

*Chinook's Edge School Division*

# Custodial Staff Handbook



# Table of Contents

<b>Welcome to Chinook's Edge School Division</b>	<b>3</b>
<b>Employment Information</b>	<b>3</b>
Definitions	3
Confidentiality Undertaking and Pledge	3
Criminal Record Check and Child Intervention Check	4
Medical	4
Hours of Work	4
Appropriate Dress	4
Working Alone	4
Job Description	4
Tobacco Use	4
Drugs and Alcohol	4
Years of Service for Recognition	5
Evaluations and Growth Plans	5
Resignation of Employment	5
Conflict of Interest	5
Supervisor/Administrator Concerns	5
Respect in the Workplace	5
Welcoming, Caring, Respectful, Safe and Inclusive Schools	5
Public Interest Disclosure (Whistleblower Protection)	5
Discipline, Suspension and/or Dismissal of Employees	5
Technology Access and Use	6
Safety Statement	6
Board Policies	6
<b>Employee Remuneration</b>	<b>6</b>
Hours of Work - Custodial Staff	6
Time Sheets	6
Overtime/Banked Time	6
Pay Dates/Pay Period	6
Payroll Deposit	7
Pay Statements/T4's	7
Grid Placement	7
Increments	7
General Holidays/Statutory Holidays	7
Other Board Holidays	7
Vacation	7
Teachers' Strike, Pandemic, or Other School Closure	8
Inclement Weather	8

<b>Absences and Leaves</b>	<b>8</b>
Absences	8
Leaves	8
Convocation Leave	8
Sick/Medical Leave	8
Dependent Sick Leave	9
Critical Illness/Bereavement Leave/Funerals	9
Maternity Leave	9
Maternity Leave Top Up Plan (Custodial Staff)	10
Parental/Adoption Leave	11
Jury Duty	11
Summons to appear in Court	12
Deferred Salary Leave	12
Additional Leaves	12
<b>Benefits</b>	<b>12</b>
Alberta School Employee Benefit Plan (ASEBP)	12
Eligibility Requirements	12
Benefit Coverage	12
Benefits Application	12
Health and Wellness Spending Accounts	12
Premium Expenses	12
Employees Assigned Less than 25 Hours/Week	13
Employees over 70	13
Local Authorities Pension Plan (LAPP)	13
Group Voluntary Accident Insurance	13
Registered Retirement Savings Plan (RRSP)	13
Eligibility	14
Professional Development	14
Attendance at Division Meetings or Courses	14
<b>Appendices</b>	<b>15</b>
Appendix 1 - Custodial Services Cleaning Frequency	15

# 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.

**Custodial Staff** - Custodial staff shall mean all custodians and custodial employees paid on the Support Staff Grid B3 as part of Facility Services.

**Casual Custodial Staff** - Casual Custodial Staff 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 2:00 p.m. to 10:30 p.m. with a half-hour lunch break and day shift on non school days but may vary according to the needs of the school. Please check with your Principal or Supervisor.

### **Appropriate Dress**

Custodians are expected to dress in an appropriate professional and safe manner. Custodians are to check with their Custodial Coordinator and Principal to ensure their attire is consistent with expectations.

### **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 Director of Facility Services or Custodial Coordinator 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**

Custodial Coordinators or Principals 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, Custodial Coordinators or Principals 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 Employees**

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 - Custodial Staff**

For custodial staff, the hours of work required for each individual role is determined by the Director of Facility Services and communicated to employees by the Custodial Coordinator or Principal. Full-time custodial staff on the 260-day calendar have a 8-hour workday which results in 2080 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, the Director of Facility Services, or the Custodial Coordinator.

### **Time Sheets**

Time sheets shall be filled out using Employee Self Service (ESS), approved by the Custodial Coordinator or designate, and then submitted to Payroll on a monthly basis. 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.

### **Overtime/Banked Time**

Time sheets are checked for paid and unpaid absences, and to compare the hours worked to the hours required for the month. If the hours worked and the paid absences (ie: sick leave benefits) are greater than the hours required, the additional hours are banked at 'straight time'.

Time worked over 8 hours per day or 44 hours per week is considered overtime, and banked at 1½ times the overtime hours worked as per the *Employment Standards Code*. Overtime for employees must be pre-approved by their Custodial Coordinator and must be tracked on a monthly time sheet. Employees are not to create overtime, in an attempt to bank holiday time. If the hours worked and the paid absences are less than the hours required, the shortfall will reduce the banked hours in order to maintain the regular monthly pay for the employee.

**Please note: All extra hours worked, and time taken off must be pre-approved by the Custodial Coordinator.**

The employee and the Custodial Coordinator should review the overtime balances on a regular basis and develop a plan to reduce any excess by taking some time off, or by making up some time should the balance fall below zero. Banked time may also be paid out upon request by the employee. After the June timesheets are processed, the balance of banked time will be applied to the July and August pay, increasing, or reducing the earnings depending on the final balance. An overtime agreement will be signed by Custodial staff where applicable.

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

Pay periods are monthly. Salaried employees will be paid an advance on the 15<sup>th</sup> of each pay period with the balance of the pay paid on the last banking day of the month (any adjustments to time sheets will be done the following month). Casual Custodial Staff will be paid on the 10<sup>th</sup> of the following month. If the pay date falls over the weekend, employees will be paid the Friday prior to the 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. Custodial Staff must work a minimum of 1664 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**

Salary Support Staff will also receive time off on Easter Monday and Heritage Day.

### **Vacation**

It is expected that Custodial Staff will take vacation during the month of August. Custodial Staff will be entitled to vacation time as outlined below. Vacation pay will be paid monthly at the following rates:

Accumulated Vacation:

- > 0 years to the completion of 4 years      10 full days (80 hours)
- > 5 to completion of 9 years                15 full days (120 hours)
- > 10 plus years                                    20 full days (160 hours)

During the first 0-4 years of service, full-time employees accumulate 6.666 hours of vacation time each month. At the completion of one (1) full year of service the employee will have accumulated 80 hours of vacation time. These hours divided by 8 hours daily, translates into 10 working days of vacation.



During 5-9 years of service, full-time employees accumulate 10 hours of vacation time each month to a total of 120 hours of vacation time. These hours divided by 8 hours daily, translates into 15 working days of vacation.

After 10 years of service, full-time employees accumulate 13.333 hours of vacation time each month to a total of 160 hours of vacation time. These hours divided by 8 hours daily, translates into 20 working days of vacation.

Part-time employees will have their vacation accrual prorated according to their FTE.

During the Christmas period, 5 additional paid vacation days will be designated annually and specified by the Custodial Coordinator.

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

In the event that ***employees wish to take more vacation time than they have accumulated, they must apply for leave without pay.*** All requests for a leave without pay must be cleared through the Custodial Coordinator and then officially requested using the [Support Staff Extended Absence Form](#) and approved by the Associate Superintendent – People Services. Any banked time accruals will be used prior to deducting a leave without pay unless otherwise informed by the Custodial Coordinator.

### **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 Custodial 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 Salary 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**

Employees must report absences to the Custodial Coordinator prior to the normal start time of the day in which an employee is absent. Employees must provide a reason for any absence. If an Employee is hospitalized, the employee must notify the Custodial Coordinator as soon as possible.

### **Leaves**

All leaves 5 days or less must be approved by the Custodial Coordinator prior to the leave beginning. Leaves of more than 5 consecutive days of work must be arranged with the Custodial Coordinator and then officially 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 (Custodial 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 Custodian, 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

### *Benefits Application*

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 20 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 (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.**

### *Health and Wellness Spending Accounts*

The Board contributes monthly funds (\$41.66/month for 12 months for a total of \$500/year) 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.) Eligibility is based on the employee's assignment and must be a minimum of 25 hours per week. The employee must satisfy a 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.

### *Premium Expenses*

Full-time employees (40 hours per week) - The Board pays 100% of the total ASEBP premium expense..

Part-time employees (less than 40 hours per week, but not less than 25) – The Board’s portion of the benefit premium costs (100%) will be prorated according to the assigned hours. The balance will be paid by the employee by means of monthly payroll deductions.

#### *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.

### **Local Authorities Pension Plan (LAPP)**

The Local Authorities Pension Plan (LAPP) is a defined benefit pension plan that helps employees prepare for their retirement. The Plan is funded by member and employer contributions and by investment earnings. Salaried staff who are in non-teaching roles working thirty (30) hours per week or more and are not contributing to the Alberta Teachers’ Retirement Fund (ATRF) are eligible to participate with LAPP according to the following terms and conditions:

- **Mandatory Participation:** With the exception of employees noted below, participation is mandatory for every employee in a salaried position scheduled to work thirty (30) hours per week or more.
- **Not Eligible To Participate:** Employees are not eligible to participate if they are:
  - (a) Working fewer than thirty (30) hours per week in all combined roles within the Division;
  - (b) Temporarily replacing a continuous employee who is on leave, and there is no position following the leave;
  - (c) Casual employees;
  - (d) Currently in receipt of LAPP monthly pension; or
  - (e) Non-salaried, non-teaching staff.
- **One-Year Probationary Period:** New employees must complete a one-year probationary period prior to commencing the LAPP program. This one year can be made up of multiple positions and the hours worked in those roles. New employees who have previously participated in LAPP or a pension plan with a LAPP reciprocal transfer provision will have the one-year probationary period waived and will start contributing into LAPP upon commencement of their employment.
- **Purchasing Optional Service:** Employees can purchase additional service in order to increase their retirement payments or reduce their retirement date. Types of service include the probationary period, any unpaid leaves of absence, or other work for an employer who was registered with LAPP, but where contributions were not required to be paid
- **Service:** Base units are determined by employee calendars. Employees who work their full calendar will be credited with one year of service (pro rated by employee FTE).

In depth information on contributions and benefits can be found on the [LAPP website](#).

### **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.

### **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*

Custodial 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. 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.

## **Professional Development**

### *Attendance at Division Meetings or Courses*

The following outlines all of the expenses that may be claimed by employees when they are required to attend courses or meetings as part of their role with Chinook's Edge. All expenses claimed must follow the Board administrative procedure on expenses: [Administrative Procedure 5-10 / Purchasing](#) Eligible claims include:

- **1 Day Duration** (Mileage, No overnight lodging unless distance dictates, - Lunch allowance, if no lunch is provided.
- **2 or more Days Duration** (Mileage, Overnight lodging, Meals)

### **Travel Time:**

Travel time is allowed, to allow Custodial Staff to get to and from their destination. It should be arranged so that:

- a) If possible, traveling is to be done during regular work hours.
- b) straight time will be accumulated for travel on days of rest.
- c) straight time will be accumulated for travel extending beyond a regular work day.

# Appendices

## Appendix 1 - Custodial Services Cleaning Frequency

Chinook's Edge will provide the following custodial services at each school, including the requisite qualified personnel trained to provide such services. The frequencies for performing the services indicated below are the minimum frequencies required.

<b>Custodial Services Exterior Duties</b>	<b>Daily</b>	<b>As Required</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annually</b>
Sweep Entrances	X				
Put up and take down flag	X				
Pick up garbage on grounds including playground & along fences		X			
Snow clearing – remove snow or ice from sidewalks at a School and the main School Building entrance area		X			
<b>Waste Management</b>					
Transfer waste to waste collection containers	X				
Arrange for Waste collection pick-up		X			
<b>Custodial Services Interior Duties</b>	<b>Daily</b>	<b>As Required</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>Instructional Areas Servicing Schedule</b>					
Empty waste receptacles	X				
Empty pencil Sharpeners	X				
Secure doors & windows	X				
Clean student work stations		X			
Clean chalkboards/whiteboards	X				
Clean chalkboard/whiteboard rails		X			
Dust mopping floors	X				
Damp mop or autoscrub floors	X				
Vacuum carpeted areas	X				
Damp mop floors	X				
Clean sinks & fittings	X				
Clean telephones/handsets	X				
Spot wash walls/windows		X			
Wash Walls					X
Clean window coverings					X
Clean windows inside/outside		X			
Clean furniture					X
<b>Washroom, Change/Locker Room Servicing Schedule</b>					
Washroom inspections	X				
Clean sinks & fittings	X				
Clean urinals & fittings	X				
Clean toilets & fittings	X				
Clean shower stalls & fittings	X				



<b>Custodial Services Interior Duties Continued</b>	<b>Daily</b>	<b>As Required</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annually</b>
Empty waste receptacles	X				
Dust mop and damp mop or autoscrub floors	X				
Clean linen towel and soap dispensers	X				
Clean mirrors	X				
Hand plunging and hand snakes to remove foreign objects		X			
Wash light switches & door handles	X				
Fill hand towel & toilet tissue dispensers	X				
Wash partitions			X		
Wash walls					X
Spot wash walls (as required)		X			
Clean windows					X
Flush floor drains				X	
<b>Gymnasium Servicing Schedule</b>					
Dust mop floor	X				
Dust mop stage		X			
Damp mop or autoscrub gym floor			X		
Sweep/vacuum stairs & landings			X		
Clean and inspect gym chairs (after usage)		X			
Clean bleachers (after usage)		X			
Clean gym storage room		X			
Dust backstops				X	
Clean under stage					X
<b>Hallways &amp; Stairways Schedule</b>					
Dust mop floors	X				
Damp mop or autoscrub floors		X			
Buff or burnish finished floors		X			
Clean fountains & fittings	X				
Spot wash walls & windows	X				
Spot check & clean lockers	X				
Dust lockers, ledges & exhibit cases			X		
Dust banisters			X		
Clean fountain drains	X				
Buff or burnish floors				X	
Dust stairway walls					3X
Clean exhibit cases			X		
Clean inside lockers					X
<b>Administration Offices &amp; Staff Lounge Servicing Schedule</b>					
Empty waste receptacles	X				
Dust mop floors	X				
Wash floor in food prep area	X				
Secure doors & windows	X				
Empty pencil sharpeners	X				

<b>Custodial Services Interior Duties Continued</b>	<b>Daily</b>	<b>As Required</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annually</b>
Clean sinks & fittings	X				
Clean office furniture				X	
Clean telephones/handsets	X				
Steam clean carpet					X
Clean windows inside/outside					X
Wash doors	X				
Clean canopy hood				X	
Clean fridge/freezer coils					X
Clean ventilation grills					X
Wash chairs					X
<b>Servery Servicing Schedule</b>					
Empty waste receptacles	X				
Dust mop floors	X				
Damp mop or autoscrub floors	X				
Wash floor in food prep area	X				
Clean linen towel & soap dispensers	X				
Spot wash walls & windows	X				
Wash doors	X				
Clean canopy & hood				X	
Clean fridge/freezer coils					X
Clean ventilation grills					X
Wash chairs					X
<b>Common Items</b>					
Low dusting – to height of 2 metres			X		
High dusting – over 2 metres		X			
Vacuum carpets	X				
Spot clean carpets		X			
Steam clean carpets					X
Restorative floor care as per floor manufacturer's recommendations		X			
Wash woodwork, doors and frames					X
Pest control, including modular crawl spaces		X			
Clean lights & fixtures – to a height of 4 metres					X
Clean ventilation grills – to a height of 4 metres					X
Spot wash walls & windows		X			
Wash off any Graffiti with non-abrasive cleaner		X			
Clean custodial closets		X			
Clean and empty dust collector bins		X			
Boiler Monitoring		X			