Classified Staff Handbook 2020-2021
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>1. GENERAL EMPLOYMENT INFORMATION</td>
<td>4</td>
</tr>
<tr>
<td>1.1 Continuing Employee</td>
<td>4</td>
</tr>
<tr>
<td>1.2 Probationary Employee</td>
<td>4</td>
</tr>
<tr>
<td>1.3 Temporary Employee</td>
<td>4</td>
</tr>
<tr>
<td>1.4 Work Assignment</td>
<td>4</td>
</tr>
<tr>
<td>1.5 Confidentiality Protocol</td>
<td>4</td>
</tr>
<tr>
<td>1.6 Timesheets</td>
<td>4</td>
</tr>
<tr>
<td>1.7 Notification of Changes</td>
<td>5</td>
</tr>
<tr>
<td>1.8 Professional Development and Education</td>
<td>5</td>
</tr>
<tr>
<td>1.9 Educational Subsidy</td>
<td>5</td>
</tr>
<tr>
<td>1.10 Vacancies</td>
<td>5</td>
</tr>
<tr>
<td>1.11 Transfers Requests</td>
<td>5</td>
</tr>
<tr>
<td>1.12 Staff Reassignment or Reduction</td>
<td>5</td>
</tr>
<tr>
<td>1.12 Waiting List</td>
<td>6</td>
</tr>
<tr>
<td>1.14 Termination</td>
<td>6</td>
</tr>
<tr>
<td>2. ABSENCES AND LEAVES</td>
<td>6</td>
</tr>
<tr>
<td>2.1 Reporting Absences</td>
<td>6</td>
</tr>
<tr>
<td>2.2 Sick Leave Entitlement</td>
<td>7</td>
</tr>
<tr>
<td>2.3 Substitutes</td>
<td>7</td>
</tr>
<tr>
<td>2.4 Compassionate Leave</td>
<td>7</td>
</tr>
<tr>
<td>2.5 Personal Leave with Pay</td>
<td>8</td>
</tr>
<tr>
<td>2.6 General Leave without Pay</td>
<td>8</td>
</tr>
<tr>
<td>2.7 Maternity/Parental Leave of Absence</td>
<td>8</td>
</tr>
<tr>
<td>3. OHS, HEALTH CARE AND BENEFITS</td>
<td>9</td>
</tr>
<tr>
<td>3.1 Occupational Health and Safety</td>
<td>9</td>
</tr>
<tr>
<td>3.2 Workers’ Compensation Board (WCB)</td>
<td>9</td>
</tr>
<tr>
<td>3.3 General Eligibility for Benefits</td>
<td>9</td>
</tr>
<tr>
<td>3.4 Benefit Coverage for 10 Month Employees</td>
<td>9</td>
</tr>
<tr>
<td>3.5 Benefit Information</td>
<td>10</td>
</tr>
<tr>
<td>3.6 Income Tax, Canada Pension Plan, and Employment Insurance</td>
<td>10</td>
</tr>
<tr>
<td>3.7 Local Authorities Pension Plan</td>
<td>10</td>
</tr>
<tr>
<td>3.8 Alberta School Employee Benefit Plan (ASEBP)</td>
<td>10</td>
</tr>
<tr>
<td>3.9 Spending Accounts</td>
<td>10</td>
</tr>
<tr>
<td>4. COMPENSATION</td>
<td>10</td>
</tr>
<tr>
<td>4.1 2020-2021 School Year</td>
<td>10</td>
</tr>
<tr>
<td>4.2 General Holidays</td>
<td>11</td>
</tr>
<tr>
<td>4.3 Salary Calculation for Secretaries</td>
<td>11</td>
</tr>
<tr>
<td>4.4 Salary Calculation for Educational Assistants</td>
<td>11</td>
</tr>
<tr>
<td>4.5 Vacations and Vacation Pay</td>
<td>12</td>
</tr>
<tr>
<td>4.6 Extra Hours and Overtime</td>
<td>12</td>
</tr>
<tr>
<td>4.7 Pay Days</td>
<td>12</td>
</tr>
<tr>
<td>4.8 Increments and Salary Reviews</td>
<td>12</td>
</tr>
<tr>
<td>4.9 Long Service Bonus</td>
<td>13</td>
</tr>
<tr>
<td>APPENDIX</td>
<td></td>
</tr>
<tr>
<td>APPENDIX I: Benefit Plan Contribution Rates</td>
<td>14</td>
</tr>
<tr>
<td>APPENDIX II: Support for Learning Application Form</td>
<td>15</td>
</tr>
<tr>
<td>APPENDIX III: Classified Staff Educational Subsidy Application Form</td>
<td>16</td>
</tr>
<tr>
<td>APPENDIX IV: Pay Rates September 1, 2019 to August 31, 2020</td>
<td>17-18</td>
</tr>
<tr>
<td>APPENDIX V: Summer Savings Program</td>
<td>19</td>
</tr>
</tbody>
</table>
This handbook is intended to provide general information regarding working conditions for District Classified Staff. With the exception of the positions listed below, Classified Staff refers to employees whose positions do not require an Alberta Teaching Certificate and are not covered by the CUPE collective agreement. The following positions are not considered Classified Staff and are not eligible for the provisions contained in this handbook: casual staff, lunch supervisors and lunch coordinators, bus drivers, student pages, breakfast program coordinators and extension school instructors.

While every attempt has been made to ensure the accuracy of information in this handbook, you should also consult brochures, websites and other material provided to you for greater detail. Assistance may be requested from the Human Resources department.

The RDPSD policy manual, which is available via the District website, should be consulted for specific Board policies and regulations.

In case of any conflict between information in this handbook and material in the employee's contract of employment, school district policy, benefit plan documents, statutory requirements of The Employment Standards Code, or other legislation, the latter documents will take precedence.
1. GENERAL EMPLOYMENT INFORMATION

1.1 CONTINUING EMPLOYEE

A continuing employee is one who occupies a continuing position and who has met the criteria and conditions outlined under probationary employee. The assignment provided to a continuing employee may vary from year to year depending upon needs and budgetary considerations.

1.2 PROBATIONARY EMPLOYEE

An employee is considered to be on probationary status during the first 10 month or 12 month (depending upon job classification) period of employment. To be considered for continuing employment, the following conditions will apply:

a) The employee must have a positive evaluation and recommendation from his/her supervisor(s).
b) A position will be offered to the employee only at such time that it is determined by the Human Resources department that the employment obligations to continuing employees are addressed.
c) A suitable position must be available.

1.3 TEMPORARY EMPLOYEE

A temporary employee is one who is employed by the District for the purpose of filling a position which has become temporarily vacant as a result of the absence of a continuing employee (leave, long term medical, special project), the duration of which is one year or less, or such longer period of time which is mutually agreed to by both parties on a case by case basis. The contract of employment will have an end date. If an individual begins employment after the start of the school year, they will be considered as a temporary employee for that year. To be considered for further employment, the following conditions will apply:

a) The employee must have a positive evaluation and recommendation from his/her supervisor(s).
b) A position will be offered to the employee only at such time that it is determined by the Human Resources department that the employment obligations to continuing employees are addressed.

For continuing, probationary, and temporary employees, employment arrangements may be terminated at the discretion of the employer, subject to employment standards legislation.

1.4 WORK ASSIGNMENT

The specific details of the work assignment for each employee will be established by the School Administration in consultation with the appropriate District departments and the Human Resources department.

1.5 CONFIDENTIALITY PROTOCOL

The Red Deer School Division is subject to the requirements of the Freedom of Information and Protection of Privacy Act. This includes an obligation to safeguard the personal information of students, parents, and staff. Personal information includes, but is not limited to, details concerning individuals' addresses and phone numbers, as well as students' academic outcomes, learning needs, behavior, or home circumstances. Employees and volunteers are obliged to preserve the confidentiality of any personal information which they receive. Such confidential information shall not be disclosed, discussed, or shared with unauthorized individuals, nor used for personal gain.

1.6 TIMESHEETS

Electronic timesheets are required from all Classified Staff through Employee Self Service. Please submit your completed timesheet to your supervisor immediately following the last working day for the period covered by the time sheet. You may miss being paid if a time sheet is not received by the Human Resources department.

- Regular continuing employees submit monthly timesheets for which the cut-off date is the last day of each month. Only exceptions to the regular schedule need to be reported.
• Hourly paid employees submit monthly time sheets for which the cut-off date is the 15th day of each month.

• Substitute employees will verify their time sheet by logging into Employee Self Service (Attrieve) – My Dispatches – View or Change. Any discrepancies should be reported to the Substitute Dispatcher. The cut-off date is the 15th day of each month.

1.7 NOTIFICATION OF CHANGES

Any change to an employee’s address, dependents, beneficiaries, marital status or other personal status applicable to benefits coverage must be reported to the Human Resources Office within 31 days of the change to keep benefits in force and to ensure that proper registration and payroll deduction information is maintained.

1.8 PROFESSIONAL DEVELOPMENT AND TRAINING

Professional development and training for classified staff is the responsibility of the school or department to which the employee is assigned. Professional development and training needs should be determined in consultation with the school principal, supervisor, or other designated individual. Funds are to be made available to offset registration, travel and subsistence costs. Costs associated with providing coverage for the absent employee will be borne by the school. All applications for financial support must have prior approval before any participation occurs. See Appendix III: Support for Learning Application Form.

 Employees who have upgraded their qualifications since commencing employment should forward proof of participation, certificates obtained, or other documentation to the Human Resources department for inclusion in their personnel files.

1.9 CLASSIFIED STAFF EDUCATIONAL SUBSIDY

An Educational Subsidy is available to Classified Staff employed on a continuing basis with The Red Deer School Division. The subsidy may be used to offset tuition costs for courses that have a clear relationship to an employee’s assignment or which are part of a larger program of study leading to a certificate, diploma, or degree which may be applicable to the individual’s work.

Approvals for Educational Subsidy will be determined by the Associate Superintendent – Human Resources.

The subsidy amount may be up to 75% of tuition costs, and will be dependent on the number of applications received. The amount of subsidy provided to any individual during the course of one school year will not exceed 10% of the total available funds unless there are unexpended funds remaining at the end of the year.

Application must be made in writing to the Associate Superintendent – Human Resources before commencing any course of study. A decision regarding approval will be communicated to the applicant.

For any approved course of study, a subsidy will be paid following receipt of proof of successful completion of each course and presentation of documents relating to the cost of the course. See Appendix IV, page 19.

1.10 VACANCIES

Job vacancies will be posted on the District web page. Some positions may not be posted if they are filled through internal transfers.

