

CENTRAL OFFICE

SUPPORT STAFF HANDBOOK

Medicine Hat Catholic Board of Education

2017 ~ 2018



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CENTRAL OFFICE

SUPPORT STAFF HANDBOOK

CONDITIONS OF EMPLOYMENT

Introduction

This Handbook shall apply to all central office support staff personnel considered non-teaching staff not covered by Union Contract. This handbook is written to describe compensation, benefits and working conditions. All content in this Handbook and the Employee's Offer of Employment is subordinate to school district policy, benefit plan documents and statutory requirements of the Alberta's Employment Standards Code administered by Alberta Human Resources and Employment, Employment Standards.

Salary Grids for Central Office Staff are not published in this document.

Job Descriptions for all positions covered by the handbook are not published in this document. Job Descriptions can be requested by contacting Human Resources.

GENERAL STATEMENT OF FAITH

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the District, will undertake to follow, both in and out of your employment with the District, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

Our Mission

In partnership with family, Church, and community, we provide Catholic Education of the highest quality to students.

Our Vision

A Gospel-centered community committed to:

- Learning excellence
- Christian service
- Living as Christ

Our Motto

Showing the Face of Christ to all.

Our Values

Catholic schools share a foundational belief that all children are loved by God, are individually unique and that the school has a mission to help each student to fulfill their God-given potential in all aspects of their persons: physically, academically, socially, morally and spiritually.

Medicine Hat Catholic Board of Education is committed to supporting inclusive communities that foster care and compassion of the students, families and staff with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition, and within the means of the District.

We believe that Catholic education is a ministry that is at the heart of the Church. In our ministry, we value and celebrate:

- Teaching and living our Catholic faith.
- Our Catholic traditions.
- Our ability to offer a full range of educational programs for all students.
- That every child is a unique creation who possesses an intrinsic dignity which must always be respected.
- Parents as primary educators. Parents have the first responsibility for the education of their children.

Our Principles of Practice

In our ministry we are called, always and everywhere, to:

- Model Christ
- Prayer
- Service
- Strive for Excellence
- Build Community
- Provide a welcoming, caring, respectful and safe learning environment for staff and students.

Our Commitment

The Catholic Church teaches that:

- a) Respect for the human person entails respect for the rights that flow from their dignity as a person.
n. 1930 Catechism of the Catholic Church
- b) Respect for the human person proceeds by way of respect for the principle that "everyone should look upon his neighbor (without any exception) as 'another self,' above all bearing in mind his life and the means necessary for living it with dignity."
n. 1931 Catechism of the Catholic Church
- c) The duty of making oneself a neighbor to others and actively serving them becomes even more urgent when it involves the disadvantaged, in whatever area this may be. "As you did it to one of the least of these my brethren, you did it to me." (Mt. 25:40)
n. 1932 Catechism of the Catholic Church
- d) With respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, whether based on sex, race, colour, social condition, language or religion is to be overcome and eradicated as contrary to God's intent.
n. 1935 Catechism of the Catholic Church

EMPLOYEE COMMENCEMENT AND PAYROLL

1. OFFERS OF EMPLOYMENT

All new Employees to the District who are working at central office will be placed in one of three arrangements: Continuous, Fixed-Term or Temporary based on the recommendation from the Superintendent of Schools or designate. Employees who are not placed in one of the aforementioned arrangements will be in that of a Substitute/Casual Agreement explained in Article 1.7.

1.1 Arrangements

1.1.1 Continuous - an arrangement that is continuous from year to year. A continuous arrangement is granted following a successful evaluation as described under Article 19.

1.1.2 Fixed-Term – an arrangement between two fixed dates and automatically concludes at the end of the Term.

1.1.3 Temporary - an arrangement used for those who are replacing an Employee who is absent from a position for a predetermined period of time, exceeding 90 days.

1.2 All Employees are considered “probationary” upon commencing their employment, probation period will be defined in the Offer of Employment. The Employee may be terminated at any time during the initial six (6) month period either with cause in which case no notice or pay in lieu of notice is provided, or without cause upon the minimum notice required under the Employment Standard’s Code (ESC) or a combination of notice and pay in lieu of notice meeting the minimum requirements of the ESC.

1.3 Upon receipt of a Personnel Requisition, the Human Resources and Benefits Officer will create an Offer of Employment authorized by the Superintendent of Schools. The Offer of Employment must be signed and returned to Human Resources and Benefits Supervisor before the first day of employment.

