



EMPLOYMENT CONDITIONS HANDBOOK
September 1, 2024 – August 31, 2025

**WOLF CREEK PUBLIC SCHOOLS
SUPPORT STAFF**

EMPLOYMENT CONDITIONS HANDBOOK

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Preamble:

This handbook describes the employment conditions for all support staff employed by Wolf Creek Public Schools. It establishes the different categories of employment and the salary and benefits pertaining to each.

This handbook is maintained and updated by Board administration based on the recommendation of the Salary and Wage Committee. It is intended to be used as a guide to both administration and support staff employees.

General Conditions Applying To All Employment Categories

NOTE: These conditions apply to all employment categories except where otherwise noted in the descriptions of the various individual categories.

Employment Requirements:

Support Staff Employment Contract: Effective August 25, 2015 all new Support Staff Employees are required to sign and agree to the terms outlined in the "Support Staff Employment Contract". This contract must be signed prior to the commencement of employment.

Probationary Period: Effective August 25, 2015, the first six (6) months of employment shall be deemed to be a period of probation (the "Probationary Period").

Criminal Record and Vulnerable Sector Checks: Given the Employer's need to ensure a safe and caring school environment, employees will be given employment on the understanding that they have or will be providing, within 20 working days, a Criminal Record and/or Vulnerable Sector check. The Employer reserves the right to retract and void the offer of employment, or terminate within the Probationary Period, based on its review of the results of the Criminal Record and/or Vulnerable Sector check in its complete discretion, while ensuring compliance with the minimum requirements of the Alberta Employment Standards Code.

The employee shall be notified at the time of employment if a criminal records check and/or a vulnerable sector check will be required. Those employees working unsupervised with vulnerable peoples will be required to complete both a Criminal Records check and Vulnerable Sector check.

Employees further acknowledge and state that, at the date of signing their letter of offer, that they have not been charged or convicted under the *Criminal Code of Canada*, the *Controlled Drugs and Substances Act* or similar legislation of any jurisdiction, for a matter for which a pardon has not been granted. The employee also agrees to undertake such further Criminal Record and/or Vulnerable Sector checks as may be reasonably requested by the Division or required under Division policy or legislation, respecting your current criminal record and/or vulnerable sector status, and to advise the Division immediately upon being charged with or convicted of an offense under the *Criminal Code of Canada*, and/or the *Controlled Drugs and Substances Act*.

The employee acknowledges and agrees that a failure by you to notify the Division as to the laying of charges against themselves under the *Criminal Code of Canada*, and/or the *Controlled Drugs and Substances Act* forthwith upon the happening of the same, could lead to disciplinary action, up to and including termination of employment.

The employee further acknowledges and agrees that a failure by you to notify the Division as to the entering of a conviction against themselves you under the *Criminal Code of Canada* and/or the *Controlled Drugs and Substances Act* forthwith upon the happening of the same, could lead to disciplinary action, up to and including termination of your contract of employment.

The parties acknowledge and agree that a failure by the Employee to notify the Board of the commencement of an investigation in relation to any alleged wrongful acts towards a child or adult or any charges laid against the Employee under the *Criminal Code of Canada*, the *Controlled Drugs and Substances Act*, the *Child Youth and Family Enhancement Act*, and/or similar legislation forthwith may lead to disciplinary action.

The parties further acknowledge and agree that a failure by the Employee to notify the Board as to the entering or a conviction against the Employee under the *Criminal Code of Canada*, the *Controlled Drugs and Substances Act*, the *Child Youth and Family Enhancement Act*, and/or similar legislation forthwith will lead to disciplinary action, up to and including termination of the Employee's contract of employment.

Learning Activities: Participation in ongoing system mandated learning activities including, but not limited to safety training, is required of all staff members.

Definitions:

Regular 12 month Employee: Any employee who occupies a position designated as a full-time 12 month position established by the Board and who is also assigned to work at least seven (7) hours per day.

Regular 10 month Employee: Any employee who occupies a position designated as a full-time 10 month position established by the Board and who is also assigned to work at least seven (7) hours per day.

Part Time Employee: Any employee who occupies a position designated by the Board as either a Part Time 12 month position or a Part Time 10 month position and who works on a regular basis for less than the full-time equivalent hours of a Regular Employee in the corresponding Regular position.

Temporary Employee: Any employee who occupies a position designated by the Board as a Temporary position and has an assignment that is not of a continuous nature. This definition covers employees such as, but not limited to, those working under special

government sponsored work programs, seasonal employment, and those working in positions normally held by Regular Employees to replace those employees while they are on approved leaves of absence. The employment of a Temporary Employee may be terminated at any time either with cause, in which case no notice or pay in lieu of notice is provided, or without cause upon the minimum notice required under the Employment Standards Code (ESC) or a combination of notice and pay in lieu of notice meeting the minimum requirements of the ESC. No payment or notice shall be required upon the expiration of a Temporary contract according to its terms.

****Temporary employees hired for a period of one month or more may be eligible for participation in employee benefit programs.**

Casual Employee: Any employee designated by the employer as a Casual position and who is employed from day to day as needed and receives an hourly wage.

Probationary Employee: Any employee, other than a Temporary Employee or a Casual Employee, who is in their first six (6) months of employment with the division. All employees are classified as “probationary” upon commencing their employment. The employment of a Probationary Employee may be terminated at any time during this initial six month period either with cause, in which case no notice or pay in lieu of notice is provided, or without cause upon the minimum notice required under the Employment Standards Code (ESC) or a combination of notice and pay in lieu of notice meeting the minimum requirements of the ESC.

Educational Assistant Employee: Any employee who occupies a position designated by the Board as an Educational Assistant position. This category includes all employees hired to work directly with students identified by Inclusive Learning Services. Employees working under this category are typically hired to work with specific students. A full-time designation for Educational Assistants is 1386 hours per year. The employment of the Educational Assistant is dependent upon the level of student needs identified at the school level.

Program Unit Funding Employee: Any employee who occupies a position designated by the Board as a Program Unit Funding Educational Assistant position. This category includes all employees hired to work with specific students who have been identified and qualify for Program Unit Funding. The employment of the Educational Assistant is dependent upon the level of student needs identified at the school level.

School Support Staff: Those staff members who serve the jurisdiction in approved positions as established by the individual schools, working at schools or in direct support of educational programs. The classifications/positions currently existing are set out in the section dealing with the specific terms and conditions for School Support Staff.

Division Office Support Staff: Those staff members who serve the jurisdiction in approved positions located in the Division Office of Wolf Creek Public Schools. The

classifications/positions currently existing are set out in the section dealing with the specific terms and conditions for Division Office Support Staff.

Facilities Support Staff: Those staff members who serve the jurisdiction in approved positions located in, or working from, the Facilities shop of Wolf Creek Public Schools. The classifications/positions currently existing are set out in the section dealing with the specific terms and conditions for Facilities Support Staff.

Transportation Support Staff: Those staff members who serve the jurisdiction in approved positions located in or working from the bus shop of Wolf Creek Public Schools. The classifications/positions currently existing are set out in the section dealing with the specific terms and conditions for Transportation Support Staff.

Technology Support Staff: Those staff members who serve the jurisdiction in approved positions located in or working from the Division Office of Wolf Creek Public Schools. The classifications/positions currently existing are set out in the section dealing with the specific terms and conditions for Technology Support Staff.

Salaried Employee: Any employee who is designated by the employer to receive a monthly salary rather than an hourly wage.

Hourly Employee: Any employee who is designated by the employer to be paid on the basis of actual hours worked.

Support Staff Professional Development: All staff members in the Division are to actively engage in professional learning opportunities which will enhance their ability to fulfill the Division's mission, vision and values statements. Support for professional development is a shared responsibility between the staff and the Division.

Overtime:

Overtime is defined as all time worked outside the normal hourly requirements of the position as defined elsewhere in this Handbook that is required and pre-approved by the employee's immediate supervisor. Overtime is a financial liability for the organization and should therefore be regarded as an occasional necessity rather than a regular requirement or the result of individual preference. Hence, overtime should be used for special cases or peak load times and be deadline driven. The employee's immediate supervisor will strive to ensure that the employee has the opportunity to take their banked overtime time off with pay as per the Time Off "In Lieu" section below. If the supervisor determines that the employee cannot take their banked overtime time off "in lieu" due to operational concerns then the employee will receive payment for their overtime as per the payment section below.

