead and school administration.

Given that we are a School Division, and although there may be exceptions, it is generally expected that staff will take vacation during the summer months or days when schools on the traditional calendar are closed. **It should also be noted that staff must take their vacation time sometime within the 12 months after they earn it. As a result FSWW working on the 260 day calendar are asked to submit a summer work plan to the FSW Clinical Team Lead for approval.**

FSWW working on the 200 day calendar are paid vacation pay on each pay cheque as follows:

- 0 to 4 years of service 4%
- After 4 full years of service 6%
- After 8 full years of service 8%
- After 15 full years of service 10%

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 non-teaching staff.

Inclement Weather

If Staff who, despite reasonable effort, are unable to travel to work from their usual place of residence because of inclement weather or impassable public road conditions and in the opinion of the FSW Clinical Team Lead all due effort was made to be at work, Staff will be paid for time missed. Staff are to work from home where possible. Please see **Administrative Procedure 1-13 / Inclement Weather** on our website www.cesd73.ca.

Absences and Leaves

Absences

Absences shall be reported to the Administrator and FSW Clinical Team Lead by the employee - this must be done prior to the normal start time of the day in which an employee is absent. An explanation of the reason(s) for the absence shall also be given. In the event of hospitalization, the FSW Clinical Team Lead shall be notified as soon as possible.

Personal Leaves

Personal leaves without pay must be approved by the FSW Clinical Team Lead and school Administrator. Such leaves during the school year may require the FSWW to provide a reason why the leave is being requested, and where possible, to identify another FSWW who will provide coverage and consultation for their caseload/school. The FSWW should give as much notice of their intention to take a personal leave as is reasonable and practicable in the circumstances.

Sick/Medical Leave

To earn sick leave benefits, 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 ASEBP waiting period, an employee shall be entitled to accumulate 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 upcoming dental/medical appointments must be communicated to the School Administrator and FSW Team Lead 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 a maximum benefit accumulated to date and the amount of sick leave will be deducted from the accumulated total. An employee who is absent for a period in excess of five (5) consecutive work days, 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 certificate is borne by the employee. A medical certificate means a certificate issued under the signature of a member of the Royal College of Physicians and Surgeons licensed to practice in Alberta.

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 taken for the forgoing purposes must be reported on the employee timesheet and will be deducted from the accumulated sick days.

Critical Illness/Bereavement Leave/Funerals

Employees are eligible for leaves of absence with pay for not more than five (5) working days for each occurrence due to critical illness 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, nieces, nephews of the employee or employee's spouse.

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

Maternity Leave

In accordance with the Employment Standards Code: Upon completion of 90 consecutive days of employment, employees are eligible to take Maternity Leave of Absence, without pay and benefits

The period of leave is sixteen (16) 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.

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. **Upon the birth of the baby an additional medical note from the FSWW's doctor indicating the length of the recovery period is required and should be provided to payroll within 10 days of delivery.**

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 (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 confirming the duration of absence required.

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 leave 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 90 consecutive days 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 53-week period after the birth of the child; or
- for the adoptive parents, within the 53-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 parent at a time.

Staff requesting parental/adoption leave must provide at least six (6) weeks written notice, and for parental leave, also provide 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 had 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 staff member is required to serve on a jury, the Board will continue to pay the full wages, provided the full amount of the allowance(s)/stipends (excluding reimbursement for authorized expenses) received by the 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 and the staff member is not a party to the matter before the court.

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.cesd73.ca.

Additional Leaves

More information on additional leaves without pay or benefits can be found in the Employment Standards Code at <https://work.alberta.ca/employment-standards.html>.

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 30 days of the employee's date of eligibility. 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.

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

The Board will contribute 97.5% of the total ASEBP premium expense, and the employee will pay the remaining 2.5% by means of monthly payroll deductions and the employer's share will be prorated based on FTE.

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.

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: www.lapp.ca

Group Voluntary Accident Insurance

Optional Accidental Death and Dismemberment benefits can be purchased for coverage up to \$500,000 through Industrial Alliance Pacific Insurance and Financial Services Inc. 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.

Registered Retirement Savings Plan (RRSP)

The Board offers participation in a Group RRSP through Manulife as a payroll deduction. Participation is optional but encourages employees 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 staff are eligible to join.

Employer Matched Contributions Eligibility

Salary Staff with an assignment of less than 30 hours but not less than 25 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.

Professional Development

FSWWs are required to maintain core competencies and prioritize the completion of mandatory FSWW training.

Beyond the mandatory training requirements of the position, FSWWs will plan professional learning opportunities which align with and support the goals as identified in their annual Professional Learning Plan.

The FSW Clinical Team Lead will review each professional development request on a case by case basis. All requests will be made in writing via email to the School Administrator and FSW Clinical Team Lead and must have been approved by both prior to registration. Anticipated leaves greater than 2 days during the school year require the FSWW to identify another FSWW who will provide emergency coverage and consultation for their caseload/school.

See **Administrative Procedure 5-10 / Purchasing** available at www.cesd73.ca

Individual Initiated Professional Development Course

(Courses employees take to work towards a degree or designation.)

Personal professional development course/seminars, pre-approved by Superintendent, are not eligible for expense claims as above. A portion of the costs for the course may be reimbursed upon completion and submission of final grades and receipts. However, expenses outside of tuition and materials will not be covered.

Appendices

Appendix 1 – Employment Standards

When an employer terminates the employment of an employee

Termination notice

Employers who end their employee's employment must give the employee written termination notice. The employer is responsible for ensuring the employee receives their notice.

An employer must give written notice to their employee of at least:

Notice period	Length of employment
1 week	more than 3 months but less than 2 years
2 weeks	2 years but less than 4 years
4 weeks	4 years but less than 6 years
5 weeks	6 years but less than 8 years
6 weeks	8 years but less than 10 years
8 weeks	10 years or more

Termination pay (pay in lieu)

The employer may not wish to have their employee work out a notice period. In this case they may give the employee pay in lieu in the amount the employee would have earned had the employee worked through the required notice period.

Combined notice and pay

An employer may combine notice (which the employee works out) and pay in lieu of notice to make up the required notice period.

Calculating termination pay

Termination pay must be at least equal to the wages the employee would have earned if the employee had worked regular hours for the termination period.

When the employee's wages vary from one pay period to another, the weekly average of the employee's regular wages for the 3-month period (13 weeks) immediately preceding the date of termination is used to determine the employee's termination pay.

When an employee quits

Termination notice

Employees who wish to end their employment must give written notice to the employer. Notice period length is based on how long they've worked for the employer:

Notice period	Length of employment
1 week	more than 3 months but less than 2 years
2 weeks	2 years or more

When notice is not required

Employees aren't required to give termination notice if:

- they've been employed for 3 months or less
- there's a different established custom or practice in an industry respecting terms of employment
- continuing to be employed by the employer would endanger the employee's personal health or safety
- the employment contract is impossible to perform due to unforeseeable or unpreventable causes beyond the employee's control
- they're temporarily laid off, or laid off after having refused reasonable alternate work
- they're not provided with work as the result of a strike or lockout at the employee's place of employment
- they're casual employees employed under an arrangement where they may choose to work or not when asked to do so
- they quit because of a reduction in wage rate, overtime rate, vacation pay, general holiday pay or termination pay

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