

School Hourly Support Staff Handbook

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

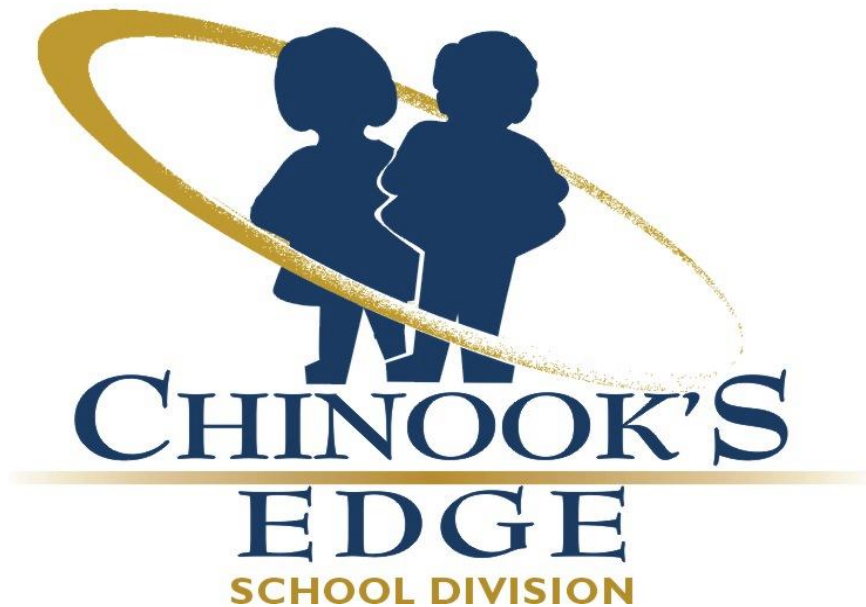


Table of Contents

Definitions	4
<i>Board.....</i>	4
<i>Superintendent.....</i>	4
<i>School Hourly Support Staff.....</i>	4
<i>Casual Employee.....</i>	4
<i>Probationary Period.....</i>	4
<i>Salary Grid.....</i>	4
<i>Break in Service.....</i>	4
Employment Information	5
<i>Confidentiality Undertaking and Pledge.....</i>	5
<i>Criminal Record Check and Child Intervention Check.....</i>	5
<i>Appropriate Dress.....</i>	5
<i>Working Alone.....</i>	5
<i>Job Description.....</i>	5
<i>Tobacco Use.....</i>	5
<i>Drugs and Alcohol.....</i>	6
<i>Years of Service for Recognition.....</i>	6
<i>Grid Placement.....</i>	6
<i>Evaluations and Growth Plans.....</i>	6
<i>Resignation of Employment.....</i>	6
<i>Conflict of Interest.....</i>	6
<i>Supervisor/Administrator Concerns.....</i>	6
<i>Harassment Policy.....</i>	6
<i>Grievance Procedure.....</i>	7
<i>Public Interest Disclosure (Whistleblower Protection).....</i>	7
<i>Discipline, Suspension and/or Dismissal of Support Staff.....</i>	7
<i>Technology Access and Use.....</i>	7
<i>Safety Statement.....</i>	7
<i>Board Policies.....</i>	7
Employment Remuneration.....	8
<i>Time Sheets.....</i>	8
<i>Overtime.....</i>	8
<i>Pay Dates/Pay Period.....</i>	8
<i>Payroll Deposit.....</i>	8
<i>Pay Statements/T4's.....</i>	8
<i>Increments.....</i>	8
<i>General Holidays/Statutory Holidays.....</i>	8
<i>Vacation Pay.....</i>	8
<i>Teachers' Strike.....</i>	9
<i>Inclement Weather.....</i>	9

