

***Chinook's Edge School Division***

# **Bus Driver Handbook**



# Table of Contents

<b>Welcome to Chinook's Edge School Division</b>	<b>2</b>
<b>Employment Information</b>	<b>3</b>
Definitions	3
Full-Time Division Bus Driver	3
Part-Time Division Bus Drivers	3
Confidentiality Undertaking and Pledge	3
Criminal Record Check and Child Intervention Check	4
Medical	4
Driver's License and Drivers Abstract	4
Appropriate Dress	4
Radio Protocol	4
Service Trips	4
Charters	4
Suspension & Disclosure	4
Job Description	5
Procedural Requirements for Bus Drivers	5
Tobacco Use	6
Drugs and Alcohol	6
Years of Service for Recognition	6
Grid Placement	6
Evaluations	6
Resignation of Employment	6
Fitness of School Bus Drivers	6
Conflict of Interest	7
Supervisor Concerns	7
Respect in the Workplace	7
Welcoming, Caring, Respectful, Safe and Inclusive Schools	7
Public Interest Disclosure (Whistleblower Protection)	7
Discipline, Suspension and/or Dismissal of Employees	7
Technology Access and Use	7
Safety Statement	7
Board Policies	7
<b>Employee Remuneration</b>	<b>8</b>
Hours of Work - Division Bus Drivers	8
Time Sheets	8
Expense Claim Forms Reminders	8
Pay Days/Pay Period	8
Payroll Deposit	8
Pay Statements/T4's	8
Increments	8
General Holidays/Statutory Holidays	8
Vacation	9
Professional Development	9

Pay for Driver Professional Development	9
Mileage for Spare Division Bus Drivers	10
Travel Time Allowance for Bus Shop Trips (Area Dependent)	10
Bus Charters	10
Collisions	11
Teachers' Strike, Pandemic, or Other School Closure	11
Inclement Weather	11
<b>Absences and Leaves</b>	<b>11</b>
Absences	11
Leaves	11
Convocation Leave	11
Sick/Medical Leave	11
Dependent Sick Leave	12
Critical Illness/Bereavement Leave/Funerals	12
Maternity Leave	12
Maternity Leave Top Up Plan (Support Staff)	12
Parental/Adoption Leave	14
Jury Duty	14
Summons to appear in Court	14
Deferred Salary Leave	14
Additional Leaves	14
<b>Benefits</b>	<b>15</b>
Alberta School Employee Benefit Plan (ASEBP)	15
Eligibility Requirements	15
Benefits Application	15
Benefit Coverage	15
Health and Wellness Spending Accounts	15
Registered Retirement Savings Plan (RRSP)	15
Eligibility	15
Group Voluntary Accident Insurance	16

# Welcome to Chinook's Edge School Division

Welcome to Chinook's Edge School Division!

Chinook's Edge is a school division where students come first. Our mission is to engage every student in meaningful learning by challenging, encouraging and believing in them. Although students will always remain our primary focus, in order to achieve our mission we employ more than 2,200 great people like you who work together every single day.

In Chinook's Edge, relationships matter. We know that meaningful relationships and trust are fundamental for moving our students towards success. We are proud of our culture and we take pride in treating our people well.

We hope you enjoy working for Chinook's Edge School Division. Regardless of the role that you play in our school division, please know that you make a difference in the lives of our students.

Welcome to our team.

## Employment Information

### **Definitions**

**Board** - The Board shall mean the Board of Trustees of Chinook's Edge School Division.

**Superintendent** - Superintendent shall mean Superintendent of Schools of Chinook's Edge School Division.

**Division Bus Driver** - Division Bus Driver shall mean all Bus Drivers paid on the Bus Driver Grid.

#### *Full-Time Division Bus Driver*

Full-Time Division Bus Drivers must work the equivalent of a minimum of 250 runs or 125 days per school year to qualify for full-time. Temporary Division Bus Drivers covering a single bus route for a full-time Division Bus Driver for more than 40 consecutive school days shall also be considered as a Division Bus Driver.

#### *Part-Time Division Bus Drivers*

Two (2) Division Bus Drivers that wish to share the same route are considered part-time employees. This job sharing arrangement can be discussed with the Director of Transportation.

**Casual Employees** - Spare Division Bus Drivers are employees brought in to work on an occasional basis, shall be considered casual employees of Chinook's Edge School Division and shall not receive benefits or sick leave credits. Spare Division Bus Drivers are called to work on an 'as need" basis to cover regular bus runs or charter trips.

**Probationary period** - All employees have a probationary period of 90 days from the date of hire. The purpose of the probationary period is to assess both the quality of the employee's work and the employee's suitability for further employment. The probationary period may be extended at the discretion of the Board.

**Salary Grid** - Pay scale based on employee classification and years of experience.

**Break in Service** - A time period of ninety (90) days or more will be considered a break in service (not including the summer months for those on a modified calendar). A break in service will result in the loss of seniority, vacation pay increments, and accumulated sick days. Any approved leaves (i.e. maternity leaves, personal etc.) are not considered a break in service. Maternity leave and parental/adoption leave results in no service accumulation, but will not result in loss of service.



