

HUMAN RESOURCE FRAMEWORK Exempt Staff

Background

The division is committed to recruiting and retaining highly qualified exempt employees who consistently perform their assigned responsibilities at or above expectations. This administrative procedure provides the overarching Human Resource Framework for exempt staff who are not covered under a collective agreement. Employees covered in this AP are in two broad employee categories, divisional staff, and school based exempt staff and is divided into the following areas:

1. Staff Selection Processes;
2. Support Staff Grid Placements;
3. Support Staff Benefits;
4. Employee Absences;
5. Short Term Leaves of Absence;
6. Termination of Employment;
7. Job Sharing;
8. Additional Employee Information.

The Assistant Superintendent, Employee Services is responsible for the administration of this administrative procedure within the context of applicable government statutes and related Foothills School Division administrative procedures.

Procedures

1. Staff Selection Processes
 - 1.1 The division strives to ensure that each approved staff position is filled with a qualified and suitable candidate through open, clear, fair, and timely processes. Typically:
 - 1.1.1 A Position Description is developed/reviewed by Human Resources (HR) in conjunction with the supervisor and approved by the Assistant Superintendent, Employee Services.
 - 1.1.2 The position is advertised internally and or externally or may be filled by transfer. The Assistant Superintendent, Employee Services is responsible for the specific approach based upon such considerations as the time of year, availability of internal candidates and the nature of the position.

- 1.1.3 The Assistant Superintendent, Employee Services is responsible for the management of the Staff Selection Protocol
 - 1.1.4 Support staff members must complete a six (6) month probationary period.
2. Support Staff Grid Placements and Reclassification
- 2.1 The division strives to consistently ensure an appropriate salary grid placement for each employee. In determining an employee's grid placement, the Assistant Superintendent, Employee Services' discretion is guided by the following:
 - 2.1.1 New employees with less than two (2) years of experience in comparable positions outside the division will be placed on Step 1 of the applicable grid.
 - 2.1.2 New employees with two (2) or more years of experience, but less than five (5) years of experience in comparable positions outside the division may be placed on Step 2 or Step 3 of the applicable grid at the Assistant Superintendent, Employee Services' discretion.
 - 2.1.3 New employees with five (5) or more years of experience in comparable positions outside the division may be placed on Step 4 or higher of the applicable grid at the discretion of the Assistant Superintendent, Employee Services.
 - 2.1.4 When a continuing employee is placed in a division position on a different grid, the employee will receive a rate of pay not lower than his/her current salary for a period of one (1) year.
 - 2.1.5 When a continuing employee transfers to a lateral position with the same job title there will be no adjustment made to grid placement.
 - 2.1.6 An employee who applies and is selected to a position on a lower grid will be placed on the lower grid at the same level of experience.
 - 2.1.7 Employees may request a re-assessment of their initial grid placement by writing to the Assistant Superintendent, Employee Services within thirty (30) of their date of hire.
 - 2.1.8 Where an employee is reclassified to a higher pay grade, grid placement shall not be less than their current grid placement. Where an employee is reclassified to a lower grid placement and they are over-range, they shall be red-circled for one year and then placed at step 6 of that grid.
3. Staff Benefits
- 3.1 The division is committed to providing a competitive and comprehensive benefit program. Benefit Programs commence after three months of continuous employment providing allother criteria are met. The benefit program includes vacation, sick leave entitlements, health benefits and participation in the pension plan in accordance with the provisions of the plan.

- 3.1.1 The division offers the following group benefits, with board supported premiums for exempt staff:
 - 3.1.1.1 Alberta School Employee Benefit Plan (ASEBP), 100 %
 - 3.1.1.2 Local Authorities Pension Plan (LAPP), in accordance with the plan
 - 3.1.1.3 Employee and Family Assistance Program (EFAP)
 - 3.1.1.4 Health Spending Account (HSA) or Wellness Account in accordance with ASEBP.

Participation is based on the terms and conditions of each plan.

- 3.2 Part-time support staff who work less than twenty (20) hours per week are not entitled to ASEBP Health benefits at any time.
- 3.3 The division will continue benefit premiums for all ten (10) month continuing exempt support staff members over July and August.
- 3.4 Annual Vacation Entitlement – Full Time and Part Time Support Staff.
Employees shall receive the following annual vacation entitlement, based on the full-time equivalency per calendar year unless otherwise approved by the Board.

