



Central Office Classified Employee Protocol

Effective September 1, 2016 – Aug 31, 2019

CONTENTS

| | |
|---|-----------|
| SCOPE | 4 |
| DEFINITIONS..... | 4 |
| WORK ASSIGNMENT..... | 5 |
| EVALUATION..... | 5 |
| HOURS OF WORK..... | 6 |
| EXTRA HOURS AND OVERTIME | 7 |
| TIMESHEETS..... | 7 |
| SALARY ADMINISTRATION..... | 7 |
| HEALTH SPENDING ACCOUNT | 8 |
| REGISTERED RETIREMENT SAVINGS PLAN | 9 |
| WORKERS COMPENSATION BOARD (W.C.B.)..... | 9 |
| PROFESSIONAL DEVELOPMENT AND TRAINING..... | 9 |
| GENERAL HOLIDAYS..... | 10 |
| VACATION..... | 10 |
| SICK LEAVE | 11 |
| MATERNITY, PARENTAL AND ADOPTION LEAVE | 12 |
| COMPASSIONATE LEAVE | 13 |

PERSONAL DAYS 14

PERSONAL LEAVE 14

LEAVE OF ABSENCE WITHOUT PAY..... 15

OTHER LEAVES..... 15

TERMINATION OF EMPLOYMENT..... 15

USE OF PERSONAL VEHICLES..... 15

SCOPE

This handbook is intended to provide general information regarding the working conditions for Classified Central Office Staff employed at St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38. Classified Central Office Staff refers to all employees employed at Central Office who do not have a Senior Administration or Director designation and are not covered by the Alberta Teachers Association Collective Agreement or Terms of Employment for In-School Support Staff.

In case of any conflict between information in this handbook and material in the letter of hire, school division policy, benefit plan documents, statutory requirements of the Employment Standards Code, or other legislation, the latter documents will take precedence.

DEFINITIONS

Continuing Classified Staff Employee

A continuing classified staff employee is one who is employed by the Board on an ongoing basis following the successful completion of their probationary period. A continuing classified staff employee can work on a twelve month basis and on either a full or part-time basis or as governed and dictated by an annual template.

Probationary Classified Staff Employee

A probationary classified staff employee is one who is employed by the Board serving a six (6) month probationary period.

During the probationary period, classified staff employees may be discharged at the Division's discretion upon the conclusion that such classified staff employee is unsuitable and/or not compatible.

Upon satisfactory completion of the probationary period, a probationary classified staff employee will be granted a continuing classified staff employee status.

The probationary period may be extended for a period not extending more than six (6) months.

Temporary Classified Staff Employee

A temporary classified staff employee is one who is employed by the Board to fill a special assignment for a predetermined period of time.

A temporary classified staff employee whose temporary position becomes permanent shall have their time worked in the position considered as experience for grid placement. The required probationary period, and accompanying evaluation, will be conducted and commence on the date of beginning the permanent assignment.

Casual Employee

A casual employee is one who is employed by the Board on an as-needed basis either as a replacement for a continuing classified staff employee who is out on a short-term or long-term absence or to provide supplemental help during periods of unusual circumstances.

F.T.E. shall mean full time equivalency.

Commencement Date

Commencement date is the date a classified staff employee originally commenced unbroken employment with the Board. Such a date shall be used for the purpose of vacation entitlement.

Anniversary Date

Anniversary date is the date a classified staff employee has started work with the Division. Such a date shall be used for the purpose of salary increments, unless the employee has changed roles. Staff who have an anniversary date as a result of any previous protocol(s) will continue with their anniversary date unchanged.

WORK ASSIGNMENT

The specific details of the work assignment will be established by the Superintendent or designate and detailed in the job description that may be open to modification at any time at the Superintendent's or designates discretion.

EVALUATION

1. Employees will be evaluated every three years. Evaluations will be completed in the second year and will be completed by August 31st.
2. Probationary employees will be evaluated after six months.
3. The employee job description and associated responsibilities will form the criteria for the evaluation.
4. The employee may have input into data sources used for the evaluation but the evaluator will have final discretion of which data sources will be utilized. Examples of data could include:
 - a. Employee comments/feedback
 - b. Employee submitted documents
 - c. Stakeholder feedback (i.e. school personnel)
 - d. Observations by the supervisor

5. The evaluator will meet with the employee and present the employee with a draft copy of the evaluation. The employee will have five working days to review and provide feedback or input, if any, regarding the draft evaluation document.
6. Employee feedback and input will be taken into consideration by the evaluator before writing the final evaluation. The evaluator will have sole discretion and authority if any modifications are to be made to the draft evaluation.
7. The final evaluation will be completed within twenty working days after presenting the draft evaluation.
8. The employee will have the opportunity to provide input in the reflection and goal setting section on the final evaluation document.
9. The employee will have the opportunity to attach comments to the final evaluation report.

HOURS OF WORK

The regular hours of work for each classified staff employee will be set by the Superintendent or designate.

Classified staff employees in the Facilities and Technology departments shall be scheduled hours of work that do not exceed eight (8) hours per day, 40 hours per week, Monday to Friday inclusive.

Other classified staff employees shall be scheduled hours of work that do not exceed seven (7) hours per day, 35 hours per week, Monday to Friday inclusive.

Hours of part-time classified staff employees shall be pro-rated according to their F.T.E.

Travel Time

Travel to and from work is not considered time spent working.

Travel time is work when:

- Travelling between two job locations during the regular hours of work;
- The employee is directed to:
 - Pick up materials or perform other tasks on the way to work or home.
 - Report to a given location (hours of work will begin on arrival at that location)

Travel time is not work when:

- Employees are given the choice of providing their own transportation to or from the work location or reporting to a certain point from which they may take a company-provided bus or receive a ride with the employer.

Note: Travel time hours are to be recorded as time-in-lieu on the employee monthly time sheet.

Training

Education or training requested or required by the employer is work.

If the employee initiates the education or training, the agreement between the parties will determine whether or not the employee will be paid for training time.

EXTRA HOURS AND OVERTIME

All extra hours or overtime are the responsibilities of the immediate supervisor. It must be preapproved by the immediate supervisor and recorded appropriately on the classified staff employee's timesheet. These hours will be taken as time-in-lieu on days designated by the supervisor or on mutually agreed days between the supervisor and the classified staff employee. It is an expectation that time-in-lieu be taken by the end of August of each school year.

TIMESHEETS

Timesheets are required from all classified staff employees and are to be submitted to the supervisor at the end of each month for all continuing and probationary classified staff employees and at established cut-off dates for all temporary and casual classified staff employees.

SALARY ADMINISTRATION

Salary shall be established annually and communicated to classified staff employees individually by letter by the Superintendent or designate. Grid increments shall take place on the first of the month following the classified staff employee's anniversary date. This date may be adjusted to reflect any leave of absence that is longer than three months in duration.

A salary increment for long service will be granted to a classified staff employee who has completed ten (10) years of accumulated service with the Division. Years of service do not reset should an employee change roles or jobs within the organization.

Effective September 1, 2016, employees governed by the grid will receive a 1% increase to their salary.

Effective September 1, 2017, the aforementioned long service increment will cease to exist and will be replaced by a Step 6 on the grid. Staff who meet the LS criteria as of September 1, 2017 will receive a one-time payment equal to 2% of their salary, to be paid as part of their December, 2017 pay.

Classified staff employees who have been promoted to a higher paying position at Central Office shall be placed at, a minimum, the grid step that is closest to, but not less than, their current salary/wage rate.

Payment by direct deposit shall be made monthly to the classified staff employee no later than the 25th of the month.

HEALTH BENEFITS

The Division shall contribute on behalf of all participating classified staff employees in group insurance plans at a rate of ninety (90) % of the total premium as follows:

ASEBP Extended Health Care Plan 1

ASEBP Dental Care Plan 3

ASEBP Vision Care Plan 3

ASEBP Life and Accidental Death and Dismemberment Schedule 2

ASEBP Long Term Disability Plan D

Participating classified staff employees shall be defined as all active continuing or probationary classified staff employees working at 0.25 F.T.E. or greater.

For part-time classified staff employees working less than 0.4 F.T.E., the Division will prorate the premium as per the following formula:

$(n / \text{FTE}) \times 90\%$

n = % of part-time FTE

FTE = 1

Any savings realized by the Division as a result of reduced unemployment insurance benefits shall be used by the Division to reduce its cost of insurance and health care.

HEALTH SPENDING / WELLNESS ACCOUNT

The Board will establish for each eligible classified staff employee, a Health Spending / Wellness Account that will be administered in accordance with the Board's agreement with the Alberta School Employee Benefit Plan (ASEBP) and adheres to Canada Revenue Agency (CRA) requirements.

Eligible classified staff employees shall be defined as all active continuing classified staff employees working at 0.25 F.T.E. or greater.

Where eligibility for participation has been established, the Board will contribute \$450 per school year to the account for the benefit of each eligible classified staff employee. Effective September 1, 2017 the Board contribution will be \$500 per school year and effective September 1, 2018, the Board contribution will be \$550 per school year.

Staff wishing to participate in the Wellness portion of the account must declare the % they would like directed to the Wellness portion by September 1 each year. Failure to do so will result in 100% of the amount being directed to the Health Spending Account.

The Health Spending amount of the account is not taxed, however, the Wellness amount is a taxable benefit and ASEBP will subsequently issue a T4A.

REGISTERED RETIREMENT SAVINGS PLAN

After the employee has completed six (6) months continuous service, the Division and employee shall make equal payments of 6% each of monthly salary to an RRSP in the employee's name, at the financial institution authorized by the Board to administer the RRSP.

The classified staff employee's portion is considered mandatory and a condition of employment.

WORKERS COMPENSATION BOARD (W.C.B.)

Classified staff employees are eligible for W.C.B. coverage for injuries sustained on the job. Any injury must be immediately reported to a supervisor.

PROFESSIONAL DEVELOPMENT AND TRAINING

Professional development and training for classified staff employees is the responsibility of the classified staff employee in consultation with the supervisor. Classified staff employees who have upgraded their qualifications since commencing employment should forward proof of certificates obtained to the Superintendent or designate for inclusion in their personnel file.

Classified staff employees who have been employed for a minimum of two (2) years are entitled to make application to the division's Education Subsidy program for which 100% percent reimbursement of tuition fees and textbook purchases is available for candidates who successfully complete the approved course. All applications for education subsidy must have prior written approval from the Superintendent or designate before any participation occurs.

In the event a classified staff employee, who has been a participant in the Education Subsidy program, ends the employment relationship, he/she shall provide full reimbursement to the Division of any subsidy he/she has been in receipt of in the previous twelve (12) calendar months. This shall be accomplished through salary deductions.

GENERAL HOLIDAYS

Classified staff employees shall be entitled to the following general holidays with pay provided that they work the scheduled day before and after each holiday or are absent due to illness or approved leave with pay: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day.

Classified staff employees will receive payment for general holidays not worked at their regular rate of pay calculated as 5% of the wages, general holiday pay, and vacation pay earned in the 4 weeks immediately preceding the general holiday.

All other general holidays will be granted as declared by the Government of Alberta or the Government of Canada and which are observed generally within the applicable government jurisdiction, except when replacing any holiday named previously, in which case only the lieu holiday shall be recognized.

Holidays may also include any day not specifically named herein but declared by the Board of Trustees as a holiday in accordance with appropriate section of the School Act.

When a general holiday falls on a day that would otherwise be a classified staff employee's regularly scheduled day off, the classified staff employee shall receive an alternate day off or pay in lieu of the holiday at the discretion of the Board.

If a general holiday occurs during a classified staff employee's vacation, such vacation shall be extended by an additional day.

A Christmas floater day is given to provide for five (5) consecutive days off including the weekend. It is deemed to be the following:

- 1) December 28 when Christmas Day falls on a Sunday.
- 2) December 27 when Christmas Day falls on a Monday or a Wednesday.
- 3) December 24 when Christmas Day falls on a Tuesday, Thursday, Friday, or Saturday.

If the floater day is on December 27 or 28, and employees work December 24, employees will receive the afternoon off on December 24th.

VACATION

For the purpose of this document, "vacation year" commences on the first day of September and concludes on the thirty-first day of August of each year.

Vacation entitlements shall correspond to the years of unbroken service to the Division accumulated by the classified staff employee.

If an employee resigned and is hired back within a one (1) year period, years of service for the purpose of vacation will be reinstated.

Vacation entitlements for full-time classified staff employees are issued as follows:

| ACCUMULATED YEARS OF SERVICE | ANNUAL VACATION ENTITLEMENT |
|------------------------------|-----------------------------|
| 1 – 4 Years | 15 days |
| 5 – 9 Years | 20 days |
| 10 – 14 Years | 25 days |
| 15 + Years | 30 days |

Vacation entitlement for part-time classified staff employees shall be prorated in proportion to their full-time equivalency.

Classified staff employees can only access vacation entitlement that has been earned. Advances on vacation only permitted with approval from the supervisor and in unusual circumstances.

Vacation entitlement cannot be carried forward from one year to the next, except on very exceptional circumstances and ~~that~~ with the prior approval of the supervisor in consultation with the Superintendent or designate.

Vacation shall be taken subject to the approval of the supervisor giving consideration to departmental needs and the wishes of the classified staff employee.

If the classified staff employee is absent due to leave, sickness or disability for a period of more than thirty (30) consecutive calendar days, no further vacation entitlement shall be earned until such time as the classified staff employee returns to work.

For Continuing Classified Staff Employees whose work is guided by a template, no vacation will accrue and vacation pay will be paid monthly as part of the employee's compensation.

SICK LEAVE

In the first year of employment, sick leave entitlement shall be earned at the rate of two (2) working days per month to all full-time continuous and probationary classified staff employees in the first year of employment. Part-time classified staff employee's sick leave entitlement shall be calculated on a pro-rated F.T.E.

During the second and subsequent years of continuous service, annual sick leave with full salary and benefits shall be granted for 90 calendar days per school year.

After 90 calendar days of absence during the school year due to illness, medical appointments or medical disability no further salary or benefits shall be paid.

Payment of sick leave benefits shall be made upon the basis of medical evidence satisfactory to the Board.

Classified staff employees are to take all reasonable measures to schedule medical and dental appointments at times that minimize disruptions to their work hours and workplace obligations.

If the classified staff employee is absent due to sickness or disability for a period of more than thirty (30) consecutive calendar days, no further sick leave shall be earned until such time as the classified staff employee returns to work. Sick leave entitlements shall not be accrued but will be maintained while the classified staff employee is in receipt of Workers' Compensation Benefits.

Sick leave cannot be taken in hourly increments. Leave must be taken as a ½ day or a full-day.

MATERNITY, PARENTAL AND ADOPTION LEAVE

MATERNITY LEAVE

A classified staff employee who has been employed by the Division for at least 90 days is entitled to maternity leave without pay. Such leave shall be for a period of time up to one (1) calendar year.

The classified staff employee shall notify the Board in writing of her requirements at least thirty (30) calendar days prior to commencement of this leave.

The Division shall implement a Supplemental Employment Benefits (SEB) Plan which each classified staff employee shall access for pay during the health related portion of Maternity Leave. A classified staff employee who is not eligible for Employment Insurance Benefits is entitled to access sick leave for the duration of the health related portion of Maternity Leave.

The Division shall pay its portion of required group insurance premiums during the health related portion of Maternity Leave. The remainder of the Maternity Leave, not covered by the health related portion, shall be taken at no cost to the Division.

Except for the health related portion, Maternity Leave shall be without pay, benefits, sick leave or vacation entitlement.

A classified staff employee may maintain her group insurance benefit coverage during the non-SEB Maternity Leave provided she pays one hundred (100%) percent of the cost of the group insurance plan premiums.

The classified staff employee shall provide the Division with a copy of one Employment Insurance confirmation statement for the purpose of calculating the SEB plan.

The classified staff employee shall give the Division no less than thirty (30) calendar days' notice, in writing, of her intended return date.

A classified staff employee granted leave without pay for maternity reasons shall be returned to the former position. Should her former position no longer exist, she shall be placed in a comparable

position or to a position in the Division that is suitable to her qualifications, as soon as one is available.

Non-SEB Maternity Leave shall not be considered experience for the purposes of granting salary increments.

PARENTAL/ADOPTION LEAVE

A classified staff employee who has been employed by the Division for at least 90 days is entitled to parental leave or adoption leave without pay and without Board contributions to benefits for a period not exceeding thirty-seven (37) consecutive weeks.

Outside of extenuating circumstances, the classified staff employee shall notify the Board in writing of her/his requirements at least thirty (30) calendar days prior to commencement of this leave.

The classified staff employee shall give the Division no less than thirty (30) calendar days' notice, in writing, of her/his intended return date.

Parental or adoption leave shall be without pay, benefits or sickness allowances and the period of absence will not be counted for the granting of experience increments. Upon returning to employment, there shall be full reinstatement of accumulated benefits as at the date of the commencement of the leave.

A classified staff employee may maintain her/his group insurance benefit coverage during the parental or adoption leave provided she/he pays one hundred (100%) percent of the cost of the group insurance plan premiums.

A classified staff employee granted parental or adoption leave without pay shall be returned to the former position. Should her/his former position no longer exist, she/he shall be placed in a comparable position or to a position in the Division that is suitable to her/his qualifications, as soon as one is available.

A parent shall be granted one (1) day's leave with pay for the birth or adoption of a child.

COMPASSIONATE LEAVE

Classified staff employees shall be entitled to a temporary leave of absence with pay and benefits for not more than a total of five (5) working days per school year for the purpose of attending the sick bed of critically ill (life threatening or potentially life threatening) relatives. For the purpose of this provision, relatives are defined as spouse, child, stepchild, parent, stepparent, son-in-law, daughter-in-law, grandchild, brother, stepbrother, sister, stepsister, parent of spouse, grandparents and grandparents of spouse.

Classified staff employees shall be entitled to a temporary leave of absence with pay and benefits for not more than five (5) working days for the purpose of bereavement (inclusive of funeral and travel time) of a deceased relative listed in the aforementioned paragraph.

Classified staff employees shall be entitled to a temporary leave of absence with pay and benefits for one (1) day, plus reasonable travel time to a maximum total of three (3) days to attend the funeral of brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or other next of kin who is a member of the classified staff employee's household.

PERSONAL DAYS

Classified staff employees shall be entitled to three (3) paid days per year for family illness and two (2) paid personal days per year.

It is understood that a day consists of any day of operation, normally scheduled to be worked by the classified staff employee, from which the classified staff employee requests leave for the purpose of accessing this entitlement. Days are provided and can be accessed as half day or full day units, irrespective of one's FTE or the hours worked on any given half or full day.

All requests for personal days shall be made in writing to the supervisor and shall be made at least fifteen (15) days prior to the beginning of the leave except in situations of an unforeseen or emergency nature in which case the classified staff employee's request shall be made as soon as he/she becomes aware of the situation which prompted the request for leave.

For the purposes of this entitlement, family illness applies to family members are defined as spouse, child, stepchild, parent, stepparent, son-in-law, daughter-in-law, grandchild, brother, stepbrother, sister, stepsister, parent of spouse, grandparents and grandparents of spouse.

Personal days entitlement cannot be carried forward from one year to the next.

PERSONAL LEAVE

To qualify for personal leave entitlements a classified staff employee must have at least six months of continuous service with the Board.

Classified staff employees shall be entitled to ten (10) working days for personal leave of absence without pay with the approval of the supervisor.

All requests for personal leaves shall be made in writing to the supervisor and shall be made at least thirty (30) days prior to the beginning of the leave, except in situations of an unforeseen or emergency nature, in which case the classified staff employee's request shall be made as soon as he/she becomes aware of the situation which prompted the request for leave.

It is understood that a day consists of any day of operation, normally scheduled to be worked by the classified staff employee, from which the classified staff employee requests leave for the purpose of accessing this entitlement. A day is provided and accessed as a whole unit only, irrespective of one's FTE or the hours worked on any given day.

LEAVE OF ABSENCE WITHOUT PAY

A classified staff employee may be granted leave of absence without pay or benefits up to one (1) school year conditional to the classified staff employee having completed a minimum of three (3) years of unbroken service with the Division when the work of the department will not be seriously handicapped by their absence. Vacancies created by such leave, if filled, will be by temporary or conditional appointment.

A written request, establishing reasonable justification and duration of leave, must be submitted at least one (1) month prior to the commencement of the proposed leave to the Superintendent or designate. This written request must receive prior approval from the classified staff employee's supervisor before being forwarded to the Superintendent or designate.

Classified staff employees on leave of absence without pay for periods exceeding thirty (30) consecutive working days shall not earn vacation or sick leave entitlement for the period of the leave.

The classified staff employee shall be required to pay the cost for all benefits while on leave longer than thirty (30) consecutive working days.

JURY DUTY

Salary of a classified staff employee will be maintained and no deduction will be made if the classified staff employee is subpoenaed for court jury duty or as a witness, providing the employee reimburses any court paid stipend to the Board.

OTHER LEAVES

The Superintendent at his or her discretion may grant other leaves with or without pay or benefits.

TERMINATION OF EMPLOYMENT

Classified staff employee initiated and employer initiated terminations will occur in a manner consistent with the provisions of the Employment Standards Code of Alberta.

USE OF PERSONAL VEHICLES

In the absence of a divisional vehicle being available, classified staff employees shall be reimbursed the kilometer approved rate, set annually by the Division, for the use of personal vehicles while conducting business on behalf of the Board.