

NORTHERN LIGHTS SCHOOL DIVISION No. 113

Terms and Conditions of Employment

For Non-Teaching Staff

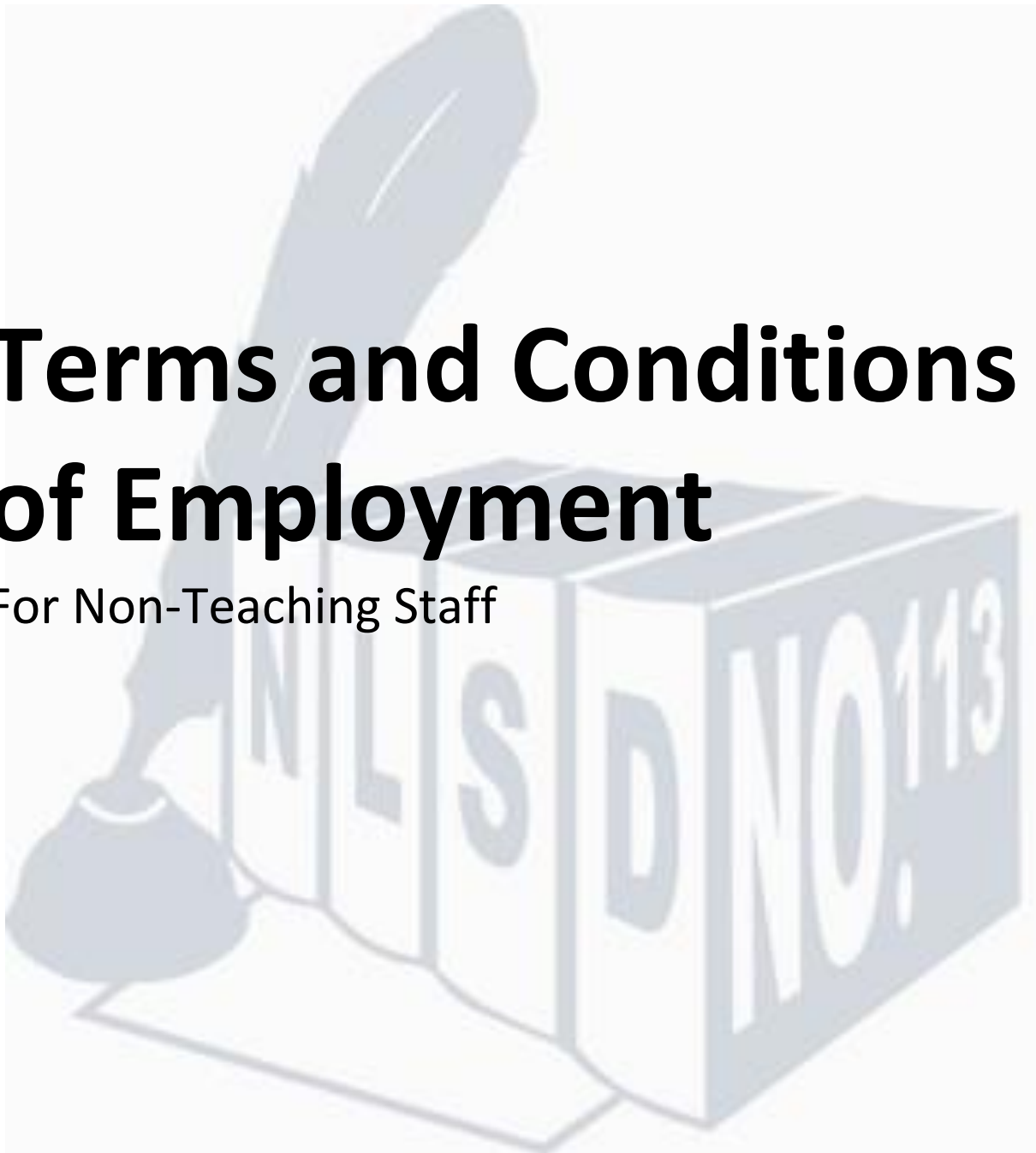


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Terms and Conditions of Employment

For Non-Teaching Staff

These Terms and Conditions of Employment apply to all non-teaching staff (Central/Sub-Office & School based), with approval of the Director of Education the Terms and Conditions may be modified. An increase for a new hire due to circumstances does not indicate any change to that employment category.

Central/Sub Office:

Accountant (KFN), Accounts Payable Clerk, Apprentices, Area Maintenance, Caretaker, Communication/Lean Leader, Computer Technician, Consultant: non-teaching, Data Processing Clerk, Data Services Administrator, Data Support Technician, Equipment Operator, Executive Assistant, Executive Secretary, Facilities Clerk, Groundskeeper/Maintenance, Housing Administrative Assistant, Human Resource Assistant, Human Resource Officer, Local Maintenance, Network Administrator, Office Clerk, Payroll Clerk, Purchase Order Clerk, Purchaser/Stores person, Receptionist/File clerk, Room and Board Worker, Server Administrator, Tradespeople, Transportation Coordinator

Supervisory – Facilities Supervisor, Finance Manager, IT Manager, Maintenance Coordinator, Payroll Supervisor

School Based Employees:

Caretaker, Community School Coordinator, Community School Worker (Elder, Nutrition Worker), Educational Assistant/Teacher Assistant, Library Clerk, Recreation Coordinator, School Administrative Assistant, School Secretary, Student Support Worker, Social Worker

1. APPOINTMENTS TO STAFF

- 1.1 Appointments to staff shall be made on the basis of qualifications, ability, and in accordance with Employment Equity.
- 1.2 All applicants must submit a Criminal Record Check with Vulnerable Sector Search completed. If results are not “negative”; PRIOR to being offered employment, a declaration must be submitted to the Superintendent of Human Resources for approval by the Director of Education. If the CRC & declaration of charges is approved, a six (6) month grace period will be allowed for fingerprint results to be obtained and submitted to Human Resources. Once results are received, they will be reviewed to ensure they match the declaration. Failure to provide fingerprint results within this timeframe and/or submitting a false declaration may result in termination of employment.
- 1.3 New employees may submit written evidence from previous employers of past experience or relevant education (e.g. transcripts, certificates, diploma) to their immediate supervisor within three (3) months of his/her start date. Directly related experience may receive 1:1 increments; indirectly related experience may receive 2:1 increments. Under no circumstances will retroactive adjustments be made after four (4) months from the original date of hire. Supervisors must recommend past experience increments to the Superintendent of Human Resources for consideration.
- 1.4 Vacation allotments will be determined as per section 6 of Terms and Conditions of Employment. Employees may be granted an increase in vacation at point of hire based on education and experience as recommended by Superintendent of Human Resources and approved by the Director of Education.

- 1.5 An employee of the Board of Education who resigns his/her position and is re-hired within one year will have his/her Saskatchewan School Board Association (SSBA) benefits reinstated.
- 1.6 Temporary replacement staff are not necessarily employed at the same salary step as the incumbent.

2. ACTING INCUMBENCY (Temporary Pay for Higher duty)

- 2.1 Temporary pay for higher duty will only be provided in extenuating circumstances when a position has been vacated temporarily or permanently for a definite time period. Under no circumstances will this clause be used for employees who replace one another during vacation.
- 2.2 Prior to being eligible for acting incumbency pay, the supervisor must present the request to the Superintendent of Human Resources for approval in the form of a memo upon completion of five (5) consecutive workdays in an acting capacity.
- 2.3 Except for Term employee's, payment will be at an hourly rate which provides an increase of eight percent (8%) over the employee's current hourly rate. If the increase of (8%) is below the minimum of the range for the temporary assignment, the salary shall be adjusted to the minimum of the range. In no case shall the hourly rate be more than the maximum of the range for the higher classification level.

3. PROBATION

- 3.1 Employees shall be on probation for the first six months of employment in the position, with the exception of contracted positions, supervisory positions and tradespeople, who will serve a one year probation period.
- 3.2 During the period the employee is on probation, he/she shall be entitled to all the rights and privileges conferred by these Terms and Conditions of Employment. A probationary employee may be terminated at any time, without notice, during the probationary period.
- 3.3 The immediate supervisor in consultation with the Superintendent of Human Resources may extend the probation period of an employee for a further period of up to three months. Extensions to probationary period shall not exceed six months in total.

4. HOURS AND DAYS OF WORK

- 4.1 **Central/Sub-Office staff** except tradespeople, maintenance workers & computer technicians, work a five day work week, on a twelve month basis. **Non-teaching itinerant staff** who work from either central office or sub office follow the same work hours as office staff.

Regular office hours are: 8:30am – 12:00pm & 1:00pm – 5:00pm
 Summer hours (July 1 – Aug 31) are: 8:00am – 12:00pm & 1:00pm – 4:30pm

Staff have the option of working:

Regular office hours: 8:00am – 12:00pm & 1:00pm – 4:30pm or
 8:30am – 12:00pm & 1:00pm – 5:00pm

Summer hours (July 1 – Aug 31): 7:30am – 12:00 & 1:00pm – 4:00pm or
 8:00am – 12:00pm & 1:00pm – 4:30pm

Central/Sub-Office staff are granted (2) two 20 minute rest (coffee) breaks per day, they cannot be accumulated and/or banked.

- 4.2 Overtime must be authorized in advance by the immediate supervisor after which notice is given to the Department Superintendent. All overtime worked or Flex time must be recorded on the time sheet or month end.
- 4.3 Time in Lieu (TIL) for travel - Employees required to travel for Board Business are encouraged to travel during normal working hours.
 - i) Speech Language Pathologists who travel extensively throughout the division to provide service to students, are permitted with their supervisor’s permission, to earn up to 5 days TIL maximum per academic year. TIL is non-accumulative and under no circumstances will TIL be paid out.
- 4.4 **Weather** - if the weather is extremely cold, the roads are slippery and travel is not advisable please use your own best discretion and do not put yourself in any undue danger.
Forest Fire & Smoke – Employees are expected to work normal hours, except for the following circumstances:
Doctors note advising employee to leave for medical reasons – employee will use sick leave;
Voluntary evacuation – employee will contact supervisor & use vacation or leave without pay;
Mandatory evacuation – employee will contact supervisor to see if there is a possible alternate work location. If possible, employee will work in alternate location. If not able to work in alternate location, pay may be deducted.
- 4.5 **School based employees**, except Caretakers, Recreation Coordinators and Community School Coordinators will work on each day of the academic year.
Regular hours are: 8:30am – 12:00pm
1:00pm – 4:30pm
 - i) The Principal shall finalize school operational hours annually.
 - ii) Overtime and Flexible hours are only permitted in extenuating circumstances
 - iii) Hours of work may be altered by principal to accommodate the school requirements throughout the school year (including rest breaks)
 - iv) **Caretakers** work a five day work week, on a twelve month basis. Caretakers in a full time position work a forty hour week; Caretakers in part time positions work according to the schedule determined by the Principal/Maintenance Coordinator. Principals in consultation with the Maintenance Coordinator may stagger the hours of work. For Caretakers overtime is only permitted, in extenuating circumstances it must be approved in advance by the Maintenance Coordinator.
 - v) **Recreation Coordinators** work 40 hours per week, outside regular school hours as determined by their immediate supervisor.
 - vi) **Community School Coordinators** work 197 days per academic school year, Principals may stagger hours of work to accommodate programming.
- 4.6 Tradespeople, community-based/central office-based maintenance workers and computer technicians will set appropriate hours in consultation with their immediate supervisor as long as hours of work do not exceed their daily/monthly averaging hours as per schedule “A” of Monthly Averaging Hours Permit.

5. JOB DUTIES

5.1 Every employee will have a current job description outlining duties and responsibilities. From time to time the supervisor may reassign duties. It is the responsibility of the supervisor in consultation with the Superintendent of Human Resources to ensure the job description is current.

6. ANNUAL VACATION

6.1 Central and sub-office staff shall be granted vacation as allocated below, based upon the years of service they will have completed in the calendar year. Vacation entitlements shall be advanced at the beginning of each calendar year. Vacation entitlement shall be as follows:

Up to 5 years service	=	15 days per year or 1.25 days per full month
5 - 10 years service	=	20 days per year or 1.67 days per full month
10+ years service	=	25 days per year or 2.08 days per full month

6.2 Supervisory employees (IT Manager, Facilities Supervisor, Maintenance Coordinator, Payroll Supervisor and Finance Manager) shall be granted vacation as allocated below, based upon the years of service they will have completed in the Calendar year. Vacation entitlements shall be advanced at the beginning of each calendar year. Vacation entitlement shall be as follows:

Up to 5 years service	=	20 days per year or 1.67 days per full month
5 - 10 years service	=	25 days per year or 2.08 days per full month
10+ years service	=	30 days per year or 2.50 days per full month

6.3 School based staff and casual employees whose days of work coincide with the school year will receive vacation pay in lieu of days off as per Labour Standards Act.

Up to 5 years service	=	5.77% (3 weeks)
5 - 10 years service	=	7.70% (4 weeks)
10+ years service	=	9.61% (5 weeks)

6.4 Employees who, without an interruption in service, transfer and/or gain employment at Central and/or sub-office who worked prior at the school level will have their years of service pro-rated to reflect a 12 month work schedule. The years of service will be used to determine vacation entitlement.

6.5 All vacation leaves must be taken in not less than half day increments. Vacation leaves must be approved by the employee's immediate supervisor one week prior to requested date. Vacation requests made the day of may not be approved.

6.6 Employees may carry over vacation leave within the following guidelines without prior approval; anything above these guidelines must be requested in writing prior to November 30:

Vacation Entitlement	Carry-over
Less than 3 weeks	0
3 weeks	up to 5 days
4 weeks	up to 8 days
5 weeks or more	up to 10 days

6.7 Vacation leave will NOT be earned on unpaid leaves of absence.

7. STATUTORY HOLIDAYS

The following are recognized statutory holidays:

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

When a statutory holiday falls on a Saturday, the preceding working day will be declared a holiday. When a statutory holiday falls on a Sunday, the first working day following the statutory holiday will be declared a holiday.

8. EARNED DAYS OFF (EDO)

- 8.1 Central/Sub office staff (excluding supervisory, caretakers & field staff as per AP435), are granted sixteen earned days off (EDO) per year. Nine of the EDOs are determined by the Director of Education as office closure days. The seven remaining EDOs can be taken at the employee's discretion, however must be approved at least one week in advance by the immediate supervisor. Requests made the day of may not be approved.
- 8.2 Central/Sub office employee's that are granted EDO's will have their salary calculated with 1830 hours of pay annually, employee's not receiving EDOs are calculated with 1950 of pay annually. Example: hourly rate of pay x annual hours.
- 8.3 EDO's must be used in the fiscal year they are earned. Under no circumstances will EDO's be carried over or paid out. All EDO's must be taken in not less than half day increments.

9. SICK LEAVE

- 9.1 Sickness means any illness or injury of the employee that prevents the employee from working and, in respect of which, no other compensation is payable pursuant to any law of Saskatchewan (you will not lose sick time if on WCB)
- 9.2 Sick leave credits are to be used for employee sickness, however employees may use sick leave to take dependents to appointments, excluding travel days. Sick leave credits will be earned at a rate of 1.25 days per month to a maximum of two hundred thirty five days (235) plus the entitlement for the current year. All sick leaves must be taken in half day increments.
- 9.3 Employees will schedule routine medical, dental and optical appointments to minimize the period of absence. An employee who is unable to schedule an appointment in such a way shall be granted leave with pay to attend the appointment and such leave will be deducted from the employee's sick leave entitlement. Periods of absence **do not** include the time to travel to and from the location. Arrangement must be made with immediate supervisor for time away in less than half day increments (i.e. 2 hour appointment). Staff attending routine medical appointments for services available locally should make appropriate arrangements with their supervisor.
- 9.4 Employees not reporting to work due to illness must call their immediate supervisor at least one hour prior to their regular start time. For illness less than (3) three days the Division may request a medical certificate; for illness (3) three days or longer the employee must provide a medical certificate, a second medical opinion may be requested by the Director of Education. **If medical**

documentation has been requested and not provided, the period for which the employee was absent may be without pay.

- 9.5 Employees must be deemed fit to return to work by a Medical doctor following a medical absence exceeding (10) ten days or more. Employees returning to work early from an extended sick leave (10 days or more) must provide a medical note from a duly qualified medical practitioner stating they are fit and able. Employees may return to work prior to the end of their sick leave by providing a written document from a Medical doctor.
- 9.6 Sick leave will NOT be earned on unpaid leaves of absence.
- 9.7 All SSBA benefits will continue un-interrupted during the course of paid sick leave. All SSBA benefits will continue un-interrupted during the course of unpaid sick leave to a maximum of one hundred and five (105) calendar days.
- 9.8 **Sick leave must be earned prior to use. Advance use of sick leave is not permitted.**

10. LEAVE OF ABSENCE

10.1 Leave without Pay

For Leave without Pay of 5 days or more, employees must apply, in writing, to the Board of Education as per *Board Policy 2, (23) Other Leaves*, through his or her immediate Supervisor.

Any days requested Leave without Pay under 5 days can be approved by immediate supervisor or their Department Superintendent.

Employees are not encouraged to take LWOP for short periods i.e. 2-10 days. In extenuating circumstances if an employee does take LWOP, salary will be deducted in one lump sum for the number of days taken and will not be carried over to the next pay periods.

All SSBA benefits will be suspended during the course of the leave if the leave exceeds thirty (30) calendar days.

10.2 Maternity/Parental/Legal Adoption

Employees are entitled to maternity leave, parental leave and adoption leave in accordance with *The Saskatchewan Employment Act*. Employees requesting maternity leave shall make written application at least four (4) weeks in advance of the date on which she wishes to begin her leave and shall provide the Superintendent of Human Resources with a statement from her physician certifying pregnancy and specifying the estimated date of birth. All SSBA benefits will continue un-interrupted during the leave.

10.3 Paternity

Employees may, upon written letter of application to their immediate supervisor, be granted up to three (3) days with pay for the purpose of attending the birth.

10.4 Court Duty

Any employee who is required to attend court as a juror or who is subpoenaed to appear in court will receive regular salary for the duration of their leave. Any reimbursement of actual expenses will be paid back to Northern Lights School Division by the employee.

Employees must notify their immediate supervisor when subpoenaed to appear as a witness or perform jury duty in a court of law. Employees must give advance notice to their immediate

supervisor, where possible and complete appropriate request leave forms, attached with supporting documents.

10.5 Compassionate

Compassionate leave is intended to allow employees **to attend to immediate family needs as a result of death or serious injury/illness**. Compassionate leave with pay will be granted upon the approval of the immediate supervisor, upon completion of a Leave Authorization Request form for up to (5) five days per calendar/academic year.

Definition: For the purpose of this agreement, immediate family is defined as spouse/common law spouse, son, daughter, mother, father, sister, brother, grandmother, grandfather, aunt, uncle, niece, nephew, foster child, grandchild, parent surrogate, parents in law, brother in law and sister in law.

Compassionate leave must be taken in not less than one half (1/2) day increments. Compassionate leave is not accumulative.

11. PROFESSIONAL DEVELOPMENT & EDUCATION LEAVE - Medium/Long Term

Professional development may be defined as any course, activity, and/or experience that enhances an employee’s skills, abilities or qualifications **directly related to employment**. Professional development may include, but not be limited to: taking academic classes, non-credit classes, short courses, participating in workshops or seminars. Professional Development is administered in two categories.

Professional Development that is less than Medium Term (**0-10 days**), will be reviewed and approved by the immediate supervisor. PD of 1-5 days may be compensated at board approved rates.

Medium/Long term education leave is intended to allow and support employees to access learning opportunities that will support division program objectives or improve/broaden the qualifications of employees.

**For the purposes of Education leave, dependent is defined as: your natural or adopted child, step-child or child for whom you are legal guardian, who is: unmarried, under age 21 or under age 25 if a full time student and not employed on a full time basis or a child/adult if he/she is incapable of engaging in any substantially gainful activity and is dependent on the employee for support maintenance and care, due to a mental or physical handicap*

For terms and attributes of educational leave, refer to table below:

Leave/Attribute	Medium Term	Long Term
Rationale	Employee qualification or support to division program	Academic qualifications
Duration	11 working days up to 4 months	4 – 14 months
Application Date	Sept 20 for Jan 1 Jan 15 for Apr 1 Apr 15 for Sept 1	February 1 for the following academic year
Approval Process	3 person Senior Staff committee or Principal and Superintendent recommend; Director of Education approve	3 person Senior Staff committee and Director of Education approve
Grants as % of wages	51 – 71%	51 – 71%
Replacement required	Substitute or specifically qualified replacement or general qualified replacement	Specifically qualified replacement
Limit on numbers for individuals	8 employees per academic year	4 employees per academic year

Required pay back service	1 year	2 years for each long term leave granted and taken
Expenses for Leave	Division Bursary	

11.1 Medium Term Education Leave

All permanent employees with one (1) or more years of continuous service with the Division may be eligible for Medium term Education leave. Medium term Education leave is defined as any leave from 11 days up to four (4) continuous months.

Application Process

- Receive written approval from immediate supervisor prior to registering for any in-service or program provided by school division. Including in-services conducted outside of school operating times – summer and other holidays. Approval must accompany all applications.
- Application (Form 451-1) must include estimated cost of the leave, and be submitted to the Superintendent of Human Resources by the dates indicated in table.
- Employees requesting Medium term Educational leave will be notified of the decision one month prior to commencement of leave.

Monthly Grant

- The monthly amount of the grant shall be one-twelfth (1/12) of fifty-one percent (51%) of the employee's annual salary, plus 10% per dependent to a maximum of 71% for each month the employee is on Medium term Education leave and actively taking classes for up to four (4) continuous months as approved
- Employees must submit up-to-date transcripts or statement of marks and/or certificate as proof of completion of classes.

Return of Service/repayment of grant

- Recipients of Medium term leave, upon completion of course, must remain in the employ of the Division for a period of one (1) year from completion of the leave.
- Employees who do not fulfill their employment obligations with the Division shall repay on demand that portion of the grant obligation plus a penalty of ten percent (10%) of that portion of the grant.
- Employees who have an obligation to repay the Division in service or financial reimbursement and who because of death or permanent disability cannot fulfill their obligation shall have this sum or obligation paid as of the date of death or permanent disability occurred.

11.2 Long Term Education Leave

All permanent employees with two (2) or more years of continuous service with the Division may be eligible for Long term Education leave. Long term Education leave is defined as leave which is longer than four (4) continuous months to a maximum of 14 months.

Application Process

- Receive written approval from immediate supervisor prior to registering for any in-service or program provided by school division. Including in-services conducted outside of school operating times – summer and other holidays. Written approval must accompany all applications.
- Employee must prepare and submit an application with comprehensive plans including course outline for the period of leave to the Superintendent of Human Resources **no later than February 1** of the year in which the leave is requested.
- Application (Form 451-1) must include estimated cost of the leave, and be submitted to the Long term Education Leave committee by the dates indicated in table.

- Employees requesting Long term Educational leave will be notified of the decision not later than March 31 of the year in which leave is requested.

Monthly Grant

- The monthly amount of the grant shall be one-twelfth (1/12) of fifty-one percent (51%) of the employee's annual salary, plus 10% per dependent to a maximum of 71% for each month the employee is on Long term Education leave and actively taking classes for up to fourteen (14) continuous months as approved by the Educational leave committee.
- Employees must submit up-to-date transcripts or statement of marks and/or certificate as proof of completion of classes.

Return of Service/repayment of grant

- Recipients of Long term leave, upon completion of course, must remain in the employ of the Division for a period of two (2) years from completion of the leave, for each Long term leave taken. E.g.: 1 leave = 2 years' service; 2 consecutive leaves = 4 years
- Employees who do not fulfill their employment obligations with the Division shall repay on demand that portion of the grant obligation plus a penalty of ten percent (10%) of that portion of the grant.
- Employees who have an obligation to repay the Division in service or financial reimbursement and who because of death or permanent disability cannot fulfill their obligation shall have this sum or obligation paid as of the date of death or permanent disability occurred.

12. BURSARIES

Reimbursement of tuition per full time equivalent class will be awarded to non-teaching employees upon the successful completion of classes which directly pertain to the employee's current position with the Division. Bursaries are only awarded to employee's who have completed one (1) year of service and on the condition the employee will remain in the employ of the Division for the following complete academic/fiscal year.

- 12.1 Applications for the bursary must be approved by the employee's supervisor and **submitted to Human Resources** for Director or designate, approval one (1) month prior to the commencement of the class (Form 451-3).
- 12.2 An acceptance letter from the educational institution must be received by Human Resources prior to the commencement of class.
- 12.3 At course end, documentation of successful completion and receipt for tuition paid **must be submitted to Human Resources**. Upon receipt of appropriate documentation payment will be issued to the employee within one (1) calendar month.
- 12.4 The number of bursaries awarded will not exceed twenty-five (25) full-time equivalent classes division wide per year.
- 12.5 Employees who do not remain in the employ of the Division for the following complete academic/fiscal year will be required to pay on demand the bursary pro-rated for time worked.

13. SALARY

- 13.1 On appointment to staff, new employees will be placed at step 0 of the appropriate scale. Adjustments to salary may be considered as per Section 1.3

Payment will be made by direct deposit to a bank of the employee's choice. Direct deposit information form must be completed upon hire (Form 400-4).

- 13.2 Employees have the option of receiving a monthly advance (Form 400-4). This advance is made by direct deposit only into the employee's bank account on the last banking day prior to the 16th day of the month. A mid-month advance cannot exceed 49% of net pay. **Advances on salary will not be made under any circumstances beyond the optional mid-month advance.** To discontinue receiving the mid-month advance, Form 400-4 must be completed and submitted to payroll.
- 13.3 Casual employees or substitute teachers are paid on a bi-weekly basis.
- 13.4 With the exception of casual employees, increment dates for salary adjustments will be on the first working day of the anniversary month of commencement of continuous, full-time employment with the Division; or in the case of a re-assignment, on the first working day of the anniversary month of commencement of the new assignment.
- 13.5 Permanent full-time employees on Leave without Pay, with the exception of maternity leave and sick leave, will have their increment date adjusted back the amount of leave taken (e.g. an employee with an increment date of January 1 on a six (6) month leave will have an increment date adjustment to July 1).
- 13.6 Upon satisfactory employee evaluation, employees (full time and part time 50% and higher) will receive a salary increment after one year continuous service. Those employees working less than 50% will receive an increment after completing the equivalent of one year continuous service.

14. STANDBY PAY – Maintenance and Facilities ONLY

Employees designated to be immediately available to return to work during a period which he/she is not on regular duty, he/she shall be paid the equivalent of 2 x the NLSD casual labour rate for each 24 hour period designated to be on standby. If unable to respond when required, no pay shall be granted for the entire standby period.

In addition to Standby pay, he/she is eligible for overtime rates for each call out.

15. CALL OUT PAY - Maintenance and Facilities ONLY

An employee called back to work shall be paid a minimum of three (3) hours of overtime paid at straight time. Any hours worked in excess of three (3) hours will be paid at overtime rates. Any call out must be documented prior to payment using a "Call-out form" signed by the originator of the request and the appropriate facilities supervisor.

16. ALLOWANCES

- 16.1 Head Caretaker Allowance of \$150 per month is provided to the head caretaker for coordination and supervision of caretakers and the safe handling and ordering of supplies.
- 16.2 On-Site Supervisory Allowance (facilities only) of \$300 per month is provided to senior tradespeople who coordinate and supervise workers on job sites. This allowance will be authorized at the discretion of the Superintendent of Facilities on a job to job basis.

- 16.3 Car Detailing Allowance (Student Support Workers & Social Workers only) employees will be reimbursed with a receipt provided to Human Resources, up to \$125 per year. This allowance is to assist in maintaining the cleanliness of Student Support Workers and Social Workers vehicles due to regular transportation of students.
- 16.4 Car Allowance (Student Support Workers & Social Workers only) of \$125 per month is provided. Employees must submit on an annual basis, a copy of license and registration to Central office to receive allowance.
- 16.5 Tool Allowance (Maintenance and computer technology employees only) employees will be provided with a two hundred and fifty (\$250.00) dollar per year tool allowance. Available June 1 of each year, employees will submit receipts from the purchase of tools for reimbursement to a maximum \$250 per year.
- 16.6 Safety Equipment Allowance (Maintenance employees only) employees will be provided with a two hundred (\$200.00) dollar bi-annual Safety Equipment allowance. Available June 1 of every other year, employees will submit receipts from the purchase of safety equipment (including Steel-Toe Boots) for reimbursement to a maximum \$200.

17. ASSOCIATION REGISTRATION - SOCIAL WORKER and SPEECH-LANGUAGE PATHOLOGIST

As a condition of their employment; Social Workers must be registered with Saskatchewan Association of Social Workers and Speech-Language Pathologists must be registered with Saskatchewan Association of Speech-Language Pathologists and Audiologists.

Employees will submit receipts to Human Resources for reimbursement of initial and annual registration fees.

18. VANDALISM COVERAGE

In the event of vandalism occurring to an employee's vehicle while on Division business, deductible coverage to a maximum of two hundred fifty (\$250) dollars will be paid. A copy of the police report must be provided to substantiate the claim.

19. EMPLOYEE BENEFITS – Health & Dental (coverage starts after three months continuous employment)

All permanent employees who work for a minimum of 15 hours per week or a minimum of 780 hours per year are covered on the first day of the month following three (3) months of continuous service. All benefits terminate on the last day of employment.

www.manulife.ca/groupbenefits

20. EMPLOYEE'S PENSION PLAN

Employees are required by law to participate in and make contributions to the Municipal Employee's Pension Plan (MEPP).

The rate of contribution is reviewed annually and updated when necessary.

The current rate of employee contribution is 8.15%, employer contributions are equally matched at 8.15%

Information concerning the *Defined Benefit Plan* is available from the Human Resources Department at Division Office or the Saskatchewan Municipal Employee's Pension Plan.

21. DRESS CODE

It is expected employees will wear clothing which are clean and neat that projects a professional image. Employees shall refrain from wearing revealing clothing, thin strap tank tops or racer style tops. Shorts and skirts should be at least knee length.

Maintenance and Facilities employees **MUST** wear personal protective equipment when required

22. TERMINATION OF EMPLOYMENT

22.1 The employee may terminate employment with the Division by giving two (2) weeks written notice to the Superintendent of Human Resources.

22.2 Employment may be terminated at any time for cause as approved by the Director of Education in accordance with The Labour Standards Act.

22.3 The Superintendent of Human Resources is responsible for ensuring that due process and legal requirements are met. All benefits terminate on the last day of employment.

23. SUSPENSIONS

The appropriate supervisor, in consultation with the Superintendent of Human Resources, may suspend an employee for just cause. Any notice of suspension shall be in writing stating the reasons for suspension, whether the suspension is with or without pay and the duration.

The Superintendent of Human Resources is responsible for ensuring that due process and legal requirements are met.

24. RETIREMENT

23.1 Intent to Retire - Employees must provide at least one (1) months written notice of retirement to their immediate supervisor & the Superintendent of Human Resources.

23.2 Retirement Gratuity - To qualify, non-teaching employees must have ten (10) years of continuous service with the Division. The Division shall pay a retirement gratuity to non-teaching employees who are superannuating due to age and service. The amount of the gratuity shall be calculated at one hundred (\$100) dollars per year (prior to 2009) and at the rate of two hundred (\$200) dollars per year (2009 and after) times the number of years of continuous service that the non-teaching employee has with the Division.

Service is defined as service with the Division, but shall exclude all types of leaves without pay except when legislated (i.e. maternity and parental leave).

The retirement gratuity will only be paid if the non-teaching employee retires while in the employ of the Division; and if the non-teaching employee has completed all the documentation to qualify for pension benefit.

25. YEARS OF SERVICE AWARD

The Division recognizes and values the services its employees provide. To this end the Division will institute a system of recognizing those employees who provide long term service.

Service is defined as service with the Division, but shall exclude all types of leaves, except when legislated (i.e. maternity and parental leave).

Awards for non-teaching employees are presented by the Division in the form of an appropriate gift. Awards are given in 5 year increments beginning at 5 years of service.

Central and Sub office employees are presented their awards once per year at a regularly scheduled Board meeting.

Maintenance employees are presented their awards at the annual maintenance conference or at an appropriate event.

School based non-teaching employees (excluding maintenance) will have their awards presented at the school.

26. CONFIDENTIALITY

New employees upon hire, are required to complete an *Oath of Confidentiality*.

Division employees must not use or disclose any matter or information that comes to their knowledge by reason of their employment, including personal information about any individual, unless:

- (a) that use or disclosure is permitted by The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) or The Health Information Protection Act; and
- (b) they have authorization from their employer to make that use or disclosure.

FORM DIRECTORY

These forms can all be found online at www.nlsd113.com (under Admin, Forms and Manuals)

Leave Authorization Request for Non-Teaching Staff (407-1)	Page 16
Non-Teaching Professional Development Bursary Application (451-3)	Page 17
Non-Teaching Professional Development Leave Application (451-1)	Page 18
Direct Deposit Information (400-4)	Page 20
Advance Request/Advance Changes (400-4)	Page 20
Call out/Alarm report	Page 21
Expense Claim Form (501-1)	Page 22
Weekly Statement of Travel Expenses (501-2)	Page 23
Oath of Confidentiality	Page 25

Form 407-1

NORTHERN LIGHTS SCHOOL DIVISION #113
Leave Authorization Request for Non Teaching Staff

NAME: _____ DATE: _____

SCHOOL/OFFICE: _____ POSITION: _____

TYPE OF LEAVE (Check One):

VACATION () *MATERNITY/PATERNITY ()

EDO () TIME IN LIEU ()

*SICK LEAVE () *LEAVE WITHOUT PAY ()
(not to be used for travel)

COMPASSIONATE () *COURT DUTY ()
(clearly indicate reason for leave and relationship to employee)

*OTHER _____ ()

PROPOSED DATE(S) OF ABSENCE: _____

NO. OF DAYS/HOURS: _____

REASON FOR REQUEST: _____

***Attach appropriate documentation where required**

For more information on leaves refer to
Terms and Conditions
Prior notification of supervisor is required
for ALL leaves

EMPLOYEE'S SIGNATURE

FOR OFFICE USE ONLY:

School Based Staff:

Central & Sub Office Staff

Principal's recommendation

Supervisor's recommendation:

Approved: Yes _____ No _____

Approved: Yes _____ No _____

Principal's Signature

Immediate Supervisor Signature

Comments: _____

Comments: _____

Recorded by Payroll Department ()

Recorded by Human Resource Department ()

Form 451-3

**NORTHERN LIGHTS SCHOOL DIVISION #113
Non-Teaching Professional Development Bursary Application**

Pursuant to Section 6.0 of the Northern Lights School Division #113 Terms and Conditions of Employment – Employee Handbook, I _____ employed by the Board for ____ years presently employed as _____ at _____, wish to make application for a bursary for the following professional development:

NAME OF CLASS/COURSE	DATES TO/FROM ESTIMATED	SEMESTER HOURS OF STUDY	HOURS/ COST
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The reason for obtaining this class/course must be outlined on the back of this application.

I understand that upon reimbursement of tuition or fees paid I am required to remain in the employ of the Board of Education for the following complete academic year.

Signature Date

FOR OFFICE USE ONLY:

Approval is hereby given for _____ of _____ school to take _____ at _____ from _____, 20__ to _____, 20__ as a bursary for professional development provided that evidence of successful completion and tuition/fees paid are provided to the Board in the year of which the professional development is taken.

DIRECTOR OF EDUCATION DATE

DEADLINE FOR SUBMISSION: 1 MONTH PRIOR TO COMMENCEMENT OF CLASSES

Form 451-1

NORTHERN LIGHTS SCHOOL DIVISION #113
Non-Teaching Professional Development Leave Application

Please Check One:

MEDIUM TERM LEAVE (submit Sept 20 for Jan 1, Jan 1 for Apr 1, Apr 15 for Sept 1)

LONG TERM LEAVE (submit not later than February 1 for following year)

Name: _____ Date: _____

School/Office: _____ Position: _____

Leave Requested From: _____ To: _____

Years of Experience with NLSD #113: _____

Course/Class Being Taken: _____

Where? _____

Course/Class Dates – From: _____ To: _____

Name of Dependents: Age (D.O.B.):

PROGRAM INFORMATION:

1. Include proposed Course Outline from University/Trade/Technical School (please attach).
2. Explain benefit to:

Applicant: _____

School/Office: _____

Division: _____

Did you receive any previous Professional Development Leave from the NLSL #113?

Yes No

If yes, what and when? _____

ESTIMATE OF EXPENSES:

SOURCE OF FUNDS:

Tuition:	\$ _____	Bursaries:	\$ _____
Rent:	\$ _____	Other:	\$ _____
Travel:	\$ _____	TOTAL FUNDS	\$ _____
Living Expense:	\$ _____		
TOTAL EXPENSES:	\$ _____		

Please explain your estimate of expenses: _____

If you were unsuccessful in the application for Professional Development Leave with pay, would you accept leave without pay if offered?

Yes No

Commencement of Leave is subject to the submission of an approved University/Trade/Technical School course outline and must be received by the Director no later than June 30.

I understand that there will be a return service commitment (with penalties) for approval of all professional development leaves with pay.

Applicant's Signature

Date

Recommended by Immediate Supervisor

Date

Recommended by Superintendent

Date

Recommended by Director of Education

Date

If desired, attach letters of recommendation.

January 2014

Form 400-4

Bag Service #6500 La Ronge, SK S0J 1L0	Direct Deposit Information	Phone: (306) 425-3302 Fax: (306) 425-4932 E-mail: cmccconnell@nlsd113.ca
---	-----------------------------------	---

Name: _____ S.I.N.: _____

Address: _____

I hereby authorize Northern Lights School Division #113 to deposit my pay directly to my bank account as described in the Financial Institution Data section of this form. An earning/deduction statement will be provided via web mail at the end of each month. Deposits to my account will be shown as "NLSD Payroll" or abbreviated caption to denote the automated transaction on my account records. **I also understand that I am only allowed to change my advance amount or banking instructions once per year.**

Employee Signature Date

FINANCIAL INSTITUTION DATA Attach voided cheque.
Attach <u>cheque</u> Here
NOTE Re: Handwritten banking information
<i>We will not accept responsibility for mistakes you make in transcribing banking information. The safest way to submit the information is to take a blank cheque and write "VOID" through the signature area. Our staff can then pick up the actual clearing information (institution number, transit number and account number) from the bottom of the cheque and then you will not have responsibility for the results.</i>
_____ Employee Signature Date

ADVANCE REQUEST
I would like a \$ _____ or _____ % advance each month.
(Advances must be less than 50% of your monthly net pay and will be deposited to your account on the last banking day prior to the 16 th of the month.)
_____ Employee Signature Date

The personal information provided on this form will be confidential and used only for the purposes of direct depositing your pay with the financial institution specified above.

Date: _____ Report filled out by: _____

Section 1 - FALSE ALARM

Please answer the following:

1. Time of alarm: _____ am / pm
2. Who/What set off the alarm? _____

3. Why was the alarm not cancelled? _____

4. Were the RCMP Called? _____ Did they respond? _____

Section 2 - UNKNOWN OR BREAK & ENTRY ALARM

Please answer the following:

1. Time of alarm: _____ am / pm
2. Did you check around the school for signs of entry? Please indicate areas checked on the map on the other side of this form.
3. Who/What set off the alarm? _____

4. Who called you out? _____
Why were you called out? _____

What action, if any, was taken to remedy/rectify the situation? _____

5. In the case of a Break and Entry did you notify the police? (circle) Yes/No
Did they respond? (circle) Yes/No
6. List anything that you notice is missