



Christ Our Model.
Children Our Focus.

Support Staff Terms and Conditions of Employment



Lakeland R.C.S.S.D

September 1, 2019 to August 31, 2021

Opening Hearts, Minds and Doors

TABLE OF CONTENTS

1.	General	Page 2
2.	Definitions	Page 2
3.	Application	Page 3
4.	Hours of Work	Page 3
5.	Overtime	Page 4
6.	Probationary Period	Page 5
7.	General Holidays	Page 5
8.	Wages and Grid Placement	Page 6
9.	Benefit Plan	Page 7
10.	R.R.S.P.	Page 8
11.	Vacation	Page 9
12.	Sick Leave	Page 9
13.	Other Leaves of Absence	Page 10
	Bereavement Leave	Page 10
	Critical Illness	Page 10
	Family Medical Leave	Page 11
	Additional Leave	Page 11
	Jury Duty, Court Summons or Subpoena Leaves	Page 11
	Maternity Leave	Page 11
	Parental Leave	Page 12
	Personal Leave	Page 13
14.	Layoff & Severance Pay	Page 13
15.	Abandonment of Position	Page 14
16.	Time Sheets	Page 14
17.	Disciplinary Action	Page 14
18.	Grievance Procedure	Page 15
19.	Other Documentation	Page 15
20.	Delegation	Page 16
21.	Appendix "A"	Page 17

1 GENERAL

- 1.1 All personnel matters related to an individual employee shall be kept in confidence by any person having access to such information.
- 1.2 Nothing contained in this document shall limit or restrict the rights of the Board or its administration to manage the Board's operations.

2 DEFINITIONS

- 2.1 A **"regular full-time employee"** is a person who is appointed to a regular position established by the Board and who works the normal full-time hours of work established by the Board.
- 2.2 A **"regular part-time employee"** is a person who is appointed to a part-time position established by the Board and who works less than the normal full-time hours of work established by the Board.
- 2.3 A **"temporary employee"** is a person who is appointed to a temporary position established by the Board. A temporary employee may be assigned either full-time or part-time hours of work by the Board.
- 2.4 A **"probationary employee"** is a regular full-time, regular part-time or temporary employee who is serving the required probationary period established by the Board.
- 2.5 A **"casual employee"** is a person who is employed to work on an "as required basis" and, as such, is not appointed to a regular or temporary position with the Board.
- 2.6 A **"regular position"** is a position established by the Board where the work is expected to be of an ongoing, continuous nature from year to year. There are full-time and part-time regular positions.
- 2.7 A **"temporary position"** is a position established by the Board where the work is of limited or fixed duration. The position will normally be used to replace an employee in a regular position or to work on a project or assignment identified by the Board.
- 2.8 **"Terms and Conditions of Employment"** means these Support Staff Terms and Conditions of Employment referred to in this document.
- 2.9 **"Board"** means the Board of Trustees of the Lakeland Roman Catholic Separate School *Division*, established as per the provisions of the *Education Act*.

3 APPLICATION

3.1 Casual employees will be entitled only the provisions of these Terms and Conditions of Employment as follows in this subsection, and to any statutory entitlements that apply:

(a) General	Section 1
(b) Definitions	Section 2
(c) Hours of Work	Section 4
(d) Overtime	Section 5
(e) Wages and Grid Placement	Section 8
(f) Abandonment of Position	Section 15
(g) Time Sheets	Section 16
(h) Disciplinary Action	Section 17
(i) Grievance Procedure	Section 18
(j) Wage Schedule	Appendix A

3.2 The provisions of the Terms and Conditions of Employment will be applied to eligible employees on a pro-rata basis based upon the comparison of an employee's hours of work to the normal hours of work for a regular full-time employee.

3.3 The provisions of the Terms and Conditions of Employment will not be interpreted or applied in such a manner as to permit the duplication, stacking or pyramiding of any benefits or premiums provided.

4 HOURS OF WORK

4.1 The normal hours of work for regular full-time employees shall be as follows:

(a) The normal hours of work for regular full-time **Custodians, Apprentice, Handyman, Journeyman and General Labourers** are 8 hours per day, 40 hours per week for 12 months per year.