1.11 TRANSFER REQUESTS

A continuing employee may make a request to the Human Resources department to be transferred to a different position within the District for the following school year. This request should be submitted to the Human Resources department by May 1.
1.12 STAFF REASSIGNMENT OR REDUCTION

When the requirement for classified staff changes at a site, Human Resources personnel will endeavor to reassign displaced continuing employees to other positions within the District. If changes in enrolment or other circumstances necessitate, a reduction in hours may result or a lay-off procedure may be implemented. An employee who chooses not to accept a different assignment either in the same location as currently employed or in a different location, may request to be placed on a waiting list.

1.13 WAITING LIST

Human Resources personnel will advise an employee who chooses to be on a waiting list about job opportunities as they become available. If an employee declines job assignments offered over a period of time, this refusal may be considered by the employer to be an act of resignation. Each situation will be adjudicated on a case by case basis.

1.14 TERMINATION

The Employee’s employment may be terminated by the Board by providing the Employee with the minimum amount of notice, payment in lieu of notice, or a combination of notice and pay in lieu of notice outlined in the Employment Standards Code. The Employee’s entitlement to notice, pay in lieu of notice, or combination of notice and pay in lieu of notice prescribed in the Employment Standards Code. If the Employee is terminated for just cause, no notice or payment in lieu of notice is required.

If the Employee’s employment is deemed to have been terminated due to a lay off under s. 63 of the Employment Standards Code, the Employee shall be given the minimum notice in writing, or payment in lieu of notice, or a combination of notice and pay in lieu of notice outlined in the Employment Standards Code.

To terminate their employment (resignation or retirement), the Employee shall provide written termination notice of at least:
   a. One (1) week for employment for more than ninety (90) days but less than two (2) years or;
   b. Two (2) weeks for employment of two (2) years or more.

2. ABSENCES AND LEAVES

2.1 REPORTING ABSENCES

All absences shall be reported to your immediate supervisor and noted on your monthly timesheet. Exceptions may be allowed for brief absences (up to 90 minutes) on infrequent occasions to obtain needed personal medical or dental care when appointments cannot be scheduled outside of work hours. Such occurrences should be arranged in consultation with your supervisor and need not result in lost time. Absences of 1/2 day or more are to be reported by the school on a daily basis to the Human Resources department. Absences may be reported as follows:

1) Illness
2) Medical
3) Compassionate
4) Professional development
5) Time in lieu
6) Jury selection, jury duty or when subpoenaed to appear in court as a witness. Any witness fee or jury stipend received by the employee to be remitted to Central Services.
7) District Business
8) Vacation (12 month staff only)
9) Workers Compensation
10) Personal leave with pay (see page 8)
11) Personal leave without pay (see page 8)

If you are ill for longer than three consecutive days you may be requested to submit a medical certificate from a medical practitioner which certifies that you were unfit for work for the period of the absence. The employer may request a report signed by a qualified practitioner in cases where an employee has been absent for five (5) days or more during the school year.
2.2 SICK LEAVE ENTITLEMENT

Paid sick leave will be provided at the rate of two (2) days per month for full-time employees. Unused sick leave may be accumulated to a maximum of 90 work days. Part time employees are entitled to sick leave according to the proportion of the full time worked (Full time calculated as follows: Educational Assistants – 35 hours per week, all other classified staff – 37.5 hours per week).

All employees with an assignment of 20 hours or greater per week are covered by an Extended Disability Benefit program provided by the Alberta School Employees Benefit Plan. This program protects both the employee and the employer. In order to be eligible for EDB coverage, an employee must be off work on a continuing basis because of an illness or disabling condition for 90 calendar days.

During this 90 calendar day run off period, available sick leave credits will be used to cover the work days that occur within this time frame. Prior to the 90th day, the employee must provide the Alberta School Employee Benefit Plan organization with medical evidence from a specialist which supports the fact that the employee is disabled to the point that he/she is unable to return to work. If approved, ASEBP will pay a percentage of the monthly salary to the employee as well as pay for most of the benefit package. The Board will pay for the remaining portion of the Benefit package. If ASEBP does not approve the EDB claim, then the employee is deemed to be fit to return to work with the District or able to pursue an alternative form of work with another employer.

When the employee returns to work, either prior to the 90th calendar day or after a period of time on Extended Disability, he/she may have some sick leave days remaining on file or may be starting at a 0 balance. In either case, the employee will resume accumulating 2 sick leave days per month.

2.3 SUBSTITUTES

Substitutes may be provided during classified staff absences at the discretion of school administration and the office of the Associate Superintendent - Human Resources. The level of need, length of absence and availability of a substitute are the major determining factors.

2.4 COMPASSIONATE LEAVE

Classified Staff must apply to the Associate Superintendent - Human Resources for leave at no loss of salary for the following circumstances:

a) In any one school year, not more than five (5) working days for attendance at a funeral of each near relative*. However, when the funeral is to be held more than four hundred (400) kilometers from Red Deer, six (6) working days shall be granted for each near relative.
b) In any one school year, not more than three (3) days for critical illness* for each near relative**.
c) In any one school year, not more than two (2) days for the attendance at the funeral of a close friend, aunt, uncle, first cousin, niece, nephew, or other relatives who may have been a member of the member’s household at the time of death.

* **Critical Illness** is defined as a condition in which death is likely or imminent.

