



# Wetaskiwin Regional Public Schools

## **SUPPORT STAFF TERMS OF EMPLOYMENT**

Version date: July 7, 2009

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**INTRODUCTION:**

The Terms of Employment for Support Staff describe the employment conditions for all support staff employed by Wetaskiwin Regional Public Schools and establishes the various classifications of employments and the salary and benefits for each.

The Terms of Employment apply to all Support Staff classifications except where otherwise noted in individual employment contracts.

The Employer retains those residual rights of management not specifically limited by these Terms of Employment.

**DEFINITIONS:**

**Employer or WRPS:** Wetaskiwin Regional Public Schools

**Permanent 12 month employee:** A “permanent 12 month employee” is defined as an employee who occupies a position designated as a full-time 12 month position, who is rated as full time for their classification, the existence of which is intended to be of a continuous nature. (Refer to Schedule A – hours of work)

**Permanent 10 month employee:** A “permanent 10 month employee” is defined as an employee who occupies a position designated as a full time 10 month position, rated as full time for their classification, the existence of which is intended to be of a continuous nature. (Refer to Schedule A – hours of work)

**Part time employee:** A part time 12 month employee or a part time 10 month employee is defined as an employee who works on a regular basis for less than the full time rating for their classification, the existence of which is intended to be of a continuous nature. All provisions of these Terms of Employment shall apply to part time employees on a pro-rated basis.

**Temporary employee:** A “temporary employee” is any employee who occupies a position that is not of a continuous nature for a fixed term.

**Casual employee:** A “casual employee” is an employee who is employed on a day to day basis.

**Probationary employee:** A “probationary employee” is an employee who, at commencement of employment occupies a permanent position for a trial period of 3 months. Probationary employees may be terminated at the discretion of the Employer.

**1.1 Vacancies / Transfers**

- 1.1.1 Vacancies and temporary vacancies may not necessarily be posted. When it is deemed necessary, vacancy notices will be posted on the employer's website at [www.wrps.ab.ca](http://www.wrps.ab.ca) and staff interested in transfers are invited to apply. Open positions may also be advertised concurrently in local newspapers. Please refer to Administrative Procedure 401, Recruitment and Hiring for further information, available on the WRPS website [www.wrps.ab.ca](http://www.wrps.ab.ca)

**2.1 Probation**

- 2.1.1 The initial period of employment for a permanent employee shall be for three (3) months, which will be considered to be a probationary period. On the basis of an evaluation and recommendation of the site supervisor, and on such other basis as the Associate Superintendent: Instruction considers relevant, the term of employment will be extended by the Associate Superintendent: Instruction or designate.
- 2.1.2 Probationary employees are entitled to all the rights and privileges of these Terms of Employment but may be terminated at any time during the probationary period with the provision of adequate notice, or payment in lieu of notice, as outlined in the Employment Standards Code, except where an employee is discharged for just cause, in which case no notice or payment in lieu of notice is required.

**3.1 Evaluation Process**

- 3.1.1 Performance evaluations will be conducted in accordance with Administrative Procedure 440, Supervision and Evaluation of Support Staff, available on the WRPS website at: [wwwp.wrps.ab.ca](http://wwwp.wrps.ab.ca)
- 3.1.2 Administrative Procedure 440, Supervision and Evaluation of Support Staff are under review, with scheduled implementation September, 2009.

## **4.1 Initial Grid Placement and Merit Increments**

### 4.1.1 Initial Grid Placement

- (a) Initial grid placement is determined by the Associate Superintendent: Instruction or designate, and may be granted for satisfactory experience and/or formal education and/or training.
- (b) Courses, of a credit or non-credit nature, related to the classification may be used for purposes of grid placement. Courses, completed at an accredited post-secondary institution, will be evaluated on the basis of the equivalent portion of a full-time program.
- (c) For the purposes of initial grid placement one-year full time employment experience is equal to one (1) full time equivalency (FTE) for each classification. For support staff hours of work refer to Schedule A: Hours of Work.
- (d) Persons who qualify for reclassification shall be placed at the first higher wage as compared to their current wage on the new grid.

