

G. Human Resources

Policy G-202: Personnel Policy- Non-Teaching School-Based Staff

Scope

This policy applies to all full-time and part-time non-instructional employees of Valhalla Community School. This policy is subject to review on an annual basis.

Appointments and Vacancies

1. Employees will be selected for a position on the basis of their qualifications, previous performance and experience relevant to the requirements of the position.
2. If a position ceases to exist, the employee will be offered another position if another position is vacant, and the employee has the necessary qualifications. In the event that all surplus employees cannot be re-assigned, each employee's performance and general effectiveness as determined by the previous supervisor, qualifications appropriate to the position and relevant experience will be used to determine lay-offs. If all the above are equal, seniority with the Board will be used as a deciding factor.

Seniority

1. Any period of leave of absence or more than one month shall be deducted from the length of service in determining seniority.
2. Where an employee leaves the employ of the Board and is later re-engaged, seniority and fringe benefits shall date from the time of re-engagement.

Job Description, Classification and Performance Appraisal

1. The duties of each employee shall be those as outlined in a job description.
2. The classification of each position and the attendant salary rate will be determined on the basis of the assigned duties and responsibilities.
3. Each employee may have his/her performance assessed from time to time as per Policy G-201.
4. The anniversary date for an employee on the salary grid shall be his/her starting date in his/her current position. Increments may be withheld or delayed upon a recommendation from the Supervisor to the Superintendent.
5. Any wage increase must be approved by the Superintendent within the guidelines set by the Board.
6. All new employees are hired on a three-month probationary period.
7. An employee making application for a position with the Board may be required to pass a medical examination conducted by a qualified medical examiner appointed to the Board.
8. Working schedules will be determined by the Supervisor, subject to ratification by the Superintendent.

Overtime or Extra Time

1. Any over or extra time must first be authorized by the Supervisor responsible for the budget expense.
2. An employee may be requested by the Supervisor to work over or extra time, with compensation to be determined, usually in the form of time off, or compensation at the regular rate for each hour worked, prior to the extra or overtime worked.

Leave of Absence (other than Sick Leave)

1. Short term leave of absence of up to three (3) days, without pay, may be granted at the discretion of the Supervisor. Leave granted under this provision shall not exceed six (6) days in any school year.
2. Application for leave of absence for more than three (3) days shall be submitted to the Superintendent.

3. An employee, other than casual employees, is entitled to a leave of absence without pay and such leave is deemed to be an authorized absence approved by the Board, where an employee is absent for:
 - a) Not more than six (6) days due to critical illness or death of a spouse, child, parent or parent-in-law plus any required traveling time not exceeding two (2) days;
 - b) Not more than two (2) days due to death and one (1) day due to critical illness of a grandparent, grandchild, brother, sister, son-in-law, daughter-in-law, sister-in-law or brother-in-law, plus any required traveling time not exceeding two (2) days;
 - c) Not more than one (1) day to attend the funeral of an aunt, uncle, niece or nephew plus any required travelling time not exceeding two (2) days;
 - d) Not more than one (1) day per school year for:
 - i. Attending the medical needs of a spouse or child when such needs are urgent and require the services of a practitioner, or
 - ii. During confinement in a hospital of a wife for maternity reasons, or
 - iii. For the adoption of a child.

(Critical illness shall be interpreted as a person placed on a 'critical' list by a medical doctor.)
 - e) Exceptions to these conditions must be approved by the Superintendent and Board.
4. An employee who has been granted leave of absence of any kind or for any period, and over-stays his/her leave of absence without permission, shall be assumed to have abandoned his/her position with the Board and may be terminated.
5. The employer shall grant maternity and adoption leave pursuant to the provisions of the Employment Standards Code.
6. An employee who is summoned to court as a witness or for jury duty will be given leave with pay, provided the employee remits to the office any stipend, excluding any actual expenses set by the court.
7. A maximum of one (1) day without pay will be allowed for employees (other than casual employees) to attend the following, if the time of the event conflicts with regular working hours.
 - a) Their own wedding or that of their son or daughter;
 - b) Their own graduation or that of their spouse, son or daughter;

Sick Leave

1. Employees will be granted two (2) days of sick leave with pay.
2. Employees will be required to provide a medical certificate for any sick leave greater than three (3) days.
3. Employees eligible for short term disability benefits are required to provide an updated medical certificate.
4. Part-time employees are allowed sick days without pay.
5. Employees must notify their Supervisor of any illness as soon as possible.
6. If an employee is unable to resume duties after sick leave entitlement is used, the employee may be terminated at the discretion of the Superintendent.
7. The Board recognizes alcoholism and other drug abuses as a treatable health problem covered under regular sickness benefits. Employees affected are expected to seek treatment as they would for any other illness which impairs performance of their work.
8. If the employee fails to respond to treatment, and as a result his/her work performance deteriorates, the Board may terminate his/her employment. The use of alcohol or non-medical drugs during working hours is not allowed. The use of such items may result in the suspension or termination of the employee. An employee may be suspended immediately and be expected to seek medical treatment.

Casual Employees

With prior approval of the supervisor, casual employees may be retained on an ad hoc basis to fill in for absent employees.

Holiday Pay

Holiday pay will be paid monthly, in accordance with the Employment Standards Code.

Employees who are granted leave of absence, maternity leave or disability leave will not accumulate holiday pay entitlement for that portion of time away from employment.

Statutory and Board Holidays

Statutory and Board Holidays are those as designated in the School Year.

Pay and Pay Days

Employees shall be paid in accordance with the salary Schedules appended to this policy. Payday will be the last working day of the month worked. Cut-off date for employees will be four (4) working days prior to the last working day of the month.

Benefits

Full-time, permanent employees are eligible for the Board's benefits plan. Permanent part-time employees who are employed 0.5FTE (full time Equivalent) or more are eligible for the Board's benefit plan on a pro-rated basis.

Conflict of Interest

1. For the purpose of this policy, relative will be defined as any of the following to an employee: wife, husband, mother, father, mother-in-law, father-in-law, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, nephews, nieces, uncles, aunts, stepchildren.
2. No employee will engage in activities outside of his/her employment which are contrary to the interest of the Board, or which conflict with his/her obligation to the Board.
3. No employee will participate in a decision affecting the recruitment, promotion, discipline or evaluation of a relative.
4. No relatives will be employed by the Board in the same department where a direct reporting relationship will be created. In special circumstances, personnel may be exempt from this provision by the Superintendent.
5. No employee will accept gifts, other than items of a nominal value, from suppliers or other persons or agencies with whom they are dealing on behalf of the Board. All gifts are the property of the Board.
6. Employees are expected to disclose situations of potential conflict of interest to their Supervisor immediately.

Confidentiality

1. Confidential information shall be determined by the Superintendent or designate, marked confidential and treated accordingly. The following are automatically confidential:
 - a) Payroll files
 - b) Personnel files
 - c) Any personal information of an employee
2. Any employee revealing confidential information may be terminated immediately.

Disciplinary Action and Dismissal

1. Where in the discretion of the Superintendent or designate there is reasonable ground(s) to believe that the presence of an employee is
 - a) Detrimental to the health and/or safety of the public and/or other employees; or detrimental to Board property and/or equipment; or
 - b) That the employee has been guilty of gross misconduct, neglect of duty or refusal or neglect to obey a lawful order of the Board; or
 - c) Where the Superintendent or designate has determined that the performance of an employee is unsatisfactory, the Superintendent or designate may dismiss that employee.
2. All disciplinary action is documented and placed in the personnel file of the individual employee.
3. Suspensions may occur or the employee may be dismissed at any time upon written notice from the Supervisor.
4. Disciplinary action may include suspension without pay.
5. The Superintendent shall be informed immediately upon disciplinary action considered by a Supervisor.
6. All dismissals shall be approved by the Superintendent after consultation with the Board's solicitor.
7. All dismissals will be reported to the Chair of the Board by the Superintendent.

Dress and Safety Standards

1. Dress standards must meet health and safety requirements.
2. Supervisors may develop dress standards for employees as approved by the Superintendent.

Educational Support

1. The board may provide support for course fees to employees who wish to follow educational programs relevant to their work. The employee will be required to present a request to the Superintendent or designate, outlining in detail the program to be followed and related costs thereof.
2. Upon the successful completion of any approved course funded by the Board, the employee shall submit the final grades and receipt of course payment to the Superintendent or designate prior to any approved costs being reimbursed.

Conference, Seminar, Workshop Attendance

1. Employees may attend conferences, seminars, workshops or activities related to their jobs, subject to prior approval of the Supervisor responsible for the budget expense.
2. The Superintendent or designate may authorize Supervisors to attend conferences, seminars, workshops or activities related to their positions.

Public Information

1. When communicating to the public, ensure that you have the facts.
2. If a problem arises with the public over a Board policy, refer the matter to a Supervisor.
3. Refer all matters dealing with the press to the Superintendent or designate.

Sexual Harassment

1. The employer agrees that no form of sexual harassment shall be allowed in the workplace and the employer undertakes to discipline any employee, manager, or client engaging in sexual harassment.
2. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
 - a) Submission of such conduct is made by either explicitly or implicitly a term or condition of employment;
 - b) Submission to or rejection of such conduct is used as the basis for action affecting that employee;
 - c) Such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive working or educational environment; or
 - d) The perpetrator knows or ought to know that the conduct is unwelcome.
3. Whenever an employee feels he/she has been sexually harassed, he/she shall have the right to use the following procedure. This article shall not be construed as in any way limiting an employee's right to seek redress through any other legal procedure available to him/her and the employer agrees that it will not attempt to prevent an employee from seeking redress either through the courses of the Alberta Human rights Commission or by reason of the fact that an employee has followed this procedure.
4. In cases of sexual harassment, the employee being harassed has the right to discontinue contact with the alleged harasser without incurring any penalty pending determination of the grievance.
5. The employer shall undertake to investigate all alleged occurrences expeditiously.
6. Both parties agree that all proceedings and the results thereof will be dealt with in the strictest of confidence. The employer agrees to support its employees during the process of redress arising from related situations. The victim or grievor shall be protected from repercussions which might result from his/her complaint.

Disputes

Should a dispute arise between an employee and a Supervisor or other employee regarding interpretation of this policy manual and/or wages or benefits, it shall be resolved in the following manner:

Step 1: The employee shall, within seven days of the event causing the dispute, submit in writing to the Superintendent or designate an outline of the reasons for the appeal.

Step 2: The Superintendent or designate shall render a decision in writing to the employee with seven days of receipt of the appeal.

Step 3: Failing a satisfactory resolution of the appeal, the employee shall submit in writing his/her appeal to the Board within seven days of the receipt of the decision of the Superintendent or designate.

Step 4: The Board shall, as soon as possible following receipt of the appeal, appoint a committee consisting of at least two of its members and two members of the Superintendent, Principal, Transportation Director and Secretary Treasurer not directly involved in the appeal or the dispute. This committee will render its recommendation to the Board at the next regular meeting.

Step 5: The Board will rule on the appeal considering the recommendation of the dispute committee.

Step 6: The decision of the Board shall be the final.

Special Circumstances

The Board may consider deviations from this policy due to special circumstances presented by an employee.

Appendices

Appendix A: Employee-Employer Contributions to the Board Benefit Package

Appendix B: School Support-Staff Salary Schedule

Appendix C: Administrative Assistant

G-202: Appendix A

Employee-Employer Contributions to the Board Benefit Package

Health Benefit Plan

After a successful 3-month Probation, the maximum employer contribution is 100% of the premium for the 1.0 FTE (Full Time Equivalent) employees, and pro-rated for eligible part-time employees working 0.5 FTE or more.

Casual and/or temporary employees are not eligible for participation in the employer benefit plan.

G-202: Appendix B
School Support Staff Salary Schedule
 Effective September 1, 2018

Position	Completed Years of Experience					
	0	1	3	5	7	9
Administrative Assistant	\$20.53	\$22.21	\$22.45	\$24.16	\$25.19	\$26.01
Teaching Assistant [1]	\$18.86	\$19.52	\$20.79	\$22.49	\$22.97	\$23.44
Instructor	\$22.95	\$24.54	\$25.65	\$26.64	\$27.27	\$27.64
Certified Teaching Assistant [2]	\$19.86	\$20.69	\$21.98	\$23.86	\$24.33	\$24.83
Secretary/Receptionist	\$14.27	\$15.01	\$16.31	\$18.15	\$18.66	\$19.16

Casual Employees

(Teaching Assistant, Administrative Assistant) \$16.00 per hour

Casual Employees

(Miscellaneous Clean-up, Manual Labour) Minimum Wage

[1] Teaching Assistants: 1 FTE = 30 hours/week

[2] To be placed on this grid, the employee must provide documentation of completion of a Teaching Assistant Diploma (minimum of 234 hours of course instruction plus minimum of 351 hours of practicum) or a valid Alberta Teaching Certificate. Early Childhood Development, Occupational Therapist or similar Diplomas and/or Certificates are not considered for placement on this grid.

To have one completed year of experience, the employee shall have worked a minimum of 700 hours during the school year. All grid changes will be effective the following September 1st.

New employees must provide the Society with satisfactory proof of qualifications (Course taken and Diplomas or Certificates obtained) within sixty (60) days of acceptance of this contract. For experienced employees, the Society requires that the employee provide proof of experience from previous employees within 60 days of acceptance of this contract. It should be noted that if these forms are not received within the sixty (60) day period, any salary adjustments will be effective the beginning of the month following the date forms were submitted.

G-202 Appendix C: Administrative Assistant:

Guidelines

The Administrative Assistant reports to the Principal and provides support to the other administrators, including the Superintendent, the Secretary-Treasurer, and the Director of Transportation.

The duties of the Administrative Assistant shall include:

1. Management of the student records system, including:
 - a) Registration of students, as it pertains to the student record system;
 - b) Updating and maintaining the student records data base;
 - c) Attendance;
 - d) Updating and maintaining student records cumulative files;
 - e) SID.PASI submissions to Alberta Education;
 - f) Class size information system submissions;
 - g) Alberta Health Services Student Submissions-October/February/May;
 - h) CDC/AHS reporting
2. School/Parent/Community communication, including:
 - a) Responding to phone calls and email communication;
 - b) Booking parent/teacher interviews
 - c) Field trip consent forms-creation, distribution, collection
 - d) School photos
 - e) Report Cards-attendance/review/copy and distribute-November/February/June
 - f) Newsletter distribution
 - g) Maintaining advertising sign
3. Website management:
 - a) Website uploads-newsletter, announcements
4. Facility, resources and budgeting:
 - a) School fees, swim fees, fundraising, field trips through the SGF account
 - b) Ordering/shipping/receiving-curriculum, school supplies, custodial, furnishing, equipment
 - c) Invoicing-collection from mail sort code and distribution to have signed off
5. General Support for Administration, Teachers and Students:
 - a) Google Calendar and Monthly Calendars
 - b) First aid, support of sick children
 - c) Computer support for teachers
 - d) Booking substitute teachers
 - e) Mail-collect, distribute, mail-outs
 - f) Sports teams registration

Approved (G-202): *November 10, 2008*
Revised: *September 1, 2018*
Due for Revision: *September 2020*
Legal Reference: *Employment Standards Code*