❖ Payment

If the employee is to be paid for overtime, the payment amount will be calculated as follows. For Regular 12 month Employees and Regular 10 month Employees who work a standard number of hours for their position, overtime is paid at regular rates of pay for 8 hours less standard number of hours. All overtime worked beyond an eight (8) hour day (or forty four (44) hour week) will be paid at time-and-a-half (1.5) the regular hourly rate. Part Time 12 month Employees and Part Time 10 month Employees who work less than seven (7) hours per day will be paid overtime at regular rates of pay for all additional hours worked up to eight (8) hours.

❖ Time Off "In Lieu"

If time off is taken "in lieu" of overtime payment (banking hours for this purpose) the employee will receive 1 paid hour off for each overtime hour worked and the time "in lieu" must be used within six (6) months of the date that the overtime was worked (in accordance with the current Employment Standards Code). Exceptions to this time frame will be allowed based upon a prior written request from the employee and written approval from the employee's immediate supervisor.

All overtime hours, banked hours, and time off "in lieu" must be recorded appropriately on the time sheets. All overtime must be pre-approved by the employee's immediate supervisor. It is recommended that all overtime be pre-approved in writing.

The timesheet needs to reflect all hours earned and/or taken. Once signed by the Principal/Supervisor, the timesheet is considered an accurate and true document. In the event that a timesheet must be changed after submission, approval must be obtained from the Superintendent or designate.

Regular 10 month Employees and Part Time 10 month Employees will be paid out in July, for any accumulated overtime that has not been taken in lieu by the end of the current school year, unless prior approval has been obtained.

❖ Negative Balance

Banked time may not carry a negative balance. If a negative balance would occur any additional hours in excess of those available that the employee wishes to take off must be applied for and pre-approved and will be considered a personal leave and deducted from their pay the following month.

Merit Increments:

Salary increments are available to be awarded annually with an effective date of September 1 or February 1. All increments will be awarded solely on the basis of merit and favorable performance appraisals employing the following procedure:

1. Supervisor recommends increment change to Division Office.
2. Advancement is based on merit and/or positive evaluation reports.
3. Increments can be granted only once in a twelve (12) month period calculated from the awarding of the last increment (September 1 or February 1).
4. Increments for Part Time Employees will be granted on the same basis if they have been employed for a full school year determined by the employer's school calendar.
5. Employees must have actually worked for not less than 60% of the regular full time hours for their position, within the school year, to be eligible for a merit increase at the next increment date. Exceptions to this requirement may be considered by the Superintendent or designate upon recommendation of the employee's Supervisor.
6. Employees receiving Disability Benefits are not eligible for merit increases.

Vacation Entitlement:

All Regular and Part Time 12 month Employees accumulate annual vacation according to the schedules contained in the specific individual employment category sections.

1. Vacation earned will normally be approved for use in the following calendar year. In special circumstances:
 - a. Vacation earned may be approved for use within the school year, or carried forward to the subsequent school year. The total of any vacation carried

forward shall not exceed the number of vacation days that the employee is entitled to annually, plus five days. Any unused earned vacation exceeding the equivalent of an employee's annual vacation entitlement plus five days, determined at the end of August, shall be paid out to the employee in December of each year.

2. Earned annual vacation is accrued on a monthly basis. Accruals are prorated for Part Time Employees and others assigned to work less than seven (7) hours or eight (8) hours a day based on Full Time Equivalent (FTE). FTE is calculated by the employer using a formula that compares the normal hours, exclusive of any overtime, assigned to the employee's position with the normal hours assigned to a corresponding Regular position that the employer considers to be an appropriate comparator
3. On termination of employment, the employee will be paid for vacation days earned and not used at the rate of salary then in effect.
4. Vacation pay and holiday entitlement is based on consecutive years of service.
5. Anniversary date is defined as the first day of regular, continuing employment. In the event an employee is no longer employed by Wolf Creek Public Schools and then is rehired, the anniversary date will begin with the new date of hire. Any previous employment within the jurisdiction does not count towards vacation or holiday accrual.
6. Vacation time may not carry a negative balance. If a negative balance would occur, any additional hours in excess of those available that the employee wished to take off, must be applied for and pre-approved and will be considered a personal leave and deducted from their pay.

Benefits:

1. Local Authorities Pension Plan (LAPP)

An employee must complete one (1) year of service with the division or another participating employer, prior to being eligible for participation in the pension plan, otherwise Wolf Creek Public Schools follows guidelines set out by Administrative Procedure 445:

[LAPP Administrative Procedure 445](#)

Website: www.lapp.ca

2. Alberta School Employee Benefit Plan (ASEBP)

To the extent reasonably possible in the employer's opinion, benefit plan contributions made by the Board will be applied in such a manner that the taxable benefits will be reduced to as minimal a level as possible. Total contribution made by the Board is limited to the total board portion of each of the premiums being accessed.

Employees categorized as "Uncertain Employees" at the end of a school year, benefit coverage will terminate September 30, 2025. An uncertain employee may choose to opt out of summer benefit coverage by providing a letter to the payroll department in this regard. The Health/Wellness Spending Account will remain open during this time in the event that the employee may return to a position with Wolf Creek Public Schools.

a. Life/AD&D – Plan 2 and Disability Insurance - Plan D

All Regular or Part Time Employees with a full time equivalency (FTE) of 0.60 or more must participate in the Life/AD&D and Disability insurance plan subscribed to by the Division. The Division will pay 100% of the required premium for full time employees and for part time employees the benefit premiums are paid on a prorated basis according to their Full Time Equivalency (FTE). For example, the Division will pay 80% of the required premium for an employee with a 0.80 FTE.

b. Extended Health Care Insurance – Plan 1, Dental Care Insurance – Plan 3, Vision Care Insurance – Plan 3

All Regular or Part Time Employees with a full time equivalency (FTE) of 0.60 or more must participate in the Extended Health Care, Dental Care and Vision Care Insurance Plan subscribed to by the Division unless proof of alternate coverage is provided. The Division will pay 100% of the required premium for full time employees and for part time employees the benefit premiums are paid on a prorated basis according to their Full Time Equivalency (FTE). For example, the Division will pay 90% of the required premium for an employee with a 0.90 FTE.

c. Retiree Benefits

Support Staff who retire and maintain benefit coverage with ASEBP Retiree Benefits and are rehired within Wolf Creek with an FTE that entitles benefit coverage, will be reimbursed the prorated portion by the Board. In the event that ASEBP Retiree Benefits are not available to the Support Staff, and an alternative is held, the Board limits the total prorated reimbursement to that of the maximum ASEBP premiums for Retiree Benefits for each benefit accessed.

d. Pre-Payment of Benefits

For any leave of absence where the support staff employee would have to pay for their own benefits, the employee shall have the option to pre-pay for benefit contributions. In the event that the actual cost of benefits during the leave exceeds the prepayment, the employee remains responsible for the difference between what was prepaid and the actual cost of the benefits. Employees may also pre-pay benefit premiums payable during the duration of maternity, adoption or paternal leave.

Employees may prepay benefit premiums prior to commencement of their leave by making arrangements through the Division Office.

3. Health Spending Account/Wellness Spending Account

Either one, or both, of these options is available to all Regular or Part Time Employees with a full time equivalency (FTE) of 0.60 throughout the year. Wolf Creek Public Schools shall contribute \$725.00 for each full time employee. Contributions shall be made in 10 equal monthly payments for the months of September to June inclusive. Part time employees will be prorated according to their FTE.

The health spending account (HSA)/wellness spending account (WSA) shall be administered by ASEBP as permitted by the Canada Revenue Agency (CRA) rules for the benefit of that employee, employee's spouse, and his/her dependent(s). The unused balance will be carried forward to the extent permitted by the CRA.

If your employment terminates (e.g., resignation, dismissal or at the end of any sort of contractual arrangement) or you retire, your HSA/WSA ends on the date of termination/retirement. You have a run-off period of 60 days after the date of termination/retirement to submit expenses incurred in the HSA/WSA year.

You must have incurred and paid for the expense before your termination date in order to receive reimbursement. Expenses incurred after your termination date are not eligible for reimbursement and any unused credits will be forfeited.

Visit the website for more information www.asebp.ab.ca

Sick Leave:

Sick leave without loss of pay will be earned by all Salaried or Hourly Employees whose FTE is 0.525 (12 month employee/8 hour day) or greater than 0.60 (10 month Educational Assistant employee/7.00 hour day), except Casual Employees and Temporary Employees (unless the Temporary Employees are employed continuously for more than one month). Employees with an FTE of 1.0 will earn sick leave at a rate of one and one half (1.5) days per month worked (**recorded in hours**). Employees with an FTE less than 1.0 will have their entitlement pro-rated. For example, a 6.00 hour day employee with an FTE of 0.86

would earn 1.29 days of sick leave accrual (**recorded in hours, 9.03 hrs.**). Employees on continuous sick leave for a full month or more will not earn sick time during that period. Unused earned sick leave days may be accumulated to a maximum of one hundred (100) days.

A doctor's certificate from a qualified physician for the absence may be required by the Division on day three (3) for any sick leave absence that will extend beyond three (3) or more consecutive days of absence. The school division uses the services of an independent Disability Management Coordinator contractor. After five to 10 days the Disability Management Coordinator will contact the employee on sick leave to ensure the employee feels highly supported and connected to their employer while they are away from the workplace. Staff members returning to work following sick leave of one month duration, or longer, **must present a medical note indicating their ability to return to work and that they are fit to perform all the normal functions of their assignment.**

Any benefit available from Worker's Compensation for paid sick leave shall be applied for by the employee and must be paid to the Division for the first ninety (90) consecutive calendar days. After the ninetieth (90th) consecutive calendar day, WCB payments will be sent directly to the employee and the employee will not be eligible to accrue vacation entitlements, sick leave entitlements, or credit toward merit increments. Employees will be required to submit payment to Wolf Creek Public Schools for the employee portion of benefits and pension after the ninetieth (90th) consecutive calendar day.

Sick leave will not be provided for employees who are eligible for Extended Disability benefits. Employees who are eligible for Extended Disability benefits shall apply for and receive those benefits at the earliest opportunity.

Family Needs Leave:

A family needs leave day without loss of pay will be earned by all Salaried or Hourly employees whose FTE is 0.525 (12 month employee/8 hour day) or 0.60 (10 month Educational Assistant employee/7.0 hour day), except Casual Employees and Temporary Employees (unless the Temporary Employees are employed continuously for more than one month).

Employees with an FTE of 1.0 are granted one (1) day (recorded in hours) leave of absence with pay per school year for the purpose of supporting an employee's family member when taking care of their obligations/needs, where the assistance of the employee is required. Unused days may accumulate to a maximum of two (2) days. This day is prorated to the full time equivalency (FTE) of the employee.

Employees who are receiving Extended Disability benefits are not eligible to accrue vacation entitlements, sick leave entitlements or credit toward merit increments.

Maternity Leave:

All female employees who have worked for the Division for at least ninety (90) days prior to the date of maternity leave are eligible for an unpaid maternity leave as provided for in the Employment Standards Code.

All female employees of the Division in their second and subsequent years of continuous service, may be covered by the supplementation (SEB) plan. The Maternity Leave supplementation plan is designed to supplement the employment insurance benefits received by female employees of the Division for temporary unemployment caused by the health related portion of the employee's maternity leave.

Written notice of intent to access the maternity related leave provisions (Supplemental benefit or sick plan) must be made to the Superintendent or designate at least four (4) weeks prior to the commencement of the leave along with the doctor's note with date of confinement.

The Plan: The Division agrees to supplement the E.I. benefits received by the employee to an amount equal to 95% of the employee's regular weekly earnings for fifteen (15) weeks. This supplemental benefit shall replace sick leave benefits and the employee shall have no access to sick leave benefits during Maternity Leave. The commencement of maternity leave will occur on the first day of a consecutive pregnancy-related absence if falling within a twelve week period prior to the anticipated date of confinement as determined by a doctor. Should complications arise more than 12 weeks prior to your delivery date, you will be placed on sick leave and not be eligible to access the supplemental benefit (SEB) plan.

Terms and Conditions of Payment: To be eligible for payments under the Plan, an employee must apply for and be in receipt of E.I. benefits except in the circumstance where the employee is serving the one week E.I. waiting period. The employee must verify for the employer the receipt of such benefits by providing to the employer, forthwith, a copy of an E.I. cheque stub; this can be downloaded from your [My Service Canada Account](#). The employee shall not be entitled to payment under the supplementation plan until such time as the employer has verified receipt of the E.I. benefit. The employer shall pay its portion of each employee's health plan premiums during the maternity leave.

Important Note: The SEB plan (15 weeks) pays on actual working days only. Hence, maternity leaves commencing just prior to and during major holiday breaks will be adversely affected in terms of remuneration.

Medical & Income Replacement Benefits While on Leave: Alberta School Employee Benefit Plan (ASEBP) will be advised of the employee's leave and the end date of the 15 week period that WCPS will pay employee premiums. ASEBP will send to the employee a booklet and personal leave application form to be completed and returned as soon as

possible. The package will not arrive until 3-4 weeks after the birth of the child. The choices for keeping benefits should be read carefully and decided upon as the benefits will remain in place for the entire length of time the employee is on subsequent parental leave. After the Maternity Plan (15 weeks) is complete the employee is responsible for payment of benefit premiums directly to ASEBP. Employees will be contacted by the payroll department to complete the necessary forms to add the new dependent (within 30 day of birth) onto their benefit plan and to update beneficiaries for Life Insurance with ASEBP.

Employees may prepay benefit premiums prior to commencement of their maternity leave by making arrangements through the Division Office.

Local Authorities Pension Plan (LAPP): Members have the option of continuing contributions while on leave or waiting until after the leave to purchase the leave time frame back. Employees will be required to let the payroll department know in writing of their decision to purchase their pension.

All employees who have worked for the Division for at least ninety (90) days are eligible for unpaid parental leave as provided for in the Employment Standards Code. Parental related leaves are without pay and benefits for the entire duration of the parental leave. Employees on Parental Leave do not accrue vacation entitlements, sick leave entitlements or credit toward merit increments.

Other Leaves of Absence:

1. A Regular Employee or Part Time Employee will be granted up to five (5) days for the death (bereavement) of a spouse, child, parent, step-parent, legal guardian, brother, sister, step-sibling, parents of spouse, grandparent, grandchild, grandparent of spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law or a relative who is a member of the Employees' household without loss of wages. Employees on another form of leave or on vacation will not be entitled to bereavement leave unless the period of other leave or vacation remaining at the time of the event is less than five days in the case of bereavement leave.
2. A funeral leave can be accessed by the employee to attend the funeral of any person up to a total of two (2) days, with pay and benefits per school year.
3. A Regular Employee or Part Time Employee will be granted up to five (5) days for a critical illness of a spouse, child, parent, step-parent, legal guardian, brother, sister, step-sibling, parents of spouse, grandparent, grandchild, grandparent of spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law or a relative who is a member of the Employees' household without loss of wages. Employees on another form of leave or on vacation will not be entitled to critical illness leave unless the period of other leave or vacation remaining at the time of the event is less than five days in the case of critical illness leave.

4. As per the Alberta Employment Standards Code employees may take up to twenty-seven weeks of unpaid leave from work to provide care for a seriously ill family member if the employee is the primary caregiver. Employees who access compassionate care leave will return to the same or similar position that they held prior to the commencement of the leave.
5. A parental leave day may be used by an employee to attend to their spouse during maternity confinement or to take custody of an adopted child with no deduction taken from the employee's salary.
6. A convocation leave for a period of one (1) day to attend the convocation at a post secondary institution at which the employee, or employee's son, daughter or spouse is graduating.
7. Other leaves of absence for good and sufficient cause may be approved by the Superintendent of Schools, or delegate, with or without pay, based on the recommendation of the employee's supervisor.

Clarification – Leaves of Absence:

Critical Illness:

For not more than five (5) working days for each occurrence because of the critical illness of a spouse, child, parent, step-parent, legal guardian, brother, sister, step-sibling, parents of spouse, grandparent, grandchild, grandparent of spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law or a relative who is a member of the employees' household.

The following definition of critical illness will be applied when interpreting a critical illness leave:

Critical illness is defined as a life threatening illness which may or may not potentially lead to death. The illness must have an element of crisis involved, and an emergency situation will likely be inherent. The situation must be such that death could or does occur, and inherent must be a turning point in the situation in which a person will live or die.

The following examples would be considered as legitimate critical illness leave of absence situations:

- mother of employee suffers a serious stroke
- support staff's son has an operation for a ruptured appendix (general anesthetic required)
- grandchild of the employee is involved in a serious car accident
- employee's spouse has heart surgery
- employee drives her mother to the hospital because of the initiation of cancer of the

- liver emergency treatment
- employee is called – father is in hospital and not expected to live; father survives; situation reoccurs one month later; father dies. (This could be up to 5 days critical and up to 5 days bereavement)

In cases where an absence is required for medical reasons not covered by the support staff's entitlement for sick leave or the above definition, support staff could request a personal leave of absence or a family needs leave of absence.

Compassionate Care Leave:

Employees must have worked at least ninety (90) days to be eligible for an unpaid compassionate care leave. A certificate signed by the attending physician stating a family member of the employee has a serious medical condition with significant risk of death within 27 weeks and requires the care and support of one or more family members must be provided. The twenty seven-week leave may be split into two sections and must be taken within the 27-week period.

Discretionary Day:

One paid discretionary day is available to support staff with supervisor/principal approval prior to the leave. The day is prorated for the level of full time equivalency (FTE) of the employee. For example, an employee with an FTE of 0.50 will only be entitled to a half day (3.50 hrs.) of a discretionary day.

Family Needs Leave:

Support Staff will be granted one (1) day leave of absence with pay per year for the purpose of supporting an employee's family member when taking care of their obligations / needs, where the assistance of the employee is required. Unused days may accumulate to a maximum of two (2) days. This day is prorated to the full-time equivalency (FTE) of the employee.

Personal Leave:

Personal leave will reduce earnings. The reduction may happen in the current month or the following month.

Inclement Weather:

Staff are expected to make a reasonable effort to be in attendance at their place of employment during normal working hours. Should the weather improve or roads become passable during the morning, they are expected to put forth the same reasonable effort and journey to work.

A reasonable effort assumes that people are first of all not endangering their lives by tackling unsafe road conditions. Safety must always be our first priority. However, the statement also assumes that a sincere attempt will be made by individuals to transport themselves to their place of employment. For example, it makes good sense for people to arrive an hour or so late because they need to wait for some dense fog to lift. Alternatively, it would be reasonable to allow time for sanding trucks to address freezing rain. It has never been reasonable, however, for someone to remain at home once the fog has lifted, the roads are sanded, and normal Alberta winter driving conditions are in effect.

Refer to inclement weather [Administrative Procedure 132](#) for further information.

Transition to Retirement:

Background

In order to facilitate an employee's transition to retirement, the Division will agree to employ successful applicants on a part-time basis in the school year immediately following the year in which the support staff member retires.

Procedures

1. The Transition to Retirement Program is a Division-sponsored plan developed to assist some employees with the transition to retirement.
2. Approval of an employee's request to participate in the Plan is the responsibility of the Assistant Superintendent - People Services in consultation with the employee's supervisor or school administration.
3. Interested support staff shall retire from the Division contingent upon being accepted into the program by the Assistant Superintendent - People Services.
 - a) Only support staff with a continuing designation and currently working in the Division (not on a leave of absence) will be considered.
 - b) Support Staff will be offered a term contract for the duration of their transition to retirement program.

Workers' Compensation Board Coverage:

1. Insured Employees

All non-certified staff are covered under the Workers' Compensation Board plan. These include clerical, custodial, support staff and educational assistants. Certified staffs are only covered while engaged in administrative duties pertaining to managing the business of the school (i.e. principals, vice-principals, administrators etc.) or while teaching eligible courses.

2. Reporting an Accident

If an accident occurs at work, in addition to accident reports required at the school level, a WCB Workers' Report **must** also be completed by an employee regardless of time lost or not.

The WCB Worker's Report must be immediately faxed to Division Office at (403) 783-3483 or emailed to payroll. They can also be sent to payroll via interoffice mail. If an injury results in a WCB claim, certain medical aides or therapy may be eligible for reimbursement from the WCB.

Employee Resignations:

The Division requires that employees wishing to resign from the employ of the Division do so in accordance with the provisions of provincial statutes, collective agreements and Division administrative procedures.

Procedures:

1. The employee wishing to resign from employment with the Division shall submit a letter of resignation to the Assistant Superintendent – People Services specifying the last day of performance of assigned duties.
2. In the event an employee is absent from work for undisclosed reasons for a period of five (5) consecutive days, the position may be considered abandoned and therefore vacant.
3. On their last day of work, employees must return to their immediate supervisor the following:
 - a. Keys
 - b. Fob
 - c. Division purchase card
 - d. Division resources
 - e. ID Card
 - f. Division owned electronic devices.

Termination or Change in Employment Status:

Probationary Period:

At any time during the first 90 days of your Probationary Period, the Employer may terminate an employee's employment without just cause, without notice or wages in lieu thereof. In the event that employment is terminated during the employee's Probationary Period but beyond 90 days, the Employer will provide one week's notice or termination pay (wages) in lieu thereof in the event of termination.

At any time following the Probationary Period, the Employer may terminate or fundamentally alter your employment for any reason, in its absolute discretion, by providing you with written notice, or termination pay (wages) in lieu of notice, or a combination thereof, equal to the minimum requirements of the Employment Standards Code, R.S.A. 2000 c.E-9, as outlined in Sections 56 and 57 of the Employment Standards Code (as amended from time to time) which is listed below:

- a) one week, if the employee has been employed by the employer for more than 90 days but less than 2 years,
- b) 2 weeks, if the employee has been employed by the employer for 2 years or more but less than 4 years,
- c) 4 weeks, if the employee has been employed by the employer for 4 years or more but less than 6 years,
- d) 5 weeks, if the employee has been employed by the employer for 6 years or more but less than 8 years,
- e) 6 weeks, if the employee has been employed by the employer for 8 years or more but less than 10 years, or
- f) 8 weeks, if the employee has been employed by the employer for 10 years or more.

In the event that the termination is recommended by a supervisor as a result of a competence issue, and the supervisor believes that remediation of the performance issue(s) identified is reasonably possible a proper sequence involving a written evaluation of the employee's performance (including identification of the problem(s), recommendations for improvement, and timelines), and attempted remediation must precede the notification of termination.

The employment of any employee can be terminated without prior notification or reimbursement or time for remediation for "just cause" (e.g. theft from the employer, insubordination, incompetence etc.).

An employee may terminate his or her employment by providing the Employer two (2) weeks' notice in writing to that effect. The Employer may decide, in its sole discretion, to waive your required notice of termination.

In the case where an employee is on maternity leave or paternal leave with an expected return to work date, and they choose to terminate employment, 4 weeks written notice must be given to the employer prior to the leave end date.

DIVISION OFFICE SUPPORT STAFF

The following section describes the specific employment conditions for the Division Office Support Staff who are either Salaried Employees or Hourly Employees:

SALARY GRID (Effective September 1, 2024):

	<u>INCREMENT LEVEL</u>						
<u>CLASSIFICATION</u>	<u>Zero</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Receptionist	36,728	38,366	40,041	41,715	43,390	45,064	46,702
Administrative Assistant	45,810	47,867	49,887	51,908	53,928	55,948	57,950
Accounting Assistant I	38,749	40,769	42,789	44,809	46,830	48,868	50,925
Accounting Assistant II	45,337	47,521	49,742	51,926	54,110	56,312	58,460
Accounting Assistant III	56,166	57,768	59,388	61,008	62,591	64,211	65,794
Executive Assistant	58,314	60,425	62,555	64,702	66,832	68,943	71,073
Pay & Benefit Coordinator	59,643	62,427	65,230	68,015	70,818	73,602	76,897
Accountant		65,267	70,163	75,058	79,954	84,832	89,764

The salaries as stated are annual earnings. (The payroll calculation in the financial system may result in varied amounts due to rounding.)

HOURLY PAY GRID (Effective September 1, 2024):

	<u>INCREMENT LEVEL</u>						
<u>CLASSIFICATION</u>	<u>Zero</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Receptionist	20.18	21.08	22.00	22.92	23.84	24.76	25.66
Administrative Assistant	25.17	26.30	27.41	28.52	29.63	30.74	31.84
Accounting Assistant	21.29	22.40	23.51	24.62	25.73	26.85	27.98

* Casual Division Office staff is paid on the Receptionist grid based on experience, plus 4% vacation pay.

Vacation pay is added to the hourly rates according to the following schedules:

<u>Years of Service Completed</u>	<u>Hourly Pay Vacation Rates</u>
0 to 5	6%
6 to 14	8%
15+	10%

All Temporary Employees and Casual Employees will be paid vacation pay on each direct deposit according to current labour standards legislation.

Initial Placement:

Employees will be placed at an increment level commensurate with their training and experience as approved by the Superintendent or designate.

Hours of Work:

Division Office staff work 1820 hours per year, with a varied work week throughout the year. All Division Office employees are allowed a 45 minute unpaid lunch break, which is included in the regular office hours.

Paid Holidays:

Wolf Creek School Division recognizes and grants the following as paid general holidays:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Christmas Floater Day
Heritage Day (August)	National Day for Truth and Reconciliation

If a general holiday falls on a Saturday or a Sunday, the previous Friday or the following Monday, as it is established in the school year calendar, is authorized as the holiday.

The Christmas Floater day is given to provide for five (5) consecutive days off including the weekend. It is deemed to be the following:

- 1) December 28 when Christmas Day falls on a Sunday.
- 2) December 27 when Christmas Day falls on a Monday or a Wednesday.
- 3) December 24 when Christmas Day falls on a Tuesday, Thursday, Friday, or Saturday.

Employees will be paid for statutory holidays only if the specific holiday is a regularly scheduled day of employment for the individual and the individual has been employed for a minimum of thirty (30) days in the 12 months prior to the holiday.

Vacation Entitlement:

All Regular (12 months) Salaried Division Office Support Staff (35 hour week) earn annual vacation according to the following schedule:

<u>Years of Service Completed</u>	<u>Entitlement</u>
0 to 5	3 weeks (8.75 hrs/mo)
6 to 14	4 weeks (11.67 hrs/mo)
15 to 19	5 weeks (14.59 hrs/mo)
20+	6 weeks (17.50 hrs/mo)

**** NOTE ****

1. Vacation entitlement accrues hourly, on a monthly basis.
2. Entitlement hours are dependent upon the anniversary date of the employee's regular employment.
3. Please remember the first and subsequent years in each interval set must be completed to attain full vacation entitlement.

SCHOOL SUPPORT STAFF

The following section describes the specific employment conditions for all School Support Staff. (The financial system currently in use may result in varied amounts due to rounding.)

TEN (10) MONTH SALARY GRID 7 HOUR WORK DAY (Effective September 1, 2024):

INCREMENT LEVEL

<u>CLASSIFICATION</u>	<u>Zero</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Administrative Assistant	31,042	32,687	34,333	35,978	37,638	39,283	41,001
Admin. Assistant Support	27,577	28,960	30,343	31,726	33,109	34,478	35,832
Library Clerk/Technician	30,532	31,799	33,066	34,318	35,585	36,851	38,104
FSLW/School Social Worker	47,597	49,752	51,921	54,076	56,231	58,400	60,570
Rehabilitation Therapist	34,653	35,861	37,084	38,307	39,501	40,724	41,962
Cafeteria Assistant	26,412	27,912	29,411	30,911	32,411	33,910	35,381
Transliterator	37,652	39,793	41,918	44,059	46,213	48,354	50,523
Speech Language Pathologist Assistant	34,303	35,599	36,895	38,176	39,472	40,768	42,093

- ★ All of the salaries as stated are full time annual earnings and include payment for all school operational days (196) and eleven (12) statutory holidays to total 208 paid days or 1456 hours.

TEN (10) MONTH SALARY GRID 7.0 HOUR WORK DAY for Dual Role Salary Employees (Effective September 1, 2024):

INCREMENT LEVEL

<u>CLASSIFICATION</u>	<u>Zero</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Educational Assistant	24,962	26,667	28,344	30,021	31,712	33,389	35,080

- ★ All of the salaries as stated are full time annual earnings and include payment for all student days (174), Aligned Calendar Days (12), and twelve (12) statutory holidays to total 198 paid days or 1386 hours.

Clarification of Hours Worked for Educational Assistants:

Student Days: Educational Assistants daily hours are based on 7.0 hours per day. The 2024/2025 base school calendar consists of 174 student days.

Note: A full-time EA FTE will reflect the number of student days as approved through the school's differentiated calendar. For example, if a school has 171 student days that is the number of days the EA works but since this represents four fewer days over all (174 down to 171), that EA has 28 additional hours to be assigned during the year as long as they do not work the differentiated days. Some schools may require this flexibility.

Aligned Calendar Days: This is a time allocation that is to be used for twelve (12) Aligned Calendar Days. Hours available for use will vary dependent on FTE and student day work schedule.

WCPS Wellness Day: Attendance at the WCPS Staff Wellness Day is optional for all EAs.

Statutory Holidays: There are 12 statutory holidays recognized by Wolf Creek for the 24/25 school year. Please see your Employee Portal Dashboard for a full list for 24/25 as well as below under Paid Holidays.

TEN (10) MONTH SALARY GRID 8 HOUR WORK DAY (Effective September 1, 2024):

INCREMENT LEVEL

<u>CLASSIFICATION</u>	<u>Zero</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Administrative Assistant	35,477	37,357	39,237	41,117	43,014	44,895	46,858
Cafeteria Manager/Cook	49,454	53,564	57,691	61,801	65,911	70,038	74,131

- ★ All of the salaries as stated are full time annual earnings and include payment for all school operational days (196) and eleven (12) statutory holidays to total 208 paid days or 1664 hours.

An additional vacation entitlement is paid on these earnings which includes all vacation entitlements, at the following rates:

<u>Years of Service Completed</u>	<u>Salary Pay Vacation Rates</u>
0 to 5	6.00%
6 to 14	8.00%
15+	10.00%

TWELVE (12) MONTH SALARY GRID (Effective September 1, 2024):**INCREMENT LEVEL**

<u>CLASSIFICATION</u>	<u>Zero</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Administrative Assistant	38,803	40,860	42,917	44,973	47,048	49,105	51,252
Rehabilitation Therapist	43,317	44,828	46,356	47,885	49,378	50,907	52,454

Vacation Entitlement:

All Regular **twelve-month salary** School Support Staff (35 hour week) accumulates annual vacation according to the following schedule:

<u>Years of Service Completed</u>	<u>Entitlement</u>
0 to 5	3 weeks (8.75 hrs/mo)
6 to 14	4 weeks (11.67 hrs/mo)
15+	5 weeks (14.59 hrs/mo)

**** NOTE ****

1. Vacation entitlement accrues hourly, on a monthly basis.
2. Entitlement hours are dependent upon the anniversary date of the employee's regular employment.
3. Please remember the first and subsequent years in each interval set must be completed to attain full vacation entitlement.

HOURLY PAY GRID (Effective September 1, 2024):**INCREMENT LEVEL**

<u>CLASSIFICATION</u>	<u>Zero</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Administrative Assistant	21.32	22.45	23.58	24.71	25.85	26.98	28.16
Admin. Assistant Support	18.94	19.89	20.84	21.79	22.74	23.68	24.61
Educational Assistant	18.01	19.24	20.45	21.66	22.88	24.09	25.31
Library Clerk/Technician	20.97	21.84	22.71	23.57	24.44	25.31	26.17
FSLW/School Social Worker	32.69	34.17	35.66	37.14	38.62	40.11	41.60
Rehabilitation Therapist	23.80	24.63	25.47	26.31	27.13	27.97	28.82
Cafeteria Assistant	18.14	19.17	20.20	21.23	22.26	23.29	24.30
Transliterator	25.86	27.33	28.79	30.26	31.74	33.21	34.70
Speech Language Pathologist Assistant	23.56	24.45	25.34	26.22	27.11	28.00	28.91

- ★ Vacation pay is added to the hourly rates according to the following schedules:

<u>Years of Service Completed</u>	<u>Vacation Pay Rates</u>
0 to 5	6.00%
6 to 14	8.00%
15+	10.00%

- ★ Casual school based support staff is paid at the rate of \$17.58 per hour plus 4% vacation pay.
- ★ Casual Administration Assistant support staff is paid at the rate of \$20.89 per hour plus 4% vacation pay.
- ★ Casual student labor staff is paid at the current minimum wage for Alberta plus 4% vacation pay.

Initial Placement:

Employees will be placed at an increment level commensurate with their training and experience as approved by the Superintendent or designate.

Hours of Work:

All regular, full-time school based non Educational Assistant Employees are required to work thirty-five (35) hours per week. Educational Assistants refer to previously described working hours. The regular hours shall be from 8:30 a.m. to 4:00 p.m., but may be revised by the school principal to coincide with the operational requirements of the school. Any shift exceeding five (5) hours in duration requires that the employee be provided with at least a one-half hour unpaid rest break, unless extenuating circumstances arise. Coffee breaks are not required to be provided (Employment Standards Code), but may be arranged at each individual site in a mutually agreeable fashion between the employee and the supervisor. Coffee breaks are not eligible for banked time.

Link to Document: [Support Staff Breaks](#)

Paid Holidays:

Wolf Creek Public Schools recognizes and grants the following as paid general holidays for all school based employees on the same basis as to eligibility as for regular Division Office Staff. Twelve month employees also receive, subject to the aforesaid rules to eligibility, Canada Day and the August Heritage Day:

New Year's Day
Family Day
Good Friday

Thanksgiving Day
Remembrance Day
Christmas Day

Easter Monday
Victoria Day
Labour Day

Boxing Day
Christmas Floater Day
National Day for Truth and Reconciliation

If a general holiday falls on a Saturday or a Sunday, the previous Friday or the following Monday, as it is established in the school year calendar, is authorized as the holiday.

The Christmas Floater day is given to provide for five (5) consecutive days off including the weekend. It is deemed to be the following:

- 1) December 28 when Christmas Day falls on a Sunday.
- 2) December 27 when Christmas Day falls on a Monday or a Wednesday.
- 3) December 24 when Christmas Day falls on a Tuesday, Thursday, Friday, or Saturday.

Employees will be paid for statutory holidays only if the specific holiday is a regularly scheduled day of employment for the individual and the individual has been employed for a minimum of thirty (30) days in the 12 months prior to the holiday.

Vacation:

The vacation entitlement for all school based support staff is as documented in the salary schedules above. Salaried school based support staff are required to work all school operational days as established by the Board of Trustees in the annual school year calendar.

Reclassification Placement:

When a School Support Staff employee is reclassified and advances from one category to another, the salary placement level in the new category will not be at a lower level than the placement level in the category from which the employee is moving. The new grid placement will be such that the employee does not experience a decrease in pay at the time of reclassification.

Voluntary movements to a lower pay category may result in a decrease in the actual rate of pay dependent on the level from which the employee is moving.

Payment of Wages:

1) Salaried Employees

All Salaried Employees are paid a monthly salary based on one tenth (1/10) of the stated annual rates plus the additional vacation pay at the specified rates.

Salaried Employees who work outside of the established school operational days are paid at the hourly rates as indicated, for the actual number of extra hours worked.

2) Part Time Salaried Employees

Part Time Employees working greater than twenty-one (21) and equal to or less than thirty-five (35) hours per week are paid a monthly salary based on the pro-rated full-time equivalent salary grid rates. Part Time Employees working less than twenty-one (21) hours per week will be paid as Hourly Employees per the rates stipulated in the hourly rate schedules.

3) Hourly Employees

Any employee who is paid on the basis of actual hours worked.

Effective September 1, 2020 **all** Educational Assistants will be classified as Hourly Employees.

School Support Staff PD Funds:

School Based Administrative Assistant professional development funds:

- \$350 per year for a full time Administrative Assistant (PD funds are prorated based on FTE)
- Professional Development funds can be carried forward for 1 year to a maximum of \$700
- PD allocation will be based on Administrative Assistant FTE as at August 31st of each year.
- Administrative Assistants who start in the middle of the year will have their PD allotment prorated based on the number of months remaining in the year and their FTE.

Process to Access Professional Development Funds:

- Business Services will track each Administrative Assistant PD balance using a spreadsheet. Please contact either the Director of Business Services or the Accounts Payable Clerk to determine your current PD balance.
- When submitting your PD expense through either an employee expense reimbursement, District purchasing card or by invoice, please note that this is to be charged to the Administrative Assistant PD funds. The Accounts Payable Clerk will

code the expense correctly so that it is not charged to your school and the spreadsheet will be updated.

Educational Assistants Professional Development Funds

The EA Professional Development Funds will be distributed as follows:

1. The total fund of \$23,000 will be divided based on September EA FTE.
2. An allocation, based on a school's EA FTE will be allocated to each school.
3. EAs may request the allocation, based on their FTE, from their principal to pursue professional development that is relevant to their professional growth plan and / or assignment.
4. Final approval on the use of the EA PD Fund rests with the principal.
5. The purpose of the fund is to provide EAs with customizable professional development opportunities. All EAs should have access to their PD funds provided their request aligns with their PGP / assignment.
6. The EA PD Fund must be allocated to EA PD (eg. it can't be spent on other school expenditures).
7. School allocations are based on September EA FTE. School allocations are not augmented or decreased based on FTE fluctuation throughout the year. Unused allocations will remain in the school for up to two years and be replenished each school year based on EA FTE in the school.
8. EA Professional Development Activities include but are not limited to:
 - a. Courses
 - b. Workshops and conferences
 - c. Professional books or subscriptions
 - d. Self-Directed classroom / colleague observation
 - e. Sessions, Symposiums, Institutes

FACILITIES SUPPORT STAFF

The following section describes the specific employment conditions for the Facilities Support Staff.

SALARY GRID (Effective September 1, 2024):

INCREMENT LEVEL

<u>CLASSIFICATION</u>	<u>Zero</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Carpenter	65,103	67,308	69,533	71,738	73,963	76,168	78,331
Painter	52,061	54,703	57,303	59,903	62,524	65,124	67,723
Plumber	64,936	67,016	69,096	71,176	73,256	75,336	77,395
Labour-Maintenance 1	-	34,257	37,710	41,121	44,553	47,964	51,375
Labour-Maintenance 2	-	44,095	46,612	49,129	51,666	54,183	56,762
Labour-Maintenance 3	-	48,338	50,834	53,330	55,847	58,343	63,397
Head Caretaker	-	-	44,678	45,905	47,153	48,442	49,669
Courier	43,970	45,572	47,173	48,796	50,418	51,999	53,684
Asst. Facilities Manager	86,090	87,587	89,064	90,520	92,017	93,494	94,992
Custodial Foreman	76,355	78,082	79,808	81,555	83,302	85,029	86,755
Caretaker	-	39,478	40,871	42,244	43,617	44,990	46,362

The salaries as stated are annual earnings. (The financial system currently in use may result in varied amounts due to rounding.)