Years Employed	Vacation Days	Vacation Percentage of Salary
0 to 2	15	6 %
3 to 6	20	8 %
7 to 15	25	10 %
16 to 24	30	12 %
25+	35	14%

- 3.4.1 A maximum of five (5) days may be carried forward to the following calendar year. The maximum accumulated vacation days; beyond the annual entitlement, is twenty (20).
- 3.4.2 Twelve (12) month employees receive a vacation bank for paid vacation days to be taken throughout the year. Vacation banks are loaded in January each year.
- 3.4.3 Ten (10) month employees receive their vacation entitlement paid out each month.
- 3.4.4 The division may ask employees to schedule their vacation in relation to the annual school calendar and reserves the right to require vacation to be scheduled during school closure periods or during periods identified by your supervisor.
- 3.4.5 Vacation must be approved by the applicable Supervisor.

- 3.4.6 Vacation is paid out at 4% for all casual and hourly employees.
- 3.4.7 School-based exempt staff salaries are inclusive of statutory holiday pay.

3.5 Reinstatement of Vacation Entitlement

- 3.5.1 Employees who are terminated by the division due to redundancy and are re-employed by the division within a two (2) year period shall have their vacation entitlement re-instated in full in relation to the total years of service.

3.6 General and Division Declared Holidays

Full and part-time continuing support staff shall receive the following general and Board declared holidays with pay:

New Year's Day	Labour Day
Family Day	Truth and Reconciliation Day (Sept. 30 th)
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
	August Civic holiday (twelve-month employees)

3.7 Discretionary Personal Leave (School-based exempt employees only).

School-based exempt employees are eligible for one discretionary, paid personal leave day per year. A discretionary leave request should be made with one day's notice and is subject to the operational needs of the employer and supervisor's approval. Unused days may be accumulated to a maximum of two (2) days.

3.8 Maternity/Parental Leave or Adoption Leave

- 3.8.1 Leaves of absence for Maternity/Parental Leave purposes, in compliance with the Employment Standards Code, will be granted on the following basis:

- 3.8.1.1 A support staff member who is pregnant and is entitled to Maternity/Parental leave without pay and division contribution to group insurance premiums for a defined period of time of up to 62 weeks;
- 3.8.1.2 The support staff member shall give at least thirty (30) days' notice in writing of the day upon which she intends to commence Maternity/Parental leave together with a medical statement certifying that she is pregnant and providing the estimated date of delivery;
- 3.8.1.3 A support staff member may return to duties prior to the expiration of leave granted, providing a medical certificate, indicating the resumption of work will not endanger the employee's health is supplied and a suitable position is available;

- 3.8.1.4 When a support staff member returns to duties, she shall be reinstated in the position occupied at the time Maternity/Parental leave commenced, or be provided with alternative work of a comparable nature, at no less salary and benefits than those which were applicable at the time Maternity/Parental leave commenced;
- 3.8.1.5 Time on Maternity/Parental leave will not be counted as experience toward the granting of salary increments or for calculating seniority;
- 3.8.1.6 A permanent support staff member who is absent from duties during maternity leave for health-related reasons substantiated by a valid medical certificate shall be entitled to Maternity top- up Employment Insurance (EI) for a period of ninety (90) calendar days or a period equal to the staff members sick leave entitlement; whichever is less. Maternity leave top-up, when combined with the EI Maternity shall not exceed ninety-five percent (100 %) of the employee's normal wage. The division shall pay the regular contributions for those benefits maintained by the employee during the health-related portion of maternity leave.

3.9 Sick Leave

- 3.9.1 Paid sick leave is provided for the purpose of the employee obtaining necessary medical or dental treatment or appointment(s) because of accident, illness, or disability. Sick leave benefits are accumulated in accordance with the following schedule:
 - 3.9.1.1 New Employees will begin to earn sick leave with pay after one (1) month of service and they will be entitled to use sick leave with pay after three months of employment;
 - 3.9.1.2 Two (2) working days per month accumulated to a maximum of seventy-five (75) working days;
 - 3.9.1.3 Full accumulation for illness up to five (5) days;
 - 3.9.1.4 One (1) day of accumulation for illness of six to fifteen (6 to 15) days; and
 - 3.9.1.5 No accumulation for any month in which illness exceeds fifteen (15) days.
- 3.9.2 Paid sick leave is granted to support staff employees who have completed three (3) months of employment.
- 3.9.3 Unused sick days upon termination of employment will not be reimbursed to the employee.

