

PAYROLL

Background

As part of the Division's fiduciary responsibility, proper and complete employment records shall be maintained for all employees, in accordance with applicable federal and provincial statutes.

Procedures

1. Pay periods for all employees shall be based on the Alberta Teachers' Association (ATA) Collective Agreement.
2. Salary rates and benefits for ATA certificated employees shall conform to the ATA Collective Agreement. Certified Staff F.T.E. will be reported to the Payroll department through submission of the Certified Staff Contract Confirmation: Form 404-2.
3. Salary rates and benefits for non-certificated employees shall conform to those outlined in the Terms of Employment, applicable to each employee group.
4. Upon employment termination, final pay shall be issued once all debts owed to the Division have been repaid and all Division property has been returned.
5. Employees absent from their normal daily job assignments are required to complete the proper documentation.
 - 5.1 Employees absent from their normal daily job assignments are required to fill out a Report of Absence/Leave Application: Form 404-1.
 - 5.2 The original "Report of Absence/Leave Application Form" will be forwarded by the 17th day of the current month to the Payroll Department. The employee's supervisor will maintain a copy of the form.
6. Documentation relating to the payment of replacement staff will be completed accurately and submitted to the payroll department on a timely basis.
 - 6.1 All replacement employees are required to complete their own monthly timesheets. Approved timesheets are to be submitted by the 17th day of the current month to the Payroll Department.
 - 6.2 Timesheets are to be approved by Site Supervisors or designates.
 - 6.3 Pay periods shall be from the 18th day of the previous month to the 17th day of the current month.

7. Support Staff

Support Staff annual hours will be reported to the Payroll department through submission of the Contract Confirmation Form: Form 404-3. Support Staff monthly remuneration will equate to 1/12 of the annual hours reported. Any revision to Support Staff hours must be reported to the Payroll Department through the use of a revised Contract Confirmation form.

Support Staff are not required to submit monthly timesheets to the Payroll Department.

Reconciliation of Support Staff actual hours worked to those hours contracted is the responsibility of the Support Staff supervisor.

Reference: Section 60, 61, School Act
Employment Standards Code