Absences and Leaves	10
<i>Absences</i>	<i>10</i>
<i>Non-Medical Leaves</i>	<i>10</i>
<i>Leave of Absence without Pay and/or Benefits</i>	<i>10</i>
<i>Sick/Medical Leave.....</i>	<i>10</i>
<i>Dependent Sick Leave.....</i>	<i>10</i>
<i>Critical Illness/Bereavement Leave/Funerals</i>	<i>10</i>
<i>Maternity Leave.....</i>	<i>11</i>
<i>Parental/Adoption Leave.....</i>	<i>12</i>
<i>Jury Duty.....</i>	<i>12</i>
<i>Summons to appear in Court.....</i>	<i>12</i>
<i>Deferred Salary Leave.....</i>	<i>12</i>
Benefits	13
<i>Alberta School Employee Benefit Plan (ASEBP)</i>	<i>13</i>
<i>Eligibility Requirements</i>	<i>13</i>
<i>Benefit Coverage</i>	<i>13</i>
<i>Benefits Application.....</i>	<i>13</i>
<i>Premium Expenses.....</i>	<i>13</i>
<i>Employees Assigned Less than 25 Hours/Week</i>	<i>13</i>
<i>Group Voluntary Accident Insurance</i>	<i>13</i>
<i>Registered Retirement Savings Plan (RRSP).....</i>	<i>13</i>
<i>Canada Savings Bonds (CSB)</i>	<i>14</i>
Appendices	15
<i>Appendix 1 – Employment Standards</i>	<i>15</i>
<i>Appendix 2 – Educational Assistants Roles & Responsibilities.....</i>	<i>16</i>
<i>Appendix 3 – Educational Assistant Job Description for Horizon School</i>	<i>18</i>
<i>Appendix 4 – Educational Assistant Job Description for School Technology Support</i>	<i>20</i>
<i>Appendix 5 – Techniques for Lifting, Bending & Carrying Students</i>	<i>21</i>

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.

School Hourly Support Staff

Hourly Support Staff include Educational Assistants, Sign Language Interpreters, Work Place Coordinators, and Youth Mentors.

Casual Employee

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 Staff are expected to dress in an appropriate professional manner. Shoes must be worn at all times. Inappropriate dress would include: short shorts/skirts, halter tops, low cut blouses or belly shirts. Sweatpants/track pants may be appropriate in a physical education setting. Blue jeans are not recommended other than on pre-approved casual days.

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).

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 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 Principal 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 an employee 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 griever 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 Support 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 Principal and then submitted to Payroll each month. All absences must be marked with reason codes on the time sheet. Occasionally time sheets may be requested early to facilitate processing for an earlier pay date. All hours worked must be recorded on the day they were actually worked. All absences must be marked on the time sheet, this including: medical/dental appointments, leave of absences, sick days, etc.

Overtime

Time worked over 8 hours per day or 44 hours per week is considered overtime and paid at 1½ times the overtime hours worked. Overtime for Support staff members must be pre-authorized by the supervisor.

Pay Dates/Pay Period

The Board believes employees should be paid on a regular and predictable basis. Pay periods are monthly. Hourly Support Staff are paid over the school year only. An advance for regular staff will be paid on the 25th of each pay period with the balance of the pay paid on the 10th of the following month. Should either of these pay dates 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.

Increments

Eligibility for pay increments is reviewed September and February of each year. Hourly staff must work 1080 hours before increments are awarded.

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.

<u>Statutory Holidays</u>	New Year's Day	Labour Day
	Alberta Family Day	Thanksgiving Day
	Good Friday	Remembrance Day (if falls on a weekday)
	Victoria Day	Christmas Day

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.

Vacation Pay

Vacation pay will be paid monthly at the following rates:

Educational Assistant Vacation Time

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%

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

Regular hourly support staff can choose to have their vacation pay accrued and paid out in January 10th and September 10th of each year. Please contact Payroll for further information.

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 Support 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, Support 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.

Absences and Leaves

Absences

Absences shall be reported to the Principal by the employee - this must be done prior to the normal start time of the day in which an employee is absent. An explanation for the reason shall also be given. In the event of hospitalization, the Principal shall be notified as soon as possible.

Non-Medical Leaves

All leaves less than 3 days must be approved by the Principal prior to the leave beginning. Leaves 3 days or longer must be approved by the Associate Superintendent – People Services.

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 Principal. All requests for a Leave of Absence without Pay or benefits must be submitted in writing to the Associate Superintendent - People Services through the Principal.

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 appointments must have *prior* approval of the Principal 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 in excess of five (5) consecutive work 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/Funerals

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

Benefit coverage will continue for the summer months where the employee has an assigned position for the upcoming school year. The employer share will continue over the summer months, and the employee will pay double premium deductions with their May and June pay, to cover July and August premiums.

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.

Premium Expenses

The Board pays 78% of the total ASEBP premium expense, the employee will pay the remaining 22% 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. Applications must be received by ASEBP within 30 days of commencement of the assignment. Otherwise 'Late Applicant' penalties may apply. Please visit www.asebp.ab.ca 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.

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 – Hourly Support Staff with an assignment of 25 hours or more 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 – Educational Assistants Roles & Responsibilities

Introduction

Chinook's Edge School Division values the important role Educational Assistants play in our school system. In the school setting, the principal assigns an assistant to work under the direction of a teacher and to assist in implementing programs for students. The role of an educational assistant is to provide support and assistance to best meet the individual needs of a student or students. Supervision of the students may be assigned by the principal as part of the educational role of the school.

It is acknowledged that it is the responsibility of the teacher to determine needs, plan lessons, evaluate educational programs and report to parents. The purpose of this manual is to provide a framework for both classroom teachers and educational assistants to work collaboratively to support student learning.

Educational Assistants are members of a Student Learning Team. This team also includes teachers, administration, any specialized consultants that are involved with the student, and the student's parents or legal guardians. The teacher(s) on the team are responsible for communication with parents and for making decisions regarding the student's program.

Roles and Responsibilities of Educational Assistants

Student Learning and Relations

- Modify or adapt learning/written materials and teaching strategies to accommodate individual learning needs, and when deemed appropriate, as instructed by the teacher
- Read to students
- Reinforce, restate and revisit learning activities to help students master skills
- Assist in the implementation of specific behaviour management strategies
- Facilitate communication and interaction between a student and his/her peers, teachers, etc. (by signing, restating, etc.)
- Assist students to enter, leave and move about the school
- Copy/scribe notes for students
- Modify tests and assignments as directed by the teacher
- Enlarge materials when needed
- Assist with the development of instructional learning resources and visual supports
- Maintain specialized equipment, i.e. FM system, Braille readers, etc.
- Perform other duties as assigned by teachers and administration
- Assist in implementation of Assistive Technology
- An Educational Assistant encourages the independence of the student.
- An Educational Assistant respects the student's special needs, race, sex, cultural background, and religion.
- An Educational Assistant serves as a positive role model.
- Supervision may be assigned by school Administration.

Student Preparation and Classroom Duties

- Help students to focus on instruction and to get on task quickly
- Reinforce efficient locker use and binder organization
- Assist students in completing independent projects, set up schedules and timelines
- Assist students in test taking situations
- Advocate study skills with students
- Assist with the physical needs of students, i.e. cleansing, dressing, grooming, positioning, as required

Documentation and Record Keeping

- Observe and document learner strengths, achievements and needs through daily learning activities and to report these directly to the teacher
- Assist in the collection of data for the purpose of student evaluation and program planning
- Support teachers with implementation of IPPs
- Attend meetings, when appropriate, of the Student Learning Team

Safety Statement

All Division staff shall observe all safety rules and procedures established 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.

Caution

Caution is to be exercised at all times when lifting, moving or assisting special needs students. You should always ask for assistance when required to lift or move a student in excess of 23 kg (50 lbs.).

Communication

With Teachers

The working relationship between the classroom teacher and the educational assistant is key; it is essential that interaction be based on collaboration.

Key Points to Discuss With Teachers

- Through discussion and observations, become familiar with the teacher's personal philosophy and beliefs about learning and education.
- Determine what teaching strategies will typically be used in the classroom, i.e. co-operative learning, use of manipulatives, etc.
- Clarify the role and the degree to which the educational assistant will support classroom management. Discuss which strategies and techniques will be used to manage the classroom and to solve problems.