HOURLY PAY GRID RATES (Effective September 1, 2024):

INCREMENT LEVEL

<u>CLASSIFICATION</u>	<u>Zero</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Labour-Maintenance 1	-	16.47	18.13	19.77	21.42	23.06	24.70
Labour-Maintenance 2	-	21.20	22.41	23.62	24.84	26.05	27.29
Labour-Maintenance 3	-	23.24	24.44	25.64	26.85	28.05	30.48
Caretaker	-	18.98	19.65	20.31	20.97	21.63	22.29
Courier	21.14	21.91	22.68	23.46	24.24	25.00	25.81
Casual Caretaker		18.98	19.65	20.31	20.97	21.63	22.29
Casual Maintenance	16.47	18.13	19.77	21.42	23.06	24.70	-
Summer Student Labour	16.47	18.13	19.77	21.42	23.06	24.70	-

- ★ Vacation pay is added to the hourly rates according to the following schedules:

<u>Years of Service Completed</u>	<u>Vacation Pay Rates</u>
0 to 5	6%
6 to 14	8%
15+	10%

Casual / STEP Staff:

- ★ Vacation pay is added to the hourly rates according to current labour standards legislation.

Additional Salary:

- (a) The schedule for checking a school on non-operating days requires the approval of the Custodial Foreman.
- (b) A caretaker required to have a Power Engineer Fifth Class Certificate will be paid an additional \$1,697.00 per annum.
- (c) Any non-management employee answering an alarm call out after regularly scheduled working hours will be eligible to bank a minimum of three (3) hours' time off in lieu.
- (d) Facilities staff that requires protective footwear will be allocated up to \$200 in a two year period for the purchase of required protective footwear.

Initial Placement:

Employees will be placed at an increment level commensurate with their training and experience as approved by the Superintendent or designate.

Hours of Work:

Facilities Support Staff, including custodians normally work a forty (40) hour work week from Monday to Friday. The specific hours of work are those established by the Facilities Manager and may vary from employee to employee as required. The work week may be adjusted according to specific project requirements as agreed upon with the supervisor.

Paid Holidays:

Wolf Creek Public Schools recognizes and grants the following as paid general holidays:

New Year's Day
Family Day

Labour Day
Thanksgiving Day

Good Friday
 Easter Monday
 Victoria Day
 Canada Day
 Heritage Day (August)

Remembrance Day
 Christmas Day
 Boxing Day
 Christmas Floater Day
 National Day for Truth and Reconciliation

If a general holiday falls on a Saturday or a Sunday, the previous Friday or the following Monday, as it is established in the school year calendar, is authorized as the holiday.

The Christmas Floater day is given to provide for five (5) consecutive days off including the weekend. It is deemed to be the following:

- 1) December 28 when Christmas Day falls on a Sunday.
- 2) December 27 when Christmas Day falls on a Monday or a Wednesday.
- 3) December 24 when Christmas Day falls on a Tuesday, Thursday, Friday, or Saturday.

Employees will be paid for statutory holidays only if the specific holiday is a regularly scheduled day of employment for the individual and the individual has been employed for a minimum of thirty (30) days in the 12 months prior to the holiday.

Vacation Entitlement:

All regular full and part-time salary (12 month) Facilities staff (40 hour week) accumulates annual vacation according to the following schedule:

<u>Years of Service Completed</u>	<u>Entitlement</u>
0 to 5	3 weeks (10.000 hrs/mo)
6 to 14	4 weeks (13.334 hrs/mo)
15 to 19	5 weeks (16.667 hrs/mo)
20+	6 weeks (20.000 hrs/mo)

**** NOTE ****

1. Vacation entitlement accrues hourly, on a monthly basis.
2. Entitlement hours are dependent upon the anniversary date of the employee's regular employment.
3. Please remember the first and subsequent years in each interval set must be completed to attain full vacation entitlement.

Link to documents: [Facilities Handbook](#)
[Caretaker Guide](#)

TRANSPORTATION SUPPORT STAFF

The following section describes the specific employment conditions for the Transportation Support Staff.

SALARY GRID (Effective September 1, 2024):

<u>CLASSIFICATION</u>	<u>INCREMENT LEVEL</u>						
	<u>Zero</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Asst. Transportation Manager	-	69,949	73,339	76,751	80,162	83,573	86,942
Bus Shop Foreman	72,674	74,067	75,461	76,854	78,269	79,662	81,160
Heavy Duty Equipment Mechanic/Automotive Service Technician	68,618	70,282	71,967	73,610	75,295	76,979	78,643
Labour-Transportation 1	34,257	36,690	39,103	41,516	43,950	46,383	48,796
Labour-Transportation 2	44,095	46,217	48,338	50,460	52,581	54,703	56,762
Labour-Transportation 3	46,009	48,733	51,417	54,121	56,845	59,528	62,253
School Bus Operator- Per Day	79.80	81.72	83.64	85.56	87.48	89.39	91.28
School Bus Operator- Per ¾ Day	59.85	61.29	62.73	64.17	65.61	67.04	68.45
School Bus Operator- Per ½ Day	39.90	40.86	41.82	42.78	43.74	44.70	45.63
Substitute School Bus Operator	79.80	-	-	-	-	-	-

- * The salaries as stated are annual earnings except for School Bus Operators and Substitute School Bus Operators where the rate shown is the “Basic Daily” rate. (The financial system currently in use may result in varied amounts due to rounding.)
- * All Substitute School Bus Operators receive vacation pay according to current labour standards legislation on each direct deposit.

Vacation pay is added to School Bus Operator wages according to the following schedule:

<u>Years of Service Completed</u>	<u>Vacation Rates</u>
0 to 5	6%
6 to 14	8%
15+	10%

HOURLY PAY Grid (Effective September 1, 2024):**INCREMENT LEVEL**

<u>CLASSIFICATION</u>	<u>Zero</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Asst. Transportation Manager	-	33.63	35.26	36.90	38.54	40.18	41.80
Labor-Transportation 1	16.47	17.64	18.80	19.96	21.13	22.30	23.46
Labor-Transportation 2	21.20	22.22	23.24	24.26	25.28	26.30	27.29
Labor-Transportation 3	22.12	23.43	24.72	26.02	27.33	28.62	29.93
Administrative Assistant	25.17	26.30	27.41	28.52	29.63	30.74	31.84

Vacation pay is added to the hourly rates according to the following schedules:

<u>Years of Service Completed</u>	<u>Hourly Pay Vacation Rates</u>
0 to 5	6.00%
6+ to 14	8.00%
15+	10.00%

Additional Payments:

- (a) \$0.204 per kilometer for kilometers driven in excess of 80 km per day on regular routes only. Route distance payments will be adjusted in September/October of every year if applicable.
- (b) Route School Bus Operators or spare School Bus Operators covering a route are paid \$0.255/km for fueling and cleaning of their buses for one day each month. This is calculated by taking the total kilometer traveled in one day multiplied by \$0.255/km, then multiplied by ten months, then divided by the number of bus operational days. This provides a daily rate which is added to the school bus operator's daily unit of pay.
- (c) \$2.55 per day for valid First Aid certification.
- (d) \$2.55 per day for valid C.P.R. certification.
- (e) Attendance at up to three (3) annual professional development days at \$79.80 per day.
- (f) CTS Trip Driving - \$17.85 per hour
- (g) Field Trip Driving - \$17.85 per hour
- (h) Service Trip - \$34.36 per trip

- (i) Shop Labor/Fueling - \$15.45 per hour
- (j) Operators that have completed 6 months of consecutive employment are eligible to have their Class 1 or 2 commercial operator's medical costs reimbursed, up to \$110.00 for their subsequent operator's license renewal dates. In addition, First Aid Level C will be provided and the costs will be covered by WCPS. Staff who can not attend the division organized course may arrange to take the course, through an accredited provider, and will be reimbursed with proof of completion and a receipt of costs.
- (k) Transportation staff that require protective footwear will be allocated up to \$200 in a two year period for the purchase of required protective footwear. Receipt for reimbursement must be provided.
- (m) Regular School Bus Operators will be paid one day for parent communication at the beginning of each school year.
- (n) Any non-management salary employee answering an after hour call out after regularly scheduled working hours will be eligible to bank a minimum of three (3) hours' time off in lieu.
- (o) Bus Shop Foreman and Heavy Duty Equipment Mechanic/Automotive Service Technician will be allocated up to \$200 per year tool allowance.
- (p) Route School Bus Operators will be paid \$100 at the end of the school year to wash their bus as specified in Transportation Services Standard Operating Procedures. All buses will be inspected before this payment is issued to drivers.

Inclement Weather Closures:

The regular daily rate will be paid at 100% for a full day inclement weather closure.

Personal Leaves:

Personal days must be arranged with a Field Trip Coordinator for up to a maximum of four days in any month. If greater than four consecutive days are needed you will be required to submit a leave of absence request form to the Transportation office for approval. Spare drivers must only accept personal leave driving days from the Field Trip coordinator or the Transportation office.

Initial Placement:

Employees will be placed at an increment level commensurate with their training and experience as approved by the Superintendent or designate.

Hours of Work:

Bus Shop employees and the Assistant Transportation Manager normally work a forty (40) hour work week from Monday to Friday. Division Office Support Staff normally work a thirty- five (35) hour week from Monday to Friday. The specific hours of work are those established by the Transportation Manager and may vary from employee to employee as required. The work week may be adjusted according to specific project requirements as agreed upon with the supervisor.

School Bus Operators are classified as Part Time Employees. Persons employed as school bus operators will normally work the hours required on their particular routes as assigned by the Transportation Manager, Monday to Friday.

Paid Holidays:

Wolf Creek Public Schools recognizes and grants the following as paid general holidays:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Christmas Floater Day
Heritage Day	National Day for Truth and Reconciliation

If a general holiday falls on a Saturday or a Sunday, the previous Friday or the following Monday, as it is established in the school year calendar, is authorized as the holiday.

The Christmas Floater day is given to provide for five (5) consecutive days off including the weekend. It is deemed to be the following:

- 1) December 28 when Christmas Day falls on a Sunday.
- 2) December 27 when Christmas Day falls on a Monday or a Wednesday.
- 3) December 24 when Christmas Day falls on a Tuesday, Thursday, Friday, or Saturday.

Employees will be paid for statutory holidays only if the specific holiday is a regularly scheduled day of employment for the individual and the individual has been employed for a minimum of thirty (30) days in the 12 months prior to the holiday.

Vacation Entitlement:

All regular full-time salary (12 month) Transportation staff (40 hour week) accumulate annual vacation according to the following schedule:

<u>Years of Service Completed</u>	<u>Entitlement</u>
0 to 5	3 weeks (10.000 hrs/mo)
6 to 14	4 weeks (13.334 hrs/mo)
15 to 19	5 weeks (16.667 hrs/mo)
20+	6 weeks (20.000 hrs/mo)

**** NOTE ****

1. Vacation entitlement accrues hourly, on a monthly basis.
2. Entitlement hours are dependent upon the anniversary date of the employee's regular employment.
3. Please remember the first and subsequent years in each interval set must be completed to attain full vacation entitlement.

Benefit Plan Contributions:

School Bus Operators are deemed to be Part Time Employees at a rate of one half (.5) of a full-time equivalent. As such the Division contribution to all benefit plans accessed by School Bus Operators is limited to one half (.5) times the regular premium contributions for a full-time employee.

Link to Document: [School Bus Operator Handbook](#)

TECHNOLOGY SERVICES SUPPORT STAFF

The following section describes the specific employment conditions for the Technology Services Support Staff.

SALARY GRID (Effective September 1, 2024):

<u>CLASSIFICATION</u>	<u>INCREMENT LEVEL</u>						
	<u>Zero</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>
Support Analyst	59,466	62,232	64,978	67,765	70,511	73,277	75,981
Application Analyst	81,722	84,342	86,963	89,563	92,184	94,784	97,446
Network Analyst	91,269	94,326	97,384	100,462	103,520	106,577	109,676

The salaries as stated are annual earnings. (The financial system currently in use may result in varied amounts due to rounding.)

ADDITIONAL CLASSIFICATION & INCREMENT LEVEL INFORMATION FOR TECHNOLOGY STAFF

Reclassification Placement:

When a School Support Staff employee is reclassified and advances from one category to another, the salary placement level in the new category will not be at a lower level than the placement level in the category from which the employee is moving. The new grid placement will be such that the employee does not experience a decrease in pay at the time of reclassification.

Voluntary movements to a lower pay category may result in a decrease in the actual rate of pay dependent on the level from which the employee is moving.

Classification & Increment Changes

Tech Services staff will be recommended for an increment or classification change pending a favorable performance appraisal by members of the Tech Services Lead Team. This appraisal process will take into consideration evidence about the day to day performance of the staff member as well as evidence that the staff member can provide related to their individual goals within our professional growth plan process.

The appraisal process will be ongoing throughout the calendar year and completed during December or June (depending on each staff’s increment eligibility).

Additional Salary / Benefits

1. Any employee who is asked to respond to a technical emergency or outage outside of regularly scheduled working hours, or approved overtime hours, will be eligible to bank a minimum of three (3) hours' time off in lieu. Please confirm with a member of the Tech Services Lead team for approval before responding.
2. Tech Services staff may expense the costs of personal protective equipment necessary for their roles, with the approval of the Tech Services Lead Team. Items that are eligible may include (but not be limited to): safety glasses, work gloves, hard hat, steel toed footwear, etc.
3. Technology Services staff are eligible for kilometrage reimbursement per [Administrative Procedure 514](#).
4. Technology Services Staff who work in excess of 8 hours in a single day or more than 40 hours in a given week are eligible to bank these extra hours at a rate of 1.0 hour for every 1.0 hour worked beyond. Other procedures related to banked time will be in accordance with guidelines as explained in this handbook

Hours of Work:

Technology Services Support staff work a forty (40) hour work week from Monday to Friday. The work week may be adjusted according to specific project requirements as agreed upon with the Tech Services Lead Team.

Paid Holidays:

Wolf Creek Public Schools recognizes and grants the following as paid holidays:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Christmas Floater Day
Heritage Day (August)	National Day for Truth and Reconciliation

If a general holiday falls on a Saturday or a Sunday, the previous Friday or the following Monday, as it is established in the school year calendar, is authorized as the holiday.

The Christmas Floater day is given to provide for five (5) consecutive days off including the weekend. It is deemed to be the following:

- 1) December 28 when Christmas Day falls on a Sunday.
- 2) December 27 when Christmas Day falls on a Monday or a Wednesday.
- 3) December 24 when Christmas Day falls on a Tuesday, Thursday, Friday, or Saturday.

Employees will be paid for statutory holidays only if the specific holiday is a regularly scheduled day of employment for the individual and the individual has been employed for a minimum of thirty (30) days in the 12 months prior to the holiday.

Vacation Entitlement:

All regular salary (12 month) Technology Services Support staff (40 hour week) accumulates annual vacation according to the following schedule:

<u>Years of Service Completed</u>	<u>Entitlement</u>
0 to 5	3 weeks (10.000 hrs/mo)
6 to 14	4 weeks (13.334 hrs/mo)
15 to 19	5 weeks (16.667 hrs/mo)
20+	6 weeks (20.000 hrs/mo)

**** NOTE ****

1. Vacation entitlement accrues hourly, on a monthly basis.
2. Entitlement hours are dependent upon the anniversary date of the employee's regular employment.
3. Please remember the first and subsequent years in each interval set must be completed to attain full vacation entitlement.

All Temporary/Casual Employees receive vacation pay according to current labour standards legislation on each direct deposit.

If you have questions or comments concerning the Employment Conditions Handbook, Contact the Pay and Benefit Coordinator via the Website: www.wolfcreek.ab.ca Select Departments > Business Services > Business Services Contacts
Phone: 403-783-3473

To print a copy of the Handbook:
Website: www.wolfcreek.ab.ca Select Departments > People Services > Employee Handbooks for Support Staff

To locate Personnel and Employee Relations Procedures:
Website: www.wolfcreek.ab.ca Select Policies and Procedures > Section 400: Personnel and Employee Relations