

WETASKIWIN SCHOOL DIVISION

SUPPORT STAFF TERMS OF EMPLOYMENT

2023 - 2025

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INTRODUCTION

The Terms of Employment for Support Staff describe the employment conditions for all support staff employed by The Wetaskiwin School Division and establishes the various classifications of employment and the salary and benefits for each.

The Terms of Employment apply to all Support Staff classifications except where otherwise noted in individual employment contracts.

The Employer retains those residual rights of management not specifically limited by these Terms of Employment.

DEFINITIONS:

Employer or WRPS: The Wetaskiwin School Division

Continuing 12-month employee: A “continuing 12-month employee” is defined as an employee who occupies a position designated as a full-time 12-month position, who is rated as full-time for their classification, the existence of which is intended to be of a continuous nature. (Refer Schedule A: Annual Hours Calculation Table, page 19)

Continuing 10-month employee: A “continuing 10-month employee” is defined as an employee who occupies a position designated as a full time 10-month position, rated as full time for their classification, the existence of which is intended to be of a continuous nature. (Refer Schedule A: Annual Hours Calculation Table, page 19)

Part time employee: A part time 12-month employee or a part time 10-month employee is defined as an employee who works on a regular basis for less than the full-time rating for their classification, the existence of which is intended to be of a continuous nature. All provisions of these Terms of Employment shall apply to part time employees on a prorated basis.

Probationary employee: A “probationary employee” is an employee who, at commencement of employment, occupies a permanent position for a trial period of 90 days’ probationary period. If the period of employment is 90 days or less, no notice is required from either party to terminate the agreement.

Temporary employee: A “temporary employee” is any employee who occupies a position that is not of a continuous nature for a fixed term of one (1) year or less.

Casual Worker: A “casual worker” is a worker who is employed on a day-to-day basis. There is no schedule, called in when required.

1.1 Vacancies / Transfers

- 1.1.1 Vacancies and temporary vacancies may not necessarily be posted. When it is deemed necessary, vacancy notices will be posted on the employer's website at www.wrps11.ca and staff interested in transfers are invited to apply. Open positions may also be advertised concurrently in local newspapers. Please refer to Administrative Procedure 401, Recruitment and Hiring for further information.

2.1 Probation

- 2.1.1 The initial period of employment for a contracted employee shall be for ninety (90) days, which will be considered to be a probationary period. On the basis of an evaluation and/or recommendation of the site Supervisor the term of employment will be extended by the Associate Superintendent: Personnel or designate.
- 2.1.2 Probationary employees are entitled to all the rights and privileges of these Support Staff Terms of Employment but may be terminated at any time during the probationary period with the provision of adequate notice, or payment in lieu of notice, as outlined in the Employment Standards Code.

3.1 Evaluation Process

- 3.1.1 Performance evaluations will be conducted in accordance with Administrative Procedure 405, Supervision and Evaluation of Support Staff, available on the WRPS website.

4.1 Initial Grid Placement and Merit Increments

- 4.1.1 Initial Grid Placement
 - A. Initial grid placement is determined by the Associate Superintendent: Personnel or designate, based on relevant training and education along with a recommendation from the supervisor.
 - B. Courses, of a credit or noncredit nature, related to the classification may be used for purposes of grid placement. Courses, completed at an accredited post-secondary institution, will be evaluated on the basis of the equivalent portion of a full-time program.
 - C. For the purposes of initial grid placement, one-year full time

- D. Employment experience is equal to one (1) full time equivalency (FTE) for each classification. For support staff hours of work refer to Schedule A: Hours of Work (page 22).
- E. Persons who qualify for reclassification shall be placed on the new grid based on relevant training and education along with a recommendation from the supervisor.

4.1.2 Grid Increments

All grid increments granted after the initial grid placement will be awarded as follows:

Full time employees must have worked for not less than 60% of the regular full-time hours for their classification, within the school year, to be eligible for an increase on their grid at the next closest increment date (September 1 or February 1). Part time employees will have an adjustment made to their grid placement at the next closest increment date (September 1 or February 1) once they have accumulated the total regular full-time hours for their classification. Exceptions to this requirement may be considered by the Superintendent or designate upon recommendation of the employee's supervisor

5.1 Extra Hours/Overtime

Ordinarily, extra hours and/or overtime are not required and Supervisors have the responsibility to ensure that the annual work schedule is within the maximum contract hours. Additional time must be approved by the employee's supervisor prior to the employee working extra hours and/or overtime.

5.1.1 Extra Hours

Extra Hours are defined as all-time worked outside the annual hourly requirements of the position (the annual regular hours of work for each employee are established for the start of each year and referenced in each contract).