1.4 Before employment commences, all Employees must complete a SUPPORT STAFF APPLICATION FORM. The Declaration located on the application form must be signed. All required supporting documentation, as outlined on the application form, must be delivered to the Human Resources and Benefits Officer immediately upon the acceptance of the offer of employment and before the first day of employment.

1.5 All offers of employment will consider relevant post-secondary education and/or relevant experience. The Superintendent of Schools or Central Office Designate in consultation with the Human Resources and Benefits Officer will recommend Grid/Step Placement with the final recommendation determined by the Superintendent of Schools.

1.6 All offers of employment will include the assignment reflected as a Full Time Equivalent. Full Time Equivalent will be reflected as FTE throughout the remainder of this document.

1.7 Substitute/Casual Agreement - an agreement to be used for short time/sporadic employment.

1.8 All arrangements/agreements may be superseded by redundancy.

BENEFITS

2. GENERAL ELIGIBILITY

Employee benefits are available provided the Employee meets the eligibility criteria. Eligible Employees will co-ordinate benefits with the Human Resources and Benefits Officer immediately upon the offer of employment. Benefit coverage is on a 12 month basis while an Employee has continuing employment with the District. Eligibility will be determined as follows per the Offer of Employment:

2.1 *Continuous Arrangement*

2.1.2 The Employee works at least 0.5 FTE.

2.1.3 Eligible Employees will co-ordinate benefits with the Human Resources and Benefits Officer immediately upon the acceptance of the offer of employment. Benefits will begin day 1 of the commencement of employment.

2.2 *Fixed-Term or Temporary Arrangement*

2.2.1 The Employee works at least 0.5 FTE.

2.2.2 Employees who commence employment or would otherwise become eligible for benefits on or after April 1 will not be eligible for benefits for that school year.

2.2.3 Eligible Employees will co-ordinate benefits with the Human Resources and Benefits Officer immediately upon the acceptance of the offer of employment. Employees will be placed in a waiting period of 90 Days.

2.2.4 An employee becoming eligible to begin benefits between the 1st and 15th of the month will commence benefits on the first of that month. For example: eligible on November 10th, commence benefits November 1st. An employee becoming eligible to begin benefits between the 16th and the last day of the month will commence benefits on the first of the following month. For example: eligible on November 20th, commence benefits on December 1st.

2.3 Additional hours worked greater than assigned FTE are not used toward calculation of eligibility for benefits.

3. BENEFIT COVERAGE

The Employment Insurance rebate will be shared according to Section 64(4) of The Employment Insurance Act by the benefits contained in this handbook.

3.1 *For Employees in a Continuous Arrangement with the District on or prior to September 30, 2006*, the Board agrees to pay 100% of the Employees benefit premiums contingent on eligibility as per Article 2 and under the provisions of the benefit provider.

Currently, Alberta School Employee Benefit Plan (ASEBP), provides the following benefits:

3.1.1 * Life Insurance: Plan 2

3.1.2 * Accidental Death and Dismemberment: Plan 2

3.1.3 * Extended Disability: Plan D

3.1.4 Extended Health Care: Plan 1

3.1.5 Dental Care: Plan 3

3.1.6 Employee and Family Assistance Program

3.1.7 Health Spending Account (September 1, 2016)

These () benefits are mandatory as a condition of employment.*

The employer paid portion of Life and Accidental Death and Dismemberment is a taxable benefit.

3.2 *For Employees who commenced employment with the District on or after August 28, 2006, the Board agrees to pay a prorated benefit premium based on an Employee's assigned FTE, contingent on eligibility as per Article 2 and under the provisions of the benefit provider. *The assigned FTE indicates the percentage of the benefit premium that will be paid by the Board and the remainder will be paid by the Employee. Application Form(s)/Waiver Form(s) must be completed on commencement of employment.*

3.3 ASEBP information outlining the Benefit Plan is accessible to all Employees on line and in printable form at www.asebp.ab.ca. For explanation of the information, refer to the Human Resources & Benefits Officer. It is important to acquaint yourself with the plan provisions.

4. **VOLUNTARY ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)**

This voluntary plan is provided through iA Financial Group and the amount of insurance coverage available for single or family is: \$25,000, \$50,000, \$100,000, \$150,000, \$200,000, \$250,000, \$300,000, \$350,000, \$400,000, \$450,000, \$500,000. The cost of single insurance is \$0.025 per month for each \$1000 of insurance and family insurance is \$0.04 per month for each \$1000 of insurance. If you are interested in signing up for this please contact the Human Resources and Benefits Officer for an application form.