### **Confidentiality Undertaking and Pledge**

Due to the nature of the work and the access to information by employees, all new employees shall sign a Confidentiality Undertaking and Pledge upon employment. Information that is obtained by the employee from the Board is confidential and is to be treated as such.

Information relating to the operation and affairs of Chinook's Edge School Division will be released to the news media, only at the discretion of the Board Chair, Superintendent or others as authorized by the Superintendent or Board Chair.

If any employee has any doubt concerning confidentiality of information, the information should be discussed with the employee's immediate supervisor.

Employee information shall only be released in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and only if a request in writing is made to the Associate Superintendent - People Services.

### **Criminal Record Check and Child Intervention Check**

The Board requires all employees and prospective employees to provide Criminal Record Checks and Child Intervention Checks in accordance with Administrative Procedure 4-03.

[Administrative Procedure 4-03 / Police Criminal Record Check and Child Record Intervention Check](#)

The cost of obtaining the above documents is to be borne by the employee. If an employee is charged with an offence(s) under the Criminal Code of Canada, the Controlled Drugs and Substances Act, the Child Youth and Family Enhancement Act, or other similar legislation, the employee must inform the Associate Superintendent – People Services immediately of both the charge(s) and the disposition of the charge(s).

### **Medical**

Division Bus Drivers may be required by the Board to undergo a medical examination as a condition of employment. After one (1) year of service and for the purpose of retaining a Class 2 license, the Board will pay for the Division Bus Driver's medical examination provided a receipt is submitted. Any changes in health conditions that may impede a Division Bus Driver's ability to drive must be reported to the Director of Transportation immediately. In addition, Division Bus Drivers may be required, at the Board's expense, to undergo a medical assessment by a doctor of the Board's choosing, if the Director of Transportation or designate deems it necessary.

Spare Division Bus Drivers who have driven 25 runs during the previous twelve (12) month period will also have their medical examinations covered by Chinook's Edge School Division provided a receipt is submitted.

### **Driver's License and Drivers Abstract**

All Division Bus Drivers must provide a copy of a valid class 2 or class 1 Driver's License. All Division Bus Drivers must sign an abstract request form.

### **Appropriate Dress**

Division Bus Drivers are expected to dress in a professional manner. Proper footwear is required and consists of closed toed fitted shoes or sandals with a strap on the back and no heel or with a heel of no more than one (1) inch.

### **Radio Protocol**

The radio is for emergency situations and bus related issues. No service trips are to be booked on the radio.

### **Service Trips**

Full-time Division Bus Drivers may take their bus in for routine or emergency servicing or individuals may also use the designated person for their area.

### **Charters**

Coordinators are responsible for using a cascading system (by alphabetical order or by route) to distribute charters fairly.

## **Suspension & Disclosure**

The Division Bus Driver shall notify the Director of Transportation immediately when the Division Bus Driver becomes aware of:

- (a) having been charged with an offence under the provincial Traffic Safety Act, or any other statute regarding safety, an offence under the federal Criminal Code of Canada, Controlled Drugs and Substances Act, or Food and Drug Act, or any Act in substitution therefore; or
- (b) having been or being the subject of an investigation, declaration, direction, or an order under the provincial Child, Youth and Family Enhancement Act; or
- (c) having been charged with any offence that relates to improper or immoral conduct.

Further, the Division Bus Driver shall keep the Director of Transportation fully informed in respect of any proceeding or activity in relation to any of the matters aforesaid including, without limiting the generality of this provision, any pleas, trials, adjournments, convictions, findings of guilt or innocence, sentencing dates and sentences imposed.

The Division Bus Driver agrees that, if in the sole opinion of the Associate Superintendent – People Services the continuation of the Division Bus Driver in active service is not in the best interests of the Board the Associate Superintendent – People Services may suspend the Division Bus Driver with or without pay and for such time as the Associate Superintendent – People Services considers advisable. Such a decision shall not be subject to any appeal notwithstanding any general right of appeal otherwise available to employees.

Failure to abide strictly by the foregoing reporting and informing process will be grounds for summary termination for cause.

## **Job Description**

Each employee shall be given a copy of his/her job description upon employment. Job descriptions are available through the Director of Transportation and/or People Services.

## **Procedural Requirements for Bus Drivers**

All Division Bus Drivers will maintain a working knowledge of the CESD Transportation Department (School Buses) Safety Program and [Administrative Procedure 5-11: School Bus Transportation](#).

In accordance with AP 5-11, Division Bus Drivers shall:

- Maintain a working knowledge of the contents of the Transportation Parent Handbook. They can then refer parents to the handbook should there be questions regarding CESD transportation practices and procedures.
- Report route cancellations or delays to the Transportation Office as soon as possible. The Office will inform parents and schools. In some situations, the drivers may be asked to communicate the cancellation to the parents themselves if the office needs their assistance.
- Report, to the Director of Transportation or designate, any accident, or traffic violation connected with the school bus that the driver witnesses or in which the driver is involved. Failure to do so could result in the termination of the Division Bus Driver.
- Report, to the Director of Transportation or designate, any safety concerns or hazards inherent in their routes or designated stops.
- Complete their assigned routes in the manner they were designed making allowances for minor deviations if certain students are not riding on a given day. Drivers may not make any major deviations from their assigned route, without prior approval from the Director of Transportation.
- Make every effort to maintain their pick up and drop off times. They are to arrange a time schedule that allows them to arrive at the school no earlier than 10 minutes before the first bell but with enough time for students to get to class. All Division Bus Drivers must have their buses in place for loading students before the dismissal bell for the school rings. They must then wait 10 minutes after the last bell before exiting the bus loop unless directed to leave earlier by the ground supervisor.

### **Tobacco Use**

The *Tobacco Reduction Act* prohibits smoking within five metres of a doorway, window or air intake of a public place or workplace.

“Workplace” means all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles;

“Work vehicle” means a vehicle owned or leased by an employer and used by employees during the course of their employment.

All Chinook’s Edge School Division facilities and work vehicles are designated “No Smoking” areas.

### **Drugs and Alcohol**

Board employees must comply with Administrative Procedure 4-31 concerning the use of alcohol, cannabis, drugs, and other substances.

[Administrative Procedure 4-31 / Employee Drug Alcohol and Cannabis Substance Use](#)

### **Years of Service for Recognition**

The Board depends on dedicated, experienced and dependable employees, and the Board wishes to officially recognize the services of long serving employees.

### **Grid Placement**

A Division Bus Driver’s grid placement is determined by the Associate Superintendent - People Services or designate, based on job classification, applicable certification, and years of related experience. A full-time Division Bus Driver upon becoming employed as a Spare Bus Driver shall retain their position on the salary grid. Salary grids can be found on the [CESD Employee Services website](#).

### **Evaluations**

Evaluations must be completed within the first year of employment for all new Division Bus Drivers. This may be more frequent, if requested by staff, or if considered necessary by the Supervisor or Director of Transportation.

Division Bus Drivers will have a ride along evaluation at least once every three (3) years. This may be more frequent, if requested by the Division Bus Driver, or if considered necessary by the Supervisor or Director of Transportation. At age 65, or older, a Division Bus Driver will have an annual ride-along evaluation.

All Division Bus Drivers must meet the Professional Development requirements listed in this handbook.

### **Resignation of Employment**

To resign his/her employment with the Board a Division Bus Driver must submit a signed letter of resignation to the Director of Transportation who will forward it to the Associate Superintendent - People Services. The letter must specify the last day of employment and should provide sufficient notice in accordance with the minimum requirements of the *Employment Standards Code*. (See [Termination & Termination Pay](#)) Upon receiving a letter of resignation, the People Services Department shall ensure that the period of notice given by the employee meets the requirements of the *Employment Standards Code* and any other conditions of employment. The People Services department will then accept the resignation in writing and the Payroll Department shall be informed.

### **Fitness of School Bus Drivers**

Division Bus Drivers are an integral part of the education system safely transporting students to school each day. Evidence confirms that physical and cognitive abilities along with the age of bus drivers can affect the ability for the driver to respond to emergency situations in a timely fashion, maintaining a safe environment for students on the school bus. Division Bus Drivers must comply with the requirements of Administrative Procedure 4-18.

[Administrative Procedure 4-18 / Fitness of School Bus Drivers](#)

### **Conflict of Interest**

Employees must comply with the requirements of Administrative Procedure 5-07: Staff Conflict of Interest.

[Administrative Procedure 5-07 / Staff Conflict of Interest](#)

### **Supervisor Concerns**

Supervisors who have concerns regarding a Division Bus Driver's quality of work will first speak directly to the employee to outline concerns. In the event that the concerns persist, Supervisors who have concerns regarding an employee's quality of work will document their concerns and provide the employee with a written summary of the perceived concerns and recommendations for how the employee can rectify the concerns. The employee shall sign a copy of the written summary to acknowledge the employee's receipt of the same. The written summary will be placed in the employee's Personnel file.

The employee shall have the option of making a written response to the concerns that will be attached to the supervisor's written summary and placed in their Personnel file.

### **Respect in the Workplace**

Division Bus Drivers must comply with the requirements of Administrative Procedure 4-32: Respect in the Workplace.

[Administrative Procedure 4-32 / Respect in the Workplace](#)

### **Welcoming, Caring, Respectful, Safe and Inclusive Schools**

Division Bus Drivers must foster welcoming, caring, respectful, safe and inclusive learning environments that respect diversity, equity, human rights and fosters a sense of belonging among all members of the school community. Division Bus Drivers must at all times conduct themselves in accordance with the requirements of Administrative Procedure 3-26.

[Administrative Procedure 3-26 / Welcoming, Caring, Respectful, Safe and Inclusive Schools](#)

### **Public Interest Disclosure (Whistleblower Protection)**

In accordance with Administrative Procedure 4-27, Division Bus Drivers may disclose potential wrongdoing, or seek advice about disclosing a potential wrongdoing, without retribution and are provided with clear guidance for how those disclosures may take place.

[Administrative Procedure 4-27 / Public Interest Disclosure \(Whistleblower Protection\)](#)

### **Discipline, Suspension and/or Dismissal of Employees**

Circumstances may arise necessitating the discipline, suspension and/or termination of a Division Bus Driver. At all times, the Board intends to act in a fair and just manner. The Board may terminate a Division Bus Driver's employment with or without cause.

### **Technology Access and Use**

Division Bus Drivers must comply with the requirements of Administrative Procedure 2-20 while using the Boards computers or other technology.

[Administrative Procedure 2-20 / Computer Access](#)

### **Safety Statement**

Division Bus Drivers shall observe all safety rules and procedures established by the Board in Administrative Procedure 4-19 and Alberta's Occupational Health and Safety Legislation.

[Administrative Procedure 4-19 / Health and Safety](#)

### **Board Policies**

For further information on Board Policies and Administrative Procedures, visit our [Policies and Procedures](#) webpage.



# Employee Remuneration

## **Hours of Work - Division Bus Drivers**

Division Bus Driver remuneration is based upon four (4) hours of work each day. However, additional hours of work may be required by the Director of Transportation as outlined in this handbook.

## **Time Sheets**

Time sheets shall be filled out using Employee Self Service (ESS) and approved by the Director of Transportation or designate and submitted to payroll on a monthly basis. All absences must be marked with reason codes. Occasionally time sheets may be requested early to facilitate processing for an earlier pay date. All hours worked must be recorded on the day they were actually worked. All absences must be marked on the timesheet, including: medical/dental appointments, leave of absences, sick days, etc.

## **Expense Claim Forms Reminders**

**Expense claim forms need to be filled out for all expenses** (Medical, Personal Vehicle Km's, etc.) We are unable to process your expenses without the Expense claim forms completed with Name, address, department, date and signature. Please attach all receipts.

## **Pay Days/Pay Period**

Pay periods are monthly over the 10 month school year. Division Bus Drivers will be paid on the 10<sup>th</sup> of the month following timesheet submissions. If the pay date falls on a weekend or holiday, the pay date will be moved to the business day immediately preceding the original pay date.

## **Payroll Deposit**

Division Bus Drivers shall have their pay deposited electronically to their designated bank account(s). An employee may request his/her pay to be distributed into more than one account, and/or more than one bank.

## **Pay Statements/T4's**

Upon commencement of employment, employees will receive login information for the Board's Employee Self Service (ESS) secure website. Once logged in, the Division Bus Driver can review his/her personal information, rate of pay, accrued balances for overtime, etc. Division Bus Drivers will also access their monthly pay statements and annual T4's from the Employee Self Services site. Once the monthly payroll has been transmitted to the bank, the employee will receive an email with a link to log-in to ESS to access/view their pay statement. A similar email will be sent when their T4's are available to print from ESS.

## **Increments**

The Division Bus Driver pay grid consists of 4 levels of experience. Eligibility for grid increases are reviewed in September and February of each year. To be eligible for an increment increase, a Division Bus Driver must have worked a minimum of 250 runs in his/her last grid position.

Bus Aides eligibility for pay increments is reviewed September and February of each year. Bus Aides must work 600 hours before increments are awarded.

## **General Holidays/Statutory Holidays**

Employees will receive time off on general holidays and general holiday pay in accordance with the *Employment Standards Code*. There are currently nine (9) general (statutory) holidays in Alberta.

New Year's Day*	Labour Day
Alberta Family Day	Thanksgiving Day
Good Friday	Remembrance Day*
Victoria Day	Christmas Day*
Canada Day*	

\*Remembrance Day, Christmas Day, New Year's Day and Canada Day are paid statutory holidays even if they do not fall on a regular scheduled work day.

## **Vacation**

Division Bus Drivers will be entitled to vacation time as outlined below. Vacation pay will be paid monthly at the following rates:

- 0 years to the completion of 4 years 4%
- 4 years to the completion of 10 years 6%
- 10 years to completion of 15 years 8%
- After 15 full years of service 10%

Only continuous employment (with no breaks of service) shall count toward years of service for vacation entitlement. Full-time Division Bus Drivers may choose to have their vacation pay paid monthly or accrued and paid out twice per year. Accrued vacation will be paid with January and September payroll, upon receipt of a signed request form available from the payroll department. All Spare Division Bus Drivers will have vacation pay of 4% paid monthly.

## **Professional Development**

Division Bus Drivers are expected to attend any required Professional Development. Division Bus Drivers will be paid mileage based on current kilometer rates if required to use a personal vehicle.

“S” Endorsement refresher course is to be completed every three (3) years.

An **Emergency First-aid plus CPR Level C certificate** must be completed in the first six (6) months of service and a refresher course is to be completed every three (3) years thereafter.

Courses will be run through the Transportation Office.

## **Pay for Driver Professional Development**

- a) Required Professional Development Courses
  - i. Mileage pay for PD – when using their own vehicles, Division Bus Drivers will be reimbursed for mileage for their required PD course from the school they serve. S-Refresher, First Aid and any other required courses.
  - ii. When travelling with a bus, time required to take the course will be paid along with travel time equal to a service trip plus time to the site of the course or time directly to the site of the course from the school the Division Bus Driver serves (whichever is less).
  - iii. Please note: the use of Board vehicles is highly encouraged to attend PD. When this is not possible, carpooling is encouraged.
- b) Start Up Day or Professional Development Day
  - i. No mileage will be paid.
  - ii. Time allotted for the day will be paid along with travel time equal to a service trip plus time to the site of the course or time directly to the site of the course from the school the driver serves (whichever is less).
- c) Drive-Alongs for new Division Bus Drivers to the Division
  - New Division Bus Drivers may complete up to 5 full day Drive-Alongs with regular route Division Bus Drivers.
    - This would be defined as a combination of 10 AM and/or PM route trips
    - New Division Bus Drivers are expected to be behind the wheel on these trips
    - Unless otherwise approved by the Director of Transportation or designate, each of the trips should be on a different bus route
    - Both the regular Division Bus Driver and the new Division Bus Driver will receive the regular route pay
    - The new Division Bus Driver may claim mileage to get to and from the bus similar to being a Spare Division Bus Driver on that route

### **Mileage for Spare Division Bus Drivers**

Spare Division Bus Drivers will be paid mileage according to Board's rates when picking up buses as follows:

- One day driving – one round trip to pick up and drop off the bus
- More than one day – one round trip to pick up the bus and one round trip to drop off the bus

Spare Division Bus Drivers are encouraged to keep the bus during the day and overnight when required to drive for consecutive days.

\*Situations differing from those mentioned above will be reviewed and pre-approved by the Director of Transportation.

Full-Time and Part-Time Division Bus Drivers are not entitled to receive mileage unless pre-approved by the Director of Transportation.

### **Travel Time Allowance for Bus Shop Trips (Area Dependent)**

Bowden	0.25 hours each way	total 0.5 hours
Carstairs	0.5 hours each way	total 1.0 hours
Cremona	1.0 hours each way	total 2.0 hours
Didsbury	0.25 hours each way	total 0.5 hours
Innisfail	0.5 hours each way	total 1.0 hours
Olds	no travel time	no travel time
Olds Koinonia	0.25 hours each way	total 0.5 hours
Penhold	0.75 hours each way	total 1.5 hours
Reed Ranch	0.5 hours each way	total 1.0 hours
Sundre	0.75 hours each way	total 1.5 hours

**Note:** Waiting time at the shop will be paid according to the sign-in book at the shop. Drivers must sign in and out in order to be paid.

### **Bus Charters**

The following are the guidelines used:

- Charters booked between 7:00 am and the school's start time – driver is paid from 7:00 am or earlier and the school is charged from 7:00 am or earlier depending on the time the charter was booked for.
- Charters booked to return later than afternoon dismissal – driver is paid to 5:00 pm or later based on the return time and the school is charged for that time.
- When a full time bus driver accepts a charter trip that interferes with that driver's ability to complete both their AM and PM runs in one particular day, they will receive a minimum of 10 hours in pay. If the length of the charter is greater than 10 hours the driver will be paid the actual time of the charter. This rule is not applicable to any overnight charters.
- When a bus driver takes an overnight field trip, they will receive a minimum of 5 hours pay on the day they leave and another 5 hours on the day they return for that field trip. The 5 hours consist of the 3 hour driving time minimum along with 2 hours of wait time. If the actual driving time is more than the 3 hour minimum, the driver will receive the actual driving time in place of the 3 hours.  
If the field trip is longer than one day, the driver will receive a minimum of 4 hours pay for the in-between day. In addition, the driver will be paid for any time spent on duty that day for the field trip.  
Along with their pay, the driver will receive accommodation and meals from the field trip organizers.
- Every time a Division Bus Driver is entitled to a meal on a charter trip, the Division Bus Driver will get an automatic \$20.00. If the Division Bus Driver is entitled to 2 meals it will be \$40.00 and then \$60.00 for 3 meals. Entitlement will be based on the length of the charter. If a charter trip is over 4 hours, one meal payment will be applied. If the charter is over 8 hours, two meal payments will be applied. If the charter is over 12 hours, three meal payments will be applied. **No receipts will be required.** These payments will be automatically applied based on the length of the charter trip.
- When a charter is cancelled due to inclement weather, no compensation shall be received.

### **Collisions**

In the event of a Division Bus Driver being involved in a collision while driving a school bus, The Director of Transportation may direct the driver to receive the remainder of the day and the following work day off with full route pay. A review of the collision between the Division Bus Driver and the Director of Transportation will be conducted within this period of time.

### **Teachers' Strike, Pandemic, or Other School Closure**

In the event of a teachers' strike, pandemic, or other school closure, the Superintendent, in consultation with the Board, will render a decision as to the employment status of a Division Bus Driver.

### **Inclement Weather**

The Board will address inclement weather that affects a Division Bus Driver's travel to work in accordance with Administrative Procedure 1-13: Inclement Weather.

If Division Bus Drivers who, despite reasonable effort, are unable to travel to work from their usual place of residence because of inclement weather or impassable road conditions and in the opinion of the Director of Transportation all due effort was made to be at work, Division Bus Drivers will be paid full day rate for time missed. If a Spare Division Bus Driver is booked for this day, this individual will be paid.

[Administrative Procedure 1-13 / Inclement Weather](#)

## Absences and Leaves

### **Absences**

Absences shall be reported to the Director of Transportation or designate by the employee - this must be done prior to the normal start time of the day in which an employee is absent. An explanation for the reason shall also be given. In the event of hospitalization, the Director of Transportation shall be notified as soon as possible.

### **Leaves**

All leaves 5 days or less must be approved by the Director of Transportation or designate prior to the leave beginning. Leaves of more than 5 consecutive days of work must be requested using the [Support Staff Extended Absence Form](#) and approved by the Associate Superintendent – People Services.

### **Convocation Leave**

A Division Bus Driver is entitled to a leave of absence with pay for one (1) day when the leave is required to attend high school graduation or convocation at a post-secondary institution at which the employee or the employee's son, daughter, spouse or parent is graduating. Post-secondary institutions include fire, police, military and other non-traditional/vocational institutions.

### **Sick/Medical Leave**

Upon completion of the one-month waiting period (30 days), a qualified full time Division Bus Driver shall be entitled to accumulated sick leave at the rate of one (1) working day for each full calendar month of employment, up to a maximum of twenty (20) working days. To qualify for paid sick days, Division Bus Drivers must work a minimum of twenty (20) hours per week.

All dental/medical appointments must have *prior* approval of the Director of Transportation or designate and shall be reported on time sheets (regardless of length). All Dental/medical will be deducted from accumulated sick time. Employees not qualifying for sick leave do not qualify for paid dental/medical appointments.

Sick leave shall be granted with pay up to the maximum benefit accumulated to date. The amount of sick leave paid will be deducted from the accumulated total. A Division Bus Driver who is absent for a period in excess of five (5) consecutive work days, must provide a medical certificate to People Services using the [CESD Medical Leave Notification Form](#). Staff members returning to work following sick leave of 20 days or longer must present a medical note indicating their ability to return to work and that they are fit to perform all the normal functions of their assignment. Any cost associated with providing medical clearance is borne by the Division Bus Driver. A medical

certificate means a certificate issued under the signature of a member of the Royal College of Physicians and Surgeons licensed to practice in Alberta.

Where a Division Bus Driver is on an unpaid sick leave due to insufficient accumulated sick leave credits, they can apply for EI benefits until they return to work. The Division Bus Driver is required to pay for their medical benefit premiums for any unpaid sick leave period beyond 30 days.

### **Dependent Sick Leave**

Division Bus Drivers can use available sick leave for dental or medical care of their child, spouse or other household member for up to two and one-half (**2.5**) days per school year for family care, routine medical appointments, or where the employee's presence is required by the physician for non-routine medical procedures.

**One (1)** of these days may be used for family needs beyond the employee's household including, but not limited to, parent, legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. The reduction in the Division Bus Driver's sick leave entitlement for each occurrence of family needs leave shall be a minimum of one-half (1/2) day.

### **Critical Illness/Bereavement Leave/Funerals**

Division Bus Drivers are eligible for leaves of absence with pay of not more than five (5) working days for each occurrence due to critical illness (these are illnesses which are regarded by the medical profession as being life threatening) or five (5) working days due to the death of a spouse, child, parent, legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law or a relative who is a member of the employee's household and up to three (3) working days to attend the funeral of aunts, uncles, nieces or nephews of the employee or employee's spouse.

Leave of absence with pay is available to a maximum of 2 days per school year to attend funerals of close personal friends.

### **Maternity Leave**

Employees shall be entitled to receive maternity leave in accordance with the [Employment Standards Code](#). Upon completion of 90 days of employment, employees are eligible to take Maternity Leave of Absence, without pay and benefits

The period of leave is sixteen (16) weeks (beginning at any time during the thirteen (13) weeks preceding the estimated date of delivery and ending not earlier than six (6) weeks after the actual delivery date.

Employees requesting maternity leave must use our [Maternity Leave Request Form](#) to provide at least six (6) weeks, written notice, together with a medical certificate confirming pregnancy, and estimated date of delivery. The request for maternity leave should also include an intended return to work date. Upon the birth of the baby, an additional medical note from the employee's doctor indicating the length of your recovery period is required and should be provided to payroll within 10 days of delivery.

Medical benefits may be continued until the expected date of return to work, to a maximum of 30 months (may be continued for a further 18 months leave of absence at the discretion of ASBEP). The employee will be responsible for the full monthly premiums (employee and employer portion). Premium costs will be billed directly to the employee, by the benefit company.

As per the Employment Standards Code, employees must provide four (4) weeks written notice of their intended return to work date. The employee will then be reinstated in either the same position, or a position comparable to the one held prior to the leave at not less than the same wages, entitlements and benefits that the employee received before taking the leave.

Employees who choose not to return to work must give four (4) weeks written notice of termination.

## **Maternity Leave Top Up Plan (Support Staff)**

### 1. Purpose

The purpose of the plan is to supplement (Top Up) the employment insurance benefits received by female employees of the Chinook's Edge School Division for temporary unemployment caused by the health related portion of the employee's maternity leave; as supported by medical evidence satisfactory to the Board.

### 2. Coverage

The group of employees covered by this particular maternity leave top up plan include all female staff of the Chinook's Edge School Division who have served continuously for at least twelve (12) consecutive months prior to the commencement date of the maternity leave.

### 3. The Plan

The employee agrees to apply for employment insurance benefits when she becomes eligible. The Board agrees to "Top Up" the employment insurance benefits received by the employee equal to the employee's normal weekly earnings during the health related portion of the leave, falling within the employment insurance entitlement period.

If an employee is absent for pregnancy-related health reasons at any time during the pregnancy the employee is entitled to sick leave once the employee produces satisfactory proof of illness.

If the employee chooses to receive the maternity leave top up plan, then the employee shall have no access to their sick leave entitlement during maternity leave with the exception of illness claims occurring prior to the commencement of the employee's employment insurance entitlement period.

### 4. Terms and Conditions of Payment

To be eligible for payments under the maternity leave top up plan, an employee must apply for and be in receipt of employment insurance benefits, except during the two week employment insurance waiting period.

The employee must verify the receipt of employment insurance benefits by providing to the Board, forthwith, a copy of her EI claim information provided by Service Canada. The employee shall not be entitled to payment under the maternity leave top up plan until such time as:

- The Board has verified the receipt of the employment insurance benefit; and
- The employee has provided sufficient medical evidence confirming the health related reason for absence from work during the maternity leave as well as the duration.

The Board shall pay its portion of each employee's group insurance plan premiums during the eligible health related portion of her maternity leave. The remainder of the maternity leave not covered by the health related portion shall be without pay and without Board contributions to group insurance plan premiums.

### 5. Benefit Duration

The Board will provide the maternity leave top up plan for the health related portion of the maternity leave, as supported by medical evidence satisfactory to the Board. The employee shall not be entitled to any top up of employment insurance benefits for any period during the health related portion of the maternity leave for which the employee elects to access sick leave.

### 6. Extended Disability

If the employee is enrolled with the Alberta School Employee Benefit Plan (ASEBP), the Board will notify ASEBP should the employee be unable to work due to physical disability caused by her pregnancy thirty (30) days or more prior to the expected date of delivery. Prior to ninety (90) consecutive calendar days of disability, the employee shall apply for extended disability benefits. No further salary, group insurance plan premiums, or top up of employment insurance benefits shall be payable by the Board after the ninetieth (90<sup>th</sup>) consecutive calendar day of disability, or the last day of sick leave entitlement – whichever comes first.

### 7. Accumulated Benefits

Payments received under the maternity leave top up plan will not reduce the claimant's accumulated sick leave, vacation leave, severance pay or any other accumulated credits from employment.



### **Parental/Adoption Leave**

Employees shall be entitled to receive parental/adoption leave in accordance with the [Employment Standards Code](#). Upon completion of 90 days of employment, employees are eligible to take Parental/Adoption Leave of Absence, without pay and benefits

The period of leave is sixty-two (62) weeks, beginning:

- for the birth mother, immediately following the end of the maternity leave;
- for the birth father, within the 78-week period after the birth of the child; or
- for the adoptive parents, within the 78-week period after the child is placed with the parent

If both parents of the child are employees, the 62 weeks of parental/adoption leave may be taken entirely by one of the parents or may be shared between the two parents. In addition, if both parents of the child are employees of the Board, parental/adoption leave will not be granted to more than one employee at a time.

Employees requesting parental/adoption leave must use our [Parental Leave Request Form](#) to provide at least six (6) weeks written notice, together with a medical certificate confirming pregnancy, estimated date of delivery, and intended return to work date.

Medical benefits may be continued until the expected date of return to a maximum of 30 months. The employee will be responsible for the full monthly premiums (employee and employer portion). Premiums will be billed directly to the employee by the benefit company.

As per the Employment Standards Code, employees wishing to return to work must give the employer four (4) weeks written notice of their intended return to work date. The employee will then be reinstated in either the same position or a position comparable to the one held prior to the leave, at not less than the same wages, entitlements and benefits that the employee enjoyed before taking the leave.

Employees who choose not to return to work must give four (4) weeks written notice of their resignation.

### **Jury Duty**

When an employee is required to serve on a jury, the Board will continue to pay the full wages, provided the full amount of the allowance(s)/stipends (excluding reimbursement for authorized expenses) received by the employee, from the courts, is remitted to the Board.

### **Summons to appear in Court**

When an employee receives a summons to appear in court related to the business of Chinook's Edge School Division, the employee must notify the Associate Superintendent, People Services. The employee shall only be paid when the court appearance is related to the business of Chinook's Edge School Division and when legally required.

### **Deferred Salary Leave**

[Administrative Procedure 4-15 / Deferred Salary Leave Plan](#)

### **Additional Leaves**

More information on additional job-protected leaves (without pay or benefits) can be found in the Employment Standards Code.

# Benefits

## **Alberta School Employee Benefit Plan (ASEBP)**

### *Eligibility Requirements*

- The employee must be less than 65 years of age when hired to be eligible
- The employee's assignment must be a minimum of 25 hours per week
- The employee must satisfy a 1 month waiting period

### *Benefits Application*

Full time Division Bus Drivers and their immediate family members are entitled to be on the Extended Health Care Plan after one month of employment. Enrollment forms will be provided in the orientation package if the employee meets eligibility. The completed forms MUST be received by the Division Office within 30 days of the employee's date of eligibility. If the enrollment forms are received late, the employee may be subject to late applicant penalties. An employee must advise Payroll of any change in the employee's dependent status (i.e.: marriage, divorce, children) within 30 days of the event by completing a Change Application form. Failure to provide such notice may result in Late Applicant status or extra premium payments.

### *Benefit Coverage*

Eligible Division Bus Drivers receive coverage under ASEBP's Extended Health Care (EHC) Plan #1. For more detailed information on the Extended Health Care, please visit the [ASEBP website](#).

When all enrollment requirements have been met, the Board shall contribute 100% towards the Extended Healthcare benefit premiums.

Division Bus Drivers who are on a medical leave will have the employer share of their benefits paid for the length of time that they have accumulated sick leave coverage to a maximum of 20 working days from the start of the sick leave.

### *Health and Wellness Spending Accounts*

The Board contributes monthly funds (\$34/month for 10 months) into a health and wellness spending account for medical expenses or wellness expenses that are not covered by an employee's group medical benefits. (for example: vaccinations, fitness memberships, etc.) The Division Bus Driver must be full-time, and must satisfy a one (1) month waiting period.

Each year, employees will be required to choose how much of their Board contributions will be placed in a Health Spending Account (HSA) and how much will be placed in a Wellness Spending Account (WSA). Once the annual allocation is made, it's locked in and can't be switched. It is important to note that expenditures paid from:

- HSAs are not taxable. Claims can be made for any medical expense that can be claimed on an employee's personal tax return. HSAs are primarily used to cover expenses not provided by your other medical benefits or expenses over your plan's maximums.
- WSAs are taxable. Claims can be made for any wellness expenses such as family care, fitness and sports activities, and professional development. Please visit the [ASEBP website](#) for more information.

### *Employees over 70*

CESD employees who purchase other benefits (due to loss or ineligibility of ASEBP benefits due to age) will be reimbursed for premiums, up to the Board amounts, on a monthly basis. Extended Disability Benefits excluded.

## **Registered Retirement Savings Plan (RRSP)**

The Board offers participation in a Group RRSP through payroll deduction. Participation is optional but employees are encouraged to contribute to retirement savings with immediate tax advantages (income tax is reduced on each payroll rather than waiting to file your personal tax return). All regular support staff are eligible to join.



## Employer Matched Contributions

### *Eligibility*

- Following a 30-day probationary period, Division Bus Drivers who are assigned a regular daily route are eligible for employer matched contributions to a maximum of **4%** of monthly earnings.

The employee can choose to remit any amount of monthly contributions. The Board will match the employee's monthly contribution to the maximums stated above.

For example, an employee chooses to contribute \$150 per month. The Board will contribute \$150 or the eligible percentage, whichever is less.

Employees retain all contributions (both employee and employer) into their Group RRSP when they leave the employment of Chinook's Edge School Division.

### **Group Voluntary Accident Insurance**

Optional Accidental Death and Dismemberment benefits can be purchased for coverage up to \$500,000 through Industrial Alliance Pacific Insurance and Financial Services Inc. Coverage can be chosen for an employee only or for the employee and his/her family. The premiums are reasonable and paid by the employee through a payroll deduction. All regular employees are eligible to apply.