5.1.2 Overtime

WRPS defines overtime in the same manner as Alberta's Employment Standards. Overtime is defined as all hours worked in excess of:

- eight hours a day, or
- 44 hours a week.

The provisions of this article may be amended to make possible alternate work patterns (for flex time, four-day work patterns etc.) upon the approval of the employee's supervisor.

5.1.3 Payment

Two choices exist:

- Payment or
- Time off "in lieu"

(a) Payment

If the employee is to be paid for extra hours and/or overtime, the payment amount will be calculated as follows:

As per Alberta Employment Standards Code, overtime worked beyond an eight (8) hour day (or forty-four (44) hours per week) will be paid at time-and-a-half (1.5) the regular hourly rate.

All contracted employees who work less than an eight-hour day will be paid their extra time at regular rates of pay for all additional hours worked up to eight (8) hours (or forty-four (44) hours per week).

(b) Time off "In Lieu"

As per Alberta Employment Standards Code, overtime worked and banked "In Lieu" beyond an eight (8) hour day (or forty-four (44) hours per week) will be calculated and taken as straight time, regardless of the number of overtime hours worked. (one (1) hour of overtime=one (1) hour of lieu time)

All contracted employees who work less than an eight-hour day will bank the "In Lieu" extra time at an hour for an hour for all additional hours worked up to eight (8) hours (or forty-four (44) hours per week).

All time "in lieu" must be used within six (6) months of the date that the extra/overtime was worked (in accordance with the current Employment Standards Code).

5.1.4 Extra Hours/Overtime

All paid Extra Hours/ Overtime Hours must be recorded appropriately on the "Employee Overtime Sheet or Employee PowerSchool system:

- (a) On a timesheet or in Employee PowerSchool record all Extra Hours/Overtime Hours earned. Your Supervisor will advise which method to use to record your time. Enter your time in PowerSchool as follows: Extra hours use the code: Bank Time Earned 1.0
- (b) The timesheet or the Employee Power School must be approved by the employee's supervisor and submitted to the payroll department. Your Supervisor will be requested to approve all overtime.
- (c) In the event that a timesheet must be amended after submission, approval must be obtained from the Deputy Superintendent or designate.
- (d) All paid Extra Hours/ Overtime hours will be paid out on the next payroll after it has been reported and approved by their Supervisor.
- (e) Banked lieu/overtime may not carry a negative balance. A negative lieu/overtime balance will be considered personal leave without pay and deducted the following month.

5.2 Callout

- 5.2.1 Employees required to carry a pager on evenings, weekends or general holidays shall be provided a pager allowance in accordance with Schedule C: Allowances (page 24)
- 5.2.2 Where an employee is called out on an emergency basis, a minimum of two (2) hours call out time will be paid at double time.
- 5.2.3 All hours worked in excess of two (2) hours on an emergency call out basis, shall be paid at time and one half.
- 5.2.4 During Christmas break custodians will be required to perform site checks every 72 hours. Custodians will be paid a minimum of 3 hours for each site check.

6.1 Pay Dates and Methods

- 6.1.1 Each support staff employee shall be paid, by means of direct deposit no later than the 26th of each month.
- 6.1.2 Payroll cutoff for casual employees is the 15th of the current month. (Ex: February 26th payroll will include payment for days worked from January 16th to February 15th).

7.1 Wages

- 7.1.1 Wages for all probationary, temporary and permanent positions are determined on an annual basis and provide for incremental pay based on classification, training and experience as outlined in Schedule B: Salary Grids. (page 23)
- 7.1.2 Casual employees shall be paid as outline in Schedule D: Casual Salary Grids. (page 24) A casual employee who works for more than three consecutive days shall be paid on the appropriate classification grid in accordance with aforementioned grid placement guidelines, such placement to be effective from the fourth day of service in that position.
- 7.1.3 Salary Calculation for 10 Month Employees: Employees assigned duties from September to June (10 months) are paid over a ten-month period (September to June). All deductions (tax, EI, CPP, LAPP, etc.) and 16.67 % of net pay for the Summer Pay Plan will be deducted from your monthly payroll. July and August pay will come from the Summer Pay Plan hold back bank (see pay slip). July and August deductions will be any pre-approved payroll deductions and/or any benefit deductions owed by the employee.

Example:

Educational Assistant (0.8 FTE @ \$17.30/hr. @ 4% vacation pay)

$0.8 \text{ FTE} \times 1274 \text{ hrs. /yr.} = 1019 \text{ hrs. /yr.} \times \$17.30/\text{hr.} + (\text{salary} \times \text{vacation pay @ 4\%}) = \$18333.85/\text{yr.}$

$\$18333.85/\text{yr. divided by 10 months} = \$1833.39 -$
(Tax+EI+CPP+LAPP)-16.67% (Summer Pay Plan)

Monthly payments are September through June. Payments for July and August will be 50% each month from the Summer Pay Plan.

8.1 Allowances and Expense Claims

- 8.1.1 Travel and other expenses must be approved by the employee's supervisor.
- 8.1.2 Travel and other expenses shall be based upon employer rates as per AP 418 Reimbursement of Expenditures. Payment shall be processed upon submission of an approved Employee Expense Claim Form available on Employee PowerSchool.
- 8.1.3 Other allowances are paid as per Schedule C: Allowances (page 24).

9.1 Benefits - Alberta School Employee Benefit Plan (ASEBP)

For detailed information on all benefits and to access your ASEBP account, please visit ASEBP's website at www.asebp.ca.

- 9.1.1 The Employer shall contribute toward the costs of the various benefits as per Schedule D: Benefits.
- 9.1.2 Contribution towards benefits for full time employees shall be covered by the Employer.
- 9.1.3 Contribution towards benefits for part-time employees shall be covered by the Employer.

9.2 Local Authorities Pension Plan (LAPP)

The Local Authorities Pension Plan (LAPP) is a defined benefit pension plan that helps employees prepare for their retirement. The plan is funded by employees and employer contributions and by investment earnings. A pension service year is different from a school operation year. A pension service year is defined for all eligible support staff as January 1 to December 31 in any given year.

- 9.2.1 Employees eligible to participate in LAPP will begin contributing upon commencement of employment.
- 9.2.2 LAPP requires employers to report and remit the LAPP contributions in the month it is earned, not the month it is paid. See Wages 7.1.3
- 9.2.3 With the exception of employees noted in 9.2.4, participation is mandatory for all support staff employees (1.0 FTE) on a continuing contract and scheduled to work a minimum of thirty (30) hours per week.
- 9.2.4 Employees are not eligible to participate if they are:
 - Working fewer than fourteen (14) hours per week in all combined roles within the Division.
 - Temporary employees who are contracted for a period of up to one year and there is no position following the end of the contract.
 - Casual workers.
 - Currently in receipt of LAPP monthly pension.
- 9.2.5 Continuing contracted employees whose scheduled hours of work are between 14 and 29 hours per week shall be given the option to participate in LAPP.
Pensionable salary will be calculated addressing the following pay types:

(a) Included as pensionable salary:

- Payments for regularly scheduled hours of work
- General Holiday/Stat pay
- Shift differentials
- Acting pay

(b) NOT included as pensionable salary:

- Overtime payments
- Taxable benefits
- Variable payments (I.e., Bonuses, Lump-sum payments)
- Vacation pay

10.1 Leaves of Absence

The following leaves of absence are prorated on the percentage (FTE) of the employee's contract and based on a school year. The employee's supervisor must approve the following leaves of absence prior to the leave being taken.

10.1.1 Leave with Pay (No Deductions)

(a) Compassionate Leave: Up to 5 days in a school year for each occurrence due to the critical illness (death is imminent) of:

- spouse, including common law,
- child
- parent
- legal guardian
- brother, sister
- parents of a spouse
- grandparents
- grandchildren
- grandparents of spouse
- brother/sister-in-law
- relative who is member of employee's household

and up to one day (or portion thereof) to attend the funeral of:

- aunts
- uncles
- nieces
- nephews

of the employee or spouse.

One day (or portion thereof); subject to the approval of the Superintendent or designate may be allowed in the event of the death of another relative (other than those set out above) or fellow employee or close friend.

- (b) Inclement Weather – Road Conditions - an employee who upon making a reasonable effort to reach his/her place of employment from his/her normal place of residence encounters an impassable road and is not able to present at school, will be entitled to salary subject to a recommendation from their Supervisor and approval from the Superintendent or designate. If the Supervisor or the Superintendent rejects the employee's request for salary payment, the Superintendent or designate shall communicate with the employee indicating in writing the reason for the rejection. The Superintendent or designate shall consult with the employee and the Supervisor before any final decision is made and that decision will be based on each individual case.
- (c) Convocations - One day to attend the convocation at a post-secondary institution at which the employee, the employee's child or spouse is graduating.
- (d) Personal Day - Three (3) days of personal leave without deduction of salary two (2) days at the cost of a substitute may be taken each school year. No more than five (5) days of personal leave may be taken per school year. A personal leave day is equivalent to the normal scheduled work day. This leave may be used in full or half day increments.
- (e) Jury Duty - Days as required serving on a jury or where an employee is subpoenaed to appear in court as a witness. The allowances received (excluding expenses) by the employee must be remitted to the employer.
- (f) Professional Development - Supervisors may approve attendance to Workshops and training seminars as deemed necessary.

