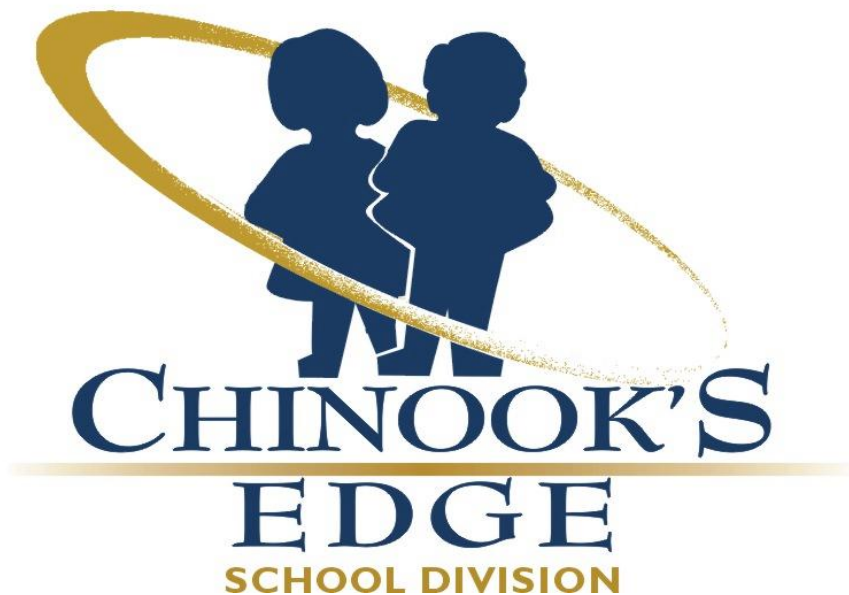


# School Salary Support Staff Handbook

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



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## **Definitions**

### **Board**

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

### **Superintendent**

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

### **Salary Support Staff**

Salary Support Staff includes Administrative Support, Library Technicians, and Kitchen Manager.

### **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**

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 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 absolute 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. Broken 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.

## **Employee 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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.chinooksedge.ab.ca) under Board of Education – Policies and Procedures.

## **Employee Remuneration**

### **Time Sheets**

Time sheets shall be filled out, approved by the Principal and then submitted to Payroll on a monthly basis by the first day following the end of each month/pay period. Occasionally time sheets may be requested early to facilitate processing for an earlier pay date. All hours worked must be recorded on the day that they were actually worked. All absences must be indicated on the timesheet with the appropriate Reason Code.

### **Overtime/Banked Time**

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

**\*\*PLEASE NOTE: All extra hours worked, and time taken off must be preapproved by the principal.** The employee and the principal should review the overtime balances on a regular basis and develop a plan to reduce any excess by taking some time off, or by making up some time should the balance fall below zero. Banked time may also be paid out upon request by the employee. After the June timesheets are processed, the balance of banked time will be applied to the July and August pay, increasing, or reducing the earnings depending on the final balance.

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

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

### **Pay Dates/Pay Period**

The Board believes employees should be paid on a regular and predictable basis. Salaried employees will be paid on the 25<sup>th</sup> of the month, over a 12 month period. Any adjustments to time sheets will be done the following month after receipt of the monthly time sheets. Should a pay date fall on a weekend or statutory holiday, the pay date will be on the banking day immediately preceding the original scheduled pay date.

### **Payroll Deposit**

All employees shall have salary payments electronically deposited 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, accrued balances for overtime 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 salary increments is reviewed each September and February. Salary Support Staff must work a minimum of 1280 hours to qualify for an increment.



**General Holidays/Statutory Holidays**

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

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

0 to 3 years of service	4%
After 3 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.

**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](http://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. If the employee has any banked overtime it will be used to compensate for the time off.

### Sick/Medical Leave

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

All dental/medical appointment must have *prior* approval of the 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 days or more, is required to provide a medical certificate to People Services. Staff members returning to work following sick leave of 20 days or longer must present a medical note 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 (90<sup>th</sup>) 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](http://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](http://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.

### ***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 (ie: 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 ie: vaccinations.

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

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

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

### ***Premium Expenses***

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

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

### ***Employees Assigned Less than 25 Hours/Week***

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

## **Group Voluntary Accident Insurance**

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

### **Local Authorities Pension Plan (LAPP)**

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

#### ***Eligibility***

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

#### ***Start Date/Probation Period***

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

#### ***Purchasing Optional Service***

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

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

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

### **Registered Retirement Savings Plan (RRSP)**

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

#### ***Employer Matched Contributions Eligibility***

Salary Support 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.

### **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>*