

# **CENTRAL OFFICE SUPPORT STAFF HANDBOOK**

**2019 – 2020**



**THE MEDICINE HAT  
CATHOLIC BOARD OF EDUCATION**

## CENTRAL OFFICE – SUPPORT STAFF HANDBOOK

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## **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 division policy, benefit plan documents and statutory requirements of the Alberta Employment Standards Code.

Please note that if there is a conflict between the terms and conditions outlined in the Offer of Employment and the above mentioned documents, the terms and conditions outlined in the Offer of Employment will govern, so long as they are equal to or above the minimum criteria.

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 Division, will undertake to follow, both in and out of your employment with the Division, 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.

### Division Motto

“Showing the Face of Christ to All”

### Our Mission

In partnership with Family, Church and Community, we provide Catholic Education of the highest quality to our students.

### Our Vision

A Gospel-centered community committed to:

- Learning Excellence
- Christian Service
- Living as Christ

### 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 Division.

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 are 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

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### 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 the 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, color, 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 Division 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.

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. At any time during the probation period, the employer may terminate your employment for any reason, in its absolute discretion, without notice or salary in lieu thereof. In the event that your probationary period is longer than three (3) months or is extended beyond a three (3) month period, the employer will provide one week’s notice or salary in lieu thereof in the event of termination.

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 the Human Resources and Benefits Officer 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.

## **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 Division. Eligibility will be determined as follows per the offer of employment:

#### **2.1 Continuous Arrangement**

- 2.1.1 The employee works at least 0.50 FTE.
- 2.1.2 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 0.50 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 1<sup>st</sup> and payroll cutoff for the month will commence benefits on the first of that month. For example: eligible on November 10<sup>th</sup>, commence benefits November 1<sup>st</sup>. An employee becoming eligible to begin benefits between payroll cutoff and the last day of the month will commence benefits on the first of the following month. For example: eligible on November 20<sup>th</sup>, commence benefits on December 1<sup>st</sup>.

- 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 Division 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.
- 3.2 For employees who commenced employment with the Division on or after August 28, 2006, the Board agrees to pay a prorated benefit premium based on the 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.

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

- 3.2.1 \*Life Insurance: Plan 2
- 3.2.2 \*Accidental Death and Dismemberment: Plan 2
- 3.2.3 \*Extended Disability: Plan D
- 3.2.4 Extended Health Care: Plan 1
- 3.2.5 Dental Care: Plan 3
- 3.2.6 Employee and Family Assistance Program
- 3.2.7 \*\* *New Health Spending Account (September 1, 2016)\*\**

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

*Employer paid portion of Life and Accidental Death and Dismemberment is a taxable benefit.*

- 3.3 ASEBP information outlining the Benefit Plan is accessible to all employees online and in printable form at [www.asebp.ca](http://www.asebp.ca). For explanation of the information, please contact ASEBP directly. 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.

**Note:** Changes to position/salary/status will be communicated and verified by Staffing Notification (.pdf) via email.

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

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

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

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

An employee must complete a successful probation, for a term not more than twelve (12) months 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.

7.1 Please refer to Administrative Procedure 419.

## SALARY

### 8. HOURS OF WORK

Hours of work are subordinate to the Alberta Employment Standards Code. Due to the complexity and variable schedules of employees in the Division, 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 of Schools and/or the Central Office Designate.
- 8.4 Flexible Hours – with the permission of the 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. The employee is responsible to complete either the Vacation Request Form or the Request for Leave of Absence Form and forward it to the Human Resources and Benefits Officer immediately once it has been approved/signed by their supervisor.
- 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 the employer 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 and 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 Division may require and the employee must arrange to provide a certificate by an attending medical or dental practitioner or report in 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 are required in the circumstances.
- 9.5 When the sickness extends for a period of over one (1) month (30 days), the employee may, at the discretion of the Superintendent of Schools or designate, be called upon to provide 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 (12) equal monthly payments by electronic submission.

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- 10.2 All payroll documents (ie. 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, in ESS Support Documents on the e-services page. 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.
- 10.4 Salary increments are given annually to full-time staff, based on anniversary date. If you started work between the 1<sup>st</sup> and 15<sup>th</sup> of the month, your anniversary date would be the first of the month. If you started between the 16<sup>th</sup> and the end of the month, your anniversary date would be the first of the following month.
- 10.5 Salary increments for part-time staff, based on division experience shall be any one school year during which the employee works not less than 600 hours. Increments will be processed the month following the month they obtained 600 hours.
- 10.6 Anniversary dates will be adjusted subject to leave of absences, such as maternity, personal, etc. that are over 12 months in length.
- Substitute / Casual Agreement**
- 10.7 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.
- 10.8 Employees will record hours of work on a timesheet that will be submitted to payroll on or before payroll cut off. (normally the 15<sup>th</sup> of the month).

### 11. OVERTIME

#### 11.1 SUPPORT STAFF

The Division 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 NOT eligible for overtime in Article 11.1 are as follows: Assistant Secretary Treasurer and Executive Assistant.

#### **Extra Hours / Overtime Hours (Paid/time in Lieu):**

- 11.1.1 In order to bank extra/overtime hours, a signed agreement must be in place at the start of each school year.
- 11.1.2 Extra hours are those hours worked over and above your scheduled shift that do not exceed 8 hours per day or 44 hours per week, whichever is greater.
- 11.1.3 Overtime is considered all hours worked in excess of 8 hours per day or 44 hours per week.
- 11.1.4 Extra and overtime hours must be pre-approved by your supervisor prior to working them.
- 11.1.5 Extra hours are paid or banked 1:1 (time for time).
- 11.1.6 Overtime hours are paid at 1:1.5 (time for time and a half) or banked at 1:1 (time for time).
- 11.1.7 Time off must be mutually agreed upon.
- 11.1.8 Pay and/or time off must be given/taken no later than June 30<sup>th</sup> each year and cannot be carried forward from one school year to another.
- 11.1.9 If the time is not given/taken by June 30<sup>th</sup>, it must be paid out at the rate in place at that time.
- 11.1.10 The time off in lieu reporting form must be submitted to HR when the extra/overtime is taken, but no later than June 30<sup>th</sup>.

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### 11.2 **FACILITIES AND OPERATIONS**

All overtime conditions outlined in Article 11.1 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.

### 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, 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.

### 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 1.

### 15. **WORKERS COMPENSATION**

All support staff are covered under The Workers Compensation Board of Alberta (WCB). All accidents must be reported to the employee's direct supervisor and the Occupational Health and Safety Officer immediately. An employee accident report form must be completed for WCB 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 Occupational Health & Safety Officer at 403-527-2292 ext. 1001.

## 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, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and all other holidays proclaimed by the City of Medicine Hat, Province of Alberta or the Dominion of Canada.

#### Vacation Entitlement

16.2 Note: For the purpose of this document; the calendar school year refers to September 1 to August 31<sup>st</sup>. Entitlements are based on September 1 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 from 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 Day office closure is observed annually, the Catholic Education Center will be closed from December 24 to January 1 inclusive.

16.8 Vacation entitlement for all regular (12) month salaried support staff is based on the following schedule:

0 – 5 years	6% = 3 weeks
6 – 13 years	8% = 4 weeks
14 – 21 years	10% = 5 weeks
22 years or over	12% = 6 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 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.
- 17.1.6 When the employee leaves the employ of the school division, all sick leave shall be cancelled.

### **17.2 Compassionate Leave**

- 17.2.1 Attending to a spouse or child requiring medical treatment not available in Medicine Hat shall be granted with pay, for up to two (2) days per school year.
- 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 critical illness of a spouse, child, grandchild, 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.
- 17.2.4 Upon request, temporary leave of absence necessitated by the death of a spouse, child, grandchild, 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.
- 17.2.5 Upon request, temporary leave of absence necessitated by the death of a grandparent, or in-laws, 2 days with pay; uncles, aunts, cousins, nephews and nieces, 1 day with pay.
- 17.2.6 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 1<sup>st</sup>, 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 Associate Superintendent of Human Resources or designate along with a certificate stating the anticipated date of delivery.
- 17.3.3 The employer shall implement a Supplementary Employment 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 employment 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 related reason, due 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 (ie. 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 non-receipt is the claimant is serving the one (1) 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 (4) 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 the 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.  
<https://www.alberta.ca/maternity-parental-leave.aspx>

### 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 (1) 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 at the employee's cost.
- 17.8.3 Administrative Procedure 409 – Leave of Absence must be referred to and applicable when appropriate.
- 17.8.4 Please refer to Employment Standards for a list of job protected leaves and the eligibility requirements.

## TRAINING, EDUCATION & 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. The probation period is 6 months from the date of hire unless otherwise described in the offer of employment. Evaluations will be conducted by the employee's supervisor or by the Superintendent of Schools and/or designate, with the option of a second probationary period should this be required. After the initial evaluation a further evaluation can be initiated by the employer or employee upon request.

- 19.1 Following a successful or a second evaluation, the evaluation will be placed in the employee's personnel file.
- 19.2 Following an unsuccessful initial evaluation, a second evaluation may be imposed at the discretion of the employee's supervisor or by the Superintendent of Schools, with an ongoing evaluation and supervision for a period of 3 months.
- 19.3 Job descriptions containing deliverables are available via the supervisor or Human Resources and Benefits Officer.

## 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 of 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 (3) months or is extended beyond a three (3) month period, the employer will provide one (1) week 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 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: if there is a conflict between the terms and conditions outlined in this offer of employment and the Central Office Support Staff Handbook, the terms and conditions outlined in this 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 (ASEBP), 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 50 years of age before the date of your retirement;
- You must have been working for an ASEBP participating employer for a minimum of five (5) consecutive years leading up to your retirement;
- You must be 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 Division Employee Recognition Program for that school year.

## CENTRAL OFFICE – SUPPORT STAFF HANDBOOK

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