When Concerns Arise

- Early in the process, discuss your concern with the teacher involved and try to reach a solution.
- If a solution cannot be reached, an administrator should be involved.
- If a student has given you information that causes you to suspect child abuse or neglect, you are required to follow Chinook's Edge School Division No. 73 **Administrative Procedure 3-16 / Child Abuse and Neglect** Guidelines as follows:

Guidelines

1. All Board employees who suspect that a child is in need of protection shall immediately inform the Principal (or designate) and together design a plan to contact the nearest Child and Family Services Agency.
2. Board employees shall facilitate the reporting of suspicion of child abuse or neglect.
3. At the point at which the Board employee suspects or is informed of child abuse or neglect, the Board employee's involvement shall cease and Guideline "a" above shall be adhered to.

Further information pertaining to this procedure is available at www.chinooksedge.ab.ca under Board of Education.

With Families

- If a family member of a student calls the educational assistant directly, the assistant must refer the individual to the teacher – *it is the teacher's responsibility to communicate a student's progress to her/his parents.*
- An educational assistant may be invited, by the teacher, to attend a conference with a student's family.
- An educational assistant may be required to maintain a home/school communication journal under the guidance of the teacher

Ethical Considerations

- An Educational Assistant may only engage in instructional activities and strategies that are consistent with the philosophy and standards established by the Student's Learning Team.
- An Educational Assistant must respect the confidential nature of information concerning students and may only discuss a student's progress, limitations, and/or educational program with another staff member of the Student's Learning Team.
- An Educational Assistant must only discuss school problems, confidential matters, or administrative issues privately with school staff members involved.
- An Educational Assistant may express differences of opinion privately with the classroom teacher and/or the other staff members of the Student's Learning Team recognizing that the supervising principal's authority is paramount.

Educational Assistants May Not . . .

- Substitute teach for teachers
- Operate without teacher direction
- Take responsibility for student diagnosis and evaluation
- Take responsibility for classroom assessment and prepare formal reports
- Communicate on their own accord with parents about behavioural or educational issues
- Evaluate professional and non-professional staff
- Decide which curriculum outcomes will be taught or excluded
- Plan lesson activities and choose resources

<p>Horizon School Educational Assistant</p>

Team Participation

- Follows Principal and/or Teacher instructions for carrying out an assigned task.
- Asks for clarification of instructions that are not fully understood.
- Shares information objectively about learners and their families with teachers
- Uses communication and other interactive skills that demonstrate respect for other staff, learners, and families.
- Responds to differences of opinions among team members with openness and respect.
- Responds appropriately to feedback about performance.
- Participates in bi-yearly performance self-evaluations as per Division policy.

Practicing Professional and Ethical Standards of Conduct

- Performs tasks for which he or she is appropriately prepared.
- Follows work rules and procedures established for Division personnel.
- Maintains confidentiality about all personal information, assessment results, medical history, and other records concerning students and their families.
- Follows procedures that protect the safety and well-being of students and staff.
- Uses interactive and communicative methods that demonstrate respect for cultural diversity and individuality among students, their families, and staff.
- Models effective communication utilizing a variety of strategies; oral, written and kinaesthetic, to interact effectively with students, and staff.
- Attends staff meetings as required.
- Participates in professional and career development opportunities.

Maintaining Learner-Centered Environments

- Follows Division procedures for protecting the safety and health of learners and staff.
- Uses universal health precautions and proper body mechanics for lifting learners and heavy objects.
- Follows WCB safety guidelines for heavy lifting (over 100 lbs.) and transferring of students; some positions require a Physician’s note, stating the Educational Assistant is capable of performing the duties of the job.
- Follows Principal or Teacher plans for engaging families in their child’s learning activities and environment.
- Collects daily parent information from student planners and shares with Principal or Teacher.
- Interacts appropriately with families.

Organizing Learning Environments

- Prepares materials and learning centers before an activity is scheduled to begin.
- Prepares materials following Principal or Teacher instructions.
- Uses computers, copy machines, and other equipment appropriately and correctly.
- Uses adaptive equipment and assistive technology as prescribed by Principal or Teachers or other supervising professional. (REACH team)
- Modifies, in consultation with Principal or Teachers, learning activities and materials to accommodate individual needs.
- Shares relevant information with Principal or Teachers that assist the planning process.

Engaging Children and Youth in Learning Experiences

- Develops and maintains effective interactions with all students.
- Follows Principal or Teacher plans for individuals and groups.
- Follows Principal or Teacher plans and strategies for managing student behaviour.
- Follows Principal or Teacher plans and methods that facilitate learning for children and youth with challenging behaviours.
- Follows Principal or Teacher plans and methods for providing vocational and other community-based learning experiences.
- Previews a learning activity to ensure that individuals and groups understand the objective of the activity.
- Encourages learners to work independently.
- Provides assistance, when appropriate, to ensure that learners stay on task.
- Engages learners in one activity at a time.
- Provides clear and concise directions to learners.
- Uses learning activities developed by Principal or Teachers that accommodate individual needs.
- Uses learning strategies that support peer interaction among all students.
- Documents the results of learning activities and shares relevant information with Principal or Teachers.

Assessing Learner Performance

- Uses Principal or Teacher developed functional assessment instruments as directed.
- Shares results of functional assessment activities objectively with Principal or Teachers.
- Scores informal reading, spelling, math or other summative evaluations objectively and accurately.
- Accurately completes attendance, behaviour incident, seizure monitoring and injury reports following Division policies and practices.
- Accurately files student information.

<h2>Educational Assistant for School Technology Support</h2>
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Kind and Level of Work

Individuals employed in these positions work in schools to serve as the first level of technology support for students, staff, and administrators.

Knowledge and Skills

The Educational Assistant for School Technology Support requires strong interpersonal skills to work well with the staff and students within their school. Strong communication and problem-solving skills are also needed to troubleshoot hardware and software challenges with the help of CESD Technology Services. They will also be expected to have a strong understanding of Windows desktop management and Microsoft Office applications. They will also be expected to lift equipment with masses up to 40 lbs.

Contacts

Primary contacts typically involve students and staff. Secondary contacts include division technology services and product vendors. The Educational Assistant for School Technology Support reports directly to the Principal and will also receive support from CESD Technology Services.

Duties and Responsibilities

1. Troubleshoots, configures, and assists students and staff with the use of Division approved computer hardware, software and peripherals. This includes, but is not limited to projectors, interactive projection devices, DVD/VCR's, digital cameras, USB capture devices, iPods, iPads, and virtual desktops.
2. Sets up, configures, and maintains workstations (including projectors, printers and other peripherals) and software applications with support from CESD Technology Services. This includes regular dust cleaning, semi-annual projector air filter cleaning and projector/bulb replacement.
3. Determines the nature of reported problems and decides on appropriate actions required for problem resolution. Refers cases to CESD Technology Services where appropriate.
4. Identifies and maintains inventory of computer equipment and software licenses.
5. Liaises and consults with vendors on behalf of school staff.
6. Performs routine upgrades with support from CESD Technology Services.
7. Responds to requests in Trouble Ticket system. Ensures all events and tickets are accurately recorded.
8. Checks cables and switches in consultation with CESD Technology Services.
9. Addresses printer issues such as replacing toner, resolving paper jams, etc.
10. Understands and adheres to CESD Technology procedures including, but not limited to, procedures relating to information security, privacy, and proper equipment disposal.
11. Maintains Video Conference site technology.
12. Communicates effectively with school staff about priorities, timelines for tasks, and completion of work.
13. Engages in frequent communication with members of CESD Technology Services with the goal of learning and providing the best possible service for students and staff.
14. Engages in learning opportunities to improve job-related skills.
15. Provides a visible, consistent, reliable and professional presence in the school
16. Performs other duties as assigned by the Principal and/or Director of Technology.

NOTE: This position requires travel. The employee will provide his/her own reliable transportation.

Appendix 5 – Techniques for Lifting, Bending & Carrying Students

1. Transferring and Lifting

It is important that you protect your own body while moving students. Improper lifting can tire and injure your back. The muscles in your back are small and are easily strained by heavy loads. Your legs have large, heavy muscle groups that are better designed to do the work required in lifting.

2. Lifting Principles

To properly protect your back when you move students or equipment, remember the following important principles.

Plan Ahead

First; think through exactly how you want to do the lift.

Keep the Load Close

Ensure that the load is kept as close to your center of gravity as possible.

Never Twist

The back is not designed to take loads when twisting.

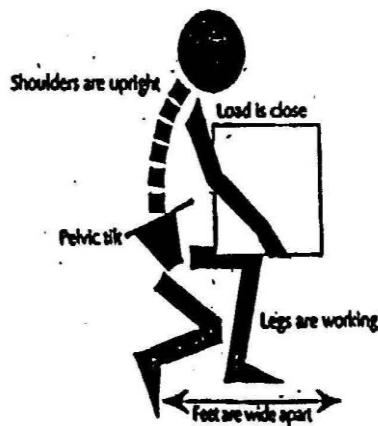
Use Your Legs

Use your legs rather than your back to take the load because your legs are designed to take loads.

Never Lift Higher Than Your Chest Height

Lifting too high will make your back arch backwards into a very vulnerable position.

Check Your Posture



Feet:

place them wide apart for good solid base of support

Knees:

ensure they are bent so you will use your thigh muscles for lifting instead of your back

Back:

tighten your abdominal and buttock muscles to flatten your lumbar curve and put your back in a position of strength for lifting

Head & Shoulders:

keep them upright

Abdomen:

keep stomach muscles tight because this takes pressure off your back

3. Bending to the Floor

- Assess how best to tackle your task.
- Lower yourself slowly by bending your knees. If you can, rest one hand on a sturdy object to help lower yourself.
- Where possible get down onto one knee (or both if possible).
- Don't bend at the waist.
- Do not hunch your back or neck to reach to the floor. Instead, bend more at your hips and knees to get closer.

4. Bending Over

- Assess how best to tackle your task.
- Keep your feet shoulder-width apart.
- Move your whole body as one unit.
- Bend at your hips and knees, not at your waist.
- Flatten your stomach (imagine you are pulling your belly-button towards your spine – this pre-tensions your abdominal muscles to help stabilise you spine) and tighten your leg muscles.
- To keep your spine straight, let your buttocks move out behind you.
- Don't try to tuck them under.
- If you need to, place one hand on a sturdy object for support.

5. **Lifting & Carrying - “Do’s & Don’ts”**

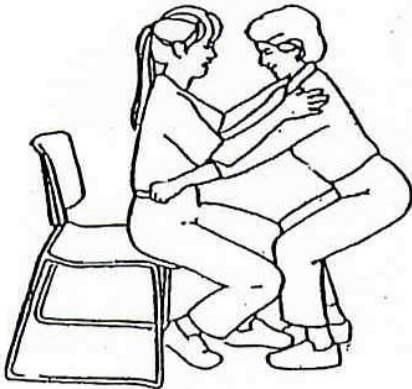
- ⇒ *Do* lock the wheelchair brakes whenever moving the child in or out of the wheelchair.
- ⇒ *Do* tell the student what you are going to do.
- ⇒ *Do* wear non-skid, low-heeled footwear (both helper and student)
- ⇒ *Do* keep feet apart for a wide base of support
- ⇒ *Do* remember to unfasten all seat belts and harnesses



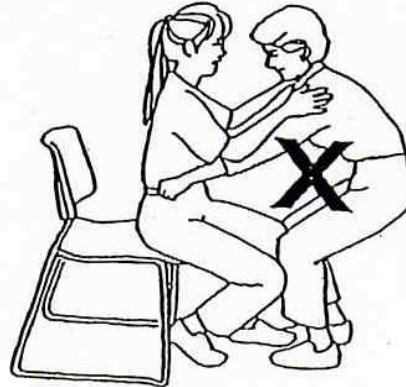
Do bend at the hips and knees.



Do NOT bend forward at the hips while standing with the knees straight.



Do keep your back straight



Do NOT relax your back and let it round.



Do lift by holding the child at the waist or by holding the child's crossed arms.



Do NOT lift with the child's arms.