



Support Staff Handbook

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Introduction

This handbook is written to describe the compensation, benefits, and working conditions of school non-certified staff.

A copy of the Administrative Procedures is accessible on the Division website and should be consulted for specific school division procedures.

Anything contained in this handbook and the employee's contract of employment is subordinate to school Division procedures, benefit plan documents, statutory requirements of The Employment Standards Code or other legislation.

Oath of Confidentiality

Employees will be required to agree to an Oath of Confidentiality which is in the support staff contract. Many areas of work involve information of a confidential nature which cannot be disclosed out of the work environment.

Employee Benefits and Payroll Deduction

General Eligibility for Benefits

Benefit coverage is on a 12-month basis while an employee has continuing employment with the Division. Employee benefits are generally available to support staff provided the employee meets the following eligibility criteria:

- eligibility for benefits the day after commencement of employment
- the employee works at least 20 hours per week
- Employment in a temporary position is not eligible for benefits if the position is for six months or less.
- Employees hired, or employees with an increase of full time equivalency after March 31 of the school year are not eligible for benefits for the balance of that school year.

The Division's benefit contributions for part-time employees will be prorated based on the employees' full-time equivalent status, with the premium payments being shared between the employee and the Division.

Benefit coverage for returning employees

10 month staff only - Employees with a June 30 termination date that have been offered a continuous position for the next school year, prior to June 30, will have their benefits covered through the summer.

All staff - Employees returning to the Division within six months of their termination will not be required to fulfil the one day waiting period for benefit coverage. As well, employees with an increase of full-time equivalency will not be required to fulfil the waiting period.

Notifications of Changes

Any change to an employee's address, dependents, beneficiaries, marital status or other personal status applicable to benefits coverage must be reported to the HR Department within 30 days of the change to keep in line with ASEBP's regulations and rules and to ensure that proper registration and payroll deduction information is maintained. Addresses must be done on the ERC/K12 (Employee Resource Centre), they filter automatically to the HR Department. Any issues with the ERC/K12, please contact the HR Department.

Income Tax, Canada Pension and Employment Insurance

All employees complete a Personal Tax Credit Return on commencement of employment. Thereafter, a new TD-1 should be completed whenever exemptions change.

Income Tax, Canada Pension Plan and Employment Insurance contributions will be deducted from the employee's earnings and remitted as required.

Alberta School Employee Benefits (ASEBP)

Information on the Alberta School Employee Benefit Program (ASEBP) is explained at the new employee orientation meeting. Further information is available on the AESBP website www.asebp.ca or the RDCRS staff benefits website www.rdcrs.ca.

Application/waiver form must be completed on commencement of employment (or when dependents/personal status changes) as follows:

- A. Group Life, Accidental Death & Dismemberment, and Extended Disability Benefit
 - coverage is mandatory
- B. Extended Health Care
 - coverage is mandatory
 - application must be completed and original submitted to HR
 - waiver on application must be completed if covered by spouse
- C. Dental Care
 - coverage is mandatory
 - application must be completed and original submitted to HR
 - waiver on application must be completed if covered by spouse
- D. Health Spending Account

Group Registered Retirement Savings Plan

The Division has a savings plan to employees who are eligible for benefits.

A sum equal to 5% of gross monthly earnings will be deducted from the participant, and deposited into an "R.R.S.P.-type" account. The Division will add 6% to the employee contribution. Employees may transfer the employer share of their RRSP to a financial institution of their choice.

The Division's contribution is a taxable benefit. Administration of this plan is handled through Great West Life Assurance Company.

Vacation and Vacation Pay

10 MONTH EMPLOYEES - The majority of full-time educational assistants, school secretaries and library technicians are paid an annual salary based on 201 working days inclusive of vacation/statutory holiday pay. Part-time employees may be paid based on an hourly rate, plus vacation pay.

12 MONTH EMPLOYEES - In the first year of employment, 15 days (3 weeks) vacation entitlement will be granted. An additional one day per year of service will be given after five years of employment to a maximum of 30 days (6 weeks). Part-time service will be adjusted to full time equivalency.

It is generally understood, vacation entitlement should be used in the year it is earned. No more than five days of vacation can be carried over into the next year. Any unused vacation entitlement in excess of 5 days will not be carried forward to the next year and will be paid to the employee at the end of the year in which it is accrued.

All vacation requests must be approved in advance by the supervisor. If the employee and the supervisor are unable to agree on dates for the employee's vacation, the supervisor may unilaterally select the dates that the employee will take their vacation, provided that the employee is given two weeks notice of the days that they are to take their vacation.

To recognize Christmas being a special season, employees are given a break of five consecutive days. Example: If December 25 falls on a Monday, employees will be given December 23, 24, 25, 26, 27. Any additional days taken will be used as vacation days. Employees are also given Easter Monday as an extra day off.

Employee Resource Centre (ERC/K12) Reporting Absences

Any absence is to be reported to the supervisor as soon as possible. As well, a Request for Leave of Absence for non-certified staff must be completed online for any leave requested through the ERC/K12. In case of emergency, or where there is insufficient time to complete the online request form, a phone call to the supervisor, followed by the completed online request upon return to duties, will suffice.

These online requests must be approved by the Associate Superintendent of Personnel. Please contact the HR Department if you are having any issues with the ERC/K12.

Absences under 3 days are recorded in ASEOP only, not in the ERC/K12. Absences longer than three days will require a medical (doctor's note) certificate. This must be forwarded to the HR Department. The HR Department will record the absences over 3 days in the ERC/K12. No medical appointments are recorded in the ERC/K12 for support staff.

Leave Entitlements

Sick leave entitlement

Employees shall be eligible for sick leave from the onset of injury, illness or disability to the extent of sick leave accumulated or for 90 consecutive calendar days.

Paid sick leave will be accumulated at the rate of two (2) working days per month for full-time employees, to a maximum of 90 calendar days. Part-time employees are entitled to sick leave on a pro-rated basis according to their full-time equivalency. While on paid sick leave, employees will continue to accumulate sick days.

Benefit premiums will be paid by the Division up to the end of the month in which the employee's sick leave entitlement has run out. The employer will pay the benefit premiums at the beginning of the month that the employee returns.

If the employee wishes to continue their benefits during the month(s) that they have been unable to work and have no sick leave entitlement left, they will be required to pay the premium for that month(s) only. The Division will pay the benefit premiums at the beginning of the month that the employee returns from sick leave.

Part-time employees are entitled to sick leave according to the proportion of full-time worked.

Before paid sick leave is granted, a medical certificate may be required.

Extended disability

Extended disability will commence after 90 calendar days. Application for extended disability will be initiated by the Division and ASEBP. **It is the responsibility of the employee to complete and submit their portion of the application to ASEBP.** If approved for extended disability, dental premiums will continue to be paid by the Division for ten years from the disability date or until retirement; whichever date comes first.

Family sick leave

The Division may grant an employee up to four days per school year accumulated sick leave with pay for the illness of a child, spouse or household member. Any time beyond four days will be without pay. Family sick leave days must be entered into K12/ERC for the days missed for approval. Any family sick leave days taken comes off the employee's accumulated sick time.

Compassionate leave

Immediate family

The Division will provide up to and including five days' leave with pay, where there has been death or critical illness of a member of the immediate family. The term "immediate family" shall mean the employee or his/her spouse's mother, father, sister, brother, wife, husband, son, daughter, grandparents or other relative who is a member of the employee's household.

Close friend

For the purposes of this section "close friend" shall mean the employee or his/her spouse's aunt, uncle, niece, nephew, or close personal friend.

The employee may apply for up to and including three days' leave with pay to attend the funeral of a close friend.

Maternity/Parental leave

Please see the [Employment Standards Website](#) for detailed information.

Please also see the [Government of Canada Website](#) for EI benefits information.

Birth of a child leave

Any employee whose wife gives birth to a child on a **working** day shall be entitled to a leave of absence with pay for that day, or for the day immediately following the day of birth, if that day is a **work** day.

Adoption of a child

Any employee involved in the process of adopting a child shall be entitled to a maximum of two days leave of absence with pay, should the adoption authorities demand his/her absence from the normal place of residence on **work** days.

Business leave

An employee may be provided one paid day for business related purposes that need to be attended to through the work day subject to the approval of the Associate Superintendent of Personnel. Please note that in the past this day was called a personal day.

Criteria:

- Used for appointments for lawyers, banks, taxes, realtor, etc.
- Could also be used to move a parent
- Not to be taken for time off to extend a weekend, take a day off or use for holidays
- This day cannot be carried forward

Employees who wish to access Business Leave must make a request through ERC to the principal who then sends it to the Associate Superintendent of Personnel. Approval of the request is at the discretion of the Associate Superintendent of Personnel. School administration do not approve these requests. All requests must be completed two weeks in advance, late requests will be refused.

Please note that the Support Staff Business Leave is not aligned with personal days for teachers as per their Collective Agreement. Specific questions regarding this leave may be directed to the Associate Superintendent of Personnel.

Jury duty leave or subpoenaed as a witness to court

An employee who must serve on a jury or is subpoenaed to court shall apply in writing to the Associate Superintendent of Personnel as early as possible for jury duty leave, and, time permitting.

The salary of the employee will continue during the period of leave. Any stipend received by the employee for jury services shall be submitted to the Division by arrangement between the employee and the Secretary Treasurer.

Convocation leave

The Division will provide an employee with a paid leave for a maximum of one day for the employee to attend university convocation at which he/she or his/her son or daughter or spouse is receiving a degree.

Workers' compensation board (W.C.B.)

All employees are covered under Workers' Compensation. **All accidents must be reported to the employee's supervisor** immediately within 24 hours of the incident occurring. A WCB Employer's Report of Injury form will be completed for the Workers' Compensation Board within 72 hours. Employees shall report workplace injuries to the Workers' Compensation Board.

While an employee is on Workers Compensation, the employee's salary will be paid directly to the employee by the WCB. Health benefit premiums will continue to be paid (on a prorated basis based on full-time equivalency) by the Division if WCB does not compensate the employee for benefits.

Salary Procedures

Increments and salary reviews

Salary rates are reviewed periodically by the Division and are posted on the Division website. Employees' performance will be evaluated on a yearly basis. The yearly evaluation will determine if an employee advances to the next step on their pay grid.

Salary calculation

10 month employees - Generally, salaries are based on a 37.5 hour week for school secretaries and library technicians; and a 32.5 hour week for most educational assistants. Some employees working less than full-time *may* be paid their salaries on an hourly basis and hours to be worked will be confirmed in the letter of offer.

12 month employees - Salaries are based on full-time equivalency. Employees working less than full-time may be paid their salaries on an hourly basis and hours to be worked will be confirmed in the letter of offer.

Annual pay rate

10 month employees - Full-time educational assistants, school secretaries and library technicians annual salaries are based on 200 days of employment. Beginning and ending dates of each school year are based on the school calendar. Annual salary will be paid in twelve equal monthly cheques.

12 month employees - Annual salaries are based on 261 days of employment and paid in twelve equal monthly cheques.

Regular hours of work and rest breaks

The total regular hours of work for each employee will be established by Central Office. Unless

otherwise specified, the Principal will establish beginning and ending times for the working day, rest periods and lunch breaks. Hours worked in addition to regular hours will be paid for accordingly (i.e. supervision).

Extra hours and overtime

Any hours worked beyond the regular hours of work must be approved by the employee's supervisor and recorded appropriately. These hours will be taken as time in lieu in accordance with the Overtime Agreement between the Division and the employee within SIX months or paid out on a monthly basis.

Time worked beyond eight hours per day or 44 hours per week is overtime and is credited to the employee at 1.5 times the hours of overtime worked. Any overtime MUST be approved by the Principal prior to working any overtime hours.

Paydays

Pay day for employees, with the exception of hourly paid employees, is the 25th of the month, unless the 25th falls on a weekend, and then pay day will be on the Friday prior to the 25th. A direct deposit system is in place. Pay vouchers are accessed through the Employee Resource Centre (ERC/K12) system. Pay day for staff paid by the hour is the last working day of the month. Pay vouchers are available on the ERC/K12 for employees to view and print off.

Job evaluations

Employees will be evaluated prior to receiving a continuous contract. Further evaluations will be initiated at the supervisor's discretion or may be initiated by the employee. All reports generated during the evaluation process shall be signed by both the employee and their supervisor and kept in the employee's personnel file secured in the Division office, with a copy provided to the employee being evaluated prior to the report being submitted.

Training and Education

Funds will be put aside by the Division to assist employees to obtain a certificate or diploma within their field of expertise.

Employees must be employed by the Division for a minimum of two years to be eligible for the Educational Subsidy Program. Requests for enrolment in the Educational Subsidy Program must be approved by the Associate Superintendent of Personnel prior to registering. The Division will pay up to 75% of costs incurred for tuition fees and textbook, to an employee for successfully completed courses approved by the Division. The subsidy will be paid upon proof of successful completion and presentation of documents relating to the cost of the course. These monies are reimbursed through Accounts Payable and are not eligible for educational deduction for income tax.

Employees who complete the Certificate in Theological Studies will receive an additional allowance of \$1050 per year.

Employees who have upgraded their qualifications since commencing employment should forward proof of participation, certificates obtained, or other documentation to the personnel office for inclusion in their personnel file. Adjustment dates for changes in salary for training shall be September 1 and January 1 for the diplomas completed by August 31 and December 31, respectively.

Professional development not directly leading towards a diploma or other certification, may be made available to employees subject to the approval of the employee's supervisor. These professional development activities will be administered at the school level and paid for from the school's budget.

Professional Dress

All administrators are expected to dress in business casual or business formal attire when reporting to work. At public gatherings or school presentations administrators must dress in business formal attire.

Business formal for men is suit jacket and tie, and for women is a dress or suit (skirt and jacket, or pants and jacket, or dress and jacket).

Business casual for men is dress pants, shirt with collar and tie, and for women is dress, dress pants, below the knee Capri pants, skirt, blouse, sweater.

For teaching and school support staff, we have an expectation of business casual. Whether male teacher and support staff will be expected to wear a tie is at the discretion of the school's administration.

Physical Education teachers may wear shorts in the gym or on the outside playing fields, but are expected to wear track suits or business casual attire while teaching in the classroom.

The Division's expectations regarding professional dress are subject to reasonable exceptions, and leave those exceptions to the employees' good judgment. Casual Fridays that are communicated to parents and require a donation of the staff to charity are one of those exceptions. Please restrict these days to Fridays, as the practice will be common in all schools.

It is important that all staff members look and dress professionally.

Termination

An employee shall provide the Division with a minimum of one (1) week if employed more than 90 days and less than two (2) years or two (2) weeks if employed for more than two (2) years written notice should he/she decide to terminate (resign) their employment.

The Division may terminate an employee's employment by providing the employee with notice or pay in lieu of notice limited to the minimum notice required by the Employment Standards Code Division 8, except in the case where the employee's employment is terminated for just cause, the Division will not be required to provide any notice or pay in lieu of notice.