5. **NOTIFICATION FOR PAYROLL AND EMPLOYEE BENEFIT CHANGES**

It is the Employees' responsibility to immediately contact the Human Resources and Benefits Officer upon start of employment, change to assignment or designation, termination of employment, or any change to address, dependents, beneficiaries, marital status or other personal status applicable to benefits and payroll coverage. It is the responsibility of the Employee to directly contact the Human Resources and Benefits Officer located at Central Office immediately upon the effective date of the change.

Changes to position/salary/status will be communicated and verified by Staffing Notification (.pdf) via e-mail.

6. **TAXATION, CANADA PENSION AND EMPLOYMENT INSURANCE**

5.1 All Employees must complete a Personal Tax Credit return on commencement of employment. Changes to TD1 forms can be made at any time as per the employee's request.

5.2 Canada Pension Plan and Employment Insurance contributions are deducted as appropriate.

7. **LOCAL AUTHORITIES PENSION PLAN (LAPP)**

An Employee must complete a successful six to twelve month probation before being eligible for participation in the pension plan. Membership in LAPP will be compulsory for all full time permanent and part time permanent Employees.

6.1 Please refer to Administrative Procedure 419

SALARY

8. HOURS OF WORK

Hours of Work are subordinate to Alberta's Employment Standards Code as administered by Alberta Human Resources and Employment, Employment Standards. Due to the complexity and variable schedules of Employees in the District, the Employment Standards Guide outlines the requirements by law and can be used as a general guideline. In all circumstances we must ensure adequate coverage is being considered to meet program requirements while meeting the needs of the individual Employee.

- 8.1 The daily hours of work are Seven (7) Hours a day, Monday to Friday with no less than ½ hour of unpaid rest, during each 5 consecutive hours of work.
- 8.2 Staff in the maintenance department will work Eight (8) Hours a day, Monday to Friday with no less than ½ hour of unpaid rest, during each 5 consecutive hours of work.
- 8.3 The daily hours of work shall be at the determination of the Superintendent and/or Central Office Designate.
- 8.4 **Flexible Hours**
With the permission of an Employee's immediate Supervisor, an Employee may utilize flexible time during the course of the day to complete work.

9. REPORTING ABSENCES

- 9.1 Except in emergency circumstances, any absence must be reported to the Employee's Supervisor as soon as possible. An Absence Notification Form must be completed and forwarded to Human Resources Officer immediately upon notification of the Employee on leave.
- 9.2 While it is recognized that circumstances arise where Employees must be absent from work for legitimate reasons, all Employees must understand and accept that, while an absence may be excused, a lack of reporting such absence as soon as possible and within the timeline outlined above is unacceptable and may result in loss of pay as a result of a failure to notify of an absence.
- 9.3 All medical absences longer than three (3) consecutive days require a certificate signed by an attending medical or dental practitioner with a copy to the Employee's Supervisor and a copy to the Human Resources & Benefits Officer. The note must indicate the estimated length of absence. If an Employee does not return before the estimated length noted, a revised medical/dental practitioner certificate will be required.
- 9.4 The District may require and the Employee must arrange to provide a certificate by an attending medical or dental practitioner or report in the circumstances other than a three (3) day consecutive absence as outlined in Article 9.3, where the Employee's Supervisor has determined, in consultation with the Superintendent of Schools or designate that written confirmation of relevant medical restrictions is required in the circumstances.
- 9.5 When the sickness extends for a period of over one month (30 days), the Employee may, at the discretion of the Superintendent of Schools or designate, be called upon to furnish a further medical certificate at the end of each month during the duration of the sickness.

10. RATE OF PAY

Continuous, Fixed-Term or Temporary Arrangements

- 10.1 Annual salaries are based on the job classification, grid placement and the FTE reflected in the offer of employment. Annual salary will be paid in twelve equal monthly payments by electronic submission.
- 10.2 All Payroll Documents (i.e. Payroll Exception Report, Time Sheets) for all Employee arrangements and classifications must be submitted to the Payroll Officer on or before the payroll cutoff date, as per the payroll calendar, found on ESS. Should these documents not be complete or received on time, the adjustments will be made in the next month's pay period.
- 10.3 Salaries and benefits will be reviewed periodically by the Board.