2.5 PERSONAL LEAVE WITH PAY

Classified Staff are to apply to the Associate Superintendent – Human Resources for personal leave with pay. Each Classified Staff employee is allowed a maximum of four (4) days per school year at no loss of salary for any combination of the following:

a) Medical appointments  
b) Dental appointments  
c) Paternity leave  
d) Adoption purposes  
e) Flood or fire at the employee’s residence  
f) High school graduation or post-secondary convocation ceremonies for self, spouse or child.  
g) Acting in an official capacity at a funeral  
h) Family Illness – to attend to a sick child  
i) Non-routine medical concerns of dependent children, a parent or spouse.  
j) Two days per year to attend to unspecified personal concerns. Unused days may be carried forward for a maximum of one (1) year. No unspecified personal concern days (2.5j) shall be granted to Classified Staff to extend Christmas vacation. Approval will be based on the availability of Substitute EAs or Substitute Secretaries.

To be eligible for Personal Leave with Pay an employee must have a contract that extends for a minimum of five months. The Associate Superintendent - Human Resources, may at his/her discretion extend the leave or approve other leaves not included in the list above.

Employees who work part-time will be granted leave with pay on a pro-rated basis in accordance with their assigned hours of work.

Unspecified Personal Concern days (2.5J) may be accumulated to a maximum of four (4) days in any given year.

2.6 GENERAL LEAVE WITHOUT PAY

General leave of absence without pay may be granted at the employer's discretion. The employee must submit a request in writing through his/her supervisor to the Associate Superintendent - Human Resources and state the dates and reason(s) for the absence. A minimum of 31 days notice of intent is required.

Benefits coverage may continue provided the employee arranges for continued coverage with ASEBP before commencing the leave. Premiums for benefits are paid entirely by the employee during the period of leave. The employee will be billed directly by ASEBP.

2.7 MATERNITY/PARENTAL LEAVE OF ABSENCE

A classified staff employee who has worked at least 90 days shall be entitled to a maternity/parental leave of absence consisting of 16 weeks maternity leave and up to 62 weeks parental leave. The maternity/parental leave may be comprised of voluntary (non-health-related) and involuntary (health-related) periods. Employees who are employed in a temporary position as outlined in section 1.3 and who have worked 90 days shall be entitled to a maternity/parental leave that will end on the date the temporary assignment was set to end.

An employee shall provide the Human Resources office (Associate Superintendent - Human Resources) with a minimum of six weeks written notice of intention to request a maternity or parental leave and shall provide a note from a medical professional confirming the estimated date of delivery.

While an employee may work right up to the expected birth date of the child, The Red Deer School Division will declare the two week period prior to the estimated birth date of a child as an involuntary health related period and will apply accumulated sick leave credits to this time to cover the cost of salary and benefits. If a health condition as outlined by a medical doctor requires the employee to be absent from work prior to this two week period, accumulated sick leave credits may also be applied to this time period to cover salary and benefits.

For the six week time period after the birth of the child, The Red Deer School Division will provide an income supplement to the Employment Insurance benefit associated with the birth of the child as long as this occurs during a contracted service period (e.g. July/August time period and other extended breaks would not apply for 10 month classified staff). This income supplement will “top up” the Employment Insurance benefit for the six
week post-delivery health-related period to provide the employee with an income equal to the income level earned by the employee prior to the birth of the child. This supplement may be granted to the employee for a longer period of time if medical evidence is provided indicating that an extension of the health related period is required. Please contact the Director of Personnel and Payroll to review the specific details associated with maternity/paternity leaves.

3. OHS, HEALTH CARE AND BENEFITS

3.1 OCCUPATIONAL HEALTH AND SAFETY

Board Policy 6.02.13 states:

The Board of Trustees values all who work, learn and serve in the District and is therefore committed to providing a healthy and safe working and learning environment for employees, students and others present on District premises.

The Board believes that responsibility for health and safety is shared among the Board of Trustees, employees, students, volunteers, visitors, contractors and others who are present at District worksites.

In the interest of establishing and maintaining a healthy and safe workplace, the Board expects its employees and all others who work on District premises to:

1. Approach their workplace responsibilities with a commitment to health and safety;
2. Understand and follow applicable legislation, regulations and procedures for safe workplace practices; and
3. Use required protective devices.

If you have concerns regarding a workplace health and safety issue, you should review the matter with your supervisor.

The Red Deer School Division requires all employees to complete Hour Zero training each year.

3.2 WORKERS’ COMPENSATION BOARD (WCB)

Classified staff employees are eligible for WCB coverage for injuries sustained on the job. Any injury should be immediately reported to a supervisor. An injury which causes an absence from work longer than the day of the incident must be promptly reported to Human Resources through Employee Self Service (Atrieve) so that a WCB claim may be initiated within the prescribed time limit.

3.3 GENERAL ELIGIBILITY FOR BENEFITS

Employee benefits are available to classified staff who have a regular employment contract commencing prior to April 1 and who are assigned to work a minimum of 20 hours per week. Employees who are eligible for benefits and who have confirmed positions for the following year will have benefits carried through the summer.

Casual employees and those working under 20 hours a week are not eligible to receive benefits, however they can purchase benefits through ASEBP’s Supplemental Plan. Please contact ASEBP directly for information on this program.

3.4 BENEFIT COVERAGE FOR 10 MONTH EMPLOYEES

Benefit coverage is provided on a 12 month basis when an employee has continuing employment with the district.
3.5 INCOME TAX, CANADA PENSION PLAN, AND EMPLOYMENT INSURANCE

Income Tax, Canada Pension Plan and Employment Insurance contributions are deducted as required based on respective pensionable and insurable earnings. A new TD-1 should be completed if your exemptions change.

3.6 LOCAL AUTHORITIES PENSION PLAN (LAPP)

The Local Authorities Pension Plan website can be located at https://www.lapp.ca. Please acquaint yourself with the Plan provisions provided on their website.

