

FORT VERMILION
SCHOOL DIVISION NO. 52

TERMS OF EMPLOYMENT
SUPPORT STAFF AND BUS DRIVERS

2012 – 2016

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TERMS OF EMPLOYMENT - SUPPORT STAFF AND BUS DRIVERS

PREAMBLE

WHEREAS it is the desire of the Board of Trustees of the Fort Vermilion School Division No. 52 to:

1. Promote harmonious relations with all employees.
2. Encourage efficiency in operation.
3. Promote good morale, well being and security to all employees.

AND WHEREAS it is desirable that matters pertaining to the working conditions of support staff and school bus drivers be in written form,

NOW THEREFORE the following Terms of Employment for support staff and school bus drivers have been established by the Board of Trustees of the Fort Vermilion School Division No. 52.

Terms of Employment Applicable to Support Staff and Bus Drivers

CLAUSE 1 TERMS OF EMPLOYMENT

1.1 All support staff and school bus drivers accepting employment with the Fort Vermilion School Division No. 52 shall be governed by the terms of employment as outlined in this document.

1.2 The work day, for each class of support staff employee, shall be as follows:

Custodians: Normal work week shall consist of forty (40) hours. The specified hours per work day for each custodian shall be assigned collaboratively by the Supervisor of Maintenance, the Principal, and Head Custodian. Head Custodians, when available, are on call twenty-four (24) hours per day, seven (7) days per week.

Central Office Personnel: Normal work schedule shall consist of seven (7) hours per day, unless otherwise assigned.

School Secretaries, Library Personnel and Educational Assistants: Normal work schedule shall consist of six (6) hours per day, unless otherwise assigned.

Child's Circle Personnel: Normal hours of work will be seven (7) hours per day and thirty-five (35) hours per week.

Maintenance and Bus Garage Personnel: Normal work schedule shall consist of eight (8) hours per day. Journeypersons, when available, are on call twenty-four (24) hours per day, seven (7) days per week.

Bus Drivers: Assignments are on route basis as assigned at the commencement of the school year or at any point during the year.

Cooks: Hours of work will vary from school to school to a maximum of eight (8) hours per day.

- 1.3 Although it is recognized that when an employee is hired and provided with a general job description, it is understood this may be altered to include other duties at the discretion of the immediate Supervisor.

CLAUSE 2 BOARD PREROGATIVE

- 2.1 All staff shall recognize the right of the Fort Vermilion School Division No. 52 to operate and manage its schools in accordance with its commitments and responsibilities, and to make and revise the rules and regulations to be observed by its employees.
- 2.2 The Fort Vermilion School Division No. 52 shall have the right to increase or decrease the number of staff as circumstances determine, including, but not limited to, increases or decreases in student enrolments.
- 2.3 The Fort Vermilion School Division No. 52 shall have the right to hire, assign, discipline and discharge employees for proper cause.

CLAUSE 3 PROBATION

- 3.1 New employees appointed to all support staff positions shall be on probation for three (3) working months starting from the date of commencement of employment.
- (a) An employee who resigns and is re-hired is considered to be a new employee for probationary and benefit purposes.

- (b) An employee who has successfully completed the probationary period and loses his/her position due to no fault of their own and is re-hired to the same school/similar position within thirty (30) working days will not be classified as probationary.
- (c) An employee who has successfully completed the probationary period and loses his/her position due to no fault of their own and is re-hired to a different school/significantly different position within thirty (30) working days shall be considered probationary for performance review/tenure; however, benefits will commence the first day of employment.
- (d) An employee re-hired after a thirty (30) working day break in service will be considered a new employee.

3.2 During the probationary period, employment may be terminated at any time without recourse.

3.3 Benefits outlined in this agreement, other than Clause 7.2 (a), Clause 3.1 (c) and Clause 10, do not apply during the probationary period.

CLAUSE 4 DISCRIMINATION

4.1 The Fort Vermilion School Division No. 52, its servants and agents, agree that there shall be no discrimination, interference, restriction of coercion exercised or practiced with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, discipline, discharge, or otherwise by reason of race, creed, colour, national origin, political or religious affiliation, sex or marital status and the employee shall, at all times, and in like manner, act in good faith toward the employer.

CLAUSE 5 TERM

5.1 These Terms of Employment take effect on September 1, 2012, and terminate on August 31, 2016.

5.2 Notwithstanding Clause 5.1, the Terms of Employment shall be extended beyond the specified term until such time as the Board of Trustees of the Fort Vermilion School Division No. 52 establishes a new Terms of Employment.

CLAUSE 6 RESIGNATION

6.1 An employee is required to provide the Board with thirty (30) calendar days' written notice of resignation if he/she wishes to resign in good standing.

CLAUSE 7 SICK LEAVE

- 7.1 Sick leave with pay will be granted to the employee for the purpose of obtaining necessary personal medical or dental treatment or on account of injury, illness or disability to the extent hereinafter provided.
- 7.1.1 Travel time, if required to visit a medical practitioner, shall not be classified as sick leave; however, if referred by a local medical practitioner to a specialist then reasonable travel time may be granted without loss of salary.
- 7.1.2 Sick leave will apply only for the illness of an employee and not members of his/her family.
- 7.2
- (a) In the first year of employment with the Board, the employee shall be entitled to one and one-half (1½) days per month accumulative sick leave. Should sick leave exceed the number of days of sick leave entitlement, any salary adjustment required shall be made on the last cheque issued to the employee for the current school year or calendar year as applicable.
 - (b) During the second and subsequent years of service, annual sick leave with full salary will be granted for the purpose of obtaining necessary medical or dental treatment, or because of accident, sickness or disability for ninety (90) calendar days.
 - (c) An employee who has more than one (1) year of service and has been absent for reasons listed in Clause 7.1 shall, upon return to full time duty, be entitled to an additional sick leave benefit of ninety (90) calendar days.
 - (d) For the purpose of this agreement an interrupted illness for the same illness shall be counted as one (1) illness.
- 7.3 Before any payment is made under the foregoing provisions the employee shall provide:
- (a) for illness of three (3) consecutive days or less – a medical note from a qualified or dental practitioner if requested.
 - (b) for illness greater than three (3) consecutive days – a medical note from a qualified or dental practitioner.
- 7.4 The Superintendent or his/her designate may require an employee to provide a medical certificate for any illness of three (3) consecutive days or less provided the employee is informed of this requirement prior to his/her return to duties.

- 7.5 The Superintendent or designate may require an employee to submit to a medical examination by a Board designated Doctor. The expense of this medical examination will be borne by the Board.
- 7.6 Employees shall be eligible for sick leave from the onset of illness or disability to the extent of sick leave credited to them but not beyond the date of eligibility for benefit under the long term/extended disability provisions.
- 7.7 Provisions of this article shall not be applicable when an employee is on another leave without pay.
- 7.8 When an employee leaves the employ of the Board, all benefits contained under these provisions are canceled.

CLAUSE 8 MATERNITY/PARENTAL/ADOPTION LEAVE

- 8.1 An employee who is pregnant is entitled to maternity leave without pay for a period not exceeding fifty-two (52) weeks, inclusive of parental leave. The cost of continued benefits shall be at the employer's expense, to a maximum of twenty-six (26) weeks, if the employee has commenced their second year of continuous employment.
- 8.2 The leave to consist of:
- (a) a period not exceeding twelve (12) weeks immediately preceding the estimated date of delivery or shorter period as the employee may request, and
 - (b) the period, if any, between the estimated date of delivery and the actual date of delivery, and
 - (c) a period not shorter than six (6) weeks following the actual date of delivery, and
 - (d) where the pregnancy of the employee interferes with the performance of her duties, the Board may, by notice to the employee, require the employee to commence maternity leave.
- 8.3 The employee shall give a minimum of six (6) weeks notice in writing of the day upon which she intends to commence maternity leave together with a medical statement certifying that she is pregnant and giving the estimated date of delivery. At this same time the employee shall provide notification of the expected date of recommencement of her former duties.

- 8.4 The employee, upon written request and with the approval of the Superintendent or designate, may return to her former duties prior to the expiration of the six (6) weeks following the actual date of delivery after providing a medical certificate indicating that resumption of work would not endanger her health.
- 8.5 Maternity leave will not be counted as experience towards the granting of increments.
- 8.6 The Board shall operate a SUB (Supplemental Unemployment Benefit) Plan. *Effective September 1, 2014:* the benefit level (salary) paid under the plan shall increase from 95 to 100 per cent of the employee's regular weekly earnings for their work calendar. The combined weekly rate of employment insurance benefit and the SUB Plan payment will not exceed the weekly rate of the employee's regular weekly earnings. In order to benefit from this plan the employee must:
- (a) have commenced their second year of continuous employment with this Board.
 - (b) provide a medical certificate in which the employee's medical provider identifies the time period (to a maximum of 90 calendar days) the employee will be off work due to a pregnancy related medical condition.
- 8.7 An employee may apply for parental or adoption leave without pay and benefits for a period not to exceed thirty-seven (37) weeks, on the following basis:
- (a) The employee shall endeavor to notify the Board at least twelve (12) weeks in advance of the leave date, or in the case of adoption, as soon as possible;
 - (b) The leave shall not commence prior to the delivery or adoption date of the child and shall conclude within fifty-two (52) weeks;
 - (c) If both parents are employees of the Board, the thirty-seven (37) weeks of parental or adoption leave may be taken entirely by one of the parents or can be shared at different times between the mother and father;
 - (d) The employee applying for parental or adoption leave must have commenced the second year of employment with the Board; and,
 - (e) Parental and adoption leave will not be counted as experience towards the granting of increments.

CLAUSE 9 PATERNITY LEAVE

- 9.1 Leave of absence without loss of salary shall be granted for paternal leave to a maximum of two (2) days within two weeks of childbirth or within the period of the date of birth and the time when both the mother and the child have left the hospital.

CLAUSE 10 LEAVE OF ABSENCE

- 10.1 **Compassionate Leave:** The Superintendent or designate may, upon request and the presentation of a medical certificate or some other proof satisfactory to the Superintendent or designate, grant a temporary leave of absence with pay up to a total of four (4) days and allow for a maximum of two (2) days travel, where necessary, when such absence is necessitated for reasons of critical illness and/or death of a member of the employee's family. The word "family" shall be interpreted as meaning: husband, wife, son, daughter, brother, sister, parent, guardian, grandparents, great-grandparents, grandchild or other relative who is a member of the employee's household. This includes family members listed above with the term "in-law".

The Superintendent or designate may grant additional compassionate leave with pay.