Substitute / Casual Agreement

- 10.4 Employees in a Substitute/Casual Agreement will be compensated, as per Step 0 on Grid 1. If the employee is in an assignment and works in a substitute/casual agreement, the employee will be paid at the employee's current grid rate.
- 10.5 Employees will record hours of work on a timesheet that will be submitted to Payroll on or before payroll cut off. (Normally the 15th of the month)

11. OVERTIME

11.1 SUPPORT STAFF

The District acknowledges certain positions, due to their unique responsibilities for meeting strict deadlines, necessitate the Employee to work overtime to meet the operational requirements. The positions eligible for overtime in Article 11.1 are as follows: Accounts Payable Administrative Assistant; Facilities and Operations Administrative Assistant; Learning Services Administrative Assistant; Human Resources and Benefits Officer; Payroll Officer; Administrative Assistant to the Secretary-Treasurer.

Overtime is defined as all time worked outside the normal hourly requirements of the position and pre-approved by the Employee's immediate Supervisor and the Superintendent of Schools or Designate. Overtime should only be an occasional necessity rather than a regular requirement or the result of individual preference.

The need for overtime shall be documented and an estimate of the amount of overtime shall be made and these are to be discussed with the immediate Supervisor and the Superintendent of Schools. The approval will be documented.

Overtime shall be tracked with a start and end time of the overtime period along with a note of the work performed and signed off by the Supervisor weekly.

The Employee and the Supervisor shall at all times ensure there is accountability over the work being performed.

Timesheets need to reflect all hours earned and/or taken. Once signed by the Supervisor, the timesheet is considered an accurate and true document. In the event that a timesheet must be changed after submission, approval must be obtained from the Superintendent or designate.

11.1.1 **Time Off “In Lieu”** – Time Off In Lieu, refers to *time off in place of payment*. A plan shall be developed and documented to ensure the time off in lieu is taken at a time agreeable to both the employee and the District considering operational requirements. Time off in lieu, must be used within six (6) months of the date that the overtime was worked in accordance with the current Employment Standards Code. Exceptions to this time frame will be allowed based upon a prior written request from the Employee and written approval from the Employee’s immediate Supervisor.

11.2 **FACILITIES AND OPERATIONS**

All Overtime conditions outlined in *Article 11.1* and *11.1.2* apply to the following positions *plus Article 11.2.1*, described below: **Facilities and Operations Supervisor; Maintenance Journeyman; Maintenance Worker.**

11.2.1 Double time shall be paid for emergency calls and not less than two (2) hours at the regular rate for any one call.

11.3 **INFORMATION SYSTEMS / (IT)**

The District acknowledges certain positions, due to their unique responsibilities for meeting strict deadlines, necessitate the Employee to work overtime to meet the operational requirements. The position eligible for overtime in **Section 11.3** is: **IT Analyst/Specialist.**

Information Systems Flextime Scheduling: Guidelines and Procedures Purpose:

The purpose of this program is to enhance operations through increased service and reduce the need for overtime while allowing Employees a flexible work schedule. The Information Technology department may accommodate the reasonable requests of Employees for alternate work schedules when consistent with the needs of the department to accomplish their job responsibilities.

This program applies to the temporary full time and permanent full time Employees of the Information Technology department.

Definitions:

Flextime is a term used to define an alternate work schedule by which an Employee may work within specific limits dictated by the needs of the job and is subject to management review and approval. Employees on a flextime program shall complete 35 hours over a one workweek period, Monday through Friday.

Core Hours (standard workweek) for temporary full time and permanent full time Employees shall be from 8:30 a.m. to 4:30 p.m., Monday through Friday.

Bandwidth is the span of time beginning at the earliest time an Employee may start work and ending at the latest time an Employee may stop work. For temporary full time and permanent full time Employees this shall be 7:00 am to 6:00 pm, Monday through Friday.

Procedures:

- The normal workweek shall continue as a 5 day, 35 hour workweek for IT Department Employees.
- The Director of Information Systems will ensure coverage during its “core hours” of operation and has the discretion to determine staffing coverage to meet the operating requirements of the department.
- The Director of Information Systems will be responsible for resolving department schedule conflicts and assuring that proper coverage is maintained.

- The Director of Information Systems may, at his/her sole discretion, implement, continue, or discontinue flextime work schedules and an Employee may be reassigned to work core hours at any time.
- Computation of Vacation/Earned/Overtime/Sick Leave: The accrual and usage of these benefits is the same for Employees working flextime as for those working a standard schedule.

Flextime Schedules:

Subject to the prior approval of the Director of Information Systems, an Employee may work a pre-established flextime schedule but the Employee is expected to work the chosen schedule in a consistent manner.

Peak-Hour Flextime: It is important to note that the level of service must be maintained during core hours. Therefore, the Director of Information Systems will need to coordinate the schedules of all flextime participants to ensure ample coverage during these hours.

Adjusted Lunch Period: An Employee may wish to extend or shorten their lunch period while still working a 7 hour workday.

General Guidelines and Eligibility:

In order to be eligible to participate in the flextime program, an Employee must maintain a satisfactory rating on all performance reviews.

Employees shall have prior approval of the Director of Information Systems to work a preapproved flextime schedule.

Employees shall be responsible for attending all mandatory department and District meetings and training. Employees shall be expected to attend such events even if the meeting or training schedule is scheduled at an “off” time. The maximum number of hours an Employee may work in a single day is 10.

Employees do not have to change flextime schedules unless they wish to do so or are assigned to one by the Director of Information Systems to meet operational or department need.

A flextime schedule, once agreed upon by the Director of Information Systems, should remain stable except when a special need arises. Emergency situations, which require schedule modification, may be accommodated with approval of the Director of Information Systems.

Responsibilities - Director of Information Systems:

The Director of Information Systems may consider, approve, and revise work schedules based on operational and educational (student) needs. Approval of alternative work schedules should ensure that:

- The level and quality of service is maintained or increased,
- Schedules coordinate with needs of internal and external stakeholders,
- Resources are used efficiently and effectively,
- Operational deadlines are met without increased overtime,
- Absenteeism and tardiness are improved.

Responsibilities: Employee:

- Completing assigned work,
- Using work time effectively,
- Assuring the same or improved level of service,
- Maintaining dependable attendance,
- Documenting timekeeping accurately,
- Communicating work problems and needs to the Director of Information Systems.

Annual Evaluation of Flextime Schedules:

All flextime scheduling programs should be reviewed annually to see that they are still viable and are still meeting the department and Employee needs. Flextime scheduling metrics include the following:

- Absenteeism
- Turnover
- Punctuality
- Overtime
- Operational statistics and workload issues

The Director of Information Systems will review the data for any inconsistencies or problem areas. The Information Technology department will also, from time to time, survey the opinions of staff and management. The data and the opinion survey will be used to determine whether to continue the program.

12. PAY DAYS

- 12.1 Central Office Support staff will be paid by the last banking Friday of the month with the exception of December and June when staff will be paid on the last teaching Friday.
- 12.2 Employees will contact the Payroll Officer with discrepancies.

13. EARNINGS STATEMENTS AND T4'S

Earnings Statement and T4's are provided electronically online. If you require assistance on how to retrieve these documents please contact the Human Resources and Benefits Officer.

14. EMPLOYMENT INSURANCE BENEFIT AND RECORD OF EMPLOYMENT

Employees that require a Record of Employment (R.O.E.), at school year end, must request in writing to the Payroll Officer on or before June 1st.

15. WORKERS COMPENSATION

All support staff are covered under Worker's Compensation. All accidents must be reported to the Employee's direct Supervisor and the Human Resources & Benefits Officer immediately. An Employee Accident Report Form must be completed for Worker's Compensation within 72 hours, whether lost time is incurred or not.

15.1 Occupational Injury Service (OIS)

MHCBE has signed up for Occupational Injury Service (OIS), through WCB. An OIS is a medical clinic specifically for people who are injured at work. The medical professionals at the clinic not only provide timely and appropriate care, they are trained to understand workplace injuries and job demands.

Benefits to attending an OIS Clinic are:

- Provided with a choice of medical provider
- Fast access to see a doctor and other services such as x-rays, MRI's, etc.
- Access to expert return-to-work coaches
- Learn how to prevent injury and re-injury
- Ensures you, your employer, physician, and WCB are on the same page regarding your injury recovery
- Promotes earlier, safe and sustainable return to work through a focus on modified work

If you are injured at work, please consider treatment at an OIS Clinic. For further details, please contact the Human Resources and Benefits Officer at 403-502-8366.

VACATION AND LEAVES

16. VACATION/STATUTORY HOLIDAY PAY

Statutory Holidays

- 16.1 New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Heritage Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and all other holidays proclaimed by the City of Medicine Hat, the Province of Alberta or the Dominion of Canada.

Vacation Entitlement

- 16.2 **Note:** For the purpose of this document; the calendar year refers to September 1st - August 31st. Entitlements are based on September 1st following the anniversary date. Employees accumulate annual vacation according to the schedules contained in the specific individual employment category sections.
- 16.3 Vacation may only be used as it is earned, with written consent from the Department Head / Supervisor.
- 16.4 In special circumstances, vacation may be postponed to a subsequent calendar year, however, the total of any postponed vacation shall not exceed the number of vacation days that the Employee is entitled to for the current calendar year. In order to ensure compliance with this limitation the Employer will direct any Employee who may be at risk of being in noncompliance to take as many postponed vacation days as are necessary in the Employer's opinion to ensure compliance. If no agreement can be reached with the Employee as to when the postponed vacation days will be taken, the vacation shall be taken at a time selected by the Employer.
- 16.5 Upon termination of employment, the Employee will be paid for vacation days earned and not used, at the rate of salary then in effect.
- 16.6 Vacation pay and holiday entitlement is based on active years of service, while in an assignment.
- 16.7 Christmas to New Year's office closure is observed annually, the Catholic Education Center will be closed from December 25 to January 1 inclusive. This time is allocated as one means to compensate Employees who are owed time in lieu.
- 16.8 Vacation Entitlement for all regular (12) month salaried support staff earn annual vacation according to the following schedule:

0 – 5 Years	3 weeks
6 – 14 Years	4 weeks
15 + Years	5 weeks

17. LEAVES OF ABSENCE

All leave requests must be made in writing to the Superintendent of Schools and/or designate. The Superintendent of Schools and/or designate will approve the request to the Employee by signing and dating the written request. Reporting Absences and the forms explained in Article 9 must be forwarded to the Human Resources and Benefits Officer before the leave commences. Notification of leaves, in any capacity will be immediately communicated to the Human Resources and Benefits Officer in consultation with the Payroll Officer in cases where salary adjustment is required. Leaves for part-time Employees shall be prorated. Should an Employee request a leave for reasons not described below the Employee may be allowed to take the requested time off through the use of an unpaid leave or by using vacation time.

17.1 Sick Leave

Annual sick leave, with pay, will be granted to the Employee for the purpose of obtaining necessary medical or dental treatment because of accident, illness or disability, in accordance with the following schedule:

- 17.1.1 In the first year of service with the Board = 1.5 days per month, after 30 days of employment.
- 17.1.2 After one year of service = 90 calendar days.
- 17.1.3 After 90 calendar days of continuous absence due to medical disability, no further salary or benefits shall be paid and the Alberta School Employee Benefits plan shall take effect contingent on eligibility.
- 17.1.4 After each subsequent absence in the same school year, the 90 calendar days shall not be reinstated until the employee has been actively at work for ten (10) consecutive days unless the absence is a result of a new medical condition confirmed by a medical doctor contingent on eligibility.
- 17.1.5 When the Employee leaves the employ of the School district, all sick leave shall be cancelled.

17.2 Compassionate Leave

- 17.2.1 Upon request, temporary leave of absence necessitated by the critical illness of a spouse, child, parent, brother, sister, parents of spouse, or other relative who is a member of the Employee's household shall be granted up to and including 5 days with pay. A medical statement will be required if death does not occur.
- 17.2.2 Upon request temporary leave of absence due to a noncritical illness in the Employee's household shall be granted up to and including 2 days with pay.
- 17.2.3 Upon request, temporary leave of absence necessitated by the death of a spouse, child, parent, brother, sister, parents of spouse or other relative who is a member of the Employee's household, shall be granted up to and including 5 days with pay. For combined critical illness and death, not more than 10 days.
- 17.2.4 Upon request, temporary leave of absence necessitated by the death of a grandparent, grandchild or in laws, 2 days with pay; uncles, aunts, cousins, nephews and nieces, 1 day with pay.
- 17.2.5 The Superintendent of Schools may approve additional compassionate leave.