4. Employee Absence, Return to Work, and Accommodation
 - 4.1 All absences must be entered into ADS and approved by the employee's immediate supervisor.
 - 4.2 The employer may request medical certificate form for any absence that exceeds five (5) consecutive operational days. The medical certificate form requests information about the nature of illness/injury, workplace restrictions, and return to work timeline. Human Resources will provide case management and support for absences exceeding five days. After 14 days of absence, you have the option to opt into ASEBP's Early Intervention Program (EIP).
 - 4.3 The Assistant Superintendent, Employee Services may request a medical certificate at any time if there is cause for concern.
 - 4.4 Considerations for accommodation are explored as soon as possible, including following sick leave absences, Workers' Compensation Board (WCB) absences, and extended disability leave.
 - 4.5 Accommodation can also be requested by employees who may require assistance to remain on the job to eliminate the need to be absent from work. Employees requiring accommodation in the workplace should seek support from Human Resources. A reduction in hours of more than 40% will require you to opt into ASEBP's Early Intervention Program for continued accommodation.
 - 4.6 An employee who is absent from his/her employment and who has not obtained the approval of an individual designated to authorize absences at his/her place of work shall, after five (5) consecutive workdays of such unauthorized absence, be considered to have abandoned the position and will be deemed to have resigned.
 - 4.7 Employees must follow the Workers' Compensation Board act for any work-related accident or illness, an employee must report to the supervisor and complete the Employee Copy of the Workers' Compensation Accident Report Form. Where applicable the supervisor must complete the Employer Copy of the Workers' Compensation Report and notify Human Resources. In the case of lost time, the Employer will continue salary payments and be reimbursed from WCB directly for a maximum period of two years.
 - 4.8 Any work [related accident](#) or [near miss](#) must be reported in accordance with Health & Safety legislation.
 - 4.9 Extended Disability Benefits are provided through ASEBP for personal illness or injury. Employees must meet the definition of total disability and all other eligibility requirements as outlined by ASEBP to qualify for EDB benefits. When you are ready to return to work.
 - 4.10 Add a section for unmedical related appointments – flexibility to make up time with supervisor's approval.

5. ADS Reporting for Off-Site Deployment and Assignments
 - 5.1 Off-site meetings/deployments within the school division must be approved/communicated to your direct supervisor, for safety and emergency contact purposes, and do not need to be entered into ADS.
 - 5.2 Off-site meetings/deployments outside of the division (conferences, meetings with vendors, career fairs, etc.) must be approved and communicated to your direct supervisor and entered into the ADS system.

6. Short-term Leaves of Absence
 - 6.1 Short-term leaves of absence may be granted to staff members for personal reasons. The granting of such leaves must not, in the opinion of the administration, significantly interfere with student learning.
 - 6.2 A supervisor may approve up to three (3) days per year of unpaid personal leave to any support staff member.
 - 6.3 The supervisor may grant compassionate leave with pay to permanent employees in cases of emergency. Such emergencies include death, serious accident and serious illness and funerals of the employee's close relatives and/or close friend. Each case shall be considered on its own merits, however generally three (3) days is deemed appropriate. One (1) additional day for necessary travel may be granted.
 - 6.4 All requests for personal leaves of absence exceeding three (3) days must be made with reasonable notice to the Assistant Superintendent, Employee Services. The employee must provide reasons and exact dates of the requested leave.
 - 6.5 The employee shall be responsible for one hundred percent (100%) benefit costs for any leave of absence without pay, which exceeds thirty ten (30) calendar days. On the thirty-first (31) and each consecutive day thereafter, the employee will be responsible for all benefit costs on a pro-rated, per diem basis.
 - 6.6 A support staff member shall be granted one (1) day for paternity leave for the birth of the employee's own child.
 - 6.7 A support staff member may be granted not more than one (1) paid day to attend convocation exercises at a post-secondary (of a program at least two years duration), where the ceremony takes place during the employee's regular schedule.
 - 6.8 Additional leaves of absence with or without pay may be granted to exempt staff for reasons deemed reasonable by the Superintendent.

7. Termination of Employment

7.1 A written resignation must be submitted to the immediate supervisor with a copy to Employee Services.

7.1.1 A minimum 1 months' notice is preferred for exempt staff to support succession planning.

7.2 Where circumstances warrant and upon the recommendation of the Assistant Superintendent, Employee Services, staff contracts may be terminated in accordance with the laws of natural justice.

8. Job Sharing

8.1 Shared staff positions may be developed when they can be shown to be of benefit to the school division and when they are of no additional cost to the division. The requirements to establish shared staff positions shall be as per the following procedures:

8.1.1 Proposals for shared positions must be approved by the Assistant Superintendent, Employee Services prior to March 31 of each year.

8.1.2 The Assistant Superintendent, Employee Services will respond to shared position proposals by April 30.

8.1.3 Each shared position will be reviewed annually.

9. Additional Employment Information

9.1 Employees have a duty to report to their employer, any matter that may arise in relation to their ability to maintain a clear Criminal Record status.

9.2 Staff members who transport students have a duty to report to the Director of Transportation any changes in status to their Driver's License.

9.3 No employees are permitted to enter or remain on division property while their ability to work is affected by alcohol, drugs or prescriptions that may impact their ability to function.

9.3.1 The possession or use of these substances on the job may result in severe disciplinary action, including dismissal.

9.3.2 Employees are required to notify their supervisor of any medication or substances they are taking which could affect their fitness for work, so an appropriate accommodation plan can be determined.

Reference: Relevant Legislation & Regulations

Administrative Procedure 400 – APPENDIX A

List of School-Based Exempt Employees

- Family School Liaison Counsellors
- Speech Language Pathologists
- Occupational Therapists
- Early Childhood Educators

Administrative Procedure 400 – APPENDIX B

Purpose

This document summarizes expectations for division support staff

- hours of work,
- flex time / time in lieu, and
- Absence reporting.

Division Administrative Support Staff - Annual Salaried Positions

Division support staff members are employed on an annual salaried basis. Positions are based upon daily hours of the position, working either a calendar year (12 months) or a school year (10 months).

Optional Flex Time work arrangement

Exempt Non-Management employees

Foothills School strives to provide a healthy workplace that supports work life excellence for our employees as set out in AP 414 Safeguarding Learner Work Life Excellence. To this end, the division offers an *optional flex time* work arrangement to both support this work-life excellence and ensure operational needs of the division are met.

The division optional flex time arrangement is an approved alternative work schedule to allow for the option of having **identified flex days** that meet operations needs of the division in the school year calendar. Not all positions are eligible for this arrangement. For 2022/2023 the identified days are as follows:

Identified Flex Days	2022/2023 Calendar
Summer Flex Fridays (4-day weeks)	July 7, 14, 21, 28 August 4, 11, 18
Winter Break (3.5 days)	Dec 23 (0.5) Dec 28, 29, 30

- Employees have the option to opt into the flex time program based on operational needs of the position, and supervisor approval.
- Flex time permits an employee to flex their daily start/stop time, amend the length of their lunch period, or extend their normal daily hours to accrue the identified *flex days* off. The minimum lunch period cannot be less than 30 minutes.
- Paid coffee breaks are provided by the employer, and we encourage you to take these breaks. Paid breaks provided by the division are ineligible to be banked as flex time.
- If you choose to opt into the program, you are expected to meet with your supervisor and develop a mutually agreeable plan on the tracking sheet provided to work additional hours throughout the school year in exchange for these identified hours/days.
- These flex hours are intended to be worked and banked starting in late August (Opening Day in annual calendar) and ending in June.
- Division office will be closed on flex days. Employees who do not opt into the flex time work arrangement, or do not have enough banked hours, can take vacation time, or work

- those days.
- School-based 10-month roles supporting students are ineligible to participate in the flex time work arrangement program.

Exempt employees classified as Manager, Director and above

Due to the nature of the role, employees classified at Manager, Director or above are not eligible to participate in earned flex days arrangement, and ineligible for overtime/lieu time. Nonetheless, in recognition of work requirements that result in extended daily hours of work, including earlier and later start and end times, and varying work requirements outside of the normal work week, additional paid days off may be provided.

Direct supervisors to employees classified as Manager, Director or above shall approve the provision of additional paid days off. Additional paid days off are not to be paid out including upon termination.

Overtime and Additional Time in Lieu

For many division office support employees, additional time worked is covered through the flex time work arrangement.

In exceptional circumstances where additional overtime time is granted and preapproved by the supervisor, overtime will be banked as lieu time in Atrieve. Overtime should only be approved when an individual overtime agreement is made between a supervisor and employee to ensure that overtime is banked as straight time.

Absence Reporting

Supervisors must approve all absences. Absences of 0.5 hours or more must be entered into the Absence Management System.

An employee and supervisor may agree for absences less than three (3) hours due to unforeseen circumstances (e.g., child sick, elderly parent ill, furnace repair, etc.) to be made-up by working additional hours. This time must be made-up within two weeks of the time missed. In these cases, absence coding would not be required.

Whenever possible absence entries should be made in advance. Regardless, absences can be entered after the day/time the absence was taken if you forgot or are unable to enter prior or during your absence.

To make a change to an absence code already entered, your supervisor will have access to make the change.