

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 (e.g. FSLCs, ECEs, mechanics and cafeteria workers) and is divided into the following areas:

1. Replaced with Code of Conduct
2. Staff Selection Processes;
3. Support Staff Grid Placements;
4. Support Staff Benefits;
5. Employee Absences;
6. Short Term Leaves of Absence;
7. Termination of Employment;
8. Job Sharing;
9. 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 (Appendix A).
- 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 3 months of employment providing all other 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, board supported premiums to exempt staff:
 - 3.1.1.1 Alberta Health Care (AHC),

- 3.1.1.2 Alberta School Employee Benefit Plan (ASEBP), 100 %
- 3.1.1.3 Local Authorities Pension Plan (LAPP), in accordance with the plan
- 3.1.1.4 Employee and Family Assistance Program (EFAP).
- 3.1.1.5 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.
- 3.4 Annual Vacation Entitlement – Exempt Support Staff.
 - 3.4.1 Twelve (12) month support staff shall receive the following annual vacations, based on the full time equivalency per calendar year unless otherwise approved by the Board:

<u>Years Employed</u>	<u>Number of Working Days</u>
1 to 2	15
3 to 6	20
7 to 15	25
16 to 24	30
25 or more	35

- 3.4.2 Vacation must be scheduled and approved by the applicable Supervisor.
- 3.4.3 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).
- 3.5 Annual Vacation Entitlement – Exempt Support Staff.
 - 3.5.1 All hourly support staff shall receive the following vacation compensation:

<u>Years Employed</u>	<u>Percentage (%) of Salary</u>
0 to 2	4
3 to 6	6
7 to 15	8
16 to 24	10
25 or more	12

- 3.5.2 School-based Exempt staff, ECE and FSLC salaries are inclusive of vacation and statutory holiday pay.
- 3.5.3 Casual support staff, , will be paid vacation pay when earned and it will be included in their monthly direct deposit.
- 3.6 Reinstatement of Vacation Entitlement

3.6.1 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.

3.7 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	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	August Civic holiday (twelve month employees)

3.8 Sick Leave

3.8.1 Paid sick leave is provided for the purpose of the employee, obtaining necessary medical or dental treatment or appointment(s) because of accident, sickness or disability for them self, in accordance with the following schedule:

3.8.1.1 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;

3.8.1.2 Two (2) working days per month accumulated to a maximum of seventy-five (75) working days;

3.8.1.3 Full accumulation for illness up to five (5) days;

3.8.1.4 One (1) day of accumulation for illness of six to fifteen (6 to 15) days; and

3.8.1.5 No accumulation for any month in which illness exceeds fifteen (15) days.

3.8.2 Paid sick leave is granted to support staff employees who have completed three (3) months of employment.

3.8.3 Unused sick days upon termination of employment will not be reimbursed to the employee.

3.9 Maternity/Parental Leave or Adoption Leave

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

3.9.1.1 A support staff member who is pregnant and is entitled to Maternity/Parental leave without pay and Division contributions to group insurance premiums for a defined period of time of up to 62 weeks;

- 3.9.1.2 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;
- 3.9.1.3 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;
- 3.9.1.4 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;
- 3.9.1.5 Time on Maternity/Parental leave will not be counted as experience toward the granting of salary increments or for calculating seniority;
- 3.9.1.6 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.

4. Employee Absences

- 4.1 All absences must be approved by the employee's immediate supervisor. Absences that are more than 2 hours will be entered into ADS.
- 4.2 The employee must submit a doctor's certificate stating the reason for the illness resulting in any absence that exceeds five (5) consecutive operational days on the approved medical form.
- 4.3 The Assistant Superintendent, Employee Services may request a medical certificate at any time if there is cause for concern.
- 4.4 For absences in excess of two (2) consecutive weeks, the Division will require the employee to produce a medical certificate attesting to their readiness to return to work five (5) division operational workdays prior to the anticipated return date.
- 4.5 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 work days of such unauthorized absence, be considered to have abandoned the position and will be deemed to have resigned,

unless it is subsequently shown by the employee that special circumstances prevented him/her from reporting to his/her place of work.

- 4.6 Workers' Compensation for any work-related accident, 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 payroll. In the case of lost time, the Employer will continue salary payments and be reimbursed from WCB directly.
- 4.7 Any work [related accident](#) or [near miss](#) must be reported in accordance with Health & Safety legislation.

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 they are taking which could affect their work performance.

Reference: Relevant Legislation & Regulations