17.3 Maternity Leave

- 17.3.1 Maternity leave shall be without pay or board contribution to benefit premiums. As of January 1st, 2018, birth mothers can take up to 16 consecutive weeks of unpaid maternity leave. Leave can start any time within the 13 weeks leading up to the estimated due date and no later than the date of birth. Birth and adoptive parents can take up to 62 weeks of unpaid parental leave. Leave can start any time after the birth or adoption of a child, but must be completed within 78 weeks of the date the baby was born or placed with the parents.
- 17.3.2 Where possible, at least six (6) weeks prior to the commencement of the leave, written notice of intent to take such leave will be forwarded to the Superintendent or designate along with a certificate stating the anticipated date of delivery.
- 17.3.3 The Employer shall implement a Supplementary Unemployment Benefits Plan that will cover all female employees eligible for sick leave benefits. The Employer agrees to pay, during the health related portion of maternity leave after the birth of the child, a supplementary unemployment benefit which shall provide employees on maternity leave with an amount so that the total amount received by the employee from Employment Insurance plus the payment received by the Employer does not exceed 95% of the employee's normal gross earnings. The remainder of maternity leave not covered by the health related portion shall be at no cost to the Employer.

The plan shall only be payable for days on which the employee would have worked had she not been absent on maternity leave. The plan will be paid for the duration of absence from duties for a health reason related, to pregnancy during maternity leave up to a maximum of ninety (90) consecutive calendar days or the accumulated sick days earned by the employee, whichever is less.

To access the Plan, the employee must:

- a) Prove that they have applied for and are in receipt of EI benefits and that they are incapable of working because of a disability related to pregnancy.
- b) Provide a medical certificate from the employee's attending medical practitioner specifying the health related period (i.e. the period of time the employee is not physically capable of performing employment duties in relation to their pregnancy) of the employee's maternity leave.
- c) Provide proof of the waiting period and weekly earnings from EI. The Plan is payable for a period during which an employee is not in receipt of EI benefits if the only reason for nonreceipt is the claimant is serving the one week EI waiting period.

17.3.4 The Board shall pay the portion of the employee's benefits plan premiums as specified in Article 3 for the health related portion of the maternity leave.

17.3.5 At least four weeks prior to the date on which the employee intends to return to work, written notice must be forwarded to the Associate Superintendent Human Resources or designate.

17.3.6 Following the leave an employee shall be returned to the position held at the commencement of the leave or to a mutually agreed upon position. Failing mutual agreement the Employer shall assign the employee to a position similar to that held at the commencement of leave.

17.3.7 For the purpose of this leave, medical certification of proof of pregnancy, birth and requirement for sick leave may be provided by a doctor or a midwife.

17.4 Parental Leave

17.4.1 As mandated by Alberta Employment Standards Guide 2018.

17.5 Paternity Leave

17.5.1 An Employee whose spouse gives birth to a child on a school day shall be entitled to a leave of absence with pay for that day, and for the day immediately following the day of birth, if that day is a school day.

17.6 Adoption of a Child

17.6.1 An Employee involved in the process of adopting a child shall be entitled to one day leave, with pay, should the adoption authorities demand the Employee's presence.

17.7 Jury Duty

17.7.1 An Employee who is required to serve as a juror or court witness shall be paid the difference between his/her normal earnings and the payment received for their jury service. The Employee must present proof of service and the amount of pay received to the Payroll Officer immediately upon receipt.

17.8 Other Leaves

17.8.1 In rare instances or special circumstances a leave of absence without pay may be granted. A written request must be submitted to the Superintendent of Schools giving sufficient time for consideration of the request. The Superintendent of Schools will make the final determination.

17.8.2 Leave of Absence notice for continuation of benefit coverage is required to be reported by Human Resources 31 days prior to leave to Alberta School Employee

Benefit Plan (ASEBP). Continuation of benefit coverage during the duration of the leave will be employees cost.

- 17.8.3 Administrative Procedure 409 - Leave of Absence must be referred to and applicable when appropriate.

TRAINING, EDUCATION AND PROFESSIONAL DEVELOPMENT

18. PROFESSIONAL DEVELOPMENT AND PROFESSIONAL GROWTH

- 18.1 Employees who have upgraded their qualifications since commencing employment should forward proof of participation, certificates obtained or other relevant documentation to the Human Resources and Benefits Officer for inclusion in their personnel files.
- 18.2 Employees are encouraged to participate in professional development opportunities to enhance knowledge and skills.
- 18.3 Mandatory professional development days may be identified each school year and Employees will be compensated if the professional development occurs outside of normal hours.

EVALUATIONS, JOB DESCRIPTIONS & PERFORMANCE REVIEWS

19. EVALUATION, JOB DESCRIPTIONS AND REVIEWS

Initial evaluations will be conducted for all support staff prior to the expiry of an Employee's probationary period. Evaluations will be conducted by the Employee's Supervisor or by the Superintendent of Schools and or designate.

- 19.1 Job Descriptions containing deliverables are available via the supervisor or Human Resources and Benefits Officer.
- 19.2 An evaluation will be done following the employees probationary period. An evaluation then will only be engaged if deemed necessary by the Supervisor.

TERMINATION

20. TERMINATION BY THE EMPLOYER

In the event that the Employee's employment is terminated either by the Employee or the Employer, the Employee agrees that the Employer has the right to set off against or deduct from the Employee's salary or other entitlements (including but not limited to, any vacation pay or general holiday pay the Employee is entitled to at law, or any salary in lieu of notice payable in accordance with the offer letter) any sum of money that is owing to the Employer at the time of termination.

- 20.1 The Employer may terminate an Employee's employment at any time, whether during or after the Probationary Period, for cause without notice or compensation in lieu thereof.
- 20.2 At any time during the Probationary Period, the Employer may terminate the Employee's employment for any reason, in its absolute discretion, without notice or salary in lieu thereof. In the event that the Probationary Period is longer than three months or is extended beyond a three month period, the Employer will provide one week's notice or salary in lieu thereof in the event of termination.
- 20.3 At any time following the Probationary Period, the Employer may terminate or fundamentally alter the Employee's employment for any reason, in its absolute discretion, by providing the Employee with written notice or salary in lieu of notice, or a combination thereof, equal to the minimum requirements of the Employment Standards Code which is outlined in the Employment Standards Guide. No notice or salary in lieu of notice in excess of the minimums of the Employment Standards Code shall be provided.

20.4 It is understood and agreed that the above notice or payment in lieu of notice, or combination thereof, is reasonable and adequate notice, and will fulfill all requirements for notice, or payment in lieu of notice imposed by law.

20.5 Upon termination or alteration of the Employee's employment as set out herein, it is understood that the Employee shall have no further claims against, or be entitled to any further remuneration or compensation from the Employer arising out of the termination or alteration of the employment.

21. TERMINATION BY THE EMPLOYEE

An Employee may terminate their employment at any time by providing to the Employer notice in writing, as per Employment Standards, to that effect. The Employer may decide, in its sole discretion, to waive the Employee's required notice of termination.

22. TERMINATION OTHER TERMS AND CONDITIONS

In the event that your employment is terminated either by you or the Employer, you agree that the Employer has the right to set off against or deduct from your salary or other entitlements (including but not limited to, any vacation pay or general holiday pay you are entitled to at law, or any salary in lieu of notice payable in accordance with the offer letter) any sum of money that is owing to the Employer at the time of termination.

You agree that the Employer has the right to enact or invoke policies and procedures governing its employees, and you agree to be bound by all such policies and procedures, except where they specifically contradict the terms of this offer of employment. The Employer reserves the right to amend the Central Office Support Staff Handbook from time to time.

*Please note that if there is a conflict between the terms and conditions outlined in the Offer of Employment and Central Office Support Staff Handbook, the terms and conditions outlined in the Offer of Employment will govern.

23. RETIREMENT

In the event that your employment ends due to retirement, a letter of resignation stating such is required by Human Resources. This letter should be submitted at a minimum of 40 days prior to retirement date. This will provide the employee the opportunity if eligible to continue with benefits with Alberta School Employee Benefit Plan as an Early Retiree with the required amount of notice ASEBP requires. As an individual participating in an employer sponsored ASEBP benefit plan, you can apply to continue your benefits coverage into your retirement, providing you meet the following conditions:

- You are at least age 50 before the date of your retirement
- You must have been working for an ASEBP participating employer for a minimum of five consecutive years leading up to your retirement.
- You must remain a resident of Canada and be covered by a provincial health care program.
- ASEBP must receive your completed Early Retiree application, available from your employer at a minimum of 31 days prior to your last day of employment.

The retirement notice will also ensure the employee is included in the District's Employee Recognition Program for that school year.

CONTACT:

**Questions about this publication can be directed to the
Office of the Superintendent of Schools.**

All other inquiries are directed to Human Resources.