Participation is compulsory for all eligible employees as outlined in District Policy 5.06.09. Employees in substitute, casual, temporary or term positions are not eligible to participate in the Local Authorities Pension Plan.

3.7 ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN (ASEBP)

The Alberta School Employee Benefit Plan can be located at https://www.asebp.ab.ca. Please acquaint yourself with the Plan provisions outlined on the website.

3.8 SPENDING ACCOUNTS

The Red Deer School Division will contribute $50 per month to a combined Health / Wellness Spending Account for staff who are eligible. Eligibility is based on employee’s status as of the first of the month in which the credits will be deposited. HSA/WSA spending accounts will be administered by ASEBP as allowed by Canada Revenue Agency and ASEBP rules.

4. COMPENSATION

4.1 2020-2021 SCHOOL YEAR:

<table>
<thead>
<tr>
<th>Month</th>
<th>School Year Staff Work Days</th>
<th>Paid Holidays</th>
<th>Total Paid Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>September</td>
<td>21</td>
<td>1</td>
<td>22</td>
</tr>
<tr>
<td>October</td>
<td>21</td>
<td>1</td>
<td>22</td>
</tr>
<tr>
<td>November</td>
<td>18</td>
<td>1</td>
<td>19</td>
</tr>
<tr>
<td>December</td>
<td>14</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>January</td>
<td>20</td>
<td>1</td>
<td>21</td>
</tr>
<tr>
<td>February</td>
<td>16</td>
<td>1</td>
<td>17</td>
</tr>
<tr>
<td>March</td>
<td>23</td>
<td>0</td>
<td>23</td>
</tr>
<tr>
<td>April</td>
<td>16</td>
<td>1</td>
<td>17</td>
</tr>
<tr>
<td>May</td>
<td>20</td>
<td>1</td>
<td>21</td>
</tr>
<tr>
<td>June</td>
<td>22</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>Total</td>
<td>195</td>
<td>8</td>
<td>203</td>
</tr>
</tbody>
</table>
4.2 GENERAL HOLIDAYS

Qualifying classified staff receives the following paid General Holidays if the holiday falls on a day that would otherwise have been a working day for the employee:

- Labor Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Thanksgiving Day
- New Year's Day
- Family Day
- Good Friday
- Victoria Day

Classified staff who work the full calendar year also receive the following paid holidays:

- Canada Day
- Civic Holiday (August)
- Christmas Eve
- Boxing Day
- Easter Monday

If any of these general holidays should fall on a Saturday or Sunday, the district shall designate a weekday as the holiday for staff who normally work weekdays only.

When a general holiday falls during an employee's vacation period, deduction from vacation credits is not made for the general holiday.

School year based (ten month) employees receive the following unpaid holidays as identified in the school year calendar: Fall Break, Christmas Recess, Teachers' Convention, Spring Break.

4.3 SALARY CALCULATION FOR CLASSIFIED STAFF – 37.5 HOUR BASE

Annual rates of pay are based on a 37.5 hour week for Secretarial staff. Those employees working less than full-time have salaries pro-rated, based on their full-time-equivalent (F.T.E.) employment. The F.T.E. is obtained by dividing the actual hours per week worked by the 37.5 hours per week.

**Monthly Pay Calculation:**

**SCHOOL YEAR BASED (10 MONTH) REGULAR CONTINUING EMPLOYEE**
- School year based salaries are based on 203 paid days
- Salary = F.T.E. x Monthly Rate
- Vacation Pay for ten month employees is paid monthly

**FULL YEAR BASED (12 MONTH) REGULAR CONTINUING EMPLOYEE**
- Full year based salaries are based on 260 paid days (52 weeks X 5 days)
- Salary = F.T.E. x Monthly Rate

4.4 SALARY CALCULATION FOR EDUCATIONAL ASSISTANTS – 35 HOUR BASE

Annual rates of pay are based on a 35 hour week. Those employees working less than full-time have salaries pro-rated, based on their full time equivalent (FTE) employment. The FTE is obtained by dividing the actual hours per week worked by 35 hours per week.

**Monthly Pay Calculation:**

**SCHOOL YEAR BASED (10 MONTH) REGULAR CONTINUING EMPLOYEE**
- 10 month salaries are based on 203 paid days
- Salary = FTE x Monthly Rate
- Vacation Pay for ten month employees is paid monthly

**HOURLY PAY CALCULATION**
- Casual and temporary employees are compensated on an hourly basis for time worked.
4.5 VACATIONS AND VACATION PAY

a) 12 month employees are entitled to annual vacation as follows:

- After 1 year of service - 3 weeks
- After 7 years of service - 4 weeks
- After 14 years of service - 5 weeks
- After 20 years of service - 6 weeks

The common vacation year for Central Services and 12 month school based staff begins January 1 and
concludes on the following December 31.
Carry-forward of vacation time from one year to the next must be approved by the Human Resources department
and will normally be limited to a maximum of ten days.

b) 10 month employees receive vacation pay monthly as follows, on their gross normal salary

<table>
<thead>
<tr>
<th>Length of Current Employment</th>
<th>Vacation Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to one year</td>
<td>4% of salary</td>
</tr>
<tr>
<td>One through six years</td>
<td>6% of salary</td>
</tr>
<tr>
<td>Seven through thirteen years</td>
<td>8% of salary</td>
</tr>
<tr>
<td>Fourteen through nineteen years</td>
<td>10% of salary</td>
</tr>
<tr>
<td>Twenty years or more</td>
<td>12% of salary</td>
</tr>
</tbody>
</table>

4.6 EXTRA HOURS AND OVERTIME

The regular hours of work for each employee referred to in this handbook will be set by the School Administration
and/or the appropriate District departments in consultation with the Human Resources department. All extra
hours and/or overtime are the responsibility of the site and must be pre-approved by the supervisor or
administrator and recorded appropriately on the employee's timesheet. These hours will be taken as time in lieu
on another mutually agreed day. Time in lieu must be taken by the end of the school year - June 30th for 10
month employees, and August 15th for 12 month employees, and may not be carried over into the next school
year.