(b) The normal hours of work for regular full-time **Library Clerks and Library Technicians** are 7 hours per day, during the Board established school year. The number of work days will be established annually by the Principal at a school and will exclude ATA Convention and Institute days, school professional development days, undesignated days and parent/teacher interview days, but will include Board recognized general holidays, faith development day and any early recall days set by the school Principal.

(c) The normal hours of work for regular full-time **Student Assistants** are 6 hours per day, during the Board established school year. The number of work days will be established annually by the Principal at a school and will exclude ATA Convention and Institute days, school professional development days, school undesignated days and parent/teacher interview days, but will include Board recognized general holidays. The Faith development day will also be included as normal hours of work only if those

days are attended.

- (d) The normal hours of work for regular full-time **School Secretarial Staff** are 7 hours per day, during the Board established school year. The number of work days will be established annually by the Principal at a school and may include ATA convention and Institute days, school professional development days, school undesignated days and parent/teacher interview days, Board recognized general holidays, faith development day and any early recall days set by the school Principal.
 - i. The **scheduled work hours per day** for **Head Administrative Secretaries** are to be established by the Principal at a school during the Board established school year.
 - ii. The **scheduled work hours per day** for **Assistant Administrative Secretaries** are to be established by the Principal at a school during the Board established school year.
- (e) The normal hours of work for regular full-time **Division Office Staff** are 7 hours per day, 35 hours per week for 12 months per year.
- (f) The normal hours of work for regular full-time **Computer Technicians** are 8 hours per day, 40 hours per week for 12 months per year.

4.2 There is no guarantee of hours of work per day, per week or per year or of the number of workdays per year. The Board has the discretion to change hours of work. There is no guarantee of shifts by the Board.

4.3 Employees working less than full-time hours shall be working part-time hours.

5 OVERTIME

5.1 Employees are eligible for overtime provided that prior written approval from the supervisor is obtained for hours worked in excess of 8 hours per day and 44 hours per week. The greater of the two numbers are the number of hours to be paid at the overtime rate.

5.2 Provided written approval of the Secretary-Treasurer is received in advance, overtime hours worked shall be paid at one and one half (1 1/2) times the employee's applicable hourly rate or taken as time off in lieu of overtime worked on an hour for hour basis. Time off in lieu of overtime pay is at the regular rate of pay. For each hour of overtime worked, an eligible employee can take one hour of time off at a later date.

5.3 A year is from September 1 to August 31. Time off in lieu of overtime worked must be taken by August 31. Any unused portion at the end of August 31 will be paid out at the overtime rate of 1.5 times the employees hourly wage in effect at the time the overtime was worked.

5.4 Time off in place of overtime pay will be taken when the operations of the Board

permit and with the prior approval of the designated supervisor or manager.

- 5.5 The Terms and Conditions of Employment in this Article are deemed to be individual and group overtime agreements.

6 PROBATIONARY PERIOD

- 6.1 All new employees shall serve a probationary period for twelve (12) calendar months with a possible extension by the Board of an additional twelve (12) calendar months, if required. The Board may terminate the employment of an employee at any time during the probationary period for any reason.
- 6.2 Where the Board determines that a person serving the required probationary period is not likely to successfully complete it, the Board may choose to extend the probationary period or terminate employment. A person who does not successfully complete any portion of the required probationary period shall have his or her employment terminated without recourse to any appeal process in these Terms and Conditions of Employment.
- 6.3 When a regular non-probationary employee who has, either been transferred to a new school, or has a new assignment, he/she shall be placed on a one-year probation.
- 6.4 Performance may be evaluated at any time during the probationary period. A performance appraisal shall be completed by the supervisor of the employee prior to completion of the probationary period.

7 GENERAL HOLIDAYS

- 7.1 (a) **Effective September 1, 2020**, the following general holidays are recognized by the Board for twelve-month employees:

New Year's Day	Canada Day (Civic Holiday)	Remembrance Day
Family Day	Labour Day	Christmas Eve
Good Friday	Thanksgiving	Christmas Day
Easter Monday	Victoria Day	Boxing Day

- (b) **Effective September 1, 2020**, the following general holidays are recognized by the Board for ten-month employees:

New Year's Day	Labour Day	Remembrance Day
Family Day	Thanksgiving	Christmas Eve
Good Friday	Victoria Day	Christmas Day
Easter Monday		Boxing Day

- 7.2 When the general holidays identified in clause 7.1 above fall on a weekend, at the sole discretion of the Board, the 12-month employee shall be paid for the holiday at the regular rate of pay or granted a day off in lieu for that day.

- 7.3 When the **general** holidays identified in clause 7.2 above fall on a weekend, at the sole discretion of the Board, the 10-month employee shall be paid for the holiday at the regular rate of pay.

8 WAGES AND GRID PLACEMENT

- 8.1 Employees shall be paid an annual rate as assigned by the Board according to the wage schedule contained in **Appendix A** of these Terms and Conditions of Employment.
- 8.2 Employees shall be placed on the grid step based on relevant recognized prior experience and, with some positions, based on relevant recognized post-secondary qualifications (see **Appendix A**).
- (a) Prior experience must be proven by documentation from (the) former employer(s). The Board will recognize each complete calendar month of prior relevant experience earned in a related field provided:
- i) the employee presents written documentation satisfactory to the Board verifying such prior experience within 30 days of commencement of employment. This documentation shall include a job description, or a detailed statement of duties and responsibilities prepared and signed by (the) former employer(s); and,
 - ii) Human Resources determines that it is related experience.
- (b) Proof of experience provided subsequent to this 30-day window and determined by the Deputy Superintendent Human Resources to be relevant related experience, will take effect the first pay period following the submission of the aforementioned proof of experience.
- (c) Post-secondary qualifications must be proven by official transcripts, issued by the post-secondary institution and sent directly to the Deputy Superintendent Human Resources. The Board will recognize each year of relevant post-secondary education provided:
- i) Human Resources receive appropriate documents within 30 days of the commencement of employment;
 - ii) the academic year of study consists of a minimum of 30 credit hours (10 half-courses, or 5 full courses);
 - iii) the post-secondary institution is an accredited member of the ACCC (Association of Canadian Community College) or the AUCC (Association of Universities and Colleges of Canada);
 - iv) the post-secondary training is relevant to the position; and
 - v) Human Resources determines that it is related and recognized post-secondary education.

(d) Proof of post-secondary education received subsequent to this 30-day window and determined by the Deputy Superintendent Human Resources to be relevant related education, will take effect the first pay period following the receipt of the aforementioned proof of post-secondary training.

8.3 Board employees who have been promoted to a higher position shall be placed at the grid step that is closest to, but not less than, their current salary/wage rate.

9 BENEFIT PLAN

9.1 Membership in Board sponsored benefit plans shall be a condition of employment for all eligible employees. The Benefit Plan will commence after a 3-month employment period. Where similar coverage is provided by the employer of a spouse of the employee, the employee may be exempt from certain benefit plans as determined by the Board.

9.2 The Board shall contribute one hundred percent (100%) of the monthly premiums, for each eligible employee who works twenty hours (20) per week or more, of the following benefit plans:

(a) Alberta School Employees Benefit Plan or equivalent:

- i) Life Insurance and Accidental Death and Dismemberment Plan I or equivalent;
- ii) Extended Disability Benefit Plan D or equivalent;
- iii) Dental Care Plan 3 or equivalent;
- iv) Extended Health Care Plan 1 or equivalent.

9.3 The Board shall contribute one hundred percent (100%) of the monthly premium, for each eligible employee who works twenty hours (20) per week or more for the following benefit plan:

(a) Alberta School Employee Benefit Plan or equivalent- Vision and Hearing Aid Care - Plan III.

9.4 The Board shall contribute 50 percent (50%) of the monthly premiums, for each eligible employee who works fifteen (15) hours per week but less than twenty (20) hours per week, and who opt to join the following benefit plan:

(a) Alberta School Employees Benefit Plan or equivalent - Extended Health Care Plan 1 or equivalent.

9.5 Details on the benefit plans are available from the Secretary-Treasurer of the Board.

9.6 Board contributions to premiums for benefit plans shall be paid on behalf of an eligible employee for the months of July and August if the employee is employed in the immediate following school year.

- 9.7 Board contributions toward benefit plan premiums shall cease upon any termination of employment or during a leave of absence, other than sick leave, should the leave be one (1) month or more in duration. The health-related part of maternity leave is considered sick leave and benefit plan premiums are continued by the Board provided the employee has accrued sick leave to use during it.
- 9.8 The Board shall contribute its portion of the applicable benefit plan premiums on behalf of an eligible employee for a period of one (1) month following depletion of the employee's sick leave credits.
- 9.9 At all times, the policies, rules and procedures of the benefits insurer shall apply. Participation in the benefits plans of the Board are in accordance with the policies, rules and procedures of the benefits insurer.
- 9.10 Effective September 1, 2010, the Board shall establish and make an annual contribution to a Health Spending Account (**HSA**) for each regular full-time employee.

Effective September 1, 2017, the annual contribution shall increase to \$550 for each regular full-time employee. For regular part-time employees, the contributions to the **HSA** are prorated to the applicable comparable regular full-time employee equivalency.

The **HSA** is administered by Alberta School Employees Benefits Plan (ASEBP), or equivalent, for the benefit of the employee, his or her spouse and dependents. At all times, the Canada Revenue Agency rules applicable to **HSA** apply. Subject to the run off provisions as per the Canada Revenue Agency rules, employees whose employment with the Board ends shall forfeit any remaining balance.

Effective September 1, 2020, the Board shall provide a Health Spending Account (HSA)/Wellness Spending Account (WSA) to all eligible employees. The annual contribution shall increase to \$625 for each regular full-time employee. For regular part-time employees, the contributions shall be eligible at a prorated basis. The plan shall be administered by ASEBP in accordance with Canada Revenue Agency and the Income Tax of Canada for the benefit of the employee, their spouse and dependents.

- 9.11 The Employee Benefit plan will be extended to age 70 for applicable benefits.

10 REGISTERED RETIREMENT SAVING PLAN (R. R. S. P.)

- 10.1 Employees who have completed one (1) year of full-time equivalent service with the Board are eligible to receive a matching Board contribution of up to 7.5% of gross monthly earnings towards a Registered Retirement Saving Plan established by the Board, provided the employee contributes an amount up to 7.5% of gross monthly earnings to the plan.
- 10.2 Employees shall only withdraw RRSP funds upon termination of employment

with the Board or when using the RRSP funds for purchasing a house, and for lifelong learning plan according to the Canada Revenue Agency homebuyer's rules.

11 VACATION

11.1 Employees are required to give no less than two (2) weeks' notice as well as receive prior approval from their immediate supervisor before taking vacation leave.

11.2 Annual vacation leave or, where applicable, annual vacation pay shall be provided by the Board in accordance with the following schedule:

Service	Vacation Leave	Vacation Pay
Up to three (3) years of service	15 work days	6%
More than three (3) years of service	20 work days	8%
Completion of (15) years' service	25 work days	10%

11.3 Annual vacation pay shall be calculated and paid based on the employee's gross salary earned each month.

11.4 A period of vacation leave shall not be exchanged for a cash payment in lieu of time off.

12 SICK LEAVE

12.1 Annual sick leave, with pay, shall be granted to an employee for the purposes of obtaining necessary recognized medical, dental or optical treatment because of accident, sickness or disability according to the following schedule:

(a) A regular full-time employee shall be entitled to accrue sick leave credits at a rate of two (2) days per month. Unused sick leave credit(s) may be accumulated to a maximum of ninety (90) days.

12.2 Sick leave credits for part-time employees shall be prorated on the number of annual hours worked compared to the full-time equivalency hours of the applicable regular full-time employees.

12.3 After ninety (90) calendar days of continuous absence due to medical disability, no further salary shall be paid by the Board and there is eligibility for the Alberta School Employee Benefit Plan (ASEBP) disability benefits. The policies, rules and procedures of the ASEBP shall apply and govern at all times.

12.4 Eligibility for sick leave credit for a period in excess of three (3) consecutive work days shall be determined on receipt of a declaration form signed by a physician confirming sickness.

(a) An employee absent for two (2) consecutive weeks, or longer, due to

illness, requires a doctor's note confirming that *(s)he is* fit to return to regular duties.

(b) An employee absent due to surgery (major or minor) requires a doctor's note confirming that the employee is fit to return to regular duties regardless of the length of leave.

12.5 The Board may require an employee to submit proof of attendance at a medical, dental or optical appointment.

12.6 All employees shall endeavour to schedule all medical appointments before or after working hours. Should the employee be unable to do so, time away for such appointments shall be deducted from the employee's sick leave account.

12.7 Sick leave credits shall start to accumulate from the first month of employment.

12.8 For a 12-month employee, the accumulated sick leave credits shall not be affected as a result of any absence for a period exceeding twelve (12) consecutive months when such accrued sick leave is not used.

For a 10-month employee, the accumulate sick leave credits shall not be affected as a result of any absence for a period exceeding a school year when such sick leave is not used.

12.9 Accrued sick leave is not paid out when employment ends. All sick leave credits of an employee shall be cancelled upon termination of employment and the Board shall have no liability for any sick leave payments of any kind thereafter.

13 OTHER LEAVES OF ABSENCE

13.1 Bereavement Leave

(a) An employee shall be granted a leave of absence of up to five (5) working days, without loss of pay, to attend a funeral or memorial service, in the case of the death of the following relatives of either the employee or the employee's spouse: immediate family members, spouse, son or daughter, parent, brother or sister, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law.

(b) An employee shall be granted a leave of absence of only one (1) day per school year, without loss of pay, to attend the funeral or memorial service, in the event of a death of the following: aunt, uncle, niece, nephew, cousin or close personal friend.

13.2 Critical Illness

Upon request, a leave of absence with pay shall be granted by the Board for up to three (3) work days in the event of critical illness of the employee's spouse, child, parent, brother, sister, parent-in-law and/or relative who permanently resides in the employee's household. Critical illness shall mean a "life

threatening" illness as determined by a certificate from a medical doctor, as required by the Board. The Board will permit one occasion of compassionate leave per school year per critical illness per relative. Additional unpaid leave could be granted at the discretion of the Board.

13.3 Family Medical Leave

A maximum of three (3) days per school year shall be granted with full pay for family medical appointments provided that the employee's accumulated number of sick leave credits, as granted by clause 12.1 and clause 12.2 is reduced by a corresponding amount.

13.4 Additional Leave

Provided the employee submits a written request four (4) weeks in advance of the intended commencement date of the leave, the Board may approve a leave of absence without pay and without Board contributions toward benefit plan premiums, for a predetermined period of time set by the Board.

13.5 Jury Duty, Court Summons or Subpoena Leaves

Leave of absence without loss of pay shall be granted:

- (a) For jury duty or any summons related thereto.
- (b) To answer a subpoena or summons to attend, as a witness, in any proceeding authorized by law to compel the attendance of witnesses, providing that the jury fee or court stipend is returned to the Board.
- (c) Evidence of the above must be provided to the Secretary-Treasurer.

13.6 Maternity Leave

- (a) Maternity leave shall be for a maximum of 16 weeks.
- (b) Each employee will endeavour to notify the Board of her leave requirements 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.
- (c) Prior to the commencement of maternity leave the employee shall access sick leave for any health-related absence related to the employee's pregnancy.
- (d) Upon commencement of maternity leave, the employee agrees to apply for Employment Insurance benefits and to access the Board's Supplementary Unemployment Benefits (SUB) plan for the health-related portion of her maternity leave. The payment of such benefits shall commence on the date of birth, or the date of eligibility for Employment Insurance, if later than the date of the birth and will continue during the health-related portion of the maternity leave until the employee's

available sick leave is exhausted, or for a maximum of thirteen (13) weeks, whichever event first occurs. Pre-delivery health-related leave and SUB plan payments shall not exceed thirteen (13) weeks.

- (e) Payment under the SUB plan, when combined with Employment Insurance benefits, shall be equivalent to 100% of the employee's salary.
- (f) While on the SUB plan, an employee's remaining sick leave credits shall not be depleted.
- (g) The employee shall provide a medical certificate respecting the health-related portion of her maternity leave.
- (h) Maternity leave shall be without payment and contribution to benefit premiums by the Board, except as provided in clauses (c) and (d). For the non-health related part of maternity leave, an employee on maternity leave may make arrangements to continue benefits and prepay premiums for applicable benefits through the Administration Office.
- (i) The employee shall provide the Board with four (4) weeks' notice of her intention to return to her duties.

13.7 Parental Leave

The Board shall grant parental leave, without salary and without Board contributions to health plan benefits, to an employee in the following circumstances:

- (a) In the case of an employee entitled to maternity leave, a period of not more than sixty-two (62) consecutive weeks **may be taken** immediately following the last day of the employee's maternity leave. In the case of a parent who is employed by the Board, a period of not more than sixty-two (62) consecutive weeks within seventy-eight (78) weeks **may be taken** after the child's birth.
- (b) In the case of an adoptive parent who is employed by the Board, a period of not more than sixty-two (62) consecutive weeks within seventy-eight (78) weeks **may be taken** after the child is placed with the adoptive parent.
- (c) If both parents are Board employees, the parental leave may be accessed entirely by one of the parents or shared between the parents. The Board is not required to grant parental leave to more than one parent at a time.

13.7.1 Notice of Parental Leave

- (a) An employee must give the Board six (6) weeks written notice immediately preceding the start of the leave unless the medical condition of the birth mother or child makes it impossible to comply with this requirement, or the date of the child's

placement with the adoptive parent was not foreseeable.

- (b) If the employee cannot comply with the written notice requirement for any of the reasons stated under subsection 13.7.1 (a), the employee must give the Board written notice at the earliest possible time of the date that the employee will start or has started parental leave.

13.7.2 Notice of Resumption of Employment

- (a) An employee who wishes to resume employment after being on maternity leave or parental leave shall provide the Board with a written notice four (4) weeks immediately preceding the expiration of the leave, or four (4) weeks immediately preceding the date on which the employee has specified his/her intent to return to work, whichever is earlier.
- (b) An employee returning from maternity leave or parental leave is entitled to a similar position with the Board. The Board, in its sole discretion shall, when possible, return the employee to the position held prior to the leave.

13.7.3 An employee on parental leave may continue benefits and make arrangements to prepay premiums for applicable benefits through the Administration Office.

13.8 Personal Leave

- (a) ~~An employee may, for personal reasons, and with prior notification to his or her direct supervisor, be absent from duties for one (1) day per school year without loss of pay.~~

Effective September 1, 2020, an employee may, for personal reasons, and with prior notification to his or her direct supervisor, be absent from duties for two (2) days per school year without loss of pay.

- (b) ~~To qualify for one day personal leave entitlement, an employee must work five continuous months in a school year with the Board.~~

To qualify for two (2) days personal leave entitlement, an employee must work five (5) continuous months in a school year with the Board.

- (c) Part-time employees will be pro-rated on the number of annual hours worked compared to the applicable full-time equivalency hours.

14 LAYOFF & SEVERANCE PAY

14.1 The Board will retain all "regular Student Assistant employees" during the

summer period. Employment in the subsequent school year is offered, but not specific positions or employment at specific schools. Employees who are not placed by mid to end September will receive permanent lay-off notices.

- 14.2 When the Board terminates the employment of a regular full-time employee or regular part-time employee without just cause, the Board will provide the employee with written notice of termination of employment, pay in lieu thereof or a combination of both, as per the requirements in s. 56 of the *Alberta Employment Standards Code*, which will be the maximum notice or pay in lieu of thereof entitlement under any statutory laws, at common law or otherwise. In the event s. 56 of the Code changes to greater entitlements, such changes shall form part of these Terms and Conditions of Employment. Presently, such entitlement is:

Length of Service	Notice
More than 3 months, but less than 2 years	1 week
2 years, but less than 4 years	2 weeks
4 years, but less than 6 years	4 weeks
6 years, but less than 8 years	5 weeks
8 years, but less than 10 years	6 weeks
10 years or more	8 weeks

15 ABANDONMENT OF POSITION

An employee who is absent for more than two (2) consecutive working days without justification and without the prior approval of the employee's direct supervisor or his/her designate, will be considered to have terminated or abandoned employment with the Board.

