



Central Office Classified Employee Protocol

Effective September 1, 2022 – August 31,
2024

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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 School Division. 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 ten or 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 exceeding 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.

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 designate's discretion.

EVALUATION

1. Continuous Employees will be evaluated every three years.
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, Technology and Transportation departments shall be scheduled hours of work that do not exceed eight (8) hours per day, 40 hours per week, Monday to Friday inclusive.

Classified 10 month staff members shall be scheduled hours of work that do not exceed eight (8) hours per day, 40 hours per week. The positions will work the equivalent teacher operational days as set annually for STAR Catholic teachers.

The Office Receptionist position shall be scheduled hours of work that do not exceed seven and one half (7.5) hours per day, 37.5 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:

- Traveling 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 in the absence entry system

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 in the Absence Entry System. Overtime shall be paid at time and one half of the employee's regular rate of pay if over 8 hours in any day or 44 hours per week as per Employment Standards. Time-in-lieu hours will be taken 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.

ABSENCE ENTRY SYSTEM

All Classified staff employees will enter Absences using the Absence Entry System. Absences must be approved by the Supervisor. Casual classified staff will complete a timesheet at the established cut-off dates for payroll.

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.

Years of service do not reset should an employee change roles or jobs within the organization.

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.

Effective September 1, 2022, employees governed by the salary grid will receive a 2% increase to their salary.

Effective September 1, 2023, employees governed by the salary grid will receive a 1% increase to their salary.

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:

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

$n = \% \text{ of part-time FTE}$

$\text{FTE} = 1$

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, whose employment began prior to October 31 of any given school year.

Where eligibility for participation has been established, the Board will contribute \$600 per school year to the account for the benefit of each eligible classified staff employee.

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 to receive the matching Board Contribution.

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% 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, who are 12 month 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, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day.

An employee is entitled to general holiday pay if they have worked for the same employer for at least 30 workdays in the 12 months prior to the holiday. Eligible employees will receive payment for general holidays not worked at their regular rate of pay. If an eligible employee does not work on a general holiday, the employee is entitled to their average daily wage, as outlined by Alberta employment standards.

All other general holidays will be granted as declared by the Government of Alberta.

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 Education 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.

The division recognizes the importance of Good Friday and Easter Monday in the Easter Triduum. Therefore, the division has a tradition of honouring Easter Monday as a general holiday.

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 12 month 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 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.

Vacation entitlement for ten (10) month regular employees shall be entitled to vacation pay as determined by the employee's date of hire, calculated as follows:

- 1 year but less than five (5) years of service – 4%
- After five (5) years but less than ten (10) years of service – 6%
- After ten (10) years but less than fifteen (15) years of service – 8%
- Fifteen (15) years of service or more – 10%

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. An employee who is absent from duties to obtain necessary medical or dental treatment or because of accident, disability or sickness for a period of three consecutive days or more may be required by the superintendent or designate to present a signed doctor's certificate stating the reason for such absence. Any cost incurred for the medical note would be the responsibility of the employee.

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.

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 eighteen (18) months.

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.

Maternity leave (Health Related Portion) shall be a minimum of six (6) weeks but no more than sixteen (16) weeks.

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 so that the employee shall receive 100% of her regular pay. 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 percent (100%) 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 ninety (90) days is entitled to parental leave or adoption leave without pay and without Board contributions to benefits for a period not exceeding sixty-two (62) 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 percent (100%) 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.

OTHER LEAVES

BEREAVEMENT LEAVE

Classified Staff employees shall be entitled to Bereavement Leave for not more than five (5) days for the purpose of attending the funeral of deceased relatives. This provision shall apply in the event of death of spouse, child or stepchild, parent or stepparent, son-in-law, daughter-in-law, grandchild, brother or stepbrother, sister or stepsister, parent of spouse, grandparents or grandparents of spouse, brother-in-law or sister-in-law or other relative who is a member of the employee's household.

For one day plus reasonable travel time, to a maximum total of three days to attend the funeral of aunt, uncle, niece, and nephew.

CRITICAL ILLNESS LEAVE

Classified staff shall be entitled to Critical Illness Leave for not more than five (5) days for the purpose of attending the sick bed of critically ill relatives. This provision shall apply in the event of critical illness of spouse, child or stepchild, parent or stepparent, son-in-law, daughter-in-law, grandchild, brother or stepbrother, sister or stepsister, parent of spouse, grandparents or grandparent of spouse or other relative who is a member of the employee's household.

Employees may be required to submit to the Division satisfactory proof by a physician confirming the need for Critical Illness Leave.

FAMILY MEDICAL/FAMILY NEEDS LEAVE

Classified staff employees shall be entitled to three (3) Family Medical Leave days with pay to attend to the medical needs of family members, living in the same household as the employee.

Classified staff employees shall be entitled to two (2) Extended Family Needs Leave days with pay to attend to emergent needs, with prior approval from supervisor. The leave is more expansive than family medical leave and is intended to address situations that assist extended family members, living outside the household.

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.

ROAD CONDITIONS

An employee who, upon making reasonable effort to reach his/her place of employment from his/her normal place of residence, encounters an impassable public highway and is not able to be present at school, will be entitled to salary subject to a recommendation from their supervisor and approval from the Superintendent or designate. If the Superintendent or designate rejects the employee's request for salary payment, the Superintendent or designate shall communicate with the employee indicating in writing the reason for the

rejection. The Superintendent or designate shall consult with the employee before any final decision is made and that decision will be based on each individual case.

There is an expectation that, should weather and road conditions change so as to permit travel to the employee's place of employment, employees will subsequently make their way to their workplace for the balance of their shift. Employees are expected to make multiple efforts to assess change in road conditions.

DISCRETIONARY LEAVE

To qualify for leave of absence entitlements a classified staff employee must have at least six (6) months of continuous service with the Board.

Classified staff employees shall be entitled to a leave of absence with or without pay with the approval of the supervisor.

All requests for leaves shall be made in advance to the supervisor 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.

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.

PERSONAL DAYS

Classified staff employees shall be entitled to three (3) 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.

All requests for personal days shall be made in advance to the supervisor 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.

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

TERMINATION OF EMPLOYMENT

An employee may terminate their employment by providing to the Division, through their supervisor, advance written termination notice pursuant to the minimum requirements of Section 58 of the Alberta *Employment Standards Code*, as amended from time to time and which currently is:

- one week if the employee has been employed by the Division for less than 90 days but less than two (2) years; or
- two (2) weeks if the employee has been employed by the Division for two (2) years or more.

Division may terminate an employee's employment without notice or compensation in lieu thereof for just cause.

The Division may terminate the employment of an employee without just cause by providing the Employee with written notice, or termination pay (wages) in lieu of notice, or a combination thereof, equal to the minimum requirements of the *Employment Standards Code*, as outlined in Sections 56 and 57 of the *Employment Standards Code*. No notice or termination pay (wages) in lieu of notice in excess of the minimums of the *Employment Standards Code* shall be provided. The above notice or termination pay (wages) in lieu of notice, or combination thereof will fulfill all requirements for notice, or termination payment in lieu of notice imposed by law.

An employee who is discharged shall receive his/her termination pay as soon as is reasonably possible after leaving the employ of the Division. An employee, who voluntarily leaves the employ of the Division, shall receive his/her wages and vacation pay to which he/she entitled at the regular pay day following the day on which he/she terminates employment.

The intent of the entirety of this Section 19 on termination of employment is to ensure compliance with the minimum requirements of the Alberta *Employment Standards Code* and this Section 19 should be read consistent with this intent and in no way is it intended or should be read to conflict with the minimum requirements of the Alberta *Employment Standards Code*, as amended from time to time.

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.