If the approved extra hours or overtime cannot be taken as time in lieu and must be paid, it will be charged to
the site budget. Any extra hours worked which have not been approved by a supervisor or administrator is
considered to be voluntary and should not be recorded on the timesheet.

4.7 PAY DAYS

Wages are paid on a monthly basis; pay day is the 25th day of the month or the last banking day preceding the
25th. Payment is made by electronic deposit to a Canadian bank of the employee's choice. Notification of
employee bank account changes is required by noon on the 15th of the month.

4.8 INCREMENTS AND SALARY REVIEWS

Initial Grid Placement for new employees is determined by the Human Resources department. Experience and
qualifications may be considered when making this determination.

The review date for service increments is the employee's anniversary date of employment. This date is adjusted
to reflect any leave of absence which is longer than three months in duration. An increment is effective from the
beginning of the month following the review date unless the review date is prior to the 15th; in this case, an
increment is effective from the first of that month.

Part-time employment in the district is cumulative. On the employee's review date, the employee's part-time
service since the last increment will be evaluated. If this service is greater than .5 full time equivalent, the
employee is eligible for a service increment.
4.9 LONG SERVICE BONUS

In recognition of faithful service, each employee who has worked for the District for 15 years or longer will be provided annually with a gift certificate to a local shopping center. The certificates will be provided in the month of December, prior to the Christmas Break. Eligibility will be determined on the following basis:

- Minimum of 15 years of service required
- 10 or 12 month employees will receive equal consideration
- Casual/substitute service is not eligible for consideration
- EDB and leaves of absence do not count towards service
- One year maternity/paternity leave will count as one year of service, extensions to maternity/paternity leaves do not count.
## Appendix I:
### BENEFIT PLAN CONTRIBUTION RATES

<table>
<thead>
<tr>
<th>Classified Staff Group Health Plan Benefits</th>
<th>Monthly Premium Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Life Insurance (Plan II)</strong></td>
<td>Premiums are paid by the employer. $0.1074 per $1,000 of insurance</td>
</tr>
<tr>
<td><strong>Accidental Death and Dismemberment Insurance (Plan II)</strong></td>
<td>Premiums are paid by the employer. $0.011 per $1,000 of insurance</td>
</tr>
<tr>
<td><strong>Extended Disability Insurance (Plan D)</strong></td>
<td>Premiums are paid by the employer. 1.6555% of salary</td>
</tr>
<tr>
<td><strong>Extended Health Care (Plan 1)</strong></td>
<td>Premiums are paid by the employer. Single or family coverage is available.</td>
</tr>
<tr>
<td></td>
<td>Single: $95.75</td>
</tr>
<tr>
<td></td>
<td>Family: $230.25</td>
</tr>
<tr>
<td><strong>Dental Care (Plan 3)</strong></td>
<td>Premiums are paid by the employer. Single or family coverage is available.</td>
</tr>
<tr>
<td></td>
<td>Single: $55.00</td>
</tr>
<tr>
<td></td>
<td>Family: $149.50</td>
</tr>
<tr>
<td><strong>Vision Care (Plan 3)</strong></td>
<td>Premiums are paid by the employer. Single or family coverage is available.</td>
</tr>
<tr>
<td></td>
<td>Single: $10.00</td>
</tr>
<tr>
<td></td>
<td>Family: $24.75</td>
</tr>
<tr>
<td><strong>Health Spending Account / Wellness Spending Account</strong></td>
<td>$600.00 per year, credited monthly at $50 per month for all employees active as of the first of the month</td>
</tr>
</tbody>
</table>
Classified Staff
Support for Learning

Guidelines:

• Monetary support may be provided for workshops, conferences, or other approved learning opportunities chosen at the discretion of the individual.

• Each classified employee may access up to $200 per year. Funds may be carried forward for one year and accumulated to a maximum of $400.

• Applications for support are to be made to the principal or designated supervisor.

• Approval must be obtained prior to the occurrence of the planned activity.

• Payment or reimbursement will be made upon presentation of necessary receipts.

• Responsibility for maintaining records of funds and expenditures rests with individual sites.

• In the event that an individual moves to a new location, funds will not be transferred from one location to another.

Name: ____________________________________________________

Description of Activity: ____________________________________________________

Date of Activity: ____________________________

Estimate of Costs:

Registration: ____________________________
Travel: ____________________________
Accommodation: ____________________________
Meals: ____________________________
Total: ____________________________

Application Date: ____________________________

Signature: ____________________________________________________

Administrator’s Approval: ____________________________________________________
### Classified Staff
### Educational Subsidy Application Form

Name: ________________________________

Position: ______________________________

Assigned Location: ______________________________________________________

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Estimated Cost (Tuition only)</th>
<th>Estimated Start Date</th>
<th>Estimated Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On a separate page, please describe how the proposed course of study relates to your work.

---

**For any approved course of study, a subsidy will be paid following receipt of proof of successful completion of each course and presentation of documents relating to the cost of the course. The subsidy amount may be up to 75% of tuition costs, and will be dependent on the number of applications received. The amount of subsidy provided to any individual during the course of one school year will not exceed 10% of the total available funds unless there are unexpended funds remaining at the end of the year.**

**Tuition, education, and textbook amounts:**
To claim your tuition, education and textbook amounts you must have received the following forms from your educational institution. This form shows the number of months you were enrolled either on a part-time (Box B) or a full-time (Box C) basis:
- Form T2202, Tuition, Education, and Textbook Amounts Certificate
  - Note: You may also, receive an official tax receipt from your educational institution to reflect the amount of eligible tuition fees you have paid for a calendar year.

You cannot claim the education amount if you:
- Received a grant or were reimbursed for the cost of your courses from your employer. However, you can claim the education amount if you report the reimbursement as taxable income.

**Tuition reimbursement reported as taxable income on T4A:**
If you were paid or reimbursed education amounts from your employer, you will receive a T4A- other income slip, to report the reimbursement as taxable income. The T4A slip will include the total amount that you claimed and were reimbursed from your employer. This will allow you to report your Tuition, education, and textbook amount as a deduction.

---

Date ___________________________  Signature of Applicant ___________________________

**Authorization for Subsidy:**

$ ___________________________

Amount Approved ___________________________  Associate Superintendent – Human Resources ___________________________
### APPENDIX “A”
#### SALARY SCHEDULE
##### JOB GROUPS

<table>
<thead>
<tr>
<th>GROUP SE</th>
<th>Base hrs per day: 7.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Assistant</td>
<td></td>
</tr>
<tr>
<td>Library Secretary</td>
<td></td>
</tr>
<tr>
<td>Accounting Clerk I</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP EA</th>
<th>Base hrs per day: 7.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Assistant</td>
<td></td>
</tr>
<tr>
<td>Speech Pathologist Assistant</td>
<td></td>
</tr>
<tr>
<td>Awards &amp; Grad Event Planner</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP FS</th>
<th>Base hrs per day: 7.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Secretary Middle School</td>
<td></td>
</tr>
<tr>
<td>Head Secretary High School</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable Specialist</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP FE</th>
<th>Base hrs per day: 7.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Secretary Elementary School</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP STF</th>
<th>Base hrs per day: 7.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Technician II</td>
<td></td>
</tr>
<tr>
<td>Payroll and Benefit Specialist</td>
<td></td>
</tr>
<tr>
<td>Career Advisor Specialist</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP FA</th>
<th>Base hrs per day: 7.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Coordinator</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant II</td>
<td></td>
</tr>
<tr>
<td>Accounting Coordinator</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP KI</th>
<th>Base hrs per day: 7.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria Assistant</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP KC</th>
<th>Base hrs per day: 7.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria Cook</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP CA</th>
<th>Casual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening Weekend Supervisor</td>
<td></td>
</tr>
<tr>
<td>Evening Weekend Monitor</td>
<td></td>
</tr>
</tbody>
</table>

### GROUP SP
- Student Page

### GROUP C
- Base hrs per day: 7.5
- Office Manager – School
- Accounting Technician
- Executive Assistant

### GROUP D
- Base hrs per day: 7.5
- Cafeteria Manager
- Community Programs Coordinator
- School Health Coordinator
- Shipper/Receiver

### GROUP E
- Base hrs per day: 7.5
- Lab Technician
- Student Records Manager

### GROUP F
- Base hrs per day: 7.5
- Systems Analyst

### GROUP G
- Base hrs per day: 7.5
- Network Administrator

### GROUP H
- Base hrs per day: 7.5
- Information Technology Specialist
- Learning Commons Coordinator

### GROUP I
- Base hrs per day: 7.5
- International Education Coordinator

---

10 month employees

- Annual Salary = 203 days/year x hourly rate x hours of work per day

12 month employees

- Annual Salary = 260 days/year x hourly rate x hours of work per day

<table>
<thead>
<tr>
<th>Hours</th>
<th>Annual Hours</th>
<th>Month</th>
<th>Monthly Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.5</td>
<td></td>
<td>12</td>
<td>162.5</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>12</td>
<td>151.67</td>
</tr>
<tr>
<td>7.5</td>
<td></td>
<td>10</td>
<td>152.25</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>10</td>
<td>142.1</td>
</tr>
</tbody>
</table>

Monthly Hours: 1950, 1820, 1522.50, 1421

Note: Positions titled, “Director, Assistant Director, Manager, Financial Accountant with Designation and Supervisor” involve direct supervisory responsibilities. They are not included for the following reasons:

a) These positions are not eligible for lieu time or overtime.

b) The vacation schedules vary from what is contained in this handbook.

Information regarding these positions is available to district employees, upon request.

“Office Manager – School” designation may be applicable for an employee who has direct supervisory responsibility for 6 or more clerical staff.
### RATES OF PAY PER HOUR – Effective August 26, 2020

#### HOURLY STEPS

<table>
<thead>
<tr>
<th>GROUP</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP</td>
<td>$15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA</td>
<td>N/A</td>
<td>$15.00</td>
<td>$15.63</td>
<td>$17.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KI</td>
<td>$15.00</td>
<td>$15.50</td>
<td>$17.05</td>
<td>$18.88</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EA</td>
<td>$15.69</td>
<td>$17.56</td>
<td>$19.41</td>
<td>$21.28</td>
<td>$23.13</td>
<td>$24.53</td>
</tr>
<tr>
<td>KC</td>
<td>$16.51</td>
<td>$18.57</td>
<td>$20.61</td>
<td>$21.92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SE</td>
<td>$16.97</td>
<td>$18.85</td>
<td>$20.71</td>
<td>$22.64</td>
<td>$24.53</td>
<td></td>
</tr>
<tr>
<td>FE</td>
<td>$18.90</td>
<td>$20.76</td>
<td>$22.63</td>
<td>$24.57</td>
<td>$26.46</td>
<td></td>
</tr>
<tr>
<td>FS</td>
<td>$19.42</td>
<td>$21.28</td>
<td>$23.15</td>
<td>$25.09</td>
<td>$26.96</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>$19.54</td>
<td>$21.09</td>
<td>$22.62</td>
<td>$24.68</td>
<td>$26.95</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>$26.05</td>
<td>$26.68</td>
<td>$28.41</td>
<td>$30.17</td>
<td>$31.88</td>
<td>$33.59</td>
</tr>
<tr>
<td>D</td>
<td>$23.65</td>
<td>$25.21</td>
<td>$26.74</td>
<td>$28.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>$25.73</td>
<td>$27.27</td>
<td>$28.80</td>
<td>$29.83</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STF</td>
<td>$27.74</td>
<td>$28.69</td>
<td>$29.66</td>
<td>$30.63</td>
<td>$31.58</td>
<td>$32.94</td>
</tr>
<tr>
<td>I</td>
<td>$30.07</td>
<td>$31.45</td>
<td>$32.65</td>
<td>$33.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FA</td>
<td>$31.58</td>
<td>$32.57</td>
<td>$33.53</td>
<td>$34.47</td>
<td>$35.44</td>
<td>$36.95</td>
</tr>
<tr>
<td>F</td>
<td>$33.71</td>
<td>$35.43</td>
<td>$36.74</td>
<td>$38.90</td>
<td>$40.61</td>
<td>$42.37</td>
</tr>
<tr>
<td>G</td>
<td>$36.07</td>
<td>$37.91</td>
<td>$39.78</td>
<td>$41.62</td>
<td>$43.47</td>
<td>$51.00</td>
</tr>
</tbody>
</table>
Summer Savings Program

The Summer Savings Program was developed at the request of some 10 month classified staff who wanted to receive their pay over 12 months. It is optional and each 10 month staff member will be able to make their own choice as to whether or not they wish to participate.

How does this work? Upon written notification from the individuals who want this, we will set up “banks” that will store your money for you and pay you in July and August the amount of monies that you saved in the “bank”.

Who can participate? Any 10 month employee who is currently in receipt of ASEBP benefits will be eligible to participate in the Summer Saving Program.

How much will I save each month? Each month 16.67% of your net pay from your regular assignment will be withheld after all of your deductions have processed. 16.67% equates to 2/12ths of your salary.

Can I choose to save a different percentage? Unfortunately, we can only set the bank up for a single percentage and everyone will have to have the same percentage taken off their pay.

Can I withdraw my money early, or do I have to wait for July or August? If for some reason, you find that you require your money, we can provide the entire amount to you on our next pay run. However, we want to discourage people signing up and then removing themselves as this is very time consuming for the payroll department. If you do request to receive your “banked” money, we will not be able to reactivate you until the following year. A new activation form will need to be completed and forwarded to the payroll department for reactivation.

Can individuals who start work later in the year participate? Yes, new hires or later hires can apply for this deduction. Please note however, the only way to receive the full amount for July and August is to work the full 10 months and to contribute exactly 2/12th of your pay.

What will happen if my net pay fluctuates throughout the year? Anytime your gross pay decreases or increases this affects your “bank”. If you take time without pay for whatever reason, you will have a smaller net pay and a lesser amount of monies will be put into the “bank” for you. If you have a FTE increase or decrease, this will also increase or decrease your July/August pay.

Will this affect my pension? This will not affect your pension. Your pension and contributions will remain exactly the same. You will not contribute to the pension in July and August.

Will deductions process off the monies paid from the “bank”? No, you will receive a pay but no deductions will be taken from the July and August pay.

Will I receive a ROE? Yes, you will receive an ROE exactly as you would normally.

Can I still get EI over the summer? We are not able to answer this question as EI is administered by Service Canada. For EI questions please contact Service Canada at 1-800-206-7218.

How can I sign up? Simply sign the authorization form and forward it to the payroll department either electronically or through inter office school mail.

When is the deadline to sign up? September 15th is the deadline to sign up for payroll starting in September. You can sign up at any time and have the deduction start in the next payroll cycle as long as we receive your form by the 15th of the month.

If I sign up for one year, can I drop out for the next year? Yes, you can send an email request to payroll@rdpsd.ab.ca requesting to be removed from the deduction at any time. Just remember, if you remove yourself and wish to be added the following year, you must complete a new activation form.

Do I need to sign up every year? No, you only need to sign up once. We will continue to make deductions from your net pay each month until we are informed in writing by you to cease deducting.

What will happen when I cease employment? If your employment ceases prior to June 30th and you have made contributions, your “bank” will be paid out in full on your final pay.

Where is the Authorization form? You can find the form by clicking on this link. Please send the completed form to payroll@rdpsd.ab.ca

Classified Staff Handbook 2019 - 2020, Red Deer Public School District No. 104
APPENDIX V