

Trades, Apprentices & Labourers Handbook

Updated March 2016
Chinook's Edge School Division No. 73

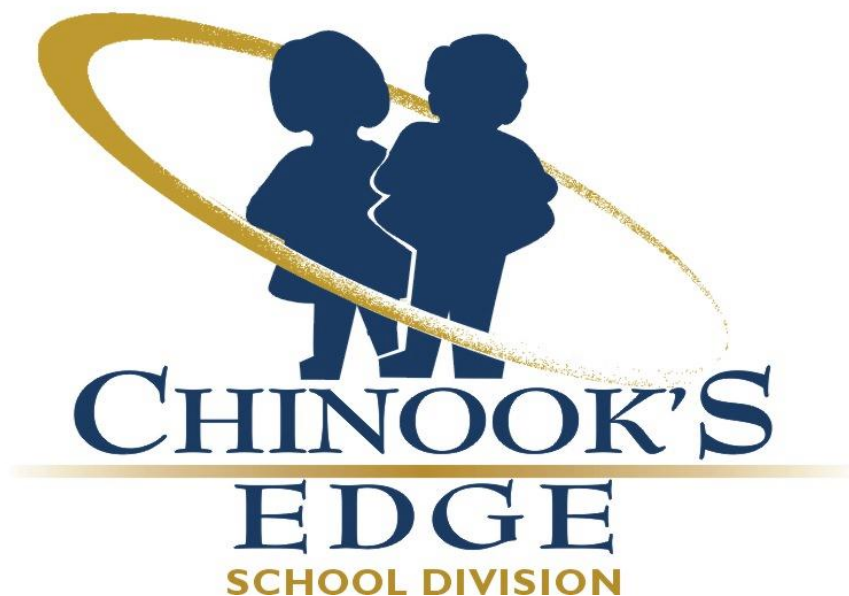


Table of Contents

Definitions	3
<i>Board</i>	3
<i>Superintendent</i>	3
<i>Trades, Apprentices and Labourers</i>	3
<i>Casual Employee</i>	3
<i>Probationary Period</i>	3
<i>Salary Grid</i>	3
<i>Break in Service</i>	3
Employment Information	4
<i>Confidentiality Undertaking and Pledge</i>	4
<i>Criminal Record Check and Child Intervention (Welfare) Check</i>	4
<i>Medical</i>	4
<i>Appropriate Dress</i>	4
<i>Working Alone</i>	4
<i>Hours of Work</i>	4
<i>Tobacco Use</i>	4
<i>Drugs and Alcohol</i>	5
<i>Years of Service for Recognition</i>	5
<i>Grid Placement</i>	5
<i>Evaluations and Growth Plans</i>	5
<i>Resignation of Employment</i>	5
<i>Conflict of Interest</i>	5
<i>Supervisor/Administrator Concerns</i>	5
<i>Harassment Policy</i>	5
<i>Grievance Procedure</i>	5
<i>Public Interest Disclosure (Whistleblower Protection)</i>	6
<i>Discipline, Suspension and/or Dismissal of Staff</i>	6
<i>Technology Access and Use</i>	6
<i>Safety Statement</i>	6
<i>Board Policies</i>	6
Employment Remuneration	7
<i>Time Sheets</i>	7
<i>Overtime</i>	7
<i>Pay Dates/Pay Period</i>	7
<i>Payroll Deposit</i>	7
<i>Pay Statements/T4's</i>	7
<i>Increments</i>	7
<i>General Holidays/Statutory Holidays</i>	7
<i>Vacation</i>	8
<i>Teachers' Strike</i>	8
<i>Inclement Weather</i>	8

Absences and Leaves	9
<i>Absences</i>	<i>9</i>
<i>Leaves</i>	<i>9</i>
<i>Sick/Medical Leave</i>	<i>9</i>
<i>Dependent Sick Leave</i>	<i>9</i>
<i>Critical Illness/Bereavement Leave/Funerals</i>	<i>9</i>
<i>Maternity Leave</i>	<i>10</i>
<i>Maternity Leave Top Up Plan (Support Staff)</i>	<i>10</i>
<i>Parental/Adoption Leave</i>	<i>11</i>
<i>Jury Duty</i>	<i>11</i>
<i>Summons to appear in Court</i>	<i>11</i>
<i>Deferred Salary Leave</i>	<i>11</i>
Benefits	12
<i>Alberta School Employee Benefit Plan (ASEBP)</i>	<i>12</i>
<i>Eligibility Requirements</i>	<i>12</i>
<i>Benefit Coverage</i>	<i>12</i>
<i>Benefits Application</i>	<i>12</i>
<i>Health Spending Account</i>	<i>12</i>
<i>Premium Expenses</i>	<i>12</i>
<i>Employees Assigned Less than 25 Hours/Week</i>	<i>12</i>
<i>Group Voluntary Accident Insurance</i>	<i>12</i>
<i>Local Authorities Pension Plan (LAPP)</i>	<i>13</i>
<i>Eligibility</i>	<i>13</i>
<i>Start Date/Probation Period</i>	<i>13</i>
<i>Registered Retirement Savings Plan (RRSP)</i>	<i>13</i>
<i>Employer Matched Contributions Eligibility</i>	<i>13</i>
<i>Contributions</i>	<i>13</i>
<i>Leaving Employment</i>	<i>13</i>
<i>Canada Savings Bonds (CSB)</i>	<i>13</i>
Professional Development	14
<i>Individual Initiated Professional Development Course</i>	<i>14</i>
Appendices	15
<i>Appendix 1 – Employment Standards</i>	<i>15</i>

Definitions

Board

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

Superintendent

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

Trades, Apprentices and Labourers

Trades, Apprentices and Labourers shall mean all personnel paid on the Support Staff Grid (A) or (B).

Casual Employee

All personnel brought in to work on an occasional basis, when extra help is needed, shall be considered casual employees of the Board; they will not receive benefits or sick leave, yet will be paid 4% vacation pay with each cheque.

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 is considered a break in service. A break in service will result in loss of vacation entitlement and accumulated sick days. Approved leaves (i.e. maternity leaves, personal etc.) are not considered a break in service. Maternity leave and parental/adoption leave results in no service accumulation, but will not result in loss of service.

Employment Information

Confidentiality Undertaking and Pledge

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

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

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

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

Criminal Record Check and Child Intervention (Welfare) Check

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

Criminal record checks can be obtained from local RCMP Departments; Child intervention checks can be obtained from Child and Family Services. The criminal record check and child intervention check must be dated within the preceding (6) months and must be received and reviewed by the People Services Department prior to commencing employment (refer to **Administrative Procedure 4-03 / Police Criminal Record Check and Child Intervention Check** available at www.cesd73.ca).

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

Medical

Personnel may be required to have a medical as a condition of employment. The cost of obtaining a medical note is to be borne by the employee.

Appropriate Dress

Trades, Apprentices and Labourers are expected to dress in an appropriate professional and safe manner. CSA approved steel toed work boots are mandatory. Shoes must be worn at all times. Inappropriate dress would include: short shorts/skirts, halter tops, low cut blouses or belly shirts, sweatpants and old blue jeans.

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.cesd73.ca).

Hours of Work

Hours of work are based on 8 hours a day with some employees assigned to compressed work weeks.

Tobacco Use

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

“*Workplace*” means all 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.

Drugs and Alcohol

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

Years of Service for Recognition

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

For information regarding years of service for recognition within Chinook's Edge, please see **Policy POL#2-06/ Recognition of Employees** available at www.cesd73.ca.

Grid Placement

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

Evaluations and Growth Plans

Evaluations will be completed as outlined in **Administrative Procedure 4-24 – Support Staff Evaluations**. 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 Staff 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 Director who will forward it to the Associate Superintendent - People Services specifying the last day of employment. This is to be in accordance with the minimum requirements of the Employment Standards Code.
2. Upon receiving a letter of resignation, the People Services Department shall ensure that the period of notice given by the employee, is in accordance with the Employment Standards Code or any other conditions of employment, and if in accord, the resignation will be accepted in writing and the Payroll Department shall be informed.

Conflict of Interest

The Board believes that the public has a right to 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 5-7/ Staff Conflict of Interest available at www.cesd73.ca.

Supervisor/Administrator Concerns

Supervisors who have concerns regarding the quality of work of a Staff member 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 is to 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.cesd73.ca.

Grievance Procedure

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

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

Public Interest Disclosure (Whistleblower Protection)

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

For additional details please refer to **Administrative Procedure 4-27 / Public Interest Disclosure (Whistleblower Protection)** available at www.cesd73.ca.

Discipline, Suspension and/or Dismissal of Staff

The Board recognizes that circumstances may arise necessitating the discipline, suspension and/or termination of staff. At all times, the Board intends to act in a fair and just manner. Chinook's Edge School Division No. 73 reserves the right to terminate employment with or without cause.

Technology Access and Use

This Administrative Procedure applies to all personnel.

The Division has invested considerable funds in computer facilities and resources, and expects employees and students to use Division computers and computer accounts in a legal, responsible, ethical, and appropriate manner. The Division expects employees and students to use the Division computer networks to locate, use and exchange information and ideas that enhance the educational process and adhere to the rules for acceptable conduct and responsible use of educational resources. Please refer to **Administrative Procedure 2-20 / Computer Access** for additional details available at www.cesd73.ca.

Safety Statement

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

Board Policies

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

Employment Remuneration

Time Sheets

Time sheets shall be filled out, approved by the Director and then submitted to Payroll by the first day following the end of 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.

Overtime

Time worked over 8 hours per day or 44 hours per week is considered overtime and paid or banked at 1½ times the overtime hours worked.

Overtime Agreements will be signed by all employees.

Employees working a compressed work week - overtime will be paid or banked based on the assigned compressed work hours.

Pay Dates/Pay Period

Pay periods are monthly. Salaried employees will be paid on the 25th of the month (any adjustments to time sheets will be done the following month). Should this date fall on a weekend or statutory holiday, the pay date will be moved to the banking day immediately preceding the original pay date.

Casual and hourly staff are paid on the 10th of the month.

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. Trades, Apprentices and Labourers must work 1560 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	Canada Day
	Thanksgiving Day	Good Friday
	Victoria Day	Remembrance Day (if falls on a weekday)
	Christmas Day	

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

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

Vacation

All Trades, Apprentices and Labourers will be entitled to vacation time as follows:

Example:

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

Vacation time may also include:

- Christmas Break up to 4 days at the discretion of the Board of Education of Chinook's Edge School Division No. 73
- Easter: 1 day (Easter Monday) at the discretion of the Superintendent

Accumulated Vacation:	<u>to the completion of 4 years</u>	15 full days
	<u>5 to completion of 9 years</u>	20 full days
	<u>10 plus years</u>	25 full days

In the event that employees wish to take more vacation time than they have accumulated, they must use banked overtime or apply for leave without pay. All requests for a leave must be made to the Director of the department.

Trades, Apprentices and Labourers will request vacation time (of three (3) days or more) by applying, in writing, to the Director.

Casual and hourly staff vacation pay will be paid monthly at the following rates:

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%

Teachers' Strike

In the event of a teachers' strike, the Superintendent, in consultation with the Board of Education, will render a decision as to employment status of non-teaching employees.

Inclement Weather

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

Absences and Leaves

Absences

Absences shall be reported to the Supervisor 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 Supervisor shall be notified as soon as possible.

Leaves

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

Sick/Medical Leave

To earn sick leave benefits, staff must work a minimum of twenty five (25) hours per week and be enrolled in Life and Disability through the Alberta School Employee Benefit Plan (ASEBP). Upon completion of the one-month 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 Supervisor and shall be reported on time sheets (regardless of length). All Dental/medical will be deducted from accumulated sick time. Employees not qualifying for sick leave do not qualify for paid dental/medical appointments.

Sick leave shall be granted with pay up to the maximum benefit accumulated to date or 90 continuous calendar days, whichever is less. The amount of sick leave paid will be deducted from the accumulated total. An employee who is absent for a period of five (5) days or more, is required to provide a medical certificate. 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.

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.

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

Summons to appear in Court

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

Deferred Salary Leave

See **Administrative Procedure 4-15 / Deferred Salary Leave Plan**. This information is available on the Chinook's Edge School Division No. 73 website at www.cesd73.ca.

Benefits

Alberta School Employee Benefit Plan (ASEBP)

Eligibility Requirements

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

Benefit Coverage

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

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

Benefits Application

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

Health Spending Account

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

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

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.

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

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

Registered Retirement Savings Plan (RRSP)

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

Employer Matched Contributions Eligibility

Employees 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.

Professional Development

Professional Development is an important part of attracting and retaining employees in an organization. All Staff at Chinook's Edge are encouraged to take responsibility for their own professional development. In addition, supervisors are encouraged to include professional development as part of the performance appraisal process and to ensure that employees have the skills and abilities their positions require. This also ensures that employees remain challenged in their roles and that they are always learning.

To avoid any confusion regarding the costs and expenses that will be covered, the Superintendent or designate will review each professional development request on a case by case basis.

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

Individual Initiated Professional Development Course

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

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

Appendices

Appendix 1 – Employment Standards

When an employer terminates 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.

February 2015-ONLINE: <http://work.alberta.ca/documents/Termination-of-Employment-and-Temp-Layoff.pdf>

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.

February 2015-ONLINE: <http://work.alberta.ca/documents/Termination-of-Employment-and-Temp-Layoff.pdf>

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.

February 2015-ONLINE: <http://work.alberta.ca/documents/Termination-of-Employment-and-Temp-Layoff.pdf>