

# PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

## **POLICY GGG – Personnel Policy: Non Teaching Staff**

### **Policy**

1. Scope
2. Appointments and vacancies
3. Seniorities
4. Classification and job description and performance evaluation
5. Working hours
6. Overtime or extra time
7. Leave of absence (other than for sick leave)
8. Sick leave for full-time employees
9. Annual vacations
10. Statutory and Board holidays
11. Pay and pay days
12. Benefits
13. Conflict of interest
14. Confidentiality
15. Disciplinary action and dismissal
16. Retirement
17. Dress and safety standards
18. Educational support
19. Apprenticeship
20. Conference, seminar, workshop attendance
21. Purchase of materials for personal use
22. Public information
23. Death of an employee
24. Sexual harassment
25. Disputes
26. Northern allowance
27. Special circumstances
28. Long service recognition

**Appendix A** –Employee-Employer Contributions to the Board Benefit Package

**Appendix B** – Maternity and Paternal Leave

**Appendix C** – Premium Payouts

**Exhibit 1** - Salary Schedule A – Central/Sub Office Staff

**Exhibit 2** - Salary Schedule SS – School Support Staff

**Exhibit 3** - Salary Schedule SH – Bus Shop & Mechanical Staff

**Exhibit 4** - Salary Schedule SM – Maintenance Staff

**Exhibit 5** - Salary Schedule SP – Caretaking Staff

**Exhibit 6** - Salary Schedule PA – Paraprofessional Teacher Assistants

**Exhibit 7** - Salary Schedule BD – Bus Drivers

**Exhibit 8** - Salary Schedule S1 – Community/School Liaison Worker

**Exhibit 9** - Salary Schedule IT – Information Technology

1. **SCOPE**

This personnel policy applies to all non-instructional Peace Wapiti School Division No. 76 employees to the extent that it does not conflict with legal contracts and collective agreements, Provincial Legislation or other Board policies. This policy applies to full-time and part-time permanent employees, except where otherwise stated.

This personnel policy is subject to review on an annual basis.

2. **APPOINTMENTS AND VACANCIES:**

- a) Employees will be selected for a position on the basis of their qualifications, previous performance and experience as assessed against the requirements of the vacant position.
- b) If a position ceases to exist, the employee filling the position will be transferred to another position if another position is open and if, in the opinion of the receiving department / management, the employee has the necessary qualifications. In the event that all surplus employees of a department cannot be reassigned, each employee's performance and general effectiveness as determined by the previous supervisor, qualifications appropriate to the position and relevant experience will be used in determining layoffs. If all the above are equal, seniority with the Board will be used as the deciding factor. (This clause will also apply when a program or department ceases to exist.)
- c) Department supervisors and Principals are responsible for the staff and staffing of any position in that department/school subject to the policies of this manual. All staff must follow the Policy Manual.
- d) Generally, in the interest of developing career patterns, management may transfer an employee to a vacant non-supervisory position within his / her current area of responsibility only. For example a Teaching Assistant may not be transferred to an Administrative Assistant position unless the position was advertised and he/she was the successful candidate. However, if a transfer does not occur, the position shall be advertised internally throughout the jurisdiction. All new\* positions shall be advertised as open competitions.

\* excepting temporary positions of less than 3 months duration and temporary positions funded through Provincial or Federal programs.

- e) Supervisory titles:
  - i) Superintendent of Schools
  - ii) Chief Deputy Superintendent of Schools
  - iii) Deputy Superintendent of Schools
  - iv) Assistant Superintendent - Special Programs
  - v) Corporate Treasurer

- vi) Corporate Secretary
- vii) Director of Transportation
- viii) Director of Human Resources and Labour Relations
- ix) Director of Facilities
- x) Principals
- xi) Director of Instructional Technology

3. **SENIORITIES**

- a) Seniority shall be used and applied in accordance with article 2(c). It shall not be used to “bump” another employee within the same or another department. However, when an employee is transferred from one department to another, seniority with the Board, in so far as annual vacations and all other fringe benefits are concerned, shall be retained by the employee.
- b) Any period of leave of absence of more than one month shall be deducted from the length of service in determining seniority.
- c) Where an employee leaves the service of the Board and is later re-engaged, his/her seniority and other fringe benefits shall date from the time of his/her re-engagement. (All service shall be recognized for the purposes of Long Service Awards).

4. **CLASSIFICATION AND JOB DESCRIPTION AND PERFORMANCE EVALUATION**

- a) The duties of each employee shall be those assigned by the Supervisor and/or outlined in a job description.
- b) The classification of each position and the attendant salary rate will be determined on the basis of the duties and responsibilities assigned to the position by the Superintendent of Schools or designate.
- c) Each employee may have his/her performance assessed from time to time, at which time the employee and the Supervisor may complete a performance appraisal form. The employee will be rated on skill, knowledge, work habits, relationships with people, initiative, dependability, education, and where applicable, analytical and supervisory ability. This assessment should be regarded by both the employee and Supervisor as a constructive process. It serves to make the employee aware of both his/her strengths and weaknesses and provides a guide to improve the employee’s performance. The evaluation should also include comments on both the employee’s goals and the Supervisor’s goals for the employee. A copy of each evaluation will be signed by and given to the employee with a copy filed in the employee’s personnel file.
- d) The anniversary date for an employee on a grid system shall be his/her starting date in his/her present position.

- e) For employees on a grid system, increments may be withheld or delayed upon a recommendation from the Supervisor to the Superintendent of Schools or designate.
- f) Any wage increase or decrease must be approved by the Superintendent of Schools or designate within the guidelines set by the Board.
- g) All new employees are hired on a three to six month probationary period as determined by the Supervisor.
- h) An employee making application for a position with the Board may be required to pass a medical examination conducted by a qualified medical examiner appointed by the Board.