10.1.2 Other

All other paid and unpaid leaves of absence as per Alberta Employment Standards will be supported and approved in accordance with Alberta Employment Standards and Administrative Procedure 410, Leave of Absence. (available on the WRPS website at: www.wrps11.ca)

10.1.3 Sick/Medical Leave

- (a) Sick/medical leave with pay will be granted for full-time permanent employees at the rate of one and one half (1.5) days per month. As of an employee's start date and on the return from Extended Disability Leave an employee will be granted an accumulated balance of 10 days of sick leave.
- (b) Each sick/medical leave occurrence as submitted by the supervisor or designate will reduce the employee's sick bank by the amount approved.

- (c) Where a contracted employee is working less than full time, sick/medical leave shall be pro-rated to equal the employee's full time equivalent (FTE).
- (d) Paid sick/medical leave is provided, in the same manner as 10.1.3(a) above, to Temporary Employees where the Temporary Employee is employed continuously for more than one month.
- (e) Paid sick/medical leave is not provided to casual workers.
- (f) Employees on continuous sick/medical leave for a full month or more will not earn sick/medical leave during that period.
- (g) Unused earned sick/medical leave days may be accumulated to a maximum of seventy-five (75) working days.
- (h) If an employee leaves and returns to WRPS in less than a three-month period, sick/medical leave is calculated as if there was no break in service.
- (i) A medical certificate from a qualified physician setting out the reason for absence may be requested by the employer for any sick/medical leave absence. Medical certificates will be required for 4 or more days of consecutive absence. Supervisors shall file all medical certificates in DocuShare immediately.
- (j) Staff members returning to work following sick/medical leave, may be required to present a medical certificate indicating their ability to return to work and that they are fit to perform all the normal functions of their assignment. Supervisors shall inform Human Resources of the employees return date on the day of their return.
- (k) Any benefit available from Worker's Compensation for paid sick/medical leave shall be applied for by the employee and must be paid directly to the employer.
- (l) Sick/medical leave will not be provided for employees who are eligible for extended disability benefits with ASEBP or WCB. Employees who are eligible for extended disability benefits shall apply and upon approval from the benefit provided shall receive those benefits. In the event that:
 - 1) An employee has insufficient sick/medical leave to provide full salary during the qualifying period for ASEBP/WCB extended disability benefits.

- 2) The employee is accepted by the insurance carrier as an EDB claimant, the employer shall bridge the salary of the employee for the period of insufficient sick/medical leave to a maximum of ninety (90) calendar days once the employee is accepted by the insurance carrier as an EDB claimant and he/she has received the first EDB payment.
 - 3) Employees eligible for Employment Insurance (EI) during the time that they are attempting to qualify for EDB must prove that they have applied for and are in receipt of EI benefits in order to receive WRPS bridging payments.
 - 4) The combined rate of the EI benefit received by the employee and the bridging rate paid by WRPS shall not exceed 100 percent of the employees' normal earnings.
- (m) Employees who are receiving extended disability benefits are not eligible to accrue vacation entitlements, sick/medical leave entitlements or credit toward grid increments.
 - (n) Sick Leave cannot go into arrears. Payroll will change the absence code to another available leave code or to loss of pay if sick leave goes into arrears.
 - (o) When an employee's employment with WRPS is concluded, the employee is not entitled to payment of his/her banked sick days.
 - (p) It is the employee's responsibility to ensure that their sick leave accumulation, as shown on their pay stub, is correct. Any perceived discrepancy must be brought to payroll's attention immediately. Upon request, payroll will review an employee's sick leave accumulation, for the prior year only.

10.1.4 Family Related Illness

The employer recognizes the need for parents and primary caregivers to be able to provide care in the event of illness to family members. As such, Support Staff shall be entitled to utilize five (5) of his/her accumulated sick leave days for family related illness in any given school year. Any unused family related illness shall not be carried forward to the next school year. By definition a family member shall include:

- Child or legal dependent
- Spouse or spousal equivalent
- Dependent living in the home
- Mother or mother-in-law

- Father or father-in-law

Family related illness shall include medical and dental appointments, physiotherapy and other related therapies, and travel to and from such appointments. Any Family Related Illness Leave shall be deducted from the accumulated sick leave credits. Management may request medical certificates or other related documentation certifying such leave.

Effective September 1, 2025, the Wetaskiwin School Board has approved an additional five (5) Family Related Illness days to the existing five (5) for a total of ten (10) Family Related Illness days to be utilized from his/her accumulated sick leave days. Any unused family related illness days shall not be carried forward to the next school year.

11.0 Maternity Leave

- 11.1.1 Maternity leave shall be without pay but with the employer's share of benefit premiums for a maximum period of 16 weeks starting at any time during the 13 weeks immediately before the estimated date of delivery.
- 11.1.2 A medical certificate is required.
- 11.1.3 The employer shall implement a Registered Supplementary Unemployment Benefits Plan, (SUB) (Schedule E, page 26) which shall provide employees on maternity leave with 100 percent of gross salary during the first sixteen (16) weeks of maternity leave. The employer shall pay the portion of the employee's benefit plan premiums specified in Schedule D: Benefits (Permanent 10 Month employees will receive SUB for the operational days of the school year calendar only).
- 11.1.4 If the employee is not able to work due to a medical condition arising from pregnancy, the employee shall access sick/medical leave benefits in accordance with Article 10.1.3 for the period of illness or disability.
- 11.1.5 When the employee commences maternity leave, she is entitled to access SUB benefits.
- 11.1.6 Each employee shall endeavor to notify the employer of her leave requirements three (3) months in advance, however, she shall give the employer at least six (6) weeks notice of the day on which she intends to commence maternity leave. Such notice shall be in writing and will include the length of the leave (i.e. 12 months or 18 months).
- 11.1.7 Prior to the leave commencing, each employee shall endeavor to provide the employer with the date she plans on returning to work, however, she shall give

the employer at least four (4) weeks notice of the day on which she intends to return to work. Such notice shall be in writing.

11.2 Parental Leave

11.2.1 Employees who are birth or adoptive parents can take up to 62 weeks of unpaid parental leave. (The number of weeks of leave exceeds the Employment Insurance benefit length by one week in recognition of the waiting period).

11.2.2 Parental leave can be taken by:

- the birth mother, immediately following maternity leave
- the other parent
- adoptive parents or
- both parents, shared between them

11.2.3 Prior to the leave commencing, employees shall endeavor to notify the employer with their leave requirements as early as possible, no later than six (6) weeks prior to the commencement of the parental leave. As soon as possible, each employee shall notify the employer of the date the employee plans to return to work as early as possible, however, the employee shall give the employer at least four (4) weeks written notice of the day on which they intend to return to work.

11.2.4 As soon as possible, each employee shall notify the employer of the date the employee plans to return to work as early as possible, however, the employee shall give the employer at least four (4) weeks written notice of the day on which they intend to return to work.

11.4 Returning to work after maternity, adoption or parental leave

11.4.1 Employees returning from maternity or parenting leave shall be returned to the same position or a comparable position with earnings and other benefits at least equal to those received at the commencement of the leave.

11.4.2 The phrase "returned to the same position or a comparable position ..." above does not imply that an employee on leave has any advantage or disadvantage in the event that staff reduction or program changes become necessary or the employee's fixed term contract ends during the leave.

12.1 Vacations

12.1.1 Twelve (12) Month Employees: All 12-month employees are entitled to paid annual vacation as follows:

- Less than one year of service: 0.83 days per month employed

- After one year of service and up to 10 years of service: 1.25 days per month employed
 - After 10 years of service and up to 15 years of service: 1.67 days per month employed
 - After 15 years of service: 2.08 days per month employed
- 12.1.2 Years of service for the purpose of calculating vacation are defined as those years worked on a continuous basis. If an employee leaves and returns to WRPS in less than a three-month period, the years of service are calculated as if there was no break in service.
- 12.1.3 An employee who has completed less than one full year (12 months) of service prior to the commencement of the vacation period is entitled to receive prorated vacation days with pay based on the total earned to the date of the commencement of the vacation.
- 12.1.4 Employees may request and take vacation at a time mutually acceptable to the employee and the business needs of the department. All vacation requests must be approved by the immediate supervisor before taking the time off.
- 12.1.5 As a general rule vacation time is to be used in the year it was earned. It is the employee's responsibility to ensure that all vacation time is taken as required. The carryover of vacation time from one vacation year to the next is an exception and may be permitted with the Supervisor's approval prior to September 1 of any given year and up to a maximum accumulation of ten (10) days as at August 31 in any given year. It is the employee's responsibility to ensure that their vacation leave accumulation, as shown on their earnings statement, is correct. Any perceived discrepancy must be brought to payroll's attention immediately. Upon request, payroll will review an employee's vacation leave accumulation, for the prior year only
- 12.1.6 10-Month Employees: All 10-month employees shall be provided vacation pay, on each pay cheque in-lieu of an annual vacation in accordance with the following schedule:
- Less than one-year service: 4% of wages paid
 - After one year of service and up to 10 years of service: 6% of wages paid
 - After 10 years of service and up to 15 years of service: 8% of wages paid
 - Greater than 15 years of service: 10% of wages paid
- 12.1.7 Years of work for the purpose of calculating vacation pay are defined as those years worked on a continuous basis. If an employee leaves and returns to WRPS in less than a three (3) month period, years of service are calculated as if there was no break in service.

12.1.8 It is the employee's responsibility to ensure that their vacation leave accumulation, as shown on their pay stub, is correct. Any perceived discrepancy must be brought to payroll's attention immediately. Upon request, payroll will review an employee's vacation leave accumulation, for the prior year only.

12.1.9 Casual Workers: Casual workers receive 4% vacation pay.

13.1 General (Stat) Holidays

13.1.1 All employees are entitled to the following general holidays:

Labour Day	New Year's Day
Truth & Reconciliation	Family Day
Thanksgiving Day	Good Friday
Remembrance Day	Easter Monday
Christmas Day	Victoria Day
Boxing Day	Canada Day
Christmas Float Day	August Civic Holiday

13.1.2 General Holiday pay is included in the annual hours of each contract (Schedule A, page 22). This pay will be displayed separately as STAT pay on your Earnings Statement.

13.1.3 Staff scheduled to work in July/August receive Canada Day and August Civic as a general holiday.

13.1.4 Staff not scheduled to work but choose to come in to finish a task is not eligible for a paid holiday day.

13.1.5 Pay for a general holiday is the same as for any other workday. If the normal workday is 4.5 hours, pay will be based on 4.5 hours.

13.1.6 12 Month Employees (both temporary and continuing i.e Central Office, Plant Facilities, Transportation, Technology, Custodial, MCHB and the Registered Psychologist) will be off from December 24 to January 1 inclusive. These office closures will not affect regular vacation entitlement.

13.1.7 General Holiday pay for casual workers is paid if the following criteria is met:

- a general holiday is a regular day of work or
- they have worked on a general holiday that is not a regular day of work.

14.1 Conditions of Work

14.1.1 Supervisors will provide an orientation that includes the following; job description, job expectations and work schedule.

14.1.2 Some other general conditions are as follows:

- (a) An unpaid lunch/rest period of a minimum of 30 minutes must be provided during each shift in excess of 5 consecutive hours unless an accident occurs; urgent work is necessary or other unpreventable circumstance occurs.
- (b) Breaks may be arranged with the employee's supervisor at such times as appropriate so as to not significantly interfere with the assignment.

14.1.3 The employer undertakes a responsibility to treat employees in a fair and just manner, with dignity and respect. The employer places certain general expectations upon staff. The following minimum standards of conduct are intended to be a guide for maintaining a professional attitude towards the employer, fellow staff members and students:

- (a) Employees shall conduct themselves in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, color, gender, sexual orientation, physical characteristics, age, ancestry or place of origin. Review Administrative Procedure 417, Employee Responsibilities and 172, Harassment Free Environment available at www.wrps11.ca.
- (b) Employees shall treat staff and students with dignity and respect and be considerate of their circumstances.
- (c) It is understood and agreed that all information pertaining to the employer's business to which the employee is privy will be maintained strictly confidential and will not, in any circumstances be disclosed or used without the express consent of the employer. This confidentiality requirement applies during the course of employment and following termination.
- (d) Employees shall not criticize the professional competence or reputation of another employee. For further clarification please review Administrative Procedure 416, Concerns and Complaints and Administrative Procedure 172, Harassment Free Environment, Administrative Procedure 419, Public Interest Disclosure available at www.wrps11.ca.

- (e) Employees shall not engage in activities, in or out of working hours, which adversely affects the quality of professional service or which impairs the reputation of the employee or the employer.
- (f) As of September 1, 2024 the Support Staff Quality Standards will come into effect, all support staff are responsible to adhere to these standards. This will be developed into an Administrative Procedure.**
- (g) As of September 1, 2024 the Wetaskiwin School Board has approved a Professional Development Fund for support staff in the amount of \$25,000. (the Support Staff Committee will develop a process to be shared with all Support Staff on how to apply for these fund(s))**

15.1 Termination

- 15.1.1 Employees may terminate their contract at any time by providing the following notice to that effect to the Superintendent or designate. The employer may decide, in its sole discretion to waive the required notice of termination.
 - (a) One (1) week notice for employment of more than 90 days but less than two (2) years
 - (b) Two (2) weeks notice for employment of 2 years or more.
- 15.1.2 The Board may terminate contracts at any time in its sole discretion by providing you with written notice or payment in lieu of notice, or a combination thereof, equal to the applicable minimum notice period set out in Section 56 of the Employment Standards Code, R.S.A. 2000, c. E-9, or subsequent amendments thereto. Employees agree such notice is reasonable and will fulfill all requirements of The Board for notice and Employees specifically waive any entitlement to greater notice including but not limited to common law notice.
- 15.1.3 Support Staff reduction may be necessary due to financial restrictions, changing enrolment patterns or student educational needs. Staff reduction shall be accommodated through normal attrition, including retirement, resignations, leaves of absences or changes in employment status (e.g., full time to part time or changes in FTE) when possible. In consultation with the Superintendent or designate the following guidelines shall be used to identify the employees to be surplus/terminated:
 - (a) Education and/or training required by students or programs.

- (b) Availability of positions in the Division matching the employee's training and experience.
- (c) Actual time served with the Division (seniority), exclusive of unpaid leaves, if all other things are equal.

16.1 Layoff

- 16.1.1 The Board may, if it deems necessary in its sole discretion, issue you a temporary layoff notice and temporarily lay you off from your employment in accordance with the provisions set out in Section 62, Section 63 and Section 64 of the Employment Standards Code (as the same may be varied by any applicable regulations thereto), or subsequent amendments thereto. Such action shall not constitute constructive dismissal or otherwise operate to terminate your employment at common law. To the extent you are not recalled from a temporary layoff, your employment is expressly terminated during a temporary layoff or your employment is deemed terminated during a temporary layoff pursuant to Section 63 of the Employment Standard Code (as the same may be varied by any applicable regulations thereto), or subsequent amendments thereto, your entitlement to notice shall be limited to those amounts set out in the termination provisions contained in section 15.1.2.

17.1 General

- 17.1.1 The Terms of Employment apply to all Support Staff classifications except where otherwise noted in individual employment contracts.
- 17.1.2 The Employer retains those residual rights of management not specifically limited by these Terms of Employment.
- 17.1.3 The Employer shall effect and keep in force an adequate insurance policy, insuring each support staff employee, when acting in the course of employment against liability in respect to any claim for damages or personal injury.
- 17.1.4 If a support staff employee receives sick leave benefits from the employer because the employee has been injured through the fault of a third party, the employer has subrogation rights. This means that the employee may make a claim to recover the amount of these benefits from the other party. Where an employee chooses not to pursue a claim against the third party, the employer may pursue a claim against the third party for recovery of those sick leave benefits paid to the employee.

- 17.1.5 Any savings realized by the Division as a result of reduced Employment Insurance benefits shall be used by the Division to reduce the cost of insurance and health care benefits.

Schedule A: Annual Hours Calculation Table

The following hours per year equals one (1) Full Time Equivalent (FTE) position.

Classification	10 Month Employee	Hours per Day	Days per Year	Hours per Year
Administrative Assistant	10	7.5	208	1560
Braille Transcriber	10	6.5	196	1274
Business Manager	10	8.0	208	1664
Educational Assistant	10	6.5	196	1274
Family School Liaison Worker	10	8.0	208	1664
Autism Support Worker	10	8.0	208	1664
Occupational Therapist	10	8.0	208	1664
Speech Language Therapist	10	8.0	208	1664
Indigenous Support Worker	10	8.0	208	1664
	12 Month Employee			
Accounting Clerk II	12	7.0	260	1820
Accounting Technician	12	7.0	260	1820
Coordinator	12	7.0	260	1820
Coordinator	12	8.0	260	2080
Custodian	12	8.0	260	2080
Manager	12	7.0	260	1820
Manager	12	8.0	260	2080
Manager MHCB	12	7.0	260	1820
IT Manager	12	8.0	260	2080
Maintenance Worker	12	8.0	260	2080
Registered Psychologist	12	7	260	1820
IT Technician I & II	12	8.0	260	2080
Tradesman	12	8.0	260	2080
Wellness Coach	12	7	260	1820

Schedule B: Salary Grid***Effective September 1, 2024 Board Approve 2% increase***

10 Month Employees						
Classification	0	1	2	3	4	5
Administrative Assistant	20.01	21.27	22.52	23.80	25.05	26.33
Braille Transcriber	40.12	41.35	42.64	44.00	45.32	46.71
Business Manager	25.31	26.59	27.90	29.22	30.49	31.79
Educational Assistant	18.77	19.87	20.98	22.09	23.18	24.30
Family School Liaison Worker	28.90	30.78	32.67	34.55	36.43	38.32
Autism Support Worker	28.90	30.78	32.67	34.55	36.43	38.32
Occupational Therapist	40.16	44.30	49.56	53.94	58.31	61.58
Speech Language Therapist	40.16	44.30	49.56	53.94	58.31	61.58
Indigenous Support Worker	28.90	30.78	32.67	34.55	36.43	38.32
12 Month Employees						
Classification	0	1	2	3	4	5
Accounting Clerk	49,927	51,223	52,520	53,815	55,111	56,409
Accounting Technician	55,782	58,419	61,059	63,697	66,337	68,975
Coordinator (2080 annual hours)	66,415	71,523	76,633	81,742	86,850	91,959
Coordinator (1820 annual hours)	58,113	62,583	67,054	71,524	75,994	80,465
Custodian	20.43	21.12	21.81	22.49	23.18	23.89
Manager (2080 annual hours)	76,633	81,741	86,850	91,959	97,068	102,176
Manager (1820 annual hours)	67,054	71,524	75,994	80,465	84,934	89,405
Manager MHCB	60,258	64,207	68,137	72,049	75,998	79,928
Maintenance Worker	52,924	55,014	57,104	59,193	61,282	63,372
Registered Psychologist	56.30	57.99	59.74	61.53	63.37	65.27
Technician I	59,153	62,724	66,295	69,867	73,438	77,009
Technician II	69,544	74,104	78,664	83,223	87,782	92,343
Tradesman	63,800	66,197	68,597	70,996	73,394	75,793
Wellness Coach	26.48	28.22	29.95	31.67	33.41	35.13

Effective September 1, 2024 Board Approve 2% increase

Schedule C: Allowances	
Allowance	Rate
Pager: Weekday	\$24.16 per day
Pager: Weekend	\$29.91 per day
Split Shift Differential	\$0.52 per hour
Lead Custodian	\$1.00 per hour

Schedule D: Casual Salary Grid (Hourly Rate)	
Classification	Hourly Rate
Administrative Assistant	\$20.01
Bus Monitor	\$20.02
Custodian	\$20.43
Educational Assistant	\$18.77
Facility Attendant	\$18.83
Personal Leave Replacement	\$18.77

Salary Grid - *Effective September 1, 2024 the Wetaskiwin School Board approved a minimum 2% increase, with the proviso that if the Teacher settlement comes in higher the support staff rate of increase will match the teachers.*

Salary Grid - *Effective September 1, 2025 the Wetaskiwin School Board approved a minimum 2% increase, with the proviso that if the Teacher settlement comes in higher the support staff rate of increase will match the teachers*

Schedule D: Benefits**PREMIUM COST OF BENEFIT PLANS 2024-25**

	Monthly Premium Rates		Premium Coverage (Full Time Employees)	
	Single	Family	Employee	Board
Life Insurance	\$0.113 per each \$1000 of coverage		0%	100%
Accidental Death/Dismemberment	\$0.011 per each \$1000		0%	100%
Extended Disability Benefits (Plan D)	1.96% of monthly salary		0%	100%
Extended Health Care (Plan 1)	\$140.75	\$388.50	0%	100%
Vision & Hearing (Plan 3)	\$12.00	\$29.50	0%	100%
Dental (Plan 3)	\$68.75	\$187.00	0%	100%
Voluntary Accident	Varies with coverage(optional)		100%	0%
Health Spending Account/Wellness Account	\$725 Annually		0%	100%
Worker's Compensation			0%	100%
Local Authorities Pension	Based on salary		7.45%-11.80%	8.45%-12.80%

This information is provided by ASEBP to The Wetaskiwin School Division and is subject to change annually. If changes are in effect for the following school year, this document will be updated accordingly.

Schedule E: Supplemental Unemployment Benefits (SUB) Plan
(Revenue Canada Taxation Number - 13975 6357 RP001)

1. The Employer intends to cover support staff groups under the SUB plan.
2. The plan is to supplement the employment insurance benefits received by workers for temporary unemployment caused by maternity.
3. (a) Employees must prove that they have applied for and are in receipt of employment insurance benefits in order to receive payment under the plan.

(b) SUB is payable for a period during which an employee is not in receipt of Employment Insurance if the only reason for non-receipt is the claimant:
 - i) is serving the one (1) week EI waiting period,
 - ii) has insufficient weeks of insurable employment to qualify for EI or
 - iii) has exhausted her entitlement to EI.
4. The benefit level paid under this plan is set at 100 percent of the employee's regular weekly earnings. The combined weekly rate of the EI benefit and SUB payments will not exceed 100 percent of the employees' normal weekly earnings.
5. This SUB benefit will be paid for 16 weeks.
6. (a) the plan is financed by the employer's general revenues.
(b) SUB payments will be kept separate from payroll records.
7. The duration of the plan is from the time it is received by Employment Immigration Canada until such time as it is amended or altered by negotiations of the collective agreement.
8. The employer will inform the Canada Employment & Immigration Commission in writing of any changes to the plan within 30 days of the effective date of the change.
9. Employees do not have a right to SUB payments except for supplementation of EI benefits for the unemployment period as specified in the plan.
10. Payment in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan.