

FORT VERMILION SCHOOL DIVISION

TERMS OF EMPLOYMENT

SUPPORT STAFF AND BUS DRIVERS

2019

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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 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.

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 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/Sole Custodian, when available, are on call twenty-four (24) hours per day, seven (7) days per week.

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 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 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 shall have the right to hire, assign, discipline and discharge.

CLAUSE 3 PROBATION

- 3.1 New employees appointed to all support staff positions shall be on probation for ninety (90) calendar days starting from the date of commencement of employment.
 - a) The probationary period may be extended for one additional ninety (90) calendar day period if the supervisor deems that the employee has not yet met the acceptable standard.
 - b) An employee who resigns and is re-hired is considered to be a new employee for probationary and benefit purposes.
 - 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 the same school/similar position within ninety (90) calendar days will not be classified as probationary.

- d) 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 ninety (90) calendar days shall be considered probationary for performance review/tenure; however, benefits will commence the first day of employment.
 - e) An employee re-hired after a ninety (90) calendar day break in service will be considered a new employee.
- 3.2 During the probationary period, employment may be terminated at any time for any reason without just cause and without notice or payment in lieu of notice. However, if the probationary period has been extended past ninety (90) calendar days one weeks' notice or payment of base wages in lieu of notice will be provided.
- 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, 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 any protected ground pursuant to the *Alberta Human Rights Act*.

CLAUSE 5 TERM

- 5.1 These Terms of Employment take effect on September 1, 2019, and may be reviewed every three years.

CLAUSE 6 RESIGNATION

- 6.1 An employee is required to provide the Board with written notice of resignation as per the minimum requirement stipulated in the *Alberta Employment Standards Code*.

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) An Employee shall be entitled to one and a half (1.5) days per month accumulative sick leave to a maximum accumulation of ninety (90) days.
 - (b) Employees who were employed by the Board as of June 30, 2018 shall be entitled to the application of the prior sick leave policy Article 7.2 in the Terms of Employment 2012-2016 up to September 1, 2019 at which time the sick leave accumulation rules in Article 7.2(a) above will also apply to all employees.
- 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 Employees are entitled to maternity, parental, or adoption leave pursuant to the entitlement/requirements of the *Alberta Employment Standards Code*. If the employee has commenced their second year of employment, the cost of the employer portion of continued benefit coverage shall be at the employer's expense to a maximum of twenty-six (26) weeks.
- 8.2 The Board shall operate a SEB (Supplemental Employment Benefit) Plan. This SEB Plan shall only apply and be paid during the "health related period" of the maternity leave pursuant to (b) below. The benefit level (salary) paid under the plan shall be 100% of the Employee's regular weekly earnings for their work calendar. 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.

Clause 8.2 does not apply to adoption of a child.

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

It should be understood that the leaves of absences outlined in this section do not in any way detract from any entitlement to leaves of absence in the *Alberta Employment Standards Code*. To the extent there is overlap between the below leaves and those provided in the *Employment Standards Code*, the leave days permitted below shall also count towards the *Employment Standards Code* entitlements.

- 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" and "step".

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.

10.3 **Family Medical Leave:** An employee is entitled to three (3) days with pay in each school year to attend to the medical needs of family members living in their household or a child or parent who is not a member 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 agreement 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 **Extra Curricular Leave:** Employees shall be granted one (1) day off without salary deduction for participation in school related extra-curricular activities during the current school year, based on the following schedule and guidelines:

After completing 150 hours of extracurricular activities = 1 full day

For each complete 150 hours of extracurricular thereafter activities = 1 full day

Extracurricular hours are those which are earned outside of operational day/hours when the employee is responsible for students (in loco parentis).

Guidelines

- a) The employee must submit the extra-curricular log form to the principal five (5) days prior to the date of anticipated leave.
- b) The extra-curricular log form should state the activities and hours spent on extracurricular activities to date for the year.

- c) The extra-curricular log form will be approved by the principal to verify the information contained in the extra-curricular log form.
 - d) Days earned, and approved by the Principal, shall be taken by the end of the school year or six (6) calendar months, whichever is later. No provision exists for the payment of time not taken.
 - e) The employee and principal must ensure that serious disruption of the educational program does not occur.
 - f) If there is a disagreement between the employee and the principal in the application of clause 10.7 the Superintendent or delegate shall make a binding decision.
- 10.8 **Jury Duty:** Leave of absence without loss of salary shall be granted for Jury Duty or any summons related thereto provided that the Jury stipend accumulated during paid absences (excluding allowances and/or expenses) are reimbursed to the Board.
- 10.9 **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 16.5 (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) Alberta School Employee Benefit Plan, Extended Health Care Plan 1 - 100% of each full time employee's monthly premium.
 - b) Alberta School Employee Benefit Plan, Dental Care Plan 3 - 100% of each full time employee's monthly premium.

- c) Alberta School Employee Benefit Plan, Vision Care Plan 3 - 100% of each full time employee's monthly premium.
 - d) 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.
- 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
- a) Employees who work less than full time, the Board shall pro-rate the level of its contribution to the benefit premiums.
 - b) Bus Drivers are considered full time employees for benefit purposes.
 - c) The Board will pay the July and August premiums for full time ten (10) month employees.
- 11.8 For ten (10) month employees who work less than full time, the Board shall deduct the employee's share of July and August benefit premiums pro-rated over the months worked.
- 11.9 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 payments contributed by the employee towards July and August benefits will be refunded to the employee.
- 11.10 Other than the provisions stated in Clause 11.3, all current and newly appointed employees, except casual employees and those identified in Clause 16.5 (a) and Clause 11.9, shall be required to maintain benefits through July and August.

CLAUSE 12 HEALTH/WELLNESS SPENDING ACCOUNT

- 12.1 Health Spending Account (HSA) – the Board shall implement a Health Spending Account (HSA) that adheres to Canada Revenue Agency (CRA) rules and is administered by Alberta School Employment Benefit Plan for the benefit of each eligible employee and the employee's spouse and dependents. The Board shall contribute seven hundred and twenty-five dollars (\$725.00) for each full time eligible employee. Employees who work less than full time, the Board shall pro-rate the level of its contribution. 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 employment 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.

- 12.2 Wellness Spending Account (WSA) – the employee may choose to allocate the full or partial contribution of seven hundred and twenty-five dollars (\$725.00) from the Health Spending Account into a Wellness Account. The money then becomes taxable (WSA) and adheres to Canada Revenue Agency (CRA) rules and is administered by Alberta School Employment Benefit Plan for the benefit of each eligible employee. This decision must be made annually based on communications from Alberta School Employment Benefit Plan.

CLAUSE 13 LOSS OF SALARY

- 13.1 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 14 TRAVEL IN A PRESCRIBED AREA

- 14.1 Deducted from grid salary will be a travel allowance as described in the Northern Living Allowance. 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. These funds will be remitted to staff on a monthly basis. Both allocations will be identified on the employee’s T4 statement.

CLAUSE 15 EMPLOYER SPONSORED R.R.S.P.

- 15.1 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%

- 15.2 The employee must be contributing to their own or a spousal plan in order to receive Board contribution.

- 15.3 “Salary” is defined as being actual monthly salary paid; i.e. if “leave without pay” is taken, the Board contribution will be reduced accordingly.
- 15.4 If an employee is on long term/extended disability benefits, no Board contribution will be given.
- 15.5 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.
- 15.6 At no time will Board contributions exceed the amount that the employee contributes per month.
- 15.7 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.
- 15.8 Those employees wishing to participate should contact the Payroll office.

Terms of Employment Unique to Support Staff

CLAUSE 16 SALARY APPLICABLE TO SUPPORT STAFF

- 16.1 Placement on the salary grid shall be determined at the time of hiring by Central Office taking into consideration the following:
- a) the employee's related full time equivalent experience.
 - b) no new employee shall be placed higher than STEP 4 on the grid except those new employees with directly comparable experience.
 - c) the employee's formal education/courses
 - d) Placement in pay groups A1 and B1 will occur for individuals who have up to and including grade 12 education.
 - e) Placement in pay groups A2 and B2 will occur if:
 - an individual has successfully completed a Post-Secondary Certificate or Diploma from a Canadian Accredited Institution that requires a minimum of thirty (30) credit hours OR
 - an individual has completed a minimum of thirty (30) credit hours towards a Bachelor's degree at a Canadian Accredited Institution OR
 - an individual has completed a Bachelor's degree at a Non-Canadian Institution
 - f) Placement in pay groups A3 and B3 will occur if:
 - an individual has successfully completed a Bachelors' degree from a Canadian Accredited Institution OR
 - an individual has successfully completed a College Diploma from a Canadian Accredited Institution that directly relates to their current position.
 - g) Post-secondary degrees/diplomas will not count toward placement in pay groups A2/A3 and B2/B3 unless they are from a Canadian Accredited Institution or documentation is presented indicating the Degree/Diploma is equivalent to a Canadian Degree/Diploma.
 - h) For post-secondary training to be considering for salary grid placement, an employee shall provide a copy of the transcript to be moved into a higher pay group. If the transcript is received within ninety (90) calendar days the salary adjustment will be retro-active to employment start date. If the certificate is received after ninety (90) calendar days the salary adjustment will be effective the first day of the month following submission of the transcript.

- 16.2 Support staff who substitute for another employee in the same position will be paid according to their regular salary grid placement.
- 16.3 Support staff who substitute as a Classroom Supervisor for 3 or more hours during their regular hours of work will be paid an additional hour according to their regular salary grid placement.
- 16.4 For all support staff covered in the Terms of Employment, additional hours worked will comply with the *Alberta Employment Standards Code*.
- 16.5 a) Employees working less than twenty (20) hours per week are not entitled to benefits.
- 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.
- 16.6 The classification and salary schedule for ten (10) month support staff shall be as follows:

Librarian and Educational Assistants	Pay Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
Student Support I	A1	20.54	21.58	22.68	23.73	24.80	25.85
Student Support II	A2	22.68	23.72	24.81	25.87	26.92	28.00
Student Support III	A3	24.80	25.85	26.95	27.98	29.06	30.14

Secretaries	Pay Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
Secretary I	B1	24.47	25.36	26.25	27.13	28.02	28.92
Secretary II	B2	26.25	27.13	28.02	28.90	29.82	30.69
Secretary III	B3	28.02	28.90	29.79	30.67	31.59	32.46

Nutrition Program	Pay Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Cooks Helper	C1	15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83
Head Cook	C2	18.12	18.57	19.04	19.51	20.00	20.50	21.01	21.54

- 16.7 Continuation of the Nutrition Program will be determined on continued funding by Alberta Education. Kitchen Staff will be paid an additional one hundred fifty dollars (\$150.00) per annum for completion of each Alberta recognized food safety course up to a maximum of four courses.

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

12 Month Job Class	Hours/ week	Pay Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Child's Circle Worker I	35	G1	34,489	36,527	38,457	40,459	42,497	44,481	46,465	48,448
Child's Circle Worker II	35	G2	42,497	44,481	46,465	48,448	50,505	52,489	54,473	56,511
Custodian	40	G5	41,347	42,962	44,579	46,188	47,797	49,415	51,028	52,641
Receptionist/Secretary I	35	G8	38,112	39,718	41,334	42,953	44,564	46,177	47,789	49,405
Receptionist/Secretary II	35	G9	41,347	42,962	44,579	46,188	47,797	49,415	51,028	52,641
Financial/Operational Support	35	G9	41,347	42,962	44,579	46,188	47,797	49,415	51,028	52,641
Maintenance Person I	40	G13	44,583	46,194	47,815	49,426	51,043	52,650	54,270	55,879
Maintenance Person II	40	G14	53,384	55,179	56,988	58,778	60,586	62,386	64,186	65,988
Apprentice	40	G17	46,884	51,349	55,814	60,279	N/A	N/A	N/A	N/A
Journeyman/Foreman	40	G18	75,064	76,870	78,667	80,471	82,269	84,066	85,870	87,669

Child's Circle Worker I, Custodian, Receptionist/Secretary I, Financial/Operational Support, and Maintenance Person I: to be placed in this group the employee must have up to and including grade 12 education.

Child's Circle Worker II, Receptionist/Secretary II, and Maintenance Person II: to be placed in this group the employee must have grade 12 plus a minimum of one year related education (minimum of thirty (30) credit hours) or job related certificate from an accredited university/college.

Apprentice: To move from one step to the next, the apprentice must provide proof, from Alberta Apprenticeship and Industry Training, of successful completion of the appropriate apprenticeship period. After successful completion of the apprentice program, the employee shall provide a copy of the journeyman certificate to be moved to Step 0 of the Journeyman pay group. If the certificate is received within ninety (90) calendar days the salary adjustment to the Journeyman pay group will be retro-active to the certificate issue date. If the certificate is received after ninety (90) calendar days the salary adjustment will be effective the first day of the month following submission of the certificate.

Journeyman: To be placed in this group the employee must provide proof of license appropriate to position.

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)

Casuals	Pay Group	Pay Rate
Non-substitute, temporary employees, whose wages are being subsidized under Summer Temporary Employment, and Registered Apprenticeship Program (RAP), or similar programs	J1	15.00 - 21.43/hour
Nutrition Program casual employees will be paid at Step 0 in the applicable Pay Group	C1 or C2	\$15.00/hour or \$18.12/hour
Classroom Supervisors (uncertified teacher substitutes) - based on a 7-hour day	J3	\$70.00/half day \$140.00/full day
Other casual employees	J2	19.88/hour

CLAUSE 17 ADDITIONAL ALLOWANCES - SUPPORT STAFF

- 17.1 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.
- 17.2 Head Custodians shall be paid an additional allowance of \$0.89 per square meter per annum for supervision of custodial staff.
- 17.3 Head Custodians/Sole Custodian shall be paid a travel allowance of 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.
- 17.4 Duties included under the additional allowance and travel allowance paid to Head Custodians/Sole Custodian will include ensuring the daily checking of assigned facilities to confirm the proper operation of all HVAC systems and verification of the security of the facilities.
- 17.5 Child's 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.
- 17.6 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 18 VACATIONS - SUPPORT STAFF

18.1 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.

After 22 Consecutive Years:

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

18.2 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.

- 18.3 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 18.3 (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 18.3 (b) has been applied, an employee, with prior approval from the Superintendent or his designate, will be paid out for unused annual vacation time, understanding that such a payout would only be in a rare scenario and approved by the Superintendent and that the standard default system requires employees to use all of their vacation annually.

18.4 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:

Consecutive Years of Service	Percentage of Salary
0 to 07	6%
after 07	8%
after 15	10%
after 22	12%

CLAUSE 19 HOLIDAYS - SUPPORT STAFF

- 19.1 All twelve (12) month employees are entitled to the following paid holidays as designated by the Alberta *Employment Standards Code*: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day.
- 19.2 All twelve (12) month employees are entitled to the following Civic Holiday: Alberta Heritage Day (first Monday in August).
- 19.3 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.
- 19.4 Ten (10) month employees shall only be paid for those paid holidays for which they are eligible under the Alberta *Employment Standards Code* or days which are specifically authorized as holidays by the Board.

CLAUSE 20 CASUAL LABOUR - SUPPORT STAFF

- 20.1 None of the benefits listed in the schedule apply to casual labour and those employees described in Pay Group J1 except as outlined in Clause 20.2 below.
- 20.2 Payment for vacation pay for casual employees, and those employees described in Pay Group J2, shall be as per the Alberta *Employment Standards Code*.
- 20.3 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*.
- 20.4 An employee hired to do casual labor will be paid in accordance with Pay Group J2.

Terms of Employment Unique to Bus Drivers

CLAUSE 21 SALARY APPLICABLE TO BUS DRIVERS ONLY

21.1 The classification and salary schedule for Bus Drivers shall be as follows:

km of Route	Pay Group	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
0 - 25	BD25	12,960	13,303	13,645	13,988	14,330	14,673	15,016	15,358
26-49	BD49	14,002	14,344	14,687	15,030	15,372	15,715	16,057	16,400
50-74	BD74	15,087	15,429	15,772	16,114	16,457	16,800	17,142	17,485
75-99	BD99	16,173	16,515	16,858	17,200	17,543	17,885	18,228	18,570
100-124	BD124	17,257	17,600	17,943	18,285	18,628	18,970	19,313	19,655
125-149	BD149	18,342	18,685	19,027	19,370	19,713	20,055	20,398	20,740
150-174	BD174	19,428	19,771	20,113	20,456	20,798	21,141	21,483	21,826
175-199	BD199	20,513	20,855	21,198	21,541	21,883	22,226	22,568	22,911
200 -299	BD299	24,853	25,196	25,538	25,881	26,224	26,566	26,909	27,251
300 +	BD300	28,153	28,496	28,838	29,181	29,523	29,866	30,208	30,551

21.2 a) Placement on the salary schedule will be determined by the total kilometres driven during both a driver's regular route and their noon ECS route, if applicable. Movement from one Pay Group to another during the school year will be effective the first of the month following the change.

b) Placement on the salary schedule will be determined by the number of years of experience calculated on the first day of each school year. Movement from one Step to another will occur on the first of the month closest to the employment anniversary date.

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

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

Consecutive Years of Service	Percentage of Salary
0 to 07	6%
after 07	8%
after 15	10%
after 22	12%

21.5 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.

- 21.6 Regular bus drivers shall only be paid for those paid holidays for which they are eligible under the Alberta *Employment Standards Code* or days which are specifically authorized as holidays by the Board.

CLAUSE 22 COMPENSATION FOR SPECIAL TRIPS - BUS DRIVERS

- 22.1 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 is \$22.44.
 - (b) Where overnight stays are required subsistence will be paid in accordance with Division Policy.
- 22.2 Each driver shall, for each special trip, log the time and mileage involved on the prescribed form and forward it to the Transportation Manager, or his designate, after the Supervising Teacher has signed it.
- 22.3 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.
- 22.4 Drivers of buses for special trips shall, when possible, be given at least five (5) full working days' notice of the extra trip involved.
- 22.5 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 Transportation Manager's responsibility to assign the next regular driver to the trip.
- 22.6 When a driver is on a special trip exceeding six (6) hours he/she is not entitled to the regular grid salary.
- 22.7 Claims for payment for special trips shall be made pursuant to the Board's regular payroll system.

CLAUSE 23 OTHER COMPENSATION - BUS DRIVERS

- 23.1 Drivers of buses transporting students to CTS classes during the school day, shall be paid \$67.32 per trip.

- 23.2 Drivers are entitled to claim payment of \$22.44 per hour for service trips to the Divisional bus garage and for time spent at Superintendent or designate approved upgrading courses/seminars.
- 23.3 The Transportation Manager, upon prior approval, may authorize the reimbursement of costs for successful road tests for new drivers.
- 23.4 Drivers required to report for work for "Non-Scheduled" trips on the authorization of the Transportation Manager, shall be paid a minimum of two (2) hours.
- 23.5 Drivers assigned a wheelchair bus will be paid four thousand and five hundred dollars (\$4,500) per annum as long as a wheelchair student is assigned to that bus route paid at 1/10 per pay cheque.
- 23.6 Drivers assigned a noon ECS Route will be paid an annual allowance of six thousand three hundred and twenty-five dollars (\$6,325.00) paid at 1/10 per pay cheque.

CLAUSE 24 ADDITIONAL PAYMENTS FOR REGULAR BUS DRIVERS

- 24.1 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.
- 24.2 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 25 SUBSTITUTE OR TEMPORARY DRIVER PAY

- 25.1 Substitute or temporary drivers shall be paid a daily rate of Step 0 and pay group for the applicable route for each day that they drive.
- 25.2 It is the responsibility of the regular bus driver to notify the Transportation Manager or designate WHEN AND WHY a substitute driver is utilized.

CLAUSE 26 TRANSPORTATION TO ANNUAL MEETINGS

- 26.1 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 27 INCREASES OR DECREASES TO NUMBER OF BUS DRIVERS

27.1 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.

CLAUSE 28 OTHER LEAVES

28.1 Leave without pay may be granted by the Superintendent or designate for reasonable cause.

- a) The number of days will be limited to a maximum of ten (10) days per school year, not including the unpaid leaves stipulated in the *Alberta Employment Standards Code*.
 - b) Benefits will not be deducted for day to day leave without pay until a bus driver is in excess of five (5) consecutive days.
- 28.2 For leave without pay and/or the use of multiple leave provisions consecutively, 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.