16 TIME SHEETS

- 16.1 In order to be paid by the Board, each employee must submit actual hours worked and complete work records each month as directed by the Payroll and Benefits Administrator.
- 16.2 Any adjustment to the salary paid to an employee will be made by the Board either in the following month, upon termination of employment, when deemed necessary by **the** Deputy Superintendent Human Resources/Secretary-Treasurer at the end of the school year.
- 16.3 Where an employee intends to resign from employment with the Board, a minimum of two (2) weeks written notice shall be provided to the Board.

17 DISCIPLINARY ACTION

The Board may discipline an employee for just cause. Where the Board determines disciplinary action is warranted, the employee will be notified in writing.

18 GRIEVANCE PROCEDURE

- 18.1 Any difference between an employee covered by these Terms and Conditions of Employment and the Board shall be dealt with without stoppage of work or refusal to perform work.
- 18.2 Such difference (hereinafter called a "grievance") shall first be presented verbally to the employee's immediate supervisor within fifteen (15) days from the time of the occurrence of the matter giving rise to the grievance. The supervisor shall provide a verbal reply within three (3) days.
- 18.3 In the event that the matter is not satisfactorily resolved, the employee may submit the grievance in writing to the Deputy Superintendent Human Resources within thirty (30) days of the date the response was given by the immediate supervisor. At this stage, the grievance must contain a full and complete disclosure in writing of all facts pertaining to the alleged violation together with all supporting evidence.
- 18.4 The Board, or a committee of the Board, shall meet within twenty (20) days of the submission to the Deputy Superintendent Human Resources 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) days after the hearing. The Board's decision shall be final and binding.
- 18.5 Time limits outlined above will be exclusive of Saturdays, Sundays and general holidays and may be extended by mutual consent.
- 18.6 Grievances are limited to interpretations of the provisions found in the Terms and Conditions of Employment. Management and/or administrative decisions are not subject to challenges via the grievance procedure.

19 OTHER DOCUMENTATION

~~All employees shall provide additional work-related documents and/or information as directed by the Board. Such documents may include, but are not limited to:~~

- ~~a) A certificate of good health~~
- ~~b) Confidentiality agreement~~
- ~~c) Security Clearance Referral~~
- ~~d) Class 4 driver's license.~~

All employees shall provide additional work-related documents and/or information as directed by the Board. Such documents may include, but are not limited to:

- (a) Confidentiality Agreement***
- (b) Criminal Record Check including the Vulnerable Sector Check***

- (c) Child Welfare/Intervention Record Check*
- (d) Class 4 Driver's License (as necessary).*

20 DELEGATION

The Board may delegate anything in these Terms and Conditions of Employment to any person employed by it.

APPENDIX A

2019-2021 SUPPORT STAFF TERMS AND CONDITIONS OF EMPLOYMENT Lakeland Roman Catholic Separate School Division

Wages Schedule Effective September 1, 2019

Experience				
0	1	2	3	4

Technology Department

SIS Manager	\$ 46,571	\$ 49,434	\$ 52,295	\$ 55,159	\$ 58,023
Computer Technician	\$ 58,479	\$ 62,066	\$ 65,651	\$ 69,236	\$ 72,823
Computer Network Technician	\$ 69,949	\$ 74,237	\$ 78,525	\$ 82,815	\$ 87,104

Division Office Staff

Secretary / Payroll Clerk / Accounting Clerk / Transportation Assistant	\$ 41,626	\$ 44,545	\$ 47,463	\$ 50,384	\$ 53,309
Accounts Administrator / Payroll & Benefits Administrator / Executive Secretary / Transportation Administrator	\$ 53,309	\$ 56,234	\$ 59,152	\$ 62,072	\$ 64,998

School Secretarial Staff

Casual Secretary	\$ 16.04				
Assistant Administrative Secretary	\$ 18.64	\$ 19.69	\$ 20.79	\$ 21.79	\$ 22.89
Head Administrative Secretary	\$ 24.07	\$ 24.81	\$ 25.60	\$ 26.36	\$ 27.16

School Library Staff

Casual Librarian	\$ 15.00				
Library Clerk <i>No specific training</i>	\$ 19.18	\$ 20.00	\$ 20.86	\$ 21.66	\$ 22.52
Library Technician I <i>Certificate from rural library training</i>	\$ 21.71	\$ 22.60	\$ 23.40	\$ 24.26	\$ 25.12
Library Technician II <i>Library Sciences Diploma or greater</i>	\$ 23.26	\$ 24.19	\$ 25.06	\$ 25.86	\$ 26.72

Maintenance Staff

Casual Custodian	\$ 16.11				
Labourer	\$ 15.06	\$ 16.18	\$ 17.16	\$ 18.28	\$ 19.32
Apprentice	\$ 20.85	\$ 24.33	\$ 27.80	\$ 31.27	---
Assistant Custodian	\$ 20.18	\$ 20.92	\$ 21.54	\$ 22.27	\$ 22.89
Head Custodian	\$ 22.34	\$ 23.09	\$ 23.89	\$ 24.64	\$ 25.43
Handyman	\$ 25.74	\$ 26.41	\$ 27.21	\$ 27.90	\$ 28.69
Journeyman	\$ 34.74	\$ 35.48	\$ 36.35	\$ 37.15	\$ 37.94

Family Outreach Workers / Indigenous Outreach Worker

Family Outreach Worker I <i>Diploma in Social Work</i>	\$ 49,099	\$ 52,536	\$ 55,973	\$ 59,416	\$ 62,846
Family Outreach Worker II <i>Related Bachelor's Degree</i>	\$ 51,986	\$ 55,629	\$ 59,265	\$ 62,907	\$ 66,542
Family Outreach Worker III <i>Bachelor of Social Work</i>	\$ 57,763	\$ 61,804	\$ 65,853	\$ 69,896	\$ 73,937
Family Outreach Worker IV <i>Masters of Social Work</i>	\$ 59,065	\$ 63,196	\$ 67,330	\$ 71,469	\$ 75,600

Student Assistant / Preschool Staff

Casual Student Assistant	\$ 16.64				
Student Assistant I (Early Childhood Educator I formerly Child Development Assistant) <i>Completed Child Care Orientation or equivalent</i>	\$ 17.68	\$ 18.65	\$ 19.62	\$ 20.51	\$ 21.49
Student Assistant II (Early Childhood Educator II formerly Child Development Worker) <i>Completed one-year Early Learning and Child Care Certificate or equivalent</i>	\$ 20.21	\$ 21.18	\$ 22.09	\$ 23.07	\$ 24.03
Student Assistant III (Early Childhood Educator III formerly Child Development Supervisor) <i>Completed two-year Early Learning and Child Care Certificate or equivalent</i>	\$ 22.75	\$ 23.72	\$ 24.63	\$ 25.59	\$ 26.51
Student Assistant Daily Allowance <i>Created for assignments which require employees to provide specialized services such as catheterization, toileting or other therapeutic services on a regular basis. The designation must be approved by the Deputy Superintendent Human Resources.</i>	\$13.20 (at a rate of \$2.20/hour) Only applied to days when the employee is on duty with the student(s).				
Preschool Educator Daily Allowance I <i>Staff certification level of Early Childhood Educator I (formerly Student Assistant I – Child Development Assistant)</i>	\$38.87 (at a rate of \$5.98/hour) Only applied to days when the employee is on duty with the student(s).				
Preschool Educator Daily Allowance II <i>Staff certification level of Early Childhood Educator II (formerly Student Assistant II – Child Development Worker)</i>	\$72.35 (at a rate of \$11.13/hour) Only applied to days when the employee is on duty with the student(s).				
Preschool Educator Daily Allowance III <i>Staff certification level of Early Childhood Educator III (formerly Student Assistant III – Child Development Supervisor)</i>	\$56.29 (at a rate of \$8.66/hour) Only applied to days when the employee is on duty with the student(s).				
Preschool Helper	\$ 15.00				

Other

Casual General Labourer	\$ 15.00				
-------------------------	----------	--	--	--	--