5. **WORKING HOURS**

Working schedules vary by department. Each Supervisor will set the working schedules subject to ratification by the Superintendent of Schools or designate.

6. **OVERTIME OR EXTRA TIME**

- a) Any over or extra time worked must first be authorized by the Supervisor responsible for the budget expense.
- b) A monthly salaried non-supervisory employee may be requested by a Supervisor to work over or extra time, with compensation to be determined, usually in the form of time off calculated a rate of one and one half (1.5) hours off for each hour worked, prior to the over or extra time being worked.
- c) An hourly employee may be requested to work over or extra time by a Supervisor with the rate of pay to be in accordance with the Labour Act; usually at a rate of one and one-half (1.5) times regular rate normally after 8 hours per day and/or 40 hours per week. Time in lieu of pay may be taken at the request of the employee subject to the approval of the Supervisor.
- d) The Superintendent of Schools or designate may approve casual absence for supervisory, management or executive staff for the purpose of providing compensatory time off for extensive overtime worked.
- e) This section does not preclude signed overtime agreements between employee groups and the employer.

7. **LEAVE OF ABSENCE** (Other than for Sick Leave)

- a) Applications for short term leave of absence, of up to three (3) days, without pay, may be granted at the discretion of the Supervisor. Leave granted under this provision shall not exceed six (6) days in any calendar year.
- b) Application for leave of absence for more than three days shall be submitted to the Superintendent of Schools or designate.

- c) An employee, other than casual employees, is entitled to a leave of absence with pay and such leave is deemed to be an authorized absence approved by the Board, where an employee is absent for:
  - i) not more than six (6) days due to critical illness or death of a spouse, child, parent or parent-in-law plus any required traveling time not exceeding two (2) days;
  - ii) (In the case of bereavement for immediate family (spouse, parent, child, or parent-in-law), flowers or a donation to a charity of the employee's choice, up to a value of \$40, will be made.)
  - iii) not more than two (2) days due to death and one (1) day due to critical illness of a grandparent, grandchild, brother, sister, son-in law, daughter-in-law, sister-in-law, or brother-in-law, plus any required traveling time not exceeding two (2) days;
  - iv) (In the case of bereavement for brothers or sisters, a card will be sent to the employee.)
  - v) not more than one (1) day to attend the funeral of an aunt, uncle, niece, or nephew plus any required traveling time not exceeding two (2) days;
  - vi) not more than on (1) day in a year for:
    - (a) attending to the medical needs of a spouse or child when such needs are urgent and require the services of a practitioner, or
    - (b) during confinement in a hospital of a wife for maternity reasons, or
    - (c) for the adoption of a child.
  - vii) critical illness shall be interpreted as a person placed on a critical list by a medical doctor.
- d) An employee who has been granted leave of absence of any kind or for any period, and over-stays his/her leave of absence without permission, shall be assumed to have abandoned his/her position with the Board and may be terminated.
- e) The employer shall grant maternity and adoption leave pursuant to the provisions of the Employment Standards Code, a copy of which is appended to this policy. The employer reserves the right to grant maternity leave pursuant to a Supplementary Unemployment Benefits (S.U.B.) Plan. Under a S.U.B. Plan, the employee receives some pay from U.I. benefits and the balance from the employer.
- f) An employee who is summoned to court as a witness or jury duty will be given leave with pay, provided the employee remits to the office any stipend but excluding any actual expenses set by the court.

- g) A maximum of one (1) day with pay will be allowed for employees (other than casual employees) to attend the following:
  - i) their own wedding or that of their son or daughter;
  - ii) their own graduation or that of their spouse or their son or daughter;
  - iii) if the time of the event conflicts with regular working hours.

8. **SICK LEAVE FOR FULL-TIME EMPLOYEES**

- a) Full-time, permanent employees are allowed a total of one and one half (1.5) day's sick leave per month. Part-time employees are allowed sick leave entitlement on a pro-rated basis.
- b) Sick leave will be accumulated at the rate of the full number of unused days.
- c) Sick leave shall be accumulative to a maximum of ninety (90) working days. Part-time employees will accumulate sick leave on a pro-rated basis.
- d) Employees may be required to provide a medical certificate for any sick leave greater than three (3) days.
- e) Employees must notify the Supervisor of any illness as soon as possible.
- f) If an employee is unable to resume duties after sick leave entitlement is used, the employee may be terminated at the discretion of the Superintendent of Schools or designate.
- g) Sick leave accumulated will automatically be cancelled upon the resignation or termination of an employee.
- h) The Board recognizes alcoholism and other drug abuses as a treatable health problem covered under regular sickness benefits. Employees affected are expected to seek treatment as they would for any other illness which impairs performance of their work. If the employee fails to respond to treatment, and as a result his/her work performance deteriorates, the Board may terminate his/her employment. The use of alcohol or non-medical drugs during working hours is not allowed. The use of such items may result in the suspension or termination of the employee. An employee may be suspended immediately and be expected to seek medical treatment.

9. **ANNUAL VACATIONS** (this article does not apply to Bus Drivers)

- a) Vacations will be scheduled by management after considering operational requirements and individual employee preference. An employee's unused vacation accrual on the 31<sup>st</sup> of August each year shall not exceed 20 days unless the employee, with the approval of the Superintendent or designate, requests carry forward of vacation entitlement to the next year, such carry forward shall not exceed 20 days.
- b) No regular monthly employee may continue to work at his/her regular position and draw vacation pay in lieu of taking his/her vacation.

- c) Employees who are granted leave of absence, maternity leave, or disability leave, will not accumulate holidays for that portion of time away from employment.
- d) On termination of employment, unused holidays for that year may be taken as a cash payout as follows:
  - i) 6% of earnings if employee is entitled to three weeks holidays;
  - ii) 8% of earnings if employee is entitled to four weeks holidays;
  - iii) 10% of earnings if employee is entitled to five weeks holidays.
- e) Vacation credits shall be earned at the following rates:
  - i) 3 weeks per year for each of the first through seventh years of employment (may be taken after nine months subject to employee completing the full year of employment. If year not completed, the holiday entitlement will be deducted from pay cheque).
  - ii) 4 weeks per year for each of the 8<sup>th</sup> through 15<sup>th</sup> years of employment.
  - iii) 5 weeks per year for the 16<sup>th</sup> year and each year thereafter.

Vacation credits shall be calculated and accrued on a monthly basis.
- f) Holiday pay will be paid monthly. (Holiday pay is not paid to employees who receive paid vacations.)
- g) Each department head is responsible for keeping payroll informed of an accurate accounting of all employees' holidays.
- h) If an employee terminates after a portion of a year, holidays will be pro-rated and either credited or deducted on the final pay cheque. There will be no accumulation of vacation credit time if an employee ceases to work for the Board and is subsequently re-hired.
- i) Supervisory personnel shall schedule annual vacations with the Superintendent of Schools and designate.
- j) Vacations for those permanent employees other than full-time will be calculated on a pro-rated basis.
- k) Superintendent staff, Directors of Transportation, Human Resources, Information Technology, Facilities and Corporate Treasurer may accumulate during the course of employment, a maximum of twenty (20) days of unused vacation and when the employee leaves the employ of the board, he/she shall receive salary in lieu of the number of days accumulated. In exceptional circumstances, when it is determined by the parties to be impractical, the employee, with the approval of the Board, may defer a maximum of twenty (20) additional days of unused vacation until the next year.

## 10. **STATUTORY AND BOARD HOLIDAYS**

The Board will observe each of the following days as a general (statutory) or a Board holiday:

New Years Day	Family Day	Good Friday
<i><b>Easter Monday**</b></i>	Victoria Day	Canada Day
Civic Holiday	Labor Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day

**\*\* Easter Monday or the first Monday of a Spring Break as designated on the official School Calendar as approved by the Board.**

If the holiday falls on non-working day,

- a) the date of the holiday will be moved to the working day immediately before or after the official holiday date, or
- b) the employee shall receive pay in lieu of the holiday.

The determination will be made by the Superintendent of Schools or designate.

#### 11. **PAY AND PAY DAYS**

Employees shall be paid in accordance with the Salary Schedules appended to this policy.

- a) Paydays are scheduled as follows:

5 <sup>th</sup> day of the month	<ul style="list-style-type: none"><li>• Bus Drivers</li><li>• Board Members</li></ul>
Last banking day of the Month	All other staff including: <ul style="list-style-type: none"><li>• Bus shop employees</li><li>• School support staff</li><li>• Maintenance Employees</li><li>• Central Office Staff</li></ul>

In the event that a pay day falls on a non-scheduled work day or holiday, the Board will attempt to pay employees on the last scheduled work day before the pay day. However, the pay day will be no later than the first scheduled work day following the pay day.

- b) If a time sheet is not received by the payroll office on the designated due date for that group, the time sheet will be scheduled for the next pay day for that group. Any deviation from this provision must receive prior approval from the Superintendent of Schools or designate.
- c) All new employees hired will personally visit the Director of Human Resources & Labour Resources or designate prior to starting work, to provide all payroll

information which shall then be authorized by the Supervisor. No pay shall be released until documentation is complete.

## 12. **BENEFITS**

a) Full-time, permanent employees who meet eligibility guidelines, are required to participate in the Board benefits plan. Required participation consists of Local Authorities Pension, Alberta Health Care, and A.S.E.B.P. (Life and Disability Insurance, E.H.C. Dental, Vision). Coverage can be waived for Alberta Health Care or for an A.S.E.B.P. Plan coverage if the employee has equivalent coverage under a spousal program. Permanent employees with an assignment of 17.5 hours per week or greater are considered eligible to participate in A.S.E.B.P. and Alberta Health Care benefits.

b) Temporary casual and/or seasonal employees (full-time or part-time) will not be eligible to participate in the Board's benefit package, including Life/Disability Insurance, Dental/Extended Health Care, and Pension. These employees will be put on the Alberta Health Care Group as required by government legislation, but will be responsible for the payment of the full premium.

Any deviation from this provision will require prior approval from the Superintendent of School or designate.

c) Permanent, part-time employees may participate in the benefit program as long as they meet the eligibility guidelines. Employer contributions would be pro-rated for A.S.E.B.P. and Alberta Health Care coverage.

d) Employees qualifying and who have never participated in the Local Authorities Pension Plan will serve a probationary period of one year before officially entering the plan. After that time, the employee will, subject to the L.A.P.P. guidelines, have the option of purchasing back the pension amount as prior service. (Teachers Assistants and Bus Drivers do not qualify to participate based on the fluctuations in their assignments from month to month and year to year.)

e) The employee requesting purchase of prior service will be responsible for the employee share of costs only if he/she exercises this right within the first five years following the probationary period of one year. After that time, the employee will be responsible for both the employee and employer portion of the buy-back.

Note: If the Board employee is purchasing prior service of a probationary period from a prior employer, then he/she again is responsible for both the employee and the employer share of the buy-back.

f) The employer contributions to the benefit package of eligible full-time, permanent employees is indicated in Appendix "A".

g) The Board may, from time to time, support or provide for employees participation in additional benefits. i.e. RRSP Programs and any Board contributions to these benefits, shall be outlined in Appendix "A".

- h) Effective September 1, 2007 the Board shall establish a 'Health Spending Account' of \$300.00 per employee per school year.

Effective September 1, 2008 the Health Spending Account will increase to \$350.00

Effective September 1, 2009 the Health Spending Account will increase to \$400.00

Effective September 1, 2010 the Health Spending Account will increase to \$450.00

### 13. **CONFLICT OF INTEREST**

- a) For the purposes of this policy, relative will be defined as any of the following to an employee: wife, husband, mother, father, mother-in-law, father-in-law, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, nephews, nieces, uncles, aunts, stepchildren.
- b) No employee will engage in activities outside of his/her employment which are contrary to the interest of the Board, or which conflict with his/her obligation to the Board.
- c) No employee who has an interest in a business, is related to, or closely associated with that individual, will participate in decisions affecting the suppliers, or other business or individual dealing with the Board.
- d) No employee will participate in a decision affecting the recruitment, promotion, discipline, or evaluation of a relative.
- e) No relatives will be employed by the Board in the same department where a direct reporting relationship will be created. In special circumstances, personnel may be exempt from this provision by the Superintendent.
- f) No employee will accept gifts other than items of nominal value, from suppliers, or other persons or agencies with whom they are dealing on behalf of the Board. All gifts are the property of the Board.
- g) Employees are expected to disclose situations of potential conflict of interest to their Supervisor immediately.

### 14. **CONFIDENTIALITY**

- a) Confidential information shall be determined by the Superintendent of Schools or designate, marked confidential and treated accordingly. The following are automatically confidential:
  - i) Payroll files
  - ii) Personnel files
  - iii) Student record files
  - iv) Any personal information of an employee

- b) Any employee revealing confidential information may be terminated immediately.

15. **DISCIPLINARY ACTION AND DISMISSAL**

**(Excluding Staff Included in a Collective Agreement)**

- a) Where in the discretion of the Superintendent of Schools or designate there is reasonable ground(s) to believe that the presence of an employee is:
  - i) detrimental to the health and/or safety of the public and/or other employees; or
  - ii) detrimental of the Board property and/or equipment; or
  - iii) that the employee has been guilty of gross misconduct, neglect of duty or refusal or neglect to obey a lawful order of the Board; or
  - iv) where the Superintendent of Schools or designate has determined that the performance of an employee is unsatisfactory;
  - v) the Superintendent of Schools or designate may dismiss that employee.
- b) All disciplinary action is documented and placed in the personnel file of the individual employee.
- c) Suspensions may occur or the employee may be dismissed at any time upon written notice from the Supervisor. The reasons for such dismissal may be stated on the notice.
- d) Disciplinary action may include suspension without pay.
- e) The Superintendent of Schools and Director of Human Resources & Labour Relations shall be informed immediately upon disciplinary action considered by a Supervisor.
- f) All dismissals shall be approved by the Superintendent of Schools or designate and Director of Human Resources & Labour Relations after consultation with the Board's Solicitor.
- g) All dismissals will be reported to the Chairman of the Board by the Superintendent of Schools or designate and Director of Human Resources and Labour Relations.

16. **RETIREMENT**

- a) The retirement age for Bus Drivers is sixty-five (65). Requests for employment beyond that age may be approved by the Board.
- b) The Board may pay for two admission tickets for a retiring employee and escort to a function at which that employee (with more than ten years of full-time equivalent service) will be receiving a retirement presentation.
- c) The Board may contribute to the cost of a function for a retiring Trustee or a member of the Management Team.

- d) The Board will provide a gold watch upon retirement with twenty-five (25) years of service.
- e) The Board will provide a gold watch and gift upon retirement with thirty (30) or more years of service.

**17. DRESS AND SAFETY STANDARDS**

- a) Dress standards must meet health and safety requirements.
- b) Supervisors may develop dress standards for their employees as approved by the Superintendent of Schools or designate.

**18. EDUCATIONAL SUPPORT**

- a) The Board may provide support for course fees to employees who wish to follow educational programs relevant to their work. The employee will be required to present a request to the Superintendent of Schools or designate, outlining in detail the program to be followed and related costs thereof.
- b) Upon the successful completion of any approved course funded by the Board, the employee shall submit the final grades and receipt of course payment to the Department Head and Superintendent of Schools or designate prior to any approved costs being reimbursed.

**19. APPRENTICESHIP**

- a) Employees of the Board participating in an apprenticeship program will be temporarily laid off and may be eligible to receive unemployment insurance/national training allowance through the federal government programs.
- b) The employee will lose no seniority while away from the Board on an apprenticeship program.
- c) The employee is eligible to continue his/her participation in the Board's benefit program, (excluding Local Authorities Pension), with the Board maintaining their same contributions as was paid prior to the employee attending an apprenticeship program.
- d) Pensionable service does not accumulate while on an apprenticeship program. An employee on an approved apprenticeship program has the option of buying back (within one year from notification from Local Authorities Pension) the pensionable service (employee portion only) lost while on leave.

**20. CONFERENCE, SEMINAR, WORKSHOP ATTENDANCE**

- a) Employees may attend conferences, seminars, workshops or activities related to their jobs, subject to prior approval of the Supervisor responsible for the budget expense.
- b) Whenever possible, an employee that has a Board vehicle designated for his/her use, is expected to use that vehicle for transportation to and from conferences, seminars, workshops, etc.

- c) The Superintendent of Schools or designate may authorize Supervisors to attend conferences, seminars, workshops or activities related to their positions.

21. **PURCHASE OF MATERIALS FOR PERSONAL USE**

- a) Purchase orders used for purchasing items for non-Board or personal use, must be approved by the Superintendent of Schools or designate.
- b) New parts and supplies over ten (\$10.00) dollars in value are not for re-sale to employees.

22. **PUBLIC INFORMATION**

- a) When communicating to the public, ensure that you have the facts.
- b) If a problem arises with the public over a Board Policy, refer the matter to a Supervisor.
- c) Refer all matters dealing with the press to the Superintendent of Schools or designate.

23. **DEATH OF AN EMPLOYEE**

In the event of the death of an existing long term employee, a payment will be made to the family or beneficiary as per the following schedule:

- a) for an employee with more than fifteen (15) consecutive years of service, a payment in lieu of two months salary
- b) for an employee with more than twenty (20) consecutive years of service, a payment in lieu of three months salary.

This policy does not affect any vacation pay the employee is entitled to. This policy only applies to employees who are still employed and does not apply to retired or terminated employees.

24. **SEXUAL HARASSMENT**

- a) The employer agrees that no form of sexual harassment shall be allowed in the workplace and the employer undertakes to discipline any employee, manager, or client engaging in sexual harassment.
- b) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
  - i) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - ii) submission to or rejection of such conduct is used as the basis for action affecting that employee;
  - iii) such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive working or educational environment; or

- iv) the perpetrator knows or ought to know that the conduct is unwelcome.
- c) Whenever an employee feels he/she has been sexually harassed, he/she shall have the right to use the following procedure. However, this article shall not be construed as in any way limiting an employee's right to seek redress through an other legal procedure available to him/her and the employer agrees that it will not attempt to prevent an employee from seeking redress either through the courses of the Alberta Human Rights Commission by reason of the fact that an employee has followed this procedure.
- d) In cases of sexual harassment, the employee being harassed has the right to discontinue contact with the alleged harasser without incurring any penalty pending determination of the grievance.
- e) The employer shall undertake to investigate all alleged occurrences expediently.
- f) Both parties agree that all proceedings and the results thereof will be dealt with in the strictest of confidence. The employer agrees to support its employees during the process of redress arising from related situations. The victim or grievor shall be protected from repercussions which might result from his/her complaint.

## 25. **DISPUTES**

- a) Should a dispute arise between an employee and a Supervisor/other employee regarding interpretation of this policy manual and/or wages or benefits, it shall be resolved in the following manner:

### Step 1:

The employee shall, within seven days of the event causing the dispute, submit in writing to the Superintendent of Schools or designate and Director of Human Resources & Labour Relations an outline of the reasons for the appeal.

### Step 2:

The Superintendent of Schools or designate shall render a decision in writing to the employee within seven days of receipt of the appeal.

### Step 3:

Failing a satisfactory resolution of the appeal, the employee shall submit in writing his/her appeal to the Board within seven days of the receipt of the decision of the Superintendent of Schools or designate.

### Step 4:

The Board shall, as soon as possible following receipt of appeal, appoint a committee consisting of at least two of its members and two representatives from the Management Team not directly involved in the appeal or dispute. This committee will render its recommendation to the Board at the next regular meeting.

Step 5:

The Board will rule on the appeal considering the recommendations of the dispute committee.

Step 6:

The decision of the Board shall be final.

26. **NORTHERN ALLOWANCE**

For non-certificated staff ten percent (10%) of all salary to a maximum of \$2,500.00 per year is deemed to be a travel assistance benefit paid in a designated area as defined by Revenue Canada and the amount shall be indicated on each employee's T-4 slip. (The provision of the 'benefit' shall not add to the cost of salary or benefits to the employer as the 10% is deemed to be part of and included in the salaries contained in the personnel policy and employee contracts. The 'benefit' shall be in accordance with Revenue Canada guidelines). **REFERENCE: Board Motion 260-96**

27. **SPECIAL CIRCUMSTANCES**

The Board may consider deviations from this Personnel Policy Manual due to special circumstances presented by an employee.

28. **LONG SERVICE RECOGNITION**

After continuous service as an employee under contract with the Board or its predecessors an employee shall be eligible for the following one time non-pensionable awards (subject to CCRA regulations):

- a) After 15 years - \$2000.00
- b) After 20 years - \$2500.00
- c) After 25 years - \$3000.00
- d) After 30 years - \$3500.00

**Note:** Continuous years of service shall be determined once in each school year as of August 31. Long Service Awards shall be paid to eligible employees by October 31. Continuous service is defined as service earned while drawing a pay cheque from the Board. Continuous service shall not be interrupted by virtue of being granted a leave of absence, without pay and benefits or extended disability, however these leaves of absence shall not be counted in determining the years of service. No awards shall be paid for anniversaries occurring prior to September 1, 2003. Termination followed by re-employment will not constitute continuous service if separated by one or more scheduled workdays.

**Effective August 31, 2008 at 11:59 P.M. this clause expires and will be deleted from Policy GGG.**

**REFERENCES**

**Cross References:** links to  
*Mileage and Expense Allowance Claim Form*

**Legal Reference:**

**Exhibits:**

- Appendix A –Employee-Employer Contributions to the Board Benefit Package
- Appendix B – Maternity and Paternal Leave
- Appendix C – Premium Payouts
- Exhibit 1 - Salary Schedule A – Central/Sub Office Staff
- Exhibit 2 - Salary Schedule SS – School Support Staff
- Exhibit 3 - Salary Schedule SH – Bus Shop & Mechanical Staff
- Exhibit 4 - Salary Schedule SM – Maintenance Staff
- Exhibit 5 - Salary Schedule SP – Caretaking Staff
- Exhibit 6 - Salary Schedule PA – Paraprofessional Teacher Assistants
- Exhibit 7 - Salary Schedule BD – Bus Drivers
- Exhibit 8 - Salary Schedule S1 – Community/School Liaison Worker
- Exhibit 9 - Salary Schedule IT – Information Technology

**BM#:**

<b>Review Date</b>	<b>Board Motion #</b>	<b>Exhibits Changed</b>
June 22, 1995	311-95	
September 12, 2002	161-02	
September 26, 2002	171-02	
February 13, 2003	29-03	
August 11, 2003		
December 11, 2003	244-03	
January 22, 2004	10-04	
February 19, 2004	34-04	
September 23, 2004	149-04	
November 18, 2004	185-04	
March 10, 2005	50-05	
April 21, 2005	78-05, 79-05, 80-05	
August 18, 2005	132-05	
September 22, 2005 -	153-05	

<b>Review Date</b>	<b>Board Motion #</b>	<b>Exhibits Changed</b>
November 24, 2005	204-05	
March 2, 2006	54-06	
September 14, 2007	148-06	
December 14, 2006	218-06	
August 16, 2007	166-07	
September 5, 2007	174-07	
September 27, 2007	186-07	
January 24, 2008	20-07	Salary Schedule BD
March 6, 2008	48-08	Salary Schedule BD
April 17, 2008	75-08	Salary Schedules SS and BD
August 18, 2008	20080818-1005	Exhibits 1 – 9 Policy Sec # 9 & 12
December 10, 2009	20091210.1010	Policy Appendix C & Exhibits 1-9
November 18, 2010	20101118.1012	Policy Section 12.h
February 3, 2011	20110203.1010	Exhibits 1-9
September 26, 2011	20110908.003	Exhibit 7
April 5, 2012	20120405.1007	Exhibits 1-9

**APPROVED FEBRUARY 19, 2004 - MOTION #34-04**

**APPENDIX 'A'**

**Employee-Employer Contributions to the Board Benefit Package**

For the purpose of this appendix,

“EE” will refer to costs born by the employee and

“ER” will refer to costs born by the employer

“Y.M.P.E.” refers to Yearly Maximum Pensionable Earnings.

**ALBERTA HEALTH CARE:**

Maximum ER contribution = 95% of the premium. Effective March 1, 2003  
Based upon full time equivalency.

**A.S.E.B.P.:**

**LIFE (Schedule 2) & DISABILITY (Plan D):**

Maximum ER contribution for all participating employees. Effective 99/10/01

**DENTAL (Plan 3), EHC (Plan 2), VISION (Plan 3)\*:**

Maximum ER contribution = 95% of the premium. Effective March 1, 2003  
Based upon full time equivalency.

**LOCAL AUTHORITIES PENSION:**

Contributions are based on regular earnings.

Contributions are based on LAPP rates.

*Note: Effective January 21<sup>st</sup>, 2004, the minimum required hours per week for eligible permanent employees to participate and contribute to the Local Authorities Pension Plan will be 20 hours per week. (Motion #34-04)*

In case of prolonged illness the Board shall provide its share of the insurance premiums under clause 9.0 for a maximum of two years, provided it is allowed by the insurance carrier.

Casual and/or temporary employees are not eligible for participation in the above noted employer benefit plan. If the employee is not participating in the Alberta Health Care Plan, he/she will be required to participate at his/her expense.

The above ER contributions will be pro-rated on full-time equivalency for eligible part-time employees.

Changed to Vision Plan 3 November 1, 1999.

**APPENDIX 'B'**

**PROVINCE OF ALBERTA  
EMPLOYMENT STANDARDS CODE  
MATERNITY AND PARENTAL LEAVE**

*Effective February 7, 2001*

Alberta has extended employment leave for parents. A new regulation under the *Employment Standards Code* provides mothers, fathers and adoptive parents with parental leave. In addition, birth mothers are eligible for maternity leave. These leaves are available to parents of children born or adopted on, or after December 31, 2000.

*Eligibility Requirements*

Employees must have 52 weeks of continuous employment with their employer to be eligible for maternity or parental leave. This applies both to full and part-time employment.

*Length of Leave*

- Birth mothers can take up to 52 weeks of unpaid, job-protected leave from employment, made up of 15 weeks of maternity leave and 37 weeks of parental leave.
- Fathers and adoptive parents are eligible for 37 weeks of unpaid, job-protected parental leave. Adoptive parents can take parental leave when they adopt a child under the age of 18.

If both parents are employees, the 37 weeks of parental leave may be taken entirely by one of the parents, or can be shared between the mother and father. If the leave is to be shared, the employer must be notified.

*Notice Requirements*

- Employees must give their employers at least six weeks' written notice to start maternity or parental leave.
- Employees must provide at least 4 weeks' written notice to return to work or to change the date they will be returning to work. This notice must be provided at least four weeks before the end of the leave to which employees are entitled.
- If an employee fails to provide the required notice or fails to report to work the day after the leave ends, the employer does not have to reinstate the employee unless the failure to notify the employer is due to unforeseen or unpreventable circumstances.

**APPROVED MARCH 2, 2006 - MOTION #54-06**

**APPENDIX 'C'**

**Hot Market Bonus**

Policy GGG is amended as follows effective as of September 1, 2005 by addition of the following wording as Appendix 'C'.

1. Those employees affected by Exhibit 3, Salary Schedule SH: Bus Shop and Mechanical Staff and Exhibit 4, Salary Schedule SM: Maintenance Staff, will be eligible for a Hot Market Bonus payment in addition to the payment of the salary paid to them calculated at the base rate established by the Board from time to time for the employee's position.
2. The receipt of a Hot Market Bonus payment will depend upon the employee meeting all criteria set out herein, and will depend on the Board determining that it is desirable to maintain a Hot Market Bonus payment for the employee's position.
3. The Board will have sole discretion in determining if it is desirable to maintain a Hot Market Bonus payment for the employee's position.
4. The Hot Market Bonus payment shall be paid once every six months notwithstanding the provisions of Section 11 of Policy GGG.
5. An employee must be employed at the time that the Hot Market Bonus payment is to be paid and must have been continuously and actively employed with the Board for the preceding six months.
6. All records related to the salary of the employee will show the base rate for the employee's position established from time to time by the Board and all calculations based on salary will be made on that basis.
7. The Board will establish a benchmark rate of salary that is considered to be a market rate comparator that the Board wishes to match through payment of the Hot Market Bonus.
8. The amount payable to an employee as a Hot Market Bonus, provided the employee is eligible for receipt of same, shall be the difference between the benchmark rate applied to the employee's regular hours of work in the preceding six (6) months and the amount of the employee was paid at the employee's actual base rate for the same period calculated in the same manner including overtime.

9. If the Board intends to reduce or eliminate the Hot Market Bonus for any position, it shall give three (3) months notice of it to the affected employees, but otherwise, such reduction or elimination shall be within the sole discretion of the Board.
  
10. The implementation of the Hot Market Bonus payment is designed to permit the employees of the Board in the affected job positions to receive a competitive rate of pay in comparison with those persons similarly employed in the private sector, but the employee's and the Board recognize that the achievement of that objective may be constrained by considerations unique to public sector employees and school boards in particular.

*Effective December 31, 2009 at 11:59 p.m. the Hot Market Bonus will be cancelled.*

**PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76**

**POLICY GGG**

**Exhibit 1**

**Salary Schedule A: Central/Sub Office Staff**

**Page 1 of 1**

**SALARY SCHEDULE A: CENTRAL/SUB OFFICE STAFF**

NOTE: 1. All salaries are monthly and are based on 1 FTE.

**Effective April 1, 2012**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1</b>	2944.00	3171.00	3434.00	3709.00	3948.00
<b>2</b>	3452.00	3783.00	4117.00	4337.00	4617.00
<b>*3</b>	3944.00	4324.00	4777.00	4957.00	5278.00
<b>4</b>	3906.00	4307.00	4716.00	4966.00	5228.00
<b>5</b>	4636.00	5099.00	5563.00	5873.00	6181.00

Row 2 is equal to Row 3 -- Row 2 = 35 hours per week, Row \*3 = 40 hours per week

1. Receptionist
2. Executive Assistants, System Coordinator, Payroll Clerk, Accounting Clerk
3. Transportation Clerk
4. Payroll Administrative Clerk, Facilities Administrative Clerk, Accountant Level 1, Special Projects, CISS Support
5. Accountant Level 2

**SALARY SCHEDULE SS: SCHOOL SUPPORT STAFF**

**Effective March 21, 2012**

<b>Position</b>	<b>Completed Years of Experience</b>					
	<b>0</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>7</b>	<b>9</b>
Administrative Assistant	19.63	20.28	21.47	23.11	23.65	24.05
Library Tech. / Teaching Assistant <sup>1</sup>	18.04	18.67	19.88	21.50	21.97	22.42
Secretary/Receptionist	13.06	13.74	14.92	16.61	17.08	17.53
E.C.S. Instructor	21.95	23.47	24.53	25.48	26.08	26.44
Cafeteria Staff <sup>2</sup>						
Certificated Teaching Assistant <sup>3</sup> / Certificated Library Tech.	18.99	19.78	21.02	22.81	23.27	23.74

- <sup>1</sup> Teaching Assistants: Effective September 2001, 1.0 FTE = 30 hours / week
- <sup>2</sup> Cafeteria Staff: To be determined by the Principal in consultation with the Director of Human Resources
- <sup>3</sup> In order for an employee to be placed on this grid, the employee must provide documentation of completion of a Teaching Assistant Diploma (minimum 234 hours of Course Instruction plus minimum of 351 hours of practicum) or a valid Alberta Teaching Certificate. Early Childhood Development, Occupational Therapist or similar Diploma's and or Certificates are not considered for placement on this grid.

To have one completed year of experience, the employee shall have worked a minimum of 700 hours during the school year. All grid changes will be effective the following September 1st.

Classroom Supervisors will be paid a total of \$197.21 per day including vacation pay. (A Classroom Supervisor will be recognized as a person who has completed all the requirements necessary to obtain a Alberta Teachers Certificate, and is in the process of applying for a Temporary Letter of Authority with our Board).



**SALARY SCHEDULE SM: MAINTENANCE STAFF**

**Effective April 1, 2012**

	Category	Experience Rating*					
		1	2	3	4	5	6
1	Licensed Journeymen: (Carpenter,Plumber/Gasfitter,Electrician	5144.80	5388.01	5631.28	5874.61	6117.85	6343.96
2	Painter	4187.60	4379.29	4511.59	4762.78	4954.68	5158.86
3	Driver/Courier	3791.21	3959.67	4128.11	4296.60	4464.45	4633.43
4	Maintenance Work #1**	4282.97	4474.76	4666.50	4858.29	5050.08	5241.85
5	Maintenance Worker #2	3942.81	4121.19	4299.57	4477.87	4656.23	4834.61
6	Mechanical Service Tech***	6429.56	6758.92	7088.27	7417.60	7790.58	8158.62
7	Labourer	As determined by the Director of Maintenance					
8	Field Coordinator	6175.14	6504.50	6833.83	7163.19	7536.17	7904.18

**Effective September 1, 2007:**

**Boot Allowance: \$100 per year or \$200 every 2 years (year = September – August)**

**Hearing Protection: \$95.00 per 3 year period**

**All salaries are per month based on a 40 hour week**

\* With PWSB or equivalent

\*\* With supervision responsibilities

\*\*\* Salary Includes ‘On Call Allowance’ of \$185.33 per month effective September 1, 2005

Effective September 1<sup>st</sup>, 2006, the Hot Market Bonus of 11.1% will be in effect for Salary Schedule SH: Bus Shop and Mechanical Staff and Salary Schedule SM: Maintenance Staff. See Appendix C: Premium Payment.

*Effective September 1, 2008, the Hot Market Bonus will be reduced to 5.55%.*

*Effective December 31, 2009 11:59 p.m., the Hot Market Bonus will be cancelled.*

**SALARY SCHEDULE SP: CARETAKING STAFF**

**Effective March 21, 2012**

	Probation	Post Probation	1	2	3
Caretaker	20.00	21.09	22.29	23.68	25.08
Sr. Caretaker	21.09	22.55	24.01	25.45	26.90

**SALARY SCHEDULE PA: PARAPROFESSIONAL  
EDUCATIONAL ASSISTANT STAFF**

**Effective March 21, 2012:**

<b>Training and Experience Rating</b>					
	1	2	3	4	5
Rate	24.69	27.19	29.91	32.91	36.15

\*\* to have one completed year of experience, the employee shall have worked a minimum of 700 hours during the school year. All grid changes will be effective the following September 1st.

An employee will be classified as a paraprofessional when he/she has specialized training that is required to address the specific student need. Examples are: Signers, Brailers, Nurses, Nursing Aides, Therapists.

**SALARY SCHEDULE BD: BUS DRIVERS**

**Effective March 26, 2012**

Completed Years of Service	Annual Basic Salary	Experience Increment	Total	Basic Per Month
0	12212.00	0.00		1017.66
1	12212.00	0.00		1017.66
2	12212.00	0.00		1017.66
3	12212.00	0.00		1017.66
4	12212.00	82.01	12294.01	1024.50
5	12212.00	108.94	12320.94	1026.75
6	12212.00	135.48	12347.48	1028.95
7	12212.00	163.47	12375.47	1031.29
8	12212.00	190.15	12402.15	1033.51
9	12212.00	217.47	12429.47	1035.79
10	12212.00	244.95	12456.95	1038.08
11	12212.00	272.01	12484.01	1040.34
12	12212.00	298.95	12510.95	1042.58
13	12212.00	326.28	12538.28	1044.85
14	12212.00	353.49	12565.49	1047.12
15	12212.00	380.42	12592.42	1049.37
16	12212.00	407.51	12619.51	1051.63

B6A	Route Mileage	0.2250	per km
DYS	Daily Rate	61.06	
DA	Spare Drivers Basic Daily Rate	61.06	per day
	Repair Trips:		
B9A	Short	8.83	per trip
BAA	Medium	11.83	per trip
BGA	Long	14.81	per trip
BCA	Inter-School Program Trips	37.18	per day
BPA	Transfer - City Transfer	6.93	
B7S	Transfer Short	8.83	per day
B7M	Transfer Medium	11.83	per day
B7L	Transfer Long	14.81	per day

**POLICY GGG  
Exhibit 7  
Salary Schedule BD: Bus Drivers  
Page 2 of 2**

B4A	Driving Time (includes driving to assist another driver)	16.60	per hour
B5A	Waiting Time (includes waiting to assist another driver)	10.10	per hour or AB hourly min. wage
BOA	Teacher/Training	16.34	per hour
BQA	Wheelchair Handling	9.29	per day maximum

**NOTE:**

1. The basic salary and route mileage is remuneration earned for work performed relative to the drivers' route and the maintenance of his/her bus during the course of the school year. (Approx. August 25 - June 30)
2. Basic Salary and the Experience Increment shall be paid in 12 equal monthly installments
3. All other rates are supplemental to the basic and mileage
4. All rates are exclusive of Vacation Pay
5. 8% vacation pay shall be added to all earnings, will be shown separately on the pay slip, and will be paid monthly
6. All vacation time for Regular Drivers shall be scheduled in July and August
7. Daily route mileage shall be monthly and shall be paid for a) the instructional days driven and b) the 10 Holidays listed in Article 10 (of the Board Personnel Policy) that fall within the school year, subject to the Employment Standards Code eligibility requirements being met.
8. For the purpose of making salary deductions for unpaid leaves, the sum of the instructional days and Article 10 Holidays will be deemed to equal 200
9. Drivers not working for full school year shall be paid Basic pay on a pro rated basis.
10. The use of personal vehicle will be reimbursed as an expense at the rate of \$.53 per KM (effective February 1, 2012, BM#20120202.1010)
11. Drivers will be reimbursed \$10.00 per wash when using their own pressure washer and supplies
12. Drivers will be reimbursed the cost of medicals that are required as a condition of employment.

**POLICY GGG  
Exhibit 8  
Salary Schedule S1: Community/School Liaison Worker  
Page 1 of 1**

---

**SALARY SCHEDULE S1: COMMUNITY/SCHOOL LIAISON WORKER**

**Effective April 1, 2012**

<b>Recognized Years of Experience</b>						
	0	1	2	3	4	5
Level 1 Monthly Wage	4071.75	4259.47	4447.24	4635.03	4822.76	5011.15
Level 2 Monthly Wage	5110.63	5401.01	5691.39	5981.78	6272.14	6562.53

**NOTE: Level 2 – FNMI Coordinator**

**SALARY SCHEDULE IT: INFORMATION TECHNOLOGY**

**Effective April 1, 2012**

<b>CATEGORY</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>	<b>Level 7</b>
I.T. Specialist	4583.23	4946.91	5310.61	5673.12	6036.79	6399.30	6762.98
I.T. Assistant	4069.99	4198.00	4321.22	4445.64			
IT Coordinator	7589.66	7973.69	8358.92	8794.39	9222.68	9673.70	10081.67

**NOTE: Salaries are based on an 8 hour day / 40 hours per week**

**Effective February 1, 2006:**

**Boot Allowance - \$200.00 per pair purchased (maximum 1 pair per 2 years)**