

TERMS OF EMPLOYMENT

SUPPORT STAFF



September 1, 2012 to August 31, 2017

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NORTHERN LIGHTS SCHOOL DIVISION NO. 69

Terms of Employment

September 1, 2012 - August 31, 2017

SUPPORT STAFF

This policy shall apply to all Support Staff employed by the Northern Lights School Division No. 69. All previous experience and/or benefits recognized or accrued by the former Lac La Biche School Division No. 51 or the former Lakeland Public School District No. 5460 and identified in the following terms will be recognized by the Northern Lights School Division No. 69.

The parties hereto shall meet on an annual basis for the purpose of reviewing the Terms of Employment for the subsequent school year.

1. HOURS OF WORK

The normal workweek is defined as Monday through Friday or as otherwise established by the Board. An employee's hours of work will be contingent on the full time equivalency (F.T.E.) of the position as established from time to time by the employment contract as prepared by the Associate Superintendent, which shall be completed before salary can be paid.

Employees working less than full-time shall be considered to be working part-time.

In accordance with Employment Standards, during a shift of five (5) or more consecutive hours of work an employee is entitled to an unpaid break(s) totaling thirty (30) minutes (i.e. One (1) break of thirty (30) minutes or two (2) breaks of fifteen (15) minutes, etc.).

1.1 The normal daily working hours for full-time employees in the positions listed below shall be based on six and a half (6.5) hours per day, for School Instructional Days. The School Principal may authorize more than a six and a half (6.5) hour work day but not to exceed an eight (8) hour work day. The School Principal shall determine an employee's full-time equivalency (F.T.E.) on an annual basis.

- **Concession / Cafeteria Assistants**
- **Child Care Workers**
- **Educational Assistants**
- **Instructors**
- **Special Needs Bus Driver**

1.2 The normal annual hours for full-time employees in the positions listed below will consist of one thousand four hundred and fifty-six (1456) hours. The School Principal shall determine an employee's full-time equivalency (F.T.E.) on an annual basis.

- **Health Pathway Personnel**
- **Library Staff**
- **Project Coordinators**
- **School Administrative Assistants**

1.3 The normal annual hours for full-time employees in the position listed below will consist of one thousand five hundred and seventy-five (1575) hours. The School Principal shall determine an employee's full-time equivalency (F.T.E.) on an annual basis.

- **School Business Officer**

1.4 The normal annual hours for full-time employees in the positions listed below will consist of one thousand eight hundred and twenty (1820) hours. The Associate Superintendent shall determine an employee's full-time equivalency (F.T.E.) on an annual basis.

- **Communications Officer**
- **Division Office Personnel**
- **Information Technology Personnel**

1.5 The normal annual hours for full-time employees in the position listed below will consist of two thousand and eighty (2080) hours. The Associate Superintendent shall determine an employee's full-time equivalency (F.T.E.) on an annual basis.

- **Maintenance Personnel**
- **Safety Coordinator**

1.6 The normal daily working hours for full-time employees in the positions listed below shall be based on seven and a half (7.5) hours per day, for School Operational Days, No Class Fridays and five (5) preparation days before the start of the first teacher day of a new school year for a total of two hundred and five (205) days per school term.

- **CTS Mobile Lab Instructors**
- **Student Advocacy Counselors**
- **Home Liaison Workers**

2. HOLIDAYS AND VACATION

2.1 New Year's Day, Alberta Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and all other days proclaimed by the Northern Lights School Division No. 69, the Province of Alberta or the Dominion of Canada, shall be considered "General Holidays".

2.2 When the holidays identified in clause 2.1 above fall on a weekend, at the sole discretion of the Board the employee shall be paid for the holiday at the regular rate of pay or granted a day off in lieu for that day.

2.3 Annual Vacation Time and Allowance for Holiday Pay

2.3.1 Employees listed in the positions below shall be eligible for annual vacation time with pay, as calculated on June 30th of each year, in accordance with the following schedule:

- **Communications Officer**
- **Division Office Personnel**
- **Information Technology Personnel**
- **Maintenance Staff**
- **Safety Coordinator**

Annual Vacation Time With Pay

During the first year of service	1 day vacation for each month employed (max. 10 days)
Upon completion of one (1) year of service	3 weeks vacation with pay
Upon completion of five (5) years of service	4 weeks vacation with pay
Upon completion of twelve (12) years of service	5 weeks vacation with pay
Upon completion of twenty (20) years of service	6 weeks vacation with pay

2.3.2 Employees listed in the positions below shall be eligible for paid allowance for Holiday Pay in accordance with the following schedule and as provided by the Employment Standard Act.

Staff listed below with .20fte and higher will have vacation pay accrued and paid out on the pay period that includes the Christmas Break, Easter Break and at separation of employment. Fte below will have pay paid each period at the appropriate percentage.

- **Concession / Cafeteria Assistants**
- **Child Care Workers**
- **Educational Assistants**
- **Health Pathway Personnel**
- **Home Liaison Workers**
- **Instructors**
- **Special Needs Bus Drivers**

Staff listed below will have vacation pay paid each period at the appropriate percentage.

- **Library Staff**
- **Project Coordinators**
- **School Administrative Assistants**
- **School Business Officer**

<u>Allowance for Holiday Pay</u>	
During the first year of service	4%
Upon completion of one (1) year of service	6%
Upon completion of five (5) years of service	8%
Upon completion of twelve (12) years of service	10%
Upon completion of twenty (20) years of service	12%

2.3.3 Allowance for Holiday Pay is included in salary for employees listed in the positions below:

- **CTS Mobile Lab Instructors**
- **Student Advocacy Counselors**
- **Occupational Therapist**
- **Speech Language Therapist**

3. **LEAVE OF ABSENCE**

3.1 **Notification of Leave**

An employee shall notify their respective supervisor prior to or on the day of commencement of any leave of absence and the nature of their leave, (i.e.: sick leave, compassionate leave, etc.).

3.2 **Abandonment of Position**

An employee who is absent for more than two (2) working days without the prior approval of their direct supervisor or his/her designate shall be considered to have terminated their employment.

3.3 **Sick Leave**

- 3.3.1 A regular full time employee shall be entitled to sick leave credit at a rate of two (2) days per month. Unused sick leave credit(s) may be accumulated in consecutive school years to a maximum of one hundred (100) calendar days.
- 3.3.2 After ninety (90) calendar days of continuous absence due to medical disability, no further salary shall be paid and the Alberta School Employee Benefit Plan shall take effect.
- 3.3.3 Sick leave credits for part time employees will be prorated on the number of annual hours worked.
- 3.3.4 Eligibility for sick leave credits for a period in excess of three (3) consecutive days shall be determined on receipt of a declaration form signed by a physician or surgeon.
- 3.3.5 Sick leave credits shall start to accumulate from the first month of employment.
- 3.3.6 The accumulated sick leave benefits of an employee shall not be affected as a result of any absence for a period not exceeding one (1) school year or twelve (12) consecutive months.
- 3.3.7 All sick leave credits of an employee will terminate upon termination of employment from the Division unless the employee has a disability as approved by ASEBP which started within two (2) months preceding the date of such termination and that notice of termination was provided by the Division prior to the beginning of the disability. In all other situations relating to termination of an employee who becomes disabled, benefits will be paid for the lesser of the duration of the disability or the utilization of all accumulated sick leave credits.

3.4 **Family Medical Leave**

Shall be granted with pay and benefits when no one other than the employee can provide for the needs during illness or medical/dental appointments for members of his/her immediate family. Immediate family means spouse, benefit partner, child, or parent. An employee shall be entitled to use a maximum of ten (10) accumulated sick leave days per year for this purpose. One (1) day per month of accumulated sick leave credit shall be reserved for the employees personal sick leave use. Proof of eligibility may be required in accordance with Article 3.3.4.

3.5 Compassionate Leave

3.5.1 Temporary leave of absence, with pay and benefits, necessitated at the time of critical illness requiring hospitalization or emergency medical treatment shall be granted as follows:

- i) Involving members of the immediate family - husband, wife, son, daughter, parent, brother, sister, parent-in-law a period not exceeding five (5) working days.
- ii) Involving members of the extended family of the employee or spouse: grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece or a member of the employee's household; a period not exceeding three (3) working days.
- iii) The Board may in the case of critical illness require a medical certificate.3.5.2 Temporary leave of absence, with pay and benefits, necessitated at the time of death shall be granted as follows:
 - iv) Involving members of the immediate family - husband, wife, son, daughter, parent, brother, sister, parent-in-law; a period not exceeding five (5) working days.
 - v) Involving members of the extended family of the employee or spouse: grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece or a member of the employee's household; a period not exceeding three (3) working days.
 - vi) Additional compassionate leave where required may be granted upon application to the Associate Superintendent or designate. An additional leave may be granted only when the funeral arrangements necessitate out of province or out of country travel.
 - vii) Up to one (1) day for a funeral for anyone not listed in 3.5.2 (i) or 3.5.2 (ii), with the prior approval of the Associate Superintendent or designate.

3.6 Maternity Leave

3.6.1 The employee shall endeavor to notify the Board of her leave requirement three (3) months in advance; however, she shall give the Board at least six (6) weeks' notice of the day on which she intends to commence maternity leave. Such notice shall be in writing.

3.6.2 Maternity leave shall be for a period of up to fifteen (15) weeks.

3.6.3 The first six (6) weeks after childbirth will be accepted as the health related portion of the employee's maternity leave without having to provide medical evidence. If the health related portion extends beyond the six (6) weeks, then supporting medical documentation shall be submitted.

3.6.4 The employee agrees to apply for employment insurance (EI) benefits when she becomes eligible for the same.

3.6.5 The Board agrees to supplement the EI benefits received by the employee to an amount equal to the employee's normal weekly earnings during the health-related portion of the leave, with such leave falling within the EI entitlement period. The employee may be required to submit medical certificate(s) in order to have her EI benefits supplemented.

3.6.6 The supplementary benefit shall replace sick leave benefits and the employee shall have no access to sick leave benefits while on the supplementary benefit plan.

3.6.7 The employee will provide a copy of the first EI cheque stub to the Board as verification of receipt of EI benefits.

3.6.8 The Board shall pay its portion of the employee's health plan premiums during the health related portion of her maternity leave.

- 3.6.9 That period of the maternity leave not covered by the health related portion shall be without pay and without Board contribution to health plan premiums.
- 3.6.10 The employee shall not be entitled to any supplementation of EI benefits for any period during which the employee would not have worked if she were not on maternity leave.
- 3.6.11 The Board shall advise the employee to apply for extended disability (EI) benefits at least thirty (30) days in advance of her expected eligibility for such benefit. After ninety (90) consecutive calendar days of disability the employee shall apply for E.D. benefits and no further salary, health plan premiums, or supplementation of EI benefits shall be payable by the Board.
- 3.6.12 Prior to the leave commencing, the employee shall endeavor to provide the Board with the date she plans on returning to work, however, she shall give the Board at least four (4) weeks notice of the day on which she intends to return to work. Such notice shall be in writing.
- 3.6.13 If an employee has been employed by the Board for fifty-two (52) consecutive weeks preceding the commencement of leave, every effort shall be made to return the employee to the same position held as that prior to the leave, however, if that should prove to be impractical or not possible, to a similar position within Division Office.

3.7 **Parental Leave**

- 3.7.1 In addition to the maternity leave, the birth mother shall be eligible for a parental leave without pay and Board contributions to health plan premiums for up to thirty-seven (37) weeks provided such is continuous and complete within twelve (12) months of the date the employee first went on maternity leave.
- 3.7.2 Notwithstanding clause 3.7.1, parental leave may be prorated between the birth mother and the father or adoptive parents provided that the sum of the parental leave shall not exceed thirty-seven (37) weeks and the parental leave is without pay and Board contributions to health plan premiums.
- 3.7.3 During this thirty-seven (37) week period, the employee shall be eligible to maintain their coverage on health plans provided he/she pays one hundred percent (100%) of the premiums.
- 3.7.4 Prior to the leave commencing, the employee shall endeavor to provide the Board with the date he/she plans on returning to work, however, he/she shall give the Board at least four (4) weeks notice of the day on which he/she intends to return to work. Such notice shall be in writing.
- 3.7.5 Any extension to the parental leave will require the mutual agreement of the employee and the Board.
- 3.7.6 If an employee has been employed by the Board for fifty-two (52) consecutive weeks preceding the commencement of leave, every effort shall be made to return the employee to the same position held as that prior to the leave, however, if that should prove to be impractical or not possible, to a similar position within Division Office.
- 3.7.7 The father shall be granted one (1) day paid leave for the birth of his child which shall be deducted from his accumulated sick leave credits.

3.8 **Personal Leave Day**

Effective September 1, 2014, an employee shall be entitled to two (2) non-accumulative personal leave days, with pay and benefits, per school year for reasons not otherwise listed in Section 3.0.

3.9 **Other Leaves**

Additional leaves of absence may be granted by the Board, with or without pay, at the discretion of the Board.

4. **JURY DUTY, COURT SUMMONS OR SUBPOENA LEAVE**

Leave with pay shall be granted for an employee to serve on a jury or answer any summons related thereto, or to answer a subpoena or summons to attend as a witness in any proceeding authorized by law to compel the attendance of witnesses, providing any stipend established by the court shall be turned over to the Division.

5. TERMINATION OF EMPLOYMENT

- 5.1 Any employee may be terminated at any time without notice or payment in lieu of notice for just cause.
- 5.2 After completion of the probationary period, any employee may be terminated in the absolute discretion of the employer by providing the employee with written notice or salary in lieu of notice, or a combination thereof, equal to the minimum requirements of the Employment Standards Code as outlined in section 56 of the Employment Standards Code (www.employment.alberta.ca). No notice or salary in lieu of notice in excess of the minimums of the Employment Standards Code shall be provided.
- 5.3 It is understood and agreed that the above notice or payment in lieu of notice, or combination thereof, is reasonable and adequate notice and will fulfill all requirements for notice, or payment in lieu of notice, imposed by law.
- 5.4 Upon termination or alteration of the employee's employment as set out herein, it is understood that the employee shall have no further claims against, or be entitled to any further remuneration or compensation from, the employer arising out of the termination of employment.
- 5.5 An employee shall provide the Associate Superintendent with thirty (30) days written notice of resignation.

6. PROBATIONARY PERIOD

- 6.1 Any new employee shall serve a probationary period of six (6) continuous months from date of commencement of service. A probationary employee, who is for any reason absent from a scheduled work period, may have his/her probationary period extended by a period equal to the number of absenteeism days.
- 6.2 The Board may, at its discretion, extend the probationary period to a twelve (12) month period.
- 6.3 Notwithstanding anything contained elsewhere in these terms, an employee may be terminated at any time during the probationary period for any reason in the absolute discretion of the Board. If such a termination occurs during the first three (3) months of the probationary period, no notice or payment in lieu of notice will be provided to the employee. If the termination occurs during the probationary period but after the completion of three (3) months employment, and the termination is without just cause, the Board will provide to the employee one (1) week's notice or payment of salary/wages in lieu of notice.
- 6.4 If a probationary employee is transferred to a different job responsibility area in lieu of discharge, he/she will be required to serve an additional six (6) month continuous probationary period in the new position to which he/she was transferred. Absenteeism for any reason may extend the probationary period in the same manner as clause 6.1.

7. SALARIES

For all salaried employees, no individual shall be permitted to increase the salary rate established by the Board by exceeding a full time equivalency of 1.0 f.t.e.

7.1 Pay Grid Categories

Salaries are as outlined in Appendix "A" and are determined by the following pay grid categories and experience. Pay grid categories and experience are determined by the Payroll/Human Resources Department.

Information Technology Personnel CTS Mobile Lab Instructors	Pay Grid Category	1 - 5
Health Pathway Personnel Student Advocacy Counselors	Pay Grid Category	6 – 12, 28
<ul style="list-style-type: none">• Occupational Therapist• Speech Language Therapist		

Maintenance Personnel Safety Coordinator	Pay Grid Category	13 – 15, 27
Division Office Personnel Communications Officer Library Staff	Pay Grid Category	16 - 20, 29
School Administrative Assistants School Business Officer	Pay Grid Category	21 – 26
Educational Assistants	Pay Grid Category	30 - 32
Home Liaison Workers Instructors Project Coordinators	Pay Grid Category	33 - 38
Child Care Workers Concession / Cafeteria Assistants Special Needs Bus Drivers	Pay Grid Category	39 – 50

7.2 Years of Training

The evaluation of education for salary purposes shall be determined by a certificate, diploma or degree issued by an accredited college or institution. Official transcripts or a copy of certificate, diploma or degree shall be submitted. The employee shall be responsible for submission of documentation to the Payroll Department within forty five (45) calendar days of their hire date. Failure to submit proof of transcripts, certificate, diploma or degree within forty five (45) calendar days shall result in any salary adjustment commencing the month following the receipt of such documentation. A review of same shall be completed by the Payroll/Human Resources Department.

7.2.1 New Library Staff with no certification will be required to complete a certificate program as a condition of employment. Librarians with no certificate hired prior to April 1, 2007 will not be required to complete a certificate program. Certificate refers to a certificate program equivalent to the SAIT Rural Librarian Training (RLT).

7.3 Experience

Related experience earned with other K to 12 school jurisdictions may be recognized by the Board provided letters of employment from previous employers are submitted stating the exact dates of employment and detailed job descriptions. The employer reserves the right to recognize the previous experience of new employees. The employee shall be responsible for submission of such documentation to the Payroll Department within forty five (45) calendar days of their hire date. Failure to submit proof of experience within forty five (45) calendar days shall result in any salary adjustment commencing the month following the receipt of such documentation. A review of same shall be completed by the Payroll/Human Resources Department.

7.4 Apprenticeship Journeyman

The Salary Schedule for Apprenticeship Journeyman is as follows:

- Apprenticeship Year 1 – 60% of Maintenance Journeyman – Experience 0
- Apprenticeship Year 2 – 70% of Maintenance Journeyman – Experience 1
- Apprenticeship Year 3 – 80% of Maintenance Journeyman – Experience 2
- Apprenticeship Year 4 – 90% of Maintenance Journeyman – Experience 3

The Apprentice must provide appropriate documentation illustrating that he/she has successfully completed each level prior to receiving an increment on the grid.

Upon the completion of the apprenticeship, the Journeyman will be placed at the Maintenance Journeyman Pay Grid Experience 0.

8. BENEFITS

For all eligible support staff, the Board shall contribute towards premiums for the various insurance and health plans calculated on the basis of full time equivalency (F.T.E.) X rate X the premium amount. The rate for the various plans is listed below:

Benefit coverage shall continue for a ten (10) month employee during July and August provided that authorization from the School Principal is submitted to Division Office prior to June 30th. For those employees who do not have benefits during July and August, benefits shall terminate on the last day of employment.

Employees hired for a term of six (6) or less consecutive months do not qualify for benefit coverage nor do employees working less than a full time equivalency (F.T.E.) of 0.20.

8.1 BENEFIT PLAN

DIVISION CONTRIBUTIONS

ASEBP – Alberta School Employee Benefit Plan

Life Insurance (mandatory plan for all eligible employees)	100%
Extended Disability Benefit (mandatory plan for all eligible employees)	95%
Effective September 1, 2015 Extended Disability Benefit.	100%
Dental Plan	100%
Extended Health Care	100%
Vision Care	100%

Effective midnight August 31, 2004 married couples employed by the Board will be eligible to coordinate their benefits under the Alberta School Employee Benefit Plan.

Alberta Health Care	100%
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Premiums as mandated by the Government of Alberta

8.2 Local Authorities Pension Plan (LAPP)

(Employees who work 14 hours or more per week will participate in LAPP)

LAPP is a defined benefit plan that provides a pension, at retirement, based on accumulated paid-up service and the highest consecutive five-year salary average.

Participation applies to all eligible positions with the exception of those classed as temporary with a known end date. (Not eligible are those with positions that are replacements for maternity, disability or general leaves of absence and employees hired on a term contract basis where there is an end date for a specified event or program).

Eligibility for new employees shall be based on a minimum assignment of 14 (fourteen) hours per week over the school term.

All eligible employees are required to complete a period of service before they become members of LAPP, this is referred to as the LAPP probationary period. The LAPP probationary period is 12 (twelve) months from the start of service, less:

- Any previous period of employment with Northern Lights School Division No. 69, regardless of the nature of employment or when it occurred (e.g., full-time, permanent, part-time, temporary and casual employment; and
- Any previous period of service with another employer that participates in the LAPP Plan, if the member moved immediately from the former employer to Northern Lights School Division No. 69.

Exempt from the LAPP probationary period is any employee who has applied for transfer service into the LAPP Plan under a reciprocal transfer agreement.

8.3 Health Spending Account (HSA)

The Board will establish for each eligible Support Staff a Health Spending Account for the use of the eligible Support Staff, his/her spouse and dependents, and administered by the Alberta School Employee Benefit Plan, which adheres to Canada Revenue Agency (CRA) and Income Tax Act requirements.

8.3.1 Eligible Support Staff are employees that qualify for benefits through the Alberta School Employee Benefit Plan and must be hired by November 1 of each school year to qualify for that school year's Health Spending Account. Support Staff hired after November 1 of a school year will not be eligible for the Health Spending Account until September 1 of the following school year.

8.3.2 The Board will contribute an annual amount as per the schedule below per eligible Support Staff per year to such account, contributions to be made yearly and calculated on the basis of full time equivalency (F.T.E.) X rate X annual amount.

Schedule: September 1, 2014 \$525

8.3.3 The unused balance will be carried forward to the extent permitted by CRA.

8.3.4 Support Staff leaving the employ of the Board for any reason will forfeit any remaining balance.

Note: The effective date for implementation of Section 8.3 – Health Spending Account is September 1, 2009.

9. **SUPPORT STAFF PROFESSIONAL IMPROVEMENT ASSISTANCE**

Effective September 1, 2009, Support Staff are given the opportunity for Professional Improvement Assistance as per Northern Lights School Division Administrative Procedure 412.

10. **GRIEVANCE PROCEDURE**

Any difference between an employee covered by this term of employment and the Board shall be dealt with as follows, without stoppage of work or refusal to perform work.

10.1 Such difference (hereinafter called a "grievance") shall first be presented verbally to the employee's immediate supervisor. The supervisor shall provide a verbal reply within three (3) days, exclusive of Saturdays, Sundays and holidays.

10.2 In the event that the matter is not satisfactorily resolved, the employee may submit in writing to the Associate Superintendent within fifteen (15) calendar days from the time of the occurrence or in any event no later than sixty (60) calendar days, a full and complete disclosure in writing of all facts pertaining to the alleged violation together with all supporting evidence.

10.3 The Board, or a committee of the Board, shall meet within twenty (20) working days of the submission to consider the case at which time the employee and a representative of the employee, if desired, shall attend. The decision of the Board shall be sent to the employee within three (3) working days after the hearing. The decision of the Board is final and binding.

10.4 Time limits outlined above may be extended by mutual consent.

11. **SENIORITY**

After successful completion of the initial probationary period of employment in an established position, an employee's seniority shall be calculated from the date that the employee commenced employment in that position, and shall cease upon termination of employment with the Board. (Refer to Division Administrative Procedure AP430)

12. **NEW CLASSIFICATIONS**

If the Board creates a new position within any classification, or if the duties and responsibilities of an existing position are significantly changed, the Board shall establish a salary structure in keeping with the realignment of responsibilities and give written notice to the employee.

13. **CRIMINAL RECORD CHECK**

All new employees shall be required to undergo a criminal record check and to pay all costs associated with carrying out such criminal record check. Application for a criminal record check shall be made no later than two (2) weeks following the commencement of employment. In the event that:

- a) the Employee fails to make application for a criminal record check within the prescribed period; or
- b) the results of a criminal record check reveal a conviction for an offence, which, in the opinion of the Board, or its delegate, raises concerns about the health, safety or welfare of students, staff or volunteers, or, in the opinion of the Board or its delegate, may bring the reputation of the Board into disrepute; then this shall be considered just cause for termination of employment of the employee.

14. INDEPENDENT LEGAL ADVICE

All employees are advised to obtain independent legal or other professional advice and that by agreeing to these Terms of Employment, the employee hereby confirms that he/she has had the opportunity to seek independent legal or professional advice prior to agreeing to these Terms of Employment and has either:

14.1 Obtained such independent legal or other professional advice as he/she deems appropriate; or

14.2 Waived the right to obtain such independent legal or other professional advice.

Pay Grid Category

Pay grid categories and experience are determined by the Payroll/Human Resources Department as per clause 7.2 (Years of Training) and clause 7.3 (Experience).

Experience for a Pay Grid Category is calculated on the basis of full time (1.0 f.t.e).

**SUPPORT STAFF SALARY SCHEDULE
2014-2015
Salaried Employees**

Appendix "A"

Category	Experience					
	0	1	2	3	4	5
1	64,924	69,006	73,090	77,172	81,256	85,339
2	56,493	59,534	62,576	65,618	68,660	71,704
3	44,756	47,739	50,720	53,702	56,683	59,668
4	60,115	63,980	67,846	71,710	75,576	79,442
5	59,751	63,486	67,220	70,955	74,690	78,423
6	56,369	59,219	62,218	65,365	68,676	72,153
7	55,127	57,915	60,846	63,930	67,165	70,566
8	49,614	52,125	54,765	57,535	60,447	63,510
9	46,858	49,229	51,721	54,340	57,090	59,981
10	60,115	64,946	69,777	74,608	79,442	
11	71,500	75,100	78,700	82,300	85,900	
12	76,000	80,500	85,000	89,500	94,000	
13	79,401	81,595	83,963	86,423		
14	67,844	69,665	71,687	73,767		
15	50,206	52,027	53,845	55,812		
16	65,843	69,609	73,378			
17	56,760	59,523	62,288			
18	52,347	55,332	58,338			
19	50,578	54,295	57,803			
20	44,437	47,721	50,756			
21	33,763	35,677	38,097			
22	31,849	34,052	36,471			
23	27,119	30,405	33,584			
24	33,470	35,748	37,858			
25	23,213	24,749	26,126			
26	37,207	39,657	41,912			

Casual and Term employees are not eligible for benefit coverage except as provided by Alberta Labour and Employment Standards.

**SUPPORT STAFF SALARY SCHEDULE
2014-2015**

Hourly Employees

Category				
27	15.99	16.85	17.74	18.60
28	37.85	39.21	40.56	41.90
29	15.95	16.98	17.95	
30	20.42	22.65	24.87	
31	18.63	20.90	23.08	
32	17.06	19.21	21.42	
33	25.81	26.72	28.57	
34	23.72	24.47	26.15	
35	22.48	23.08	24.47	
36	26.72	27.64	29.59	
37	24.47	25.33	27.09	
38	23.09	23.71	25.33	
39	21.27	22.63	23.98	
40	15.21	16.30	17.39	
41	17.10	19.39	21.67	
42	18.25	20.53	22.81	
43	22.81	25.09	27.37	
44	16.96	17.96	18.96	
45	25.90	28.00	30.10	
46	35.00	37.10	39.30	
47	14.96			
48	15.96			
49	16.96			
50	17.96			

Casual and Term employees are not eligible for benefit coverage except as provided by Alberta Labour and Employment Standards.

**SUPPORT STAFF SALARY SCHEDULE
2015-2016**

Appendix "B" Salaried Employees

Category	Experience					
	0	1	2	3	4	5
1	65,573	69,696	73,821	77,944	82,068	86,192
2	57,058	60,130	63,201	66,274	69,346	72,421
3	45,204	48,216	51,227	54,239	57,250	60,264
4	60,716	64,620	68,524	72,427	76,332	80,236
5	60,348	64,120	67,892	71,664	75,436	79,208
6	56,933	59,812	62,840	66,019	69,363	72,875
7	55,678	58,495	61,455	64,569	67,837	71,271
8	50,110	52,646	55,313	58,110	61,052	64,145
9	47,327	49,722	52,238	54,883	57,661	60,581
10	60,716	65,595	70,475	75,354	80,236	
11	72,215	75,851	79,487	83,123	86,759	
12	76,760	81,305	85,850	90,395	94,940	
13	80,195	82,411	84,803	87,287		
14	68,522	70,361	72,404	74,505		
15	50,708	52,547	54,384	56,370		
16	66,501	70,305	74,111			
17	57,328	60,119	62,911			
18	52,871	55,885	58,921			
19	51,084	54,838	58,381			
20	44,881	48,199	51,263			
21	34,101	36,034	38,478			
22	32,168	34,393	36,836			
23	27,390	30,709	33,919			
24	33,805	36,105	38,236			
25	23,445	24,997	26,387			
26	37,579	40,053	42,331			

Casual and Term employees are not eligible for benefit coverage except as provided by Alberta Labour and Employment Standards.

**SUPPORT STAFF SALARY SCHEDULE
2015-2016**

Hourly Employees

Category				
27	16.15	17.02	17.91	18.79
28	38.23	39.60	40.97	42.32
29	16.11	17.15	18.13	
30	20.63	22.88	25.11	
31	18.82	21.11	23.31	
32	17.23	19.40	21.64	
33	26.06	26.99	28.86	
34	23.96	24.72	26.41	
35	22.71	23.31	24.72	
36	26.99	27.92	29.89	
37	24.72	25.58	27.36	
38	23.32	23.95	25.58	
39	21.48	22.86	24.22	
40	15.36	16.46	17.57	
41	17.27	19.58	21.89	
42	18.43	20.74	23.04	
43	23.04	25.34	27.64	
44	17.13	18.14	19.15	
45	26.16	28.28	30.40	
46	35.35	37.47	39.69	
47	15.11			
48	16.12			
49	17.13			
50	18.14			

Casual and Term employees are not eligible for benefit coverage except as provided by Alberta Labour and Employment Standards.

NORTHERN LIGHTS SCHOOL DIVISION NO. 69
Support Staff
Casual Pay Schedules
2014-2015

	Term or Casual Position
Child Care Workers	- Casual - \$12.97/hour plus 4% holiday pay
Division Office Personnel	- Term Position – Minimum of 70% of grid placement - Casual Position - \$13.79 - \$17.31/hour plus 4% holiday pay
Educational Assistants	- 90% of Grid Level 29 - experience 0 plus 4% holiday pay. To amend grid level experience from the default of 0, employee must provide proof of additional experience within ten days from the commencement of employment, any proof of experience provided subsequent to this ten day window will take effect the first pay period following such submission.
Home Liaison Workers and Instructors	- Term Position – 70% of grid placement - Casual Position - \$13.79 - \$17.37/hour plus 4% holiday pay
Information Technology Personnel	- Term Position – 70% of grid placement - Casual Position - \$13.20 - \$16.69/hour plus 4% holiday pay
Library Staff	- Casual Position - \$12.97/hour plus 4% holiday pay
School Administrative Assistants	- Casual Position - \$14.68/hour plus 4% holiday pay
School Business Officer	- Casual Position - \$15.98/hour plus 4% holiday pay
Special Needs Bus Drivers	- Casual Position - \$17.50/hour plus 4% holiday pay

2015-2016

	Term or Casual Position
Child Care Workers	- Casual - \$13.10/hour plus 4% holiday pay
Division Office Personnel	- Term Position – Minimum of 70% of grid placement - Casual Position - \$13.92 - \$17.48/hour plus 4% holiday pay
Educational Assistants	- 90% of Grid Level 29 - experience 0 plus 4% holiday pay. To amend grid level experience from the default of 0, employee must provide proof of additional experience within ten days from the commencement of employment, any proof of experience provided subsequent to this ten day window will take effect the first pay period following such submission.
Home Liaison Workers and Instructors	- Term Position – 70% of grid placement - Casual Position - \$13.93 - \$17.54/hour plus 4% holiday pay
Information Technology Personnel	- Term Position – 70% of grid placement - Casual Position - \$13.33 - \$16.86/hour plus 4% holiday pay
Library Staff	- Casual Position - \$13.10/hour plus 4% holiday pay
School Administrative Assistants	- Casual Position - \$14.83/hour plus 4% holiday pay
School Business Officer	- Casual Position - \$16.14/hour plus 4% holiday pay
Special Needs Bus Drivers	- Casual Position - \$17.68/hour plus 4% holiday pay