- 10.2 **Personal Leave:** Leave with pay for up to three (3) days per school year for personal reasons may be granted at the discretion of the immediate Supervisor, provided the educational program of the school or the operation of the Division is not disrupted and subject to the following:

- (a) The intent of personal leave is not to extend the summer recess, Christmas or spring breaks.
- (b) All requests are to be made in writing in advance to the immediate Supervisor.
- (c) The immediate Supervisor will review each request to ensure that serious disruption of the instructional program or the operation of the Division does not occur.
- (c) All staff granted personal leave shall contribute \$10.00 per day for each day of personal leave taken. Such contributions shall be deducted from his/her salary. *This clause will expire on August 31, 2014.*

- 10.3 **Family Medical Leave:** An employee is entitled to up to three (3) days with pay each school year when out of the Division medical or dental treatment for family members of the employee's household is required which is not available locally.

Effective September 1, 2014: an employee is entitled to three (3) days with pay in each school year to attend to the medical needs for family members of the employee's household. On the first day, this leave shall be approved by the Principal/Supervisor; however, in the event of the 2nd or more consecutive days, the leave will be approved by the Superintendent or designate. The Superintendent or designate may request acceptable medical documentation from a qualified medical or dental practitioner. The Superintendent or designate will consider the following:

- (a) Multiple family members using family medical leave at the same time;
- (b) The use of multiple leave provisions consecutively and the impact on the student environment.

10.4 **Additional Leave:** Additional leave of absence may be granted by the Superintendent or designate, with or without pay and benefits for reasonable cause. Application for additional leave must be in writing.

10.5 **Upgrading Leave:**

- (a) In order to qualify employees must have at least one (1) year of service with the Board.
- (b) Request for leave must be presented to the Superintendent for approval not less than two (2) months prior to commencement of leave.
- (c) The Superintendent may, at his/her discretion, grant Upgrading Leave however, such leave must be at no salary cost to the Board.
- (d) The employee granted Upgrading Leave shall be eligible for Board paid insurance benefits as per Clause 11.
- (e) If the employee elects for Board paid insurance benefits, the employee agrees to a return of service equal to the length of time in which benefits have been paid.

10.6 **Other Leaves of Absence:** A leave of absence is a written authorization for an employee to be absent from work without pay and without benefits for a definite period of time which has been approved in advance by the Superintendent or designate. The benefits which an employee shall not be eligible to accumulate or utilize are:

- (a) accumulation of vacation credits
- (b) accumulation of sick leave credits, or use of sick leave credits
- (c) use of paid leaves of absence

- (d) employer contributions toward group and health insurance plans.

All requests for leave of absence shall be made in writing and shall be made at least one (1) month prior to the beginning of the leave, except in situations of an unforeseen or emergent nature, in which case the employee's request shall be made as soon as he/she becomes aware of the situation which prompted the request for leave.

Any employee, who has been granted a leave of absence and fails to return or report on the date granted, shall be deemed to have terminated his/her employment.

Leaves of absence, other than maternity leave, for periods of greater than eight (8) weeks, the Board may find it necessary to fill the vacancy on a permanent basis. In this event, the employee, on an extended leave greater than eight (8) weeks, shall be offered the first position available in the classification held by the employee before granting of the leave.

- 10.7 **Leave Provisions:** In the event an employee's position is part-time or employment starts after the commencement of the year or employment ends prior to the end of the year, the amount of leave provisions will be pro-rated and pay may be deducted on the final paycheque. Leaves in this case will be accumulated to the nearest half day.

CLAUSE 11 BENEFITS

- 11.1 When enrolment and other requirements for a group participation in various plans have been met, the Board will sponsor such plans to the portion agreed upon, and such sponsorship shall not exceed that which is authorized or accepted by the benefit agency.
- 11.2 Subject to the provisions of the Fort Vermilion School Division Employee Benefit Plan, all current and newly appointed employees, except casual employees and those identified in Clause 15.4 (a), shall be required to join the mandatory benefits (see Clause 11.4).
- 11.3 Notwithstanding Clause 11.2, it is understood that where there is a duplication of the benefits because the spouse of the employee has the same or similar plan to Fort Vermilion School Division Employee Benefit Plan, employees may opt out with the following exceptions: life insurance, accidental death and dismemberment, and long term/extended disability.
- 11.4 The Board shall contribute towards the costs of the various premiums as follows:

- (a) A plan that provides coverage equivalent to or better than Alberta School Employee Benefit Plan, Plan D, Schedule 2 - 100% of each full time employee's monthly premium.
- (b) A plan that provides coverage equivalent to or better than Alberta School Employee Benefit Plan, Extended Health Care Plan 2 - 100% of each full time employee's monthly premium.
- (c) A plan that provides coverage equivalent to or better than Alberta School Employee Benefit Plan, Dental Care Plan 3 - 100% of each full time employee's monthly premium.
- (d) A plan that provides coverage equivalent to or better than Alberta School Employee Benefit Plan, Vision Care Plan 3 - 100% of each full time employee's monthly premium.
- (e) While an employee is receiving Long Term Disability benefits, the board will pay benefit premiums for Dental and Vision at the same level as the employee was receiving prior to receiving Long Term Disability benefits.
- (f) Health Spending Account (HSA) – September 1, 2008 the Board shall implement a Health Spending Account (HSA) that adheres to Canada Revenue Agency (CRA) rules and is administered by Standard Life for the benefit of each eligible employee and the employee's spouse and dependents. The Board shall contribute \$500.00 for each eligible employee. Such amount shall be provided in equal monthly installments. Any unused balance shall be carried forward to the extent permitted by CRA. Support Staff leaving the employ of the Board for any reason will forfeit any remaining balance after the expiry of the established time to submit expenses. An employee means any employee on a continuing, probationary or temporary contract.

- 11.5 It is understood that an employee who becomes eligible for receipt of disability benefits as provided in the Fort Vermilion School Division Employee Benefit Plan will not be entitled to receive cumulative sick pay benefits.
- 11.6 The Board shall retain the employee's portion of the Canada Employment and Immigration Commission rebate. The premium shall be recognized as the employee's contribution towards benefits provided.
- 11.7 For employees hired after July 01, 1992, who work less than full time, the Board shall pro-rate the level of its contribution to the premium. Bus drivers are considered half time employees for benefit purposes.

- 11.8 The Board will pay the July and August premiums for full time ten (10) month employees. For ten (10) month employees affected by Clause 11.7, the Board will provide July and August benefits on a pro-rated basis.
- 11.9 For ten (10) month employees who work less than full time, the Board shall deduct the employee's July and August pro-rated share over the months worked.
- 11.10 If, for whatever reason, the part time/full time employee's position ends on or prior to the last day of school, all benefits shall terminate effective the last day of work. Any overpayments contributed by the employee towards July and August benefits will be refunded to the employee.
- 11.11 Other than the provisions stated in Clause 11.3, all current and newly appointed employees, except casual employees and those identified in Clause 15.4 (a) and Clause 11.10, shall be required to maintain benefits through July and August.

CLAUSE 12 LOSS OF SALARY

- 12.1 No employee shall receive a lesser step on the grid under this schedule than that to which he/she was entitled to under the previous schedule.

CLAUSE 13 TRAVEL IN A PRESCRIBED AREA

- 13.1 Deducted from grid salary will be a travel allowance as described in the Northern Living Allowance. The amount of three thousand dollars (\$3,000.00) per annum will be allocated to holiday travel and the amount of one thousand dollars (\$1,000.00) per annum will be allocated to medical travel. These funds will be remitted to staff on a monthly basis.

Effective January 01, 2014: the amount of six thousand dollars (\$6,000.00) per annum will be allocated to holiday travel and the amount of two thousand five hundred dollars (\$2,500.00) per annum will be allocated to medical travel. Both allocations will be identified on the employee's T4 statement.

CLAUSE 14 EMPLOYER SPONSORED R.R.S.P.

- 14.1 All eligible staff will have the option of contributing to an employer sponsored R.R.S.P. When an eligible employee contributes, the Board will match - dollar for dollar - the contributions of the employee to the maximum defined in the grid below.

<u>Consecutive Service</u>	<u>Percentage of Salary</u>
0 to end of 03 months (probationary period)	0%
after 03 months	2%
after 01 year	3%
after 04 years	4%
after 09 years	5%
after 14 years	6%
after 19 years	7%

- 14.2 The employee must be contributing to their own or a spousal plan in order to receive Board contribution.
- 14.3 “Salary” is defined as being actual monthly salary paid; i.e. if “leave without pay” is taken, the Board contribution will be reduced accordingly.
- 14.4 If an employee is on long term/extended disability benefits, no Board contribution will be given.
- 14.5 If the employee at any time makes a withdrawal of any of the Board’s or the employee’s matching portion of his/her R.R.S.P. the Board will not contribute until he/she reaches 3+ years of service again from the date of the withdrawal. The Board shall reinstate contributions based on the employee’s consecutive years of service upon re-commencement of contributions.
- 14.6 At no time will Board contributions exceed the amount that the employee contributes per month.
- 14.7 The employee may decide to suspend contributions for a period of time and this would not impact on the percentage of salary contribution the Board was prepared to make in the event that the employee chooses to reinstate his/her contributions.
- 14.8 Those employees wishing to participate should contact the Payroll office. An employee who chose not to start participating on September 04, 1994, or at the time employment commenced may join at any time.

COMMITMENTS:

- All Educational Assistants, Bus Drivers and Library Assistants will be brought in for one day of professional development per school year outside of the instructional calendar and receive compensation.
- Effective 2015-2016 employee group meetings will be held annually to discuss operational items. These discussions will not include compensation items.

Terms of Employment Unique to Support Staff

CLAUSE 15 SALARY APPLICABLE TO SUPPORT STAFF

15.1 Placement on the salary grid shall be determined at the time of hiring taking into consideration the following:

- (a) the employee's formal education/courses
- (b) the employee's related full time equivalent experience.
- (c) no new employee shall be placed higher than STEP 4 on the grid except those new employees with directly comparable experience.

Initial placement on the salary grid and salary increment(s) shall be determined by Central Office.

15.2 For all support staff covered in the Terms of Employment, additional hours worked will comply with the Alberta Employment Standards.

<http://employment.alberta.ca>

In situations where an employee is asked by the Principal/Supervisor to work additional hours, not exceeding levels established by Employment Standards, time shall be compensated by equivalent time off in lieu or pay. The following conditions apply:

- (a) The employee may take time off in lieu of additional time worked upon approval of his/her Supervisor.
- (b) Time off must be at a time when the employee would otherwise be working for the employer.
- (c) The time off in place of pay shall be taken by the employee within three (3) months of the end of the pay period in which it was earned.
- (d) Hours will not be carried over from one school year to the next.

15.3 For all support staff covered in the Terms of Employment, overtime hours worked will comply with the Alberta Employment Standards.

<http://employment.alberta.ca>

In situations where an employee is asked by the Principal/Supervisor to work overtime, the Board will provide, and the employee will take, time off with pay in place of overtime pay as follows:

- (a) The employee may take time off in lieu of overtime worked upon approval of his/her Supervisor.
- (b) Time off must be at a time when the employee would otherwise be working for the employer.
- (c) The hours of time off shall be equal to one and one-half (1 ½) times the hours of overtime worked.
- (d) The employee shall receive pay for his/her hours of time off at his/her ordinary rate.
- (e) The time off in place of overtime pay shall be provided, taken and paid to the employee within three (3) months of the end of the pay period in which it was earned.
- (f) An overtime agreement cannot be amended or cancelled except by either party giving at least one (1) week written notice to the other.

- 15.4 (a) Employees working less than twenty (20) hours per week are not entitled to any benefits except holiday pay.
- (b) Employees working twenty (20) hours or more per week shall be eligible to receive all employee benefits as outlined in this schedule. This includes temporary employees working at least 20 hours per week for more than three months in the same position.

15.5 The classification and salary schedule for ten (10) month support staff shall be as follows:

<u>CLASS</u>	<u>PAY GROUP</u>	<u>MONTHS PER YEAR</u>
Library Aide I (up to and including grade 12 education)	II	10
Library Aide II (grade 12 plus additional job related education/courses)*	IV	10
Secretary I (up to and including grade 12 education)	VI	10
Secretary II (grade 12 plus additional job related education/courses)*	VII	10

Student Support Personnel I** (up to and including grade 12 education)	II	10
Student Support Personnel II** (grade 12 plus additional job related education/courses)*	IV	10
Study Hall Supervisors/School Clerical Substitutes	Hourly	#2

*To be placed in this group the employee must have a grade 12 equivalent plus a minimum of one (1) year related education or job related certificate from an accredited university/college.

**All Educational Assistants will be placed in this pay group.

- (a) Any casual employee who acts as a substitute for a ten (10) month full-time employee shall be paid in accordance with Pay Group #2.

SUPPORT STAFF HOURLY GRID

September 1, 2012 – August 31, 2015

Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
II	18.04	19.11	20.13	21.16	22.24	23.26	24.32	25.34
IV	22.24	23.26	24.32	25.34	26.42	27.43	28.49	29.55
VI	22.26	23.16	23.99	24.86	25.74	26.59	27.47	28.35
VII	23.99	24.89	25.74	26.59	27.47	28.33	29.24	30.09
#2	18.04 per hour							

September 1, 2015 – August 31, 2016

Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
II	18.40	19.49	20.54	21.58	22.68	23.73	24.80	25.85
IV	22.68	23.73	24.80	25.85	26.95	27.98	29.06	30.14
VI	22.70	23.62	24.47	25.36	26.25	27.13	28.02	28.92
VII	24.47	25.39	26.25	27.13	28.02	28.90	29.82	30.69
#2	18.40 per hour							

- 15.6 The Child Circle Project and any positions connected with it (Child Circle Workers) shall remain in place as long as the project is funded. The benefits provided to support staff shall be made available to Child Circle Project employees. Salary placement will be as per outlined below.

CLASS	PAY GROUP	MONTHS PER YEAR
Child Circle Worker I (up to and including grade 12 education)	II	10
Child Circle Worker II (grade 12 plus additional job related education/courses)*	IV	10

*To be placed in this group the employee must have a grade 12 equivalent plus a minimum of one (1) year related education or job related certificate from an accredited university/college.

CHILD CIRCLE WORKER SALARY GRID

September 1, 2012 – August 31, 2015

Pay								
Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
CCWII	18.58	19.68	20.72	21.79	22.89	23.96	25.03	26.10
CCWIV	22.89	23.96	25.03	26.10	27.21	28.27	29.34	30.44

15.7

Continuation of the Hot Lunch Program will be determined on continued funding by Alberta Education for Fort Vermilion Public and St. Mary's Elementary School and affordability by all other schools offering a hot lunch or snacks program.

CLASS	PAY GROUP	MONTHS PER YEAR
Cooks Helper	I	10
Head Cook	II	10

HOT LUNCH PROGRAM SALARY GRID

September 1, 2012 – August 31, 2015

Pay								
Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
I	13.00	13.38	13.77	14.13	14.53	14.91	15.30	15.68
II	16.06	16.61	17.14	17.68	18.21	18.74	19.28	19.82

September 1, 2015 – August 31, 2016

Pay								
Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
I	13.26	13.65	14.04	14.42	14.82	15.21	15.61	15.99
II	16.38	16.94	17.49	18.03	18.58	19.12	19.66	20.22

Kitchen Staff will be paid an additional one hundred fifty dollars (\$150.00) per annum for completion of each of the following courses:

1. Initial Training – Three (3) to five (5) days of commercial food preparation and kitchen sanitation program.
2. Food Safe Training
3. Grocery Order Training
4. Nutrition Training

15.8 The classification and salary schedule for twelve (12) month support staff shall be as follows:

CLASS	HOURS PER WEEK	PAY GROUP	MONTHS PER YEAR
Child’s Circle Worker I (effective 01/Sep/15) (up to and including grade 12 education)	35	II	12
Child’s Circle Worker II (effective 01/Sep/15) (grade 12 plus additional job related education/courses)*	35	IV	12
Receptionist/Secretary I (up to and including grade 12 education)	35	V	12
Receptionist/Secretary II (grade 12 plus additional job related education/courses)*	35	VI	12
Financial/Operational Support I** (up to and including grade 12 education)	35	VI	12
Financial/Operational Support II** (grade 12 plus additional job related education/courses)*	35	VII	12
Apprentice	40	#1	12
Grounds Person	40	V	12
Maintenance Person I (up to and including grade 12 education)	40	VII	12
Maintenance Person II (grade 12 plus additional job related education/courses)*	40	VIII	12
Journeyman (license appropriate to position)	40	XIV	12
Custodian I	40	VI	12

*To be placed in this group the employee must have a grade 12 equivalent plus a minimum of one (1) year related education or job related certificate from an accredited university/college.

**The following positions are placed in this pay group: Accounts Payable Clerk, Secretary/Accounting Assistant, Records Management Clerk, and the Transportation/Warehouse Clerk.

- (a) Non-substitute, temporary employees, whose wages are being subsidized under Summer Temporary Employment, Priority Employment Programs (PEP), and Registered Apprenticeship Program (RAP), or similar programs, shall be paid in accordance with the Pay Group #3.

SUPPORT STAFF SALARY GRID

September 1, 2012 – August 31, 2015

Pay								
Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
V	37,365	38,939	40,524	42,111	43,690	45,272	46,852	48,436
VI	40,537	42,119	43,705	45,282	46,860	48,446	50,027	51,609
VII	43,708	45,288	46,877	48,456	50,042	51,618	53,206	54,783
VIII	52,337	54,098	55,871	57,626	59,398	61,163	62,928	64,694
XIV	73,592	75,363	77,124	78,893	80,656	82,418	84,186	85,950
#1*	36,118	45,965	52,533	59,097				
#3	13.68 – 18.25/hour							

September 1, 2015 – August 31, 2016

Pay								
Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
II	34,489	36,527	38,457	40,459	42,497	44,481	46,465	48,448
IV	42,497	44,481	46,465	48,448	50,505	52,489	54,473	56,511
V	38,112	39,718	41,334	42,953	44,564	46,177	47,789	49,405
VI	41,347	42,962	44,579	46,188	47,797	49,415	51,028	52,641
VII	44,583	46,194	47,815	49,426	51,043	52,650	54,270	55,879
VIII	53,384	55,179	56,988	58,778	60,586	62,386	64,186	65,988
XIV	75,064	76,870	78,667	80,471	82,269	84,066	85,870	87,669
#1*	36,840	46,884	53,584	60,279				
#3	13.96 – 18.62/hour							

*To move from one step to the next, the apprentice must successfully complete the required on the job hours and the education component.

**After completion of the apprentice program the employee shall be moved to Step 0 of the Journey person rate.

NOTE: To determine hourly rate for:

7 hour - 12 month employees - Divide annual salary by 1820 (annual hours)

8 hour - 12 month employees - Divide annual salary by 2080 (annual hours)

- 15.9 **Lump Sum Payment:** A one-time lump sum payment of 1% of the annual salary as set out in the Terms of Employment grid in effect as of November 15, 2015 will be paid to all employees on contract on that date and paid no later than the end of December, 2015.

CLAUSE 16 ADDITIONAL ALLOWANCES - SUPPORT STAFF

- 16.1 No additional allowances will be paid for such things as clothing allowances and supervising allowances as they have been taken into consideration and reflected in the grid for each category.
- 16.2 Head Custodians shall be paid an additional allowance as follows:
- September 1, 2012:* \$0.87 per square meter per annum
September 1, 2015: \$0.89 per square meter per annum
- 16.3 Head Custodians/Sole Custodian shall be paid a travel allowance as follows:
- September 1, 2012:* Four hundred twenty-nine dollars and seventy-two cents (\$429.72) per year for the first assigned school and three hundred six dollars and ninety-four cents (\$306.94) per year for each additional assigned school.
- September 1, 2014:* Eight hundred dollars (\$800.00) per year for the first assigned school and five hundred dollars (\$500.00) per year for each additional assigned school.
- 16.4 Duties included under the additional allowance and travel allowance paid to Head Custodians will include ensuring the daily checking of assigned facilities to confirm the proper operation of all heating and ventilation plant and verification of the security of the facilities.
- 16.5 Child Circle Workers who use their own vehicles for job-related duties shall be paid a travel allowance of one hundred dollars (\$100.00) per month. Any travel beyond the above allowance will be paid through the Fort Vermilion School Division travel expense claim.
- 16.6 Effective August 10, 2015, Child's Circle Supervisor will be paid an annual allowance of five thousand dollars (\$5,000.00) for the supervisory role. The Child's Circle Supervisor with a job related degree/diploma will be paid an additional annual allowance of one thousand dollars (\$1,000.00).

CLAUSE 17 VACATIONS - SUPPORT STAFF

17.1 All regular twelve (12) month employees are entitled to accrue annual vacation as outlined below:

0 to 7 Consecutive Years:

1.25 days per month or three (3) weeks per year worked.

After 7 Consecutive Years:

1.67 days per month or four (4) weeks per year worked.

After 15 Consecutive Years:

2.08 days per month or five (5) weeks per year worked.

Effective September 1, 2014:

After 22 Consecutive Years:

2.5 days per month or six (6) weeks per year worked.

17.2 Annual vacation for twelve (12) month employees shall be taken at a time mutually agreed upon or as directed by the immediate Supervisor. The immediate Supervisor must ensure that serious disruption of the instructional program or the operation of the Division does not occur.

17.3 (a) Annual vacation shall be taken each school year for the total number of days earned except if approval to accumulate vacation is granted as per clause 17.3 (b).

(b) An employee, with prior approval from the Superintendent or his designate, may carry forward not more than one-third (1/3) of his/her total annual vacation to the next school year.

(c) After Clause 17.3 (b) has been applied, an employee, with prior approval from the Superintendent or his designate, may be paid out for up to five (5) days in lieu of unused annual vacation time.

17.4 All ten (10) month support staff will be paid their vacation pay on each pay cheque. The amount of vacation pay is based on the following grid:

<u>Consecutive Years of Service</u>	<u>Percentage of Salary</u>
0 to 07	6%
after 07	8%
after 15	10%
<i>Effective September 1, 2014:</i>	
after 22	12%

CLAUSE 18 HOLIDAYS - SUPPORT STAFF

- 18.1 All twelve (12) month employees are entitled to the following paid holidays as designated by the Employment Standards Code: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day.
- 18.2 All twelve (12) month employees are entitled to the following Civic Holiday: Alberta Heritage Day (first Monday in August).
- 18.3 All twelve (12) month employees are entitled to the following holidays: Easter Monday, Boxing Day and one additional day at Christmas, and any other day duly proclaimed as a National, Provincial or Civic holiday. The additional day at Christmas shall be granted to give five (5) consecutive days off, including the weekend, as follows: on December 24th when Christmas Day falls on a Tuesday, Thursday, Friday or Saturday; on December 27th when Christmas Day falls on a Monday or a Wednesday; or on December 28th when Christmas Day falls on a Sunday.
- 18.4 Ten (10) month employees shall only be paid for those paid holidays for which they are eligible under the Employment Standards Code or days which are specifically authorized as holidays by the Board.

CLAUSE 19 CASUAL LABOUR - SUPPORT STAFF

- 19.1 All support staff employees, other than those described in Clause 15.8(a), working less than twenty (20) hours per week shall be paid an hourly rate equivalent to where he/she would have been placed on the appropriate grid if hired as a full time employee. This excludes those casual employees substituting for ten month school based employees who shall be paid in accordance with Pay Group #2.
- 19.2 None of the benefits listed in the schedule apply to casual labour and those employees described in Clause 15.8(a), except as outlined in Clause 19.3 below.
- 19.3 Payment for vacation pay for casual employees, and those employees described in Clause 15.8(a), shall be as per the Alberta Employment Standards Code.
- 19.4 The specific hours worked by casual employees per day shall be assigned by the immediate Supervisor and governed by the provisions of the Alberta Employment Standards Code.
- 19.5 An employee hired to do casual labor that does not fit within clause 19.1 will be paid in accordance with pay group #3.

Terms of Employment Unique to Bus Drivers
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CLAUSE 20 SALARY APPLICABLE TO BUS DRIVERS ONLY

20.1 All regular bus drivers shall be paid an annual amount, exclusive of vacation and holiday pay, the addition of the following:

- (a) Basic salary per day of driving (inclusive of an allowance for bus washing) times the number of instructional days per year as follows:

September 1, 2012: \$63.62
September 1, 2015: \$64.89

- (b) Route distance is calculated from the school via the shortest route to the first pick-up, continuing with all pick-ups and back to school times two (morning and afternoon). Daily kilometers of route times the number of instructional days per year as follows:

September 1, 2012: \$0.2325 per kilometer
September 1, 2015: \$0.2372 per kilometer

- (c) Plus per year experience pay, up to a maximum of ten (10) years as follows:

September 1, 2012: \$235.10
September 1, 2015: \$239.80

20.2 Placement on the salary schedule to be according to the number of years of experience calculated on the first day of each school year.

20.3 Ten (10) full months of service shall constitute one (1) year of experience.

20.4 Bus drivers will be paid their vacation pay on each pay cheque. The amount of vacation pay is based on the following grid:

<u>Consecutive Years of Service</u>	<u>Percentage of Salary</u>
0 to 07	6%
after 07	8%
after 15	10%
<i>Effective September 1, 2014:</i>	
after 22	12%

- 20.5 Other than cold weather days and/or approved leaves, bus drivers will lose one (1) day's salary for each instructional day they do not drive.
- 20.6 Regular bus drivers shall only be paid for those paid holidays for which they are eligible under the Employment Standards Code or days which are specifically authorized as holidays by the Board.

CLAUSE 21 COMPENSATION FOR SPECIAL TRIPS - BUS DRIVERS

- 21.1 For all special trips not otherwise covered in this schedule, drivers shall be paid according to the following:
- (a) Driving and/or non-driving time up to a maximum of thirteen (13) hours driving and two (2) hours non-driving time per day, as per the National Safety Code as follows:
- September 1, 2012:* \$18.76
September 1, 2014: \$22.00
September 1, 2015: \$22.44
- (b) Where overnight stays are required subsistence will be paid in accordance with Division Policy.
- 21.2 Each driver shall, for each special trip, log the time and mileage involved on the prescribed form and forward it to the Supervisor of Transportation, or his designate, after the Supervising Teacher has signed it.
- 21.3 During waiting time, drivers may be required to assist in the supervision of students where applicable. It is understood that drivers are entitled to a night's rest period following a full day of driving.
- 21.4 Drivers of buses for special trips shall, when possible, be given at least five (5) full working days notice of the extra trip involved.
- 21.5 It is the intent that a qualified driver will be used for all extra curricular trips. Extra curricular trips that require a regular driver are to be taken in turn by the regular drivers commencing with the driver of the lowest numbered route at each school or groups of schools. If the driver cannot make the trip, it shall be the Supervisor of Transportation's responsibility to assign the next regular driver to the trip.
- 21.6 When a driver is on a special trip exceeding six (6) hours he/she is not entitled to the regular grid salary.
- 21.7 Claims for payment for special trips shall be made on a monthly basis.

CLAUSE 22 OTHER COMPENSATION - BUS DRIVERS

22.1 Drivers of buses transporting students to Industrial Arts and Home Economics classes during the school day, with the exception of Ridgeview Central School, shall be paid as follows:

September 1, 2012: \$54.11 per trip

September 1, 2015: \$55.19 per trip

22.2 Drivers are entitled to claim payment per hour for service trips to the Divisional bus garage and for time spent at Superintendent or designate approved upgrading courses/seminars excepting the program outlined in Clause 22.3 as follows:

September 1, 2012: \$18.76

September 1, 2014: \$22.00

September 1, 2015: \$22.44

22.3 Substitute and replacement regular bus drivers who successfully complete the School Bus Driver Endorsement program shall be reimbursed all course fees.

22.4 The Supervisor of Transportation, upon prior approval, may authorize the reimbursement of costs for successful road tests for new drivers.

22.5 Drivers required to report for work for "Non-Scheduled" trips on the authorization of the Supervisor of Transportation, shall be paid a minimum of two (2) hours.

CLAUSE 23 ADDITIONAL PAYMENTS FOR REGULAR BUS DRIVERS

23.1 Regular drivers shall receive three hundred dollars (\$300.00) per annum for plugging in their buses during the winter months or as required. Payment shall be made once per year at the end of March.

23.2 The Board, upon presentation of the applicable bill, will pay the cost of a successful medical for all bus drivers as required, i.e. every five (5) years for those under forty-five (45) years of age and every two (2) years for those over forty-five (45) years of age.

CLAUSE 24 SUBSTITUTE OR TEMPORARY DRIVER PAY

24.1 Substitute or temporary drivers shall be paid the daily rate plus route kilometer allowance for each day that they drive.

24.2 It is the responsibility of the regular bus driver to notify, by telephone, the Supervisor of Transportation or designate WHEN AND WHY a substitute driver

is utilized. This notification shall be made on the same day (or prior, if possible) as the leave is taken.

- 24.3 A substitute or temporary driver who provides one hundred (100) days of regular route service shall be eligible for one year of experience pay. These days must be accumulated within three (3) consecutive years or less. No driver is entitled to benefit from this clause more than once.

CLAUSE 25 TRANSPORTATION TO ANNUAL MEETINGS

- 25.1 Up to three (3) buses shall be made available for transportation of bus drivers to attend their annual meeting which is to be held within the Fort Vermilion School Division boundaries.

CLAUSE 26 INCREASES OR DECREASES TO NUMBER OF BUS DRIVERS

- 26.1 The Board shall have the right to increase or decrease the number of bus drivers, to maintain efficient operations, including but not limited to increases or decreases in student enrollments and distribution of the student population. Length of service and performance history will be considered to determine driver to be laid off.

CLAUSE 27 OTHER LEAVES OF ABSENCE

- 27.1 A leave of absence is a written authorization for an employee to be absent from work without pay and without benefits for a definite period of time which has been approved in advance by the Superintendent or Designate. The benefits which a bus driver shall not be eligible to accumulate or utilize are:

- (a) accumulation of vacation credits
- (b) accumulation of sick leave credits, or use of sick leave credits
- (c) use of paid leaves of absence

Benefits will not be deducted for day to day Leave of Absence without pay until a bus driver is in excess of five (5) consecutive days.

For leave of absences of more than three (3) consecutive days, a written request to the Superintendent or designate is required, or the use of multiple leave provisions consecutively. The leave may be approved with or without benefit deductions.

All requests for leave of absence shall be made in writing and shall be made at least one (1) month prior to the beginning of the leave, except in situations of an unforeseen or emergent nature, in which case the employee's request shall be made as soon as he becomes aware of the situation which prompted the request for leave.

Any employee who has been granted a leave of absence and fails to return or report on the date granted, shall be deemed to have terminated his employment.

Leaves of absence, other than maternity leave, for periods of greater than eight (8) weeks, the Board may find it necessary to fill the vacancy on a permanent basis. In this event, the employee, on an extended leave greater than eight (8) weeks, shall be offered the first position available in the classification held by the employee before granting of the leave.

**ADDENDUM TO THE TERMS OF EMPLOYMENT
SUPPORT STAFF AND BUS DRIVERS
2012-2016**

RATES EFFECTIVE SEPTEMBER 1, 2017

CLAUSE 15 SALARY APPLICABLE TO SUPPORT STAFF

15.7 HOT LUNCH PROGRAM SALARY GRID

September 1, 2017

Pay

Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
I	15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83
II	18.12	18.57	19.04	19.51	20.00	20.50	21.01	21.54

15.8 SUPPORT STAFF SALARY GRID

September 1, 2017

Pay

Group	Step 0	Step 1	Step 2	Step 3
#1	46,884	51,349	55,814	60,279
#3	15.00 – 21.43/hour			