### 4.1.2 Merit Increments

Subsequent to September 2010, all grid increments granted after the initial grid placement will be awarded solely on the basis of merit and favorable performance appraisals, in accordance with Administrative Procedure 440, Supervision and Evaluation of Support Staff, using the following procedure:

- (a) Supervisor recommends merit/grid increment to the Associate Superintendent: Instruction or designate.
- (b) Advancement is based on merit from positive evaluation reports and/or additional training.
- (c) Grid increments can be granted only once in a twelve (12) month period calculated from the awarding of the last increment (September 1 or February 1).
- (d) Full time employees must have worked for not less than 60% of the regular full time hours for their classification, within the school year, to be eligible for an increase on their grid at the next closest increment date (September 1 or February 1). Part time employees will have an adjustment made to their grid placement at the next closest increment date (September 1 or February 1) once they have accumulated the total regular full time hours for their classification. Exceptions to this requirement may be considered by the Associate

Superintendent: Instruction or designate upon recommendation of the employee's supervisor

## **5.1 Extra Hours/Overtime**

### 5.1.1 Extra Hours/ Overtime

Overtime is defined as all time worked outside the annual hourly requirements of the position. The annual regular hours of work for each employee are established for the start of each year and referenced in each contract. Ordinarily, extra hours and/or overtime are not required and supervisors have the responsibility to ensure that the annual work schedule is within the maximum contract hours. Additional time must be approved (in advance) by the employee's supervisor and an overtime agreement must be signed. (overtime agreement forms are located on the Divisions website)

5.1.2 The provisions of this article may be amended to make possible alternate work patterns (for flex time, four day work patterns etc.) upon the approval of the employee's supervisor.

### 5.1.3 Payment

Two choices exist with regard to overtime:

- (a) Paid overtime
- (b) Time off "in lieu"

#### (a) Paid Overtime

If the employee is to receive paid overtime, the payment amount will be calculated as follows:

- For permanent employees who work less than an eight-hour day, extra time is paid at regular rates of pay up to eight hours.
- All overtime worked beyond an eight (8) hour day (or forty four (44) hours per week) will be paid at time-and-a-half (1.5) the regular hourly rate;
- Part Time employees who work less than an eight-hour day will be paid their extra time at regular rates of pay for all additional hours worked up to eight (8) hours (or forty four (44) hour per week).

#### (b) Time off "In Lieu"

- If time off is taken “in lieu” of overtime payment (banking hours for this purpose), the time “in lieu” must be used within three (3) months of the date that the overtime was worked (in accordance with the current Employment Standards Code).
- Exceptions to this time frame may be allowed upon a prior written request from the employee and written approval from the employee’s immediate supervisor. Time taken off “in lieu” will be taken as straight time, regardless of the number of overtime hours worked.

5.1.4 All paid overtime hours must be recorded appropriately on the “Employee Overtime Sheet:

- (a) The overtime timesheet shall record all overtime hours earned.
- (b) The overtime timesheet must be approved by the employee’s supervisor and submitted to the payroll department.
- (c) In the event that a timesheet must be amended after submission, approval must be obtained from the Associate Superintendent: Instruction or designate.

5.1.5 All 10 month employees shall have their overtime paid annually in July, for any accumulated overtime that has not been taken in lieu.

5.1.6 All 12 month employees shall have their overtime paid out annually in August, for any accumulated overtime that has not been taken in lieu.

5.1.7 Banked lieu time may not carry a negative balance. A negative lieu-time balance will be considered personal leave without pay and deducted the following month.

## **5.2 Callout**

5.2.1 Employees required to carry a pager on evenings, weekends or general holidays shall be provided a pager allowance in accordance with Schedule C: Allowances.

5.2.2 Where an employee is called out on an emergent basis, a minimum two (2) hour callout time shall be paid.

5.2.3 Where the callout is on a weekday, a minimum of two (2) hours will be paid at time and one half.

5.2.4 Where the callout is on a weekend or general holiday, a minimum of two (2) hours will be paid at double time.

## **6.1 Pay Dates and Methods**

6.1.1 Each support staff employee shall be paid, by means of direct deposit, as follows:

- (a) Not later than the 27<sup>th</sup> of each month;
- (b) Not later than two (2) clear banking days prior to the Christmas vacation

6.1.2 Payroll advances may be considered in emergent circumstances. All requests must be submitted in writing to the Associate Superintendent: Instruction.

## **7.1 Wages**

7.1.1 Wages for all probationary, temporary and permanent positions are determined on an annual basis and provide for incremental pay based on classification, training and experience as outlined in Schedule B: Salary Grids.

7.1.2 Casual employees shall be paid as outline in Schedule D: Casual Salary Grids. A casual employee who works for more than three consecutive days shall be paid on the appropriate classification grid in accordance with aforementioned grid placement guidelines, such placement to be effective from the fourth day of service in that position.

7.1.3 Salary Calculation for 10 Month Employees: Employees assigned duties from September to June (10 months) are paid over a twelve-month period (September to August). July and August pay is issued with the appropriate deductions for benefit premiums.

Example:

Administrative Assistant (0.86 FTE @ \$15.00/hr @ 4% vacation pay)

$0.86 \text{ FTE} \times 1560 \text{ hrs/yr} = 1342 \text{ hrs/yr} \times \$15.00/\text{hr} + (\text{salary} \times \text{vacation pay (4\%)}) = \$20,935/\text{yr}.$

$\$20,935/\text{yr} \text{ divided by } 12 \text{ months} = \$1,746.00$

Monthly payments September through August.

**8.1 Allowances and Expense Claims**

- 8.1.1 Travel and other expenses must be approved by the employee's supervisor.
- 8.1.2 Travel and other expenses shall be based upon employer rates. Payment shall be processed upon submission of an approved Employee Expense Claim Form available on the Wetaskiwin Regional Public Schools Website [www.wrps.ab.ca](http://www.wrps.ab.ca)
- 8.1.3 Other allowances are paid as per Schedule C: Allowances

**9.1 Benefits**

- 9.1.1 The Employer shall contribute toward the costs of the various benefits as per Schedule D: Benefits
- 9.1.2 Contribution towards benefits for part-time employees shall be prorated based on the percentage FTE of the employee's contract. Benefit contributions for part-time employees shall remain grandfathered where previous grandfathering agreements were in place.

**9.2 Local Authorities Pension Plan (LAPP)**

- 9.2.1 Employees eligible to participate in LAPP will begin contributing to LAPP upon commencement of employment.
- 9.2.2 Participation in the LAPP is based on the following criteria:
  - a. Classes of employees considered to be non-teaching employees are eligible to participate in the LAPP.
  - b. Participation in LAPP is mandatory for all regular non-teaching employees whose scheduled hours of work are greater than 30 hours per week.
  - c. Regular employees whose scheduled hours of work are between 14 and 30 hours per week shall be given the option to participate in LAPP.
  - d. Employees who are considered a substitute, temporary, casual or term appointed employee, or work less than 14 hours per week, are not eligible to participate in LAPP.

9.2.3 Pensionable salary will be calculated addressing the following pay types:

a. Included as pensionable salary:

- Payments for regularly scheduled hours of work
- Vacation pay
- Shift differentials
- Acting pay
- Payments for extra hours worked over the regularly scheduled hours that do not exceed 8 hours per day or 44 hours per week

b. NOT included as pensionable salary:

- Overtime payments
- Taxable benefits
- Variable payments (I.e. Bonuses, Lump-sum payments)

## 10.1 Leaves of Absence

The following leaves of absence are pro-rated on the percentage (FTE) of the employee's contract. The employee's supervisor must approve all leaves:

### 10.1.1 Leave with Pay (No Deductions)

(a) Compassionate Leave:

- i. Up to 5 days for **each occurrence** due to the critical illness (death is imminent) **or** death of spouse, including common law, child, parent, legal guardian, brother, sister, parents of a spouse, grandparents, grandchildren, grandparents of spouse, brother/sister-in-law, or relative who is member of employee's household and up to one day (or portion thereof) to attend the funeral of aunts and uncles of the employee or spouse or nieces and nephews of the employee or spouse.
- ii. One day (or portion thereof); subject to the approval of the Associate Superintendent: Instruction may be allowed in the event of the death of another relative (other than those set out above) or fellow employee or close friend.

(c) Inclement Weather – Where, despite reasonable effort, an employee is unable to travel to work from home because of inclement weather or impassable road conditions.

(d) Convocations - One day to attend the convocation, at a post-secondary institution at which the employee, the employee's son, daughter or spouse is graduating.

- (e) Personal - One day for personal reasons per year, including care of dependent family members who are ill, attending to spouse during maternity confinement, and taking custody of an adopted child
- (f) Jury Duty - Days as required serving on a jury or where an employee is subpoenaed to appear in court as a witness. The allowances received (excluding expenses) by the employee must be remitted to the employer.
- (g) Professional Development - Supervisors may approve attendance at workshops and training seminars as deemed necessary.

#### 10.1.2 **Other**

Additional leaves of absence (with or without pay) may be approved at the discretion of the Associate Superintendent: Instruction. All such requests must be directed in writing to the employee's supervisor.

#### 10.1.3 **Sick/Medical Leave**

- (a) Sick/medical leave with pay will be granted for full-time permanent employees at the rate of one and one half (1.5) days per month.
- (b) Each sick/medical leave occurrence as submitted by a leave approval form will reduce the employee's sick bank by the amount approved.
- (c) Where the permanent employee is working less than full time, sick/medical leave shall be pro-rated to equal the employee's full time equivalent (FTE).
- (d) Paid sick/medical leave is provided, in the same manner as 10.1.1.3(a) above, to Temporary Employees where the Temporary Employee is employed continuously for more than one month.
- (e) Paid sick/medical leave is not provided to casual employees.
- (f) Employees on continuous sick/medical leave for a full month or more will not earn sick/medical leave during that period.
- (g) Unused earned sick/medical leave days may be accumulated to a maximum of seventy-five (75) working days.

- (h) If an employee leaves and returns to WRPS in less than a three-month period, sick/medical leave is calculated as if there was no break in service.
- (i) A doctor's certificate from a qualified physician setting out the reason for absence may be requested by the employer for any sick/medical leave absence and will be required for 3 or more days of consecutive absence.
- (j) Staff members returning to work following sick/medical leave for one month or longer, may be required to present a medical note indicating their ability to return to work and that they are fit to perform all the normal functions of their assignment.
- (k) Any benefit available from Worker's Compensation for paid sick/medical leave shall be applied for by the employee and must be paid directly to the employer.
- (l) Sick/medical leave will not be provided for employees who are eligible for extended disability benefits. Employees who are eligible for extended disability benefits shall apply for and receive those benefits through ASEBP. In the event that:
  - a. An employee has insufficient sick/medical leave to provide full salary during the qualifying period for ASEBP extended disability benefits, and
  - b. The employee is accepted by the insurance carrier as an EDB claimant, the employer shall pay the salary of the employee for the period of insufficient sick/medical leave to a maximum of ninety (90) calendar days once the employee is accepted by the insurance carrier as an EDB claimant and he/she has received the first EDB payment.
  - c. Employees eligible for EI during the time that they are attempting to qualify for EDB may access supplemental unemployment benefits until they are either approved or denied EDB.
- (m) Employees who are receiving extended disability benefits are not eligible to accrue vacation entitlements, sick/medical leave entitlements or credit toward grid increments.

## **11.1 Maternity**

- 11.1.1 Maternity leave shall be without pay but with the employer's share of benefit premiums for a maximum period of 15 weeks.
- 11.1.2 A medical certificate is required.

- 1.1.3 The employee shall access the employer's Registered Supplementary Unemployment Benefits Plan, (SUB) (Schedule E) which shall provide employees on maternity leave with 100 percent of gross salary during first fifteen (15) weeks of leave. The employer shall pay the portion of the employee's benefit plan premiums specified in Schedule D: Benefits (Permanent 10 Month employees will receive SUB for the operational days of the school year calendar only)
- 11.1.4 If the absence begins prior to ten (10) weeks before the estimated date of delivery and continues without return to work, the employee shall access sick leave until such point as the employee is eligible to apply for extended disability benefits.
- 11.1.5 If the absence begins within the ten (10) week period before the estimated date of delivery, or on the date of delivery, the employee shall access the SUB plan at the commencement of the absence.
- 11.1.6 Each employee shall endeavor to notify the employer of her leave requirements three (3) months in advance, however, she shall give the employer at least two (2) weeks notice of the day on which she intends to commence maternity leave. Such notice shall be in writing.
- 11.1.7 Prior to the leave commencing, each employee shall endeavor to provide the employer with the date she plans on returning to work, however, she shall give the employer at least two weeks notice of the day on which she intends to return to work. Such notice shall be in writing.

**11.2 Adoption Leave**

- 11.2.1 Employees are entitled to adoption leave without pay and without the employer's share of benefit premium contributions for a maximum of eight weeks.
- 11.2.2 Prior to the leave commencing, employees shall endeavor to notify the employer with their leave requirements as early as possible. As soon as possible, each employee shall notify the employer of the date the employee plans to return to work as early as possible, however, the employee shall give the employer at least two weeks written notice of the day on which they intend to return to work.

**11.3 Parenting Leave**

- 11.3.1 In addition to maternity or adoption leave, employees shall be entitled to

parenting leave without pay or benefits for up to thirty-seven weeks. Such leave will be completed within fifty-two weeks of the child's birth or adoption.

- 11.3.2 Application for such leave must be made no later than six weeks prior to the commencement of parenting leave.

#### **11.4 Returning to work after maternity, adoption or parenting leave**

- 11.4.1 Employees returning from maternity, adoption or parenting leave shall be returned to the position held at the commencement of the leave. Nothing in this clause precludes any change by mutual consent.

- 11.4.2 The phrase "returned to the position held at the commencement of the leave" above does not imply that an employee on leave has any advantage or disadvantage in the event that staff reduction or program changes become necessary.

#### **12.1 Vacations**

- 12.1.1 **12-Month Employees:** All 12-month employees are entitled to paid annual vacation as follows:

- |  |                               |
|--|-------------------------------|
| • Less than one year of service                            | 0.83 days per month employed; |
| • After one year of service and up to 10 years of service: | 1.25 days per month employed; |
| • After 10 years of service and up to 15 years of service: | 1.67 days per month employed; |
| • After 15 years of service:                               | 2.08 days per month employed  |

- 12.1.2 Years of service for the purpose of calculating vacation are defined as those years worked on a continuous basis. If an employee leaves and returns to WRPS in less than a three-month period, the years of service are calculated as if there was no break in service.

- 12.1.3 An employee who has completed less than one full year (12 months) of service prior to the commencement of the vacation period is entitled to receive prorated vacation days with pay based on the total earned to the date of the commencement of the vacation.

12.1.4 Carry over of vacation time from one vacation year to the next may be permitted with the supervisor’s approval but should be limited to a maximum accumulation of ten (10) days as at August 31 in any given year. For accumulated vacation balances in excess of ten (10) days, arrangements must be made to schedule vacation time off at a mutually agreed time within three (3) months, or to request payment of the accumulated vacation balance.

12.1.5 School-based 12-month employees are required to take vacation during the regular breaks in the school year, (i.e., Christmas, Easter, PD Days, summer vacations, etc.).

12.1.6 **10-Month Employees:** All 10 month employees shall be provided vacation pay, on each pay cheque in-lieu of an annual vacation in accordance with the following schedule:

- Less than one year service                      4% of wages paid
- After one year of service and up to 10 years of service:                      6% of wages paid
- After 10 years of service and up to 15 years of service:                      8% of wages paid
- Greater than 15 years of work                      10% of wages paid

12.1.7 Years of work for the purpose of calculating vacation pay are defined as those years worked on a continuous basis. If an employee leaves and returns to WRPS in less than a three (3) month period, years of service are calculated as if there was no break in service.

12.1.8 **Casual Employees:** Casual employees receive 4% vacation pay.

**13.1 General Holidays**

13.1.1 All employees are entitled to the following general holidays:

- |                     |                      |
|---------------------|----------------------|
| Labour Day          | Family Day           |
| Thanksgiving Day    | Good Friday          |
| Remembrance Day     | Easter Monday        |
| Christmas Day       | Victoria Day         |
| Boxing Day          | Farmers Day          |
| Christmas Float Day | Canada Day           |
| New Years Day       | August Civic Holiday |

13.1.2 General Holiday pay is included in the annual hours of each contract (Schedule A).

13.1.3 School based staff scheduled to work in July receive July 1 as a general holiday.

13.1.4 Staff that is not scheduled to work but choose to come in to finish a task is not eligible for a paid holiday day.

13.1.7 Pay for a general holiday is the same as for any other workday. If the normal workday is 4.5 hours, pay will be based on 4.5 hours.

13.1.8 Central Office, Plant Facilities, Transportation, and Technology will be closed from December 24 to January 1 inclusive. This office closure will not affect regular vacation entitlement.

13.1.9 Custodians: A Christmas float holiday shall be provided to give five consecutive days off including the weekend at Christmas. The holiday shall be:

- On December 24th when Christmas Day falls on a Tuesday, a Thursday, a Friday or a Saturday.
  
- On December 27th when Christmas Day falls on a Monday or a Wednesday.
  
- On December 28th when Christmas Day falls on a Sunday.

#### **14.1 Conditions of Work**

14.1.1 Supervisors will acquaint the employee with their position classification, job description and provide specific work expectations along with a work schedule.

14.1.2 Some other general conditions are as follows:

- (a) Breaks may be arranged with the employee's supervisor at such times as appropriate so as to not significantly interfere with the assignment.
  
- (b) An unpaid lunch/rest period of a minimum of 30 minutes must be provided during each shift in excess of 5 consecutive hours unless an accident occurs, urgent work is necessary, or other unpreventable circumstance occurs.

14.1.3 The employer undertakes a responsibility to treat employees in a fair and just manner, with dignity and respect. The employer places certain general expectations upon staff. The following minimum standards of

conduct are intended to be a guide for maintaining a professional attitude towards the employer, fellow staff members and students:

- (a) Employees shall conduct themselves in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, color, gender, sexual orientation, physical characteristics, age, ancestry or place of origin.
- (b) Employees shall treat staff and students with dignity and respect and be considerate of their circumstances.
- (c) It is understood and agreed that all information pertaining to the employer's business to which the employee is privy will be maintained strictly confidential and will not, in any circumstances be disclosed or used without the express consent of the employer. This confidentiality requirement applies during the course of employment and following termination.
- (d) Employees shall not criticize the professional competence or reputation of another employee. For further clarification please review Administrative Procedure 151, Inquires, Concerns and Complaints, available at [www.wrps.ab.ca](http://www.wrps.ab.ca).
- (e) Employees shall not engage in activities, in or out of working hours, which adversely affects the quality of professional service or which impairs the reputation of the employee or the employer.

## **15.1 Termination**

15.1.1 All employees who are discharged shall be given notice in writing, or payment in lieu of notice, as outlined by the Employment Standards Code, except where discharged for just or sufficient cause in which no notice or payment in lieu of notice is required.

15.1.2 Employees may terminate their contract at any time by providing thirty (30) days notice to that effect to the Associate Superintendent: Instruction. The employer may decide, in its sole discretion, to waive the required notice of termination.

## **16. 1 General**

16.1.1 The Terms of Employment apply to all Support Staff classifications except where otherwise noted in individual employment contracts.

16.1.2 The Employer retains those residual rights of management not specifically limited by these Terms of Employment.

- 16.1.3 The Employer shall effect and keep in force an adequate insurance policy, insuring each support staff employee, when acting in the course of employment against liability in respect to any claim for damages or personal injury.
- 16.1.4 If a support staff employee receives sick leave benefits from the employer because the employee has been injured through the fault of a third party, the employer has subrogation rights. This means that the employee may make a claim to recover the amount of these benefits from the other party. Where an employee chooses not to pursue a claim against the third party, the employer may pursue a claim against the third party for recover of those sick leave benefits paid to the employee.

### Schedule A: Annual Hours Calculation Table

The following hours per year equals one (1) Full Time Equivalent (FTE) position

| <b>Classification</b>             | <b>10/12<br/>Month<br/>employee</b> | <b>Hours<br/>per<br/>Day</b> | <b>Days<br/>per<br/>Year</b> | <b>Hours<br/>per<br/>Year</b> |
|-----------------------------------|-------------------------------------|------------------------------|------------------------------|-------------------------------|
| Accounting Clerk I & II           | 12                                  | 7.0                          | 260                          | 1,820                         |
| Accounting Technician             | 12                                  | 7.0                          | 260                          | 1,820                         |
| Admin Info Liaison                | 12                                  | 7.0                          | 260                          | 1,820                         |
| Administrative Assistant          | 10                                  | 7.5                          | 208                          | 1,560                         |
| Behaviour Specialist              | 10                                  | 8.0                          | 208                          | 1,664                         |
| Brailist                          | 10                                  | 8.0                          | 208                          | 1,664                         |
| Business Manager                  | 10                                  | 7.5                          | 208                          | 1,560                         |
| Cafeteria Worker I & II           | 10                                  | 6.5                          | 196                          | 1,274                         |
| Career Counselor                  | 12                                  | 7.5                          | 260                          | 1,950                         |
| Circle Project Facilitator        | 10                                  | 7.6                          | 198                          | 1505                          |
| Central Office Secretary          | 12                                  | 7.0                          | 260                          | 1,820                         |
| Custodian I & II                  | 12                                  | 8.0                          | 260                          | 2,080                         |
| EA I & II                         | 12                                  | 7.0                          | 260                          | 1,820                         |
| Facilities Engineer               | 12                                  | 8.0                          | 260                          | 2,080                         |
| Family School Liaison Worker      | 10                                  | 8.0                          | 208                          | 1,664                         |
| Family Wellness Worker            | 10                                  | 8.0                          | 208                          | 1,664                         |
| FNMI Worker                       | 10                                  | 6.5                          | 196                          | 1,274                         |
| Librarian I & II & Assistant      | 10                                  | 6.5                          | 196                          | 1,274                         |
| Maintenance Coordinator<br>(West) | 12                                  | 8.0                          | 260                          | 2,080                         |
| Maintenance Worker I & II         | 12                                  | 8.0                          | 260                          | 2,080                         |
| Master Electrician                | 12                                  | 8.0                          | 260                          | 2,080                         |
| Occupational Therapist            | 10                                  | 8.0                          | 208                          | 1664                          |
| Payroll Clerk                     | 12                                  | 7.0                          | 260                          | 1,820                         |
| Speech Language Assist            | 10                                  | 8.0                          | 208                          | 1,664                         |
| Speech Language Therapist         | 10                                  | 8.0                          | 208                          | 1,664                         |
| Teaching Assistant I & II         | 10                                  | 6.5                          | 196                          | 1,274                         |
| Technician I & II                 | 12                                  | 8.0                          | 260                          | 2,080                         |
| Tradesman                         | 12                                  | 8.0                          | 260                          | 2,080                         |
| Vocational Assistant              | 10                                  | 6.5                          | 196                          | 1,274                         |
| Youth Coach                       | 10                                  | 7.5                          | 211                          | 1582.5                        |

**Schedule B: Salary Grid 2009-10**

| <b>Classification</b>          | <b>0</b> | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|--------------------------------|----------|----------|----------|----------|----------|----------|
| Accounting Technician          | 46,392   | 48,587   | 50,781   | 52,975   | 55,170   | 57,365   |
| Accounting Clerk I             | 35,510   | 37,347   | 39,185   | 41,021   | 42,858   | 44,694   |
| Accounting Clerk II            | 41,523   | 42,601   | 43,679   | 44,756   | 45,834   | 46,913   |
| Admin Info Liaison             | 41,287   | 43,289   | 45,389   | 47,590   | 49,898   | 52,370   |
| Administrative Assistant       | 16.64    | 17.69    | 18.74    | 19.79    | 20.84    | 21.89    |
| Behaviour Consultant           | 38.45    | 41.90    | 46.27    | 49.91    | 53.55    | 56.28    |
| Brailist                       | 18.52    | 19.59    | 20.66    | 21.73    | 22.79    | 23.88    |
| Business Manager               | 21.04    | 22.12    | 23.20    | 24.28    | 25.36    | 26.44    |
| Cafeteria Worker I             | 11.76    | 12.40    | 13.05    | 13.68    | 14.32    | 14.97    |
| Cafeteria Worker II            | 13.90    | 14.54    | 15.19    | 15.82    | 16.46    | 17.11    |
| Career Counselor               | 40,514   | 41,831   | 43,191   | 44,595   | 46,044   | 47,540   |
| Central Office Secretary       | 30,986   | 32,678   | 34,370   | 36,061   | 37,753   | 39,445   |
| Circle Project Facilitator     | 17.52    | 18.22    | 18.91    | 19.30    | 20.30    | 21.00    |
| Custodian Coordinator          | 18.68    | 19.25    | 19.83    | 20.41    | 20.98    | 21.56    |
| Custodian I                    | 15.04    | 15.58    | 16.12    | 16.66    | 17.20    | 17.74    |
| Custodian II                   | 16.99    | 17.56    | 18.13    | 18.72    | 19.29    | 19.87    |
| Executive Assistant I          | 36,634   | 38,588   | 40,541   | 42,496   | 44,449   | 46,403   |
| Executive Assistant II         | 43,933   | 46,467   | 49,002   | 51,536   | 54,070   | 56,604   |
| Facilities Engineer            | 54,403   | 56,413   | 58,424   | 60,434   | 62,444   | 64,455   |
| Family School Liaison Worker   | 24.03    | 25.60    | 27.16    | 28.73    | 30.30    | 31.87    |
| Family Wellness Worker         | 24.03    | 25.60    | 27.16    | 28.73    | 30.30    | 31.87    |
| FNMI Worker                    | 19.81    | 20.50    | 21.19    | 21.88    | 22.58    | 23.27    |
| Librarian I                    | 16.48    | 17.33    | 18.19    | 19.04    | 19.89    | 20.74    |
| Librarian II                   | 18.26    | 19.04    | 19.81    | 20.58    | 21.36    | 22.13    |
| Librarian Assistant            | 15.61    | 16.52    | 17.45    | 18.37    | 19.29    | 20.21    |
| Maintenance Coordinator (West) | 54,808   | 56,796   | 58,795   | 60,786   | 62,787   | 64,775   |
| Maintenance Worker I           | 34,358   | 35,332   | 36,306   | 37,280   | 38,254   | 39,228   |
| Maintenance Worker II          | 44,014   | 45,753   | 47,491   | 49,229   | 50,967   | 52,704   |
| Master Electrician             | 58,587   | 60,577   | 62,568   | 64,557   | 66,548   | 68,538   |
| Occupational Therapist         | 33.39    | 36.85    | 41.22    | 44.85    | 48.50    | 51.23    |
| Payroll Clerk                  | 40,993   | 42,946   | 44,899   | 46,851   | 48,805   | 50,757   |
| Speech Language Assistant      | 17.69    | 18.60    | 19.52    | 20.45    | 21.36    | 22.29    |
| Speech Language Therapist      | 33.39    | 36.85    | 41.22    | 44.85    | 48.50    | 51.23    |
| Teaching Assistant I           | 14.69    | 15.51    | 16.33    | 17.14    | 17.96    | 18.78    |
| Teaching Assistant II          | 15.61    | 16.52    | 17.45    | 18.37    | 19.29    | 20.21    |
| Technician I                   | 49,195   | 52,166   | 55,135   | 58,105   | 61,076   | 64,046   |
| Technician II                  | 57,837   | 61,629   | 65,422   | 69,214   | 73,007   | 76,799   |
| Tradesman                      | 53,059   | 55,054   | 57,050   | 59,045   | 61,040   | 63,035   |
| Vocational Assistant           | 18.57    | 19.62    | 20.67    | 21.70    | 22.76    | 23.81    |
| Youth Coach                    | 22.11    | 23.24    | 24.37    | 25.51    | 26.65    | 27.85    |

**Schedule C: Allowances**

| <b>Allowance</b>   | <b>2009-10</b>  |
|--------------------|-----------------|
| Pager: Weekday     | \$21.80 per day |
| Pager: Weekend     | \$27.00 per day |
| Shift differential | \$0.47 per hour |

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**Schedule D: Casual Salary Grid**

| <b>Classification</b>        | <b>2009-10</b> |
|------------------------------|----------------|
| Accounting Technician        | 25.49          |
| Accounts Payable Clerk       | 19.51          |
| Admin Info Liaison           | 22.69          |
| Administrative Assistant     | 16.64          |
| Business Manager             | 21.04          |
| Cafeteria Worker             | 11.76          |
| Central Office Secretary     | 17.03          |
| Custodian                    | 15.04          |
| Executive Assistant          | 20.13          |
| Family School Liaison Worker | 24.03          |
| Family Wellness Worker       | 24.03          |
| FNMI Worker                  | 19.81          |
| Librarian                    | 16.48          |
| Librarian Assistant          | 15.61          |
| Maintenance Worker           | 16.52          |
| Payroll Clerk                | 22.52          |
| Speech Language Assistant    | 17.69          |
| Student Monitor              | 14.69          |
| Teaching Assistant           | 14.69          |
| Technician                   | 23.65          |
| Tradesman                    | 25.51          |
| Vocational Assistant         | 18.57          |
| Youth Coach                  | 22.11          |

**Schedule D: Benefits**

**PREMIUM COST OF BENEFIT PLANS**

|  | Monthly Premium Rates              |         | Employee/board Contribution<br>(Full-Time Employees)<br>2009-10 |                  |
|--|------------------------------------|---------|---|------------------|
|  | Single                             | Family  | Employee  | Board            |
| <b>ASEBP Life Insurance Accidental Death/ Dismemberment (Plan 2)</b> | \$0.148 per each \$1,000 of salary |         | 0%  | 100%             |
| <b>Extended Disability (Plan D)</b>                                  | 2.0476% of monthly salary          |         | 0%  | 100%             |
| <b>Extended Health Care (Plan 1)</b>                                 | \$81.50<br>\$196.50                |         | 0%  | 100%             |
| <b>Vision – Hearing (plan 3)</b>                                     | \$ 8.75<br>\$21.50                 |         | 0%  | 100%             |
| <b>Dental (Plan 3)</b>   | \$44.25<br>\$121.00                |         | 0%  | 100%             |
| <b>Voluntary Accident</b>  | Varies with coverage chosen        |         | 100%  | Nil              |
| <b>Alberta Health Care</b>   | N/A                                |         | 0%  | 100%             |
| <b>Health Care Spending Account</b>                                  | \$300 Annually                     |         | 0%  | 100%             |
| <b>Workers' Compensation</b>   | \$1.13 per \$100 of salary         |         | 0%  | 100%             |
| <b>Local Authorities Pension Plan</b>                                | 15-22 % of salary                  |         | 7.46%-<br>10.66%  | 8.46%-<br>11.66% |
| <b>Canada Pension Plan</b>   | 4.95% of salary to maximum         |         | 50%   | 50%              |
| <b>Employment Insurance</b>  | 2.968% of salary to maximum        |         | 1.73%   | 1.238% of salary |
| <b>Employee Assistance Plan</b>                                      | \$ 1.21                            | \$ 1.21 | 100%  | Nil              |

### **Schedule E: Supplemental Unemployment Benefits (SUB) Plan**

(Revenue Canada Taxation Number - 13975 6357 RP001)

- 1.** The Employer intends to cover support staff groups under the SUB plan.
- 2.** The plan is to supplement the employment insurance benefits received by workers for temporary unemployment caused by maternity.
- 3.** (a) Employees must prove that they have applied for and are in receipt of employment insurance benefits in order to receive payment under the plan.  
  
(b) SUB is payable for a period during which an employee is not in receipt of EI if the only reason for non-receipt is the claimant:
  - i) is serving the two week EI waiting period,
  - ii) has insufficient weeks of insurable employment to qualify for EI or
  - iii) has exhausted her entitlement to EI.
- 4.** The benefit level paid under this plan is set at 100 percent of the employee's regular weekly earnings. The combined weekly rate of the EI benefit and SUB payments will not exceed 100 percent of the employees' normal weekly earnings.
- 5.** This SUB benefit will be paid for 15 weeks.
- 6.** (a) The plan is financed by the employer's general revenues.  
(b) SUB payments will be kept separate from payroll records.
- 7.** The duration of the plan is from the time it is received by Employment Immigration Canada until such time as it is amended or altered by negotiations of the collective agreement.
- 8.** The employer will inform the Canada Employment & Immigration Commission in writing of any changes to the plan within 30 days of the effective date of the change.
- 9.** Employees do not have a right to SUB payments except for supplementation of EI benefits for the unemployment period as specified in the plan.
- 10.** Payment in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan.