

*Chinook's Edge School Division*

# School Hourly Staff Handbook



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# 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.

**Hourly Support Staff** - Hourly Support Staff include Educational Assistants, Sign Language Interpreters, and Success Coaches.

**Casual Employees** - Casual Employees 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.

**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 loss of vacation entitlement 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**

Employees may be required to provide a medical certificate as a condition of employment. The cost of obtaining a medical certificate is to be borne by the employee.

### **Hours of Work**

Hours of work are generally 8:00 a.m. to 4:30 p.m. with a half-hour lunch break but may vary according to the needs of the school. Please check with your Principal or Supervisor.

### **Appropriate Dress**

School Hourly Staff are expected to demonstrate professionalism in their work attire and select appropriate clothing to be worn while interacting with coworkers, students and members of the community. School Staff are to check with their Principals and Supervisors to ensure their attire is consistent with expectations. For safety reasons, shoes must be worn when moving about the school.

### **Working Alone**

The Board is concerned for the safety and well-being of all employees and requires all employees to adhere to the requirements of Administrative Procedure 4-26 when working alone or away from other employees.

#### **[Administrative Procedure 4-26 / Working Alone](#)**

### **Job Description**

Job descriptions will be provided to employees by the principal or direct supervisor either in writing or verbally. Review of job description and compensation can be completed at the employee's request.

### **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.

### **Evaluations and Growth Plans**

Evaluations will be completed as outlined in [Administrative Procedure 4-24 / Support Staff Evaluation](#). Growth Plans must be completed on an annual basis as outlined under [Administrative Procedure 4-25 / Support Staff Supervision and Professional Growth](#).

### **Resignation of Employment**

To resign his/her employment with the Board an employee must submit a signed letter of resignation to the Supervisor 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.

### **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/Administrator Concerns**

Principals or Supervisors who have concerns regarding an employee's quality of work will first speak directly to the employee to outline concerns. In the event that the concerns persist, Principals or 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**

Employees 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**

Employees 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. Employees 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, employees 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 Support Staff**

Circumstances may arise necessitating the discipline, suspension and/or termination of employees. An employee's employment may be terminated by the Board at any time without notice or pay in lieu of notice for just cause. At all times, the Board intends to act in a fair and just manner. The Board may terminate an employee's employment with or without cause.

### **Technology Access and Use**

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

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

### **Safety Statement**

All employees 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 - Hourly School Staff**

For hourly or casual staff, the hours of work required for each individual role is determined by the Principal and communicated to employees by their Supervisors. Full-time regular Hourly Staff typically have a 6.25-hour workday which results in approximately 1200 hours in a given school year, including general holidays. Part-time roles and variations to the calendar noted above may be required depending on the needs of each school, as determined by the Board or the school's Principal.

### **Time Sheets**

Time sheets shall be filled out using Employee Self Service (ESS), approved by the Principal or designate, and then submitted to Payroll on a monthly basis prior to the end of each month/pay period. 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. Casual Employees submit timesheets in paper format.

### **Overtime**

Time worked over 8 hours per day or 44 hours per week is considered overtime, and paid at 1½ times the overtime hours worked as per the *Employment Standards Code*. Overtime must be pre-approved by the Principal or Supervisor.

### **Pay Dates/Pay Period**

Pay periods are monthly. Hourly Support Staff are paid over the 10 months of the school year only. An advance for regular employees will be paid on the 25<sup>th</sup> of each pay period with the balance of the pay paid on the 10<sup>th</sup> of the following month. Should either of these pay dates fall on a weekend or statutory holiday, the pay date will be moved to the banking day immediately preceding the original pay date.

### **Payroll Deposit**

All employees 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 employee can review his/her personal information, rate of pay, accrued balances for overtime, etc.

Employees 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.

### **Grid Placement**

Grid placement is determined by the Associate Superintendent - People Services, based on job classification and years of related experience. Grids can be found on the [CESD Employee Services](#).

### **Increments**

Eligibility for pay increments is reviewed in September and February of each year. Hourly staff must work a minimum of 1080 hours before increments are awarded. SLPA staff shall work 1200 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.

### **Other Board Holidays**

Hourly Staff will also receive time off on Easter Monday.

### **Vacation**

All School Hourly Staff 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 8 years 6%
- 8 years to completion of 15 years 8%
- After 15 full years of service 10%

For casual hourly staff, vacation pay will be paid monthly at a rate of 4%.

Only continuous employment (with no breaks of service) shall count toward years of service for vacation entitlement.

Regular hourly support staff can choose to have their vacation pay accrued and paid out in January 10<sup>th</sup> and September 10<sup>th</sup> of each year. Please contact Payroll for further information.

### **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 hourly support staff.



### **Inclement Weather**

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

If Hourly Support Staff who, despite reasonable effort, are unable to travel to work from their usual place of residence because of inclement weather or impassable public road conditions and in the opinion of the Principal or Supervisor all due effort was made to be at work, Support Staff will be paid for time missed. Staff are to work from home where possible and should notify Reception of their absence.

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

## **Absences and Leaves**

### **Absences**

Absences shall be reported to the Principal or Supervisor 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 Principal shall be notified as soon as possible.

### **Leaves**

All leaves 5 days or less must be approved by the Principal or Supervisor 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**

An employee 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**

To earn sick leave benefits, employees must work a minimum of twenty five (25) hours per week and be enrolled in Life and Disability through the Alberta School Employee Benefit Plan (ASEBP). Upon completion of the one-month waiting period, an employee shall accumulate sick leave entitlement at the rate of two (2) working days for each full calendar month of employment, up to a maximum of ninety (90) working days. Accumulation of sick days will be prorated based on FTE.

All dental/medical appointments must have *prior* approval of the Supervisor 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 or 90 continuous calendar days, whichever is less. The amount of sick leave will be deducted from the accumulated total. An employee who is absent for a period in excess of five (5) consecutive work days, is required to provide a medical certificate to People Services using the [Medical Leave Notification Form](#). Employees may be required to provide a medical note upon returning to work following sick leave 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 a medical certificate is borne by the employee. 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 an employee is on unpaid sick leave due to insufficient accumulated sick leave entitlements, the employee can apply for EI benefits until they return to work, or until Extended Disability Benefits are granted. The employee is required to pay for their medical benefit premiums for any unpaid sick leave period beyond 30 days.

### **Dependent Sick Leave**

Employees can use available sick leave for dental or medical care of their child, spouse or other household member for up to **five (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 employee'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**

Employees 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 the 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

### *Benefit Coverage*

For more detailed information on ALL of the benefits outlined below, please visit the [ASEBP website](#).

1. [ASEBP/Life Insurance and Accidental Death & Dismemberment \(Life/ADD\) Plan #2 - Mandatory](#)
2. [ASEBP – Disability \(EDB\) Plan D - Mandatory](#)
3. [ASEBP – Extended Health Care \(EHC\) Plan #1 - Optional](#)
4. [ASEBP – Dental \(DNT\) Plan #3 - Optional](#)
5. [ASEBP – Vision Plan #3 - Optional](#)

### *Summer Benefit Coverage*

Benefit coverage will continue for the summer months where the employee has an assigned position for the upcoming school year. The employer share will continue over the summer months, and the employee will pay double premium deductions with their May and June pay, to cover July and August premiums.

### *Benefits Application*

Enrollment forms will be provided in the orientation package if the employee meets eligibility. The completed forms MUST be received by Division Office within 2 weeks of the employee's date of hire. 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 (ie: marriage, divorce, children) within 20 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.**

### *Premium Expenses*

The Board pays 80% of the total ASEBP premium expense, and the employee pays the remaining 20% by means of a monthly payroll deduction.

### *Employees Assigned Less than 25 Hours/Week*

ASEBP offers a variety of medical coverage options for part-time employees who do not qualify for the Board's group benefit coverage. Application must be received by ASEBP within 30 days of commencement of the assignment. Otherwise 'Late Applicant' penalties may apply.

### *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*

- Hourly Support Staff with an assignment between 25 and 29.99 hours per week are eligible for employer matched contributions to a maximum of **4%** of monthly earnings.
- Hourly Support Staff with an assignment of 30 hours or more per week are eligible for employer matched contributions to a maximum of **6%** 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.

# Appendices

## **Appendix 1 – Educational Assistants Roles & Responsibilities**

### **Introduction**

Chinook's Edge School Division values the important role Educational Assistants play in our school system. In the school setting, the principal assigns an assistant to work under the direction of a teacher and to assist in implementing programs for students. The role of an educational assistant is to provide support and assistance to best meet the individual needs of a student or students. Supervision of the students may be assigned by the principal as part of the educational role of the school.

It is acknowledged that it is the responsibility of the teacher to determine needs, plan lessons, evaluate educational programs and report to parents. The purpose of this manual is to provide a framework for both classroom teachers and educational assistants to work collaboratively to support student learning.

Educational Assistants are members of a Student Learning Team. This team also includes teachers, administration, any specialized consultants that are involved with the student, and the student's parents or legal guardians. The teacher(s) on the team are responsible for communication with parents and for making decisions regarding the student's program.

### **Roles and Responsibilities of Educational Assistants**

#### **Student Learning and Relations**

- Modify or adapt learning, written materials and teaching strategies to accommodate individual learning needs, and when deemed appropriate, as instructed by the teacher
- Read to students
- Reinforce, restate and revisit learning activities to help students master skills
- Assist in the implementation of specific behaviour management strategies
- Facilitate communication and interaction between a student and his/her peers, teachers, etc. (by signing, restating, etc.)
- Assist students to enter, leave and move about the school
- Copy/scribe notes for students
- Modify tests and assignments as directed by the teacher
- Enlarge materials when needed
- Assist with the development of instructional learning resources and visual supports
- Maintain specialized equipment, i.e. FM system, Braille readers, etc.
- Perform other duties as assigned by teachers and administration
- Assist in implementation of Assistive Technology
- An Educational Assistant encourages the independence of the student.
- An Educational Assistant respects the student's special needs, race, sex, cultural background, and religion.
- An Educational Assistant serves as a positive role model.
- Supervision may be assigned by school Administration.

#### **Student Preparation and Classroom Duties**

- Help students to focus on instruction and to get on task quickly
- Reinforce efficient locker use and binder organization
- Assist students in completing independent projects, set up schedules and timelines
- Assist students in test taking situations
- Advocate study skills with students
- Assist with the physical needs of students, i.e. cleansing, dressing, grooming, positioning, as required

#### **Documentation and Record Keeping**

- Observe and document learner strengths, achievements and needs through daily learning activities and to report these directly to the teacher
- Assist in the collection of data for the purpose of student evaluation and program planning
- Support teachers with implementation of IPPs
- Attend meetings, when appropriate, of the Student Learning Team



## Safety Statement

All Division staff shall observe all safety rules and procedures established with Chinook's Edge School Division and Alberta's Occupational Health and Safety Legislation. Safe work habits must be practiced at all times. Hazardous acts, conditions and unsafe equipment must be reported immediately to your supervisor. It is your duty to refuse to perform any work you know to be unsafe, unless it involves protecting the safety of a student/staff member. All Division staff must be aware of the Emergency Response actions to take in the event of any emergency in the school/division office to protect the safety of themselves and other staff and students.

## Caution

Caution is to be exercised at all times when lifting, moving or assisting special needs students. You should always ask for assistance when required to lift or move a student in excess of 23 kg (50 lbs.).

## Communication

### With Teachers

The working relationship between the classroom teacher and the educational assistant is key; it is essential that interaction be based on collaboration.

### Key Points to Discuss With Teachers

- Through discussion and observations, become familiar with the teacher's personal philosophy and beliefs about learning and education.
- Determine what teaching strategies will typically be used in the classroom, i.e. cooperative learning, use of manipulatives, etc.
- Clarify the role and the degree to which the educational assistant will support classroom management. Discuss which strategies and techniques will be used to manage the classroom and to solve problems.

### When Concerns Arise

- Early in the process, discuss your concern with the teacher involved and try to reach a solution.
- If a solution cannot be reached, an administrator should be involved.
- If a student has given you information that causes you to suspect child abuse or neglect, you are required to follow Chinook's Edge School Division [Administrative Procedure 3-16 / Child Abuse and Neglect Guidelines](#) as follows:

#### Guidelines

1. All Board employees who suspect that a child is in need of protection shall immediately inform the Principal (or designate) and together design a plan to contact the nearest Child and Family Services Agency.
2. Board employees shall facilitate the reporting of suspicion of child abuse or neglect.
3. At the point at which the Board employee suspects or is informed of child abuse or neglect, the Board employee's involvement shall cease and Guideline "a" above shall be adhered to.

### With Families

- If a family member of a student calls the educational assistant directly, the assistant must refer the individual to the teacher – ***it is the teacher's responsibility to communicate a student's progress to her/his parents.***
- An educational assistant may be invited, by the teacher, to attend a conference with a student's family.
- An educational assistant may be required to maintain a home/school communication journal under the guidance of the teacher

### Ethical Considerations

- An Educational Assistant may only engage in instructional activities and strategies that are consistent with the philosophy and standards established by the Student's Learning Team.
- An Educational Assistant must respect the confidential nature of information concerning students and may only discuss a student's progress, limitations, and/or educational program with another staff member of the Student's Learning Team.
- An Educational Assistant must only discuss school problems, confidential matters, or administrative issues privately with school staff members involved.



- An Educational Assistant may express differences of opinion privately with the classroom teacher and/or the other staff members of the Student's Learning Team recognizing that the supervising principal's authority is paramount.

**Educational Assistants May Not . . .**

- Substitute teach for teachers
- Operate without teacher direction
- Take responsibility for student diagnosis and evaluation
- Take responsibility for classroom assessment and prepare formal reports
- Communicate on their own accord with parents about behavioural or educational issues
- Evaluate professional and non-professional staff
- Decide which curriculum outcomes will be taught or excluded
- Plan lesson activities and choose resources

## **Appendix 2 – Educational Assistant Job Description for Horizon School**

### **Team Participation**

- Follows Principal and/or Teacher instructions for carrying out an assigned task.
- Asks for clarification of instructions that are not fully understood.
- Shares information objectively about learners and their families with teachers
- Uses communication and other interactive skills that demonstrate respect for other staff, learners, and families.
- Responds to differences of opinions among team members with openness and respect.
- Responds appropriately to feedback about performance.
- Participates in bi-yearly performance self-evaluations as per Division policy.

### **Practicing Professional and Ethical Standards of Conduct**

- Performs tasks for which he or she is appropriately prepared.
- Follows work rules and procedures established for Division personnel.
- Maintains confidentiality about all personal information, assessment results, medical history, and other records concerning students and their families.
- Follows procedures that protect the safety and well-being of students and staff.
- Uses interactive and communicative methods that demonstrate respect for cultural diversity and individuality among students, their families, and staff.
- Models effective communication utilizing a variety of strategies; oral, written and kinaesthetic, to interact effectively with students, and staff.
- Attends staff meetings as required.
- Participates in professional and career development opportunities.

### **Maintaining Learner-Centered Environments**

- Follows Division procedures for protecting the safety and health of learners and staff.
- Uses universal health precautions and proper body mechanics for lifting learners and heavy objects.
- Follows WCB safety guidelines for heavy lifting (over 100 lbs.) and transferring of students; some positions require a Physician's note, stating the Educational Assistant is capable of performing the duties of the job.
- Follows Principal or Teacher plans for engaging families in their child's learning activities and environment.
- Collects daily parent information from student planners and shares with Principal or Teacher.
- Interacts appropriately with families.

### **Organizing Learning Environments**

- Prepares materials and learning centers before an activity is scheduled to begin.
- Prepares materials following Principal or Teacher instructions.
- Uses computers, copy machines, and other equipment appropriately and correctly.
- Uses adaptive equipment and assistive technology as prescribed by the Principal or Teachers or other supervising professional. (REACH team)
- Modifies, in consultation with Principal or Teachers, learning activities and materials to accommodate individual needs.
- Shares relevant information with the Principal or Teachers that assist the planning process.

### **Engaging Children and Youth in Learning Experiences**

- Develops and maintains effective interactions with all students.
- Follows Principal or Teacher plans for individuals and groups.
- Follows Principal or Teacher plans and strategies for managing student behaviour.
- Follows Principal or Teacher plans and methods that facilitate learning for children and youth with challenging behaviours.
- Follows Principal or Teacher plans and methods for providing vocational and other community-based learning experiences.
- Previews a learning activity to ensure that individuals and groups understand the objective of the activity.
- Encourages learners to work independently.
- Provides assistance, when appropriate, to ensure that learners stay on task.
- Engages learners in one activity at a time.
- Provides clear and concise directions to learners.
- Uses learning activities developed by Principal or Teachers that accommodate individual needs.
- Uses learning strategies that support peer interaction among all students.
- Documents the results of learning activities and shares relevant information with the Principal or Teachers.

### **Assessing Learner Performance**

- Uses Principal or Teacher developed functional assessment instruments as directed.
- Shares results of functional assessment activities objectively with the Principal or Teachers.
- Scores informal reading, spelling, math or other summative evaluations objectively and accurately.
- Accurately completes attendance, behaviour incident, seizure monitoring and injury reports following Division policies and practices.
- Accurately files student information.

## Appendix 3 – Techniques for Lifting, Bending & Carrying Students

### 1. Transferring and Lifting

It is important that you protect your own body while moving students. Improper lifting can tire and injure your back. The muscles in your back are small and are easily strained by heavy loads. Your legs have large, heavy muscle groups that are better designed to do the work required in lifting.

### 2. Lifting Principles

To properly protect your back when you move students or equipment, remember the following important principles.

#### Plan Ahead

First; think through exactly how you want to do the lift.

#### Keep the Load Close

Ensure that the load is kept as close to your center of gravity as possible.

#### Never Twist

The back is not designed to take loads when twisting.

#### Use Your Legs

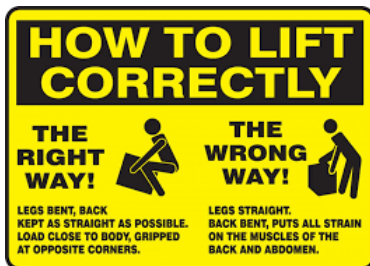
Use your legs rather than your back to take the load because your legs are designed to take loads.

#### Never Lift Higher Than Your Chest Height

Lifting too high will make your back arch backwards into a very vulnerable position.

#### Check Your Posture

**Feet:** place them wide apart for good solid base of support



**Knees:** ensure they are bent so you will use your thigh muscles for lifting instead of your back

**Back:** tighten your abdominal and buttock muscles to flatten your lumbar curve and put your back in a position of strength for lifting

**Head & Shoulders:** keep them upright

**Abdomen:** keep stomach muscles tight because this takes pressure off your back

### 3. Bending to the Floor

- Assess how best to tackle your task.
- Lower yourself slowly by bending your knees. If you can, rest one hand on a sturdy object to help lower yourself.
- Where possible get down onto one knee (or both if possible).
- Don't bend at the waist.
- Do not hunch your back or neck to reach to the floor. Instead, bend more at your hips and knees to get closer.

### 4. Bending Over

- Assess how best to tackle your task.
- Keep your feet shoulder-width apart.
- Move your whole body as one unit.
- Bend at your hips and knees, not at your waist.
- Flatten your stomach (imagine you are pulling your belly-button towards your spine – this pretensions your abdominal muscles to help stabilise your spine) and tighten your leg muscles.
- To keep your spine straight, let your buttocks move out behind you.

- Don't try to tuck them under.
- If you need to, place one hand on a sturdy object for support.

5. **Lifting & Carrying - "Do's & Don'ts"**

- Do lock the wheelchair brakes whenever moving the child in or out of the wheelchair.
- Do tell the student what you are going to do.
- Do wear non-skid, low-heeled footwear (both helper and student)
- Do keep feet apart for a wide base of support
- Do remember to unfasten all seat belts and harnesses
- Do bend at the hips and knees
- Do Not bend forward at the hips while standing with knees straight
- Do Keep your back straight
- Do Not relax your back and let it round
- Do Lift by holding the child at the waist or by holding the child's crossed arms
- Do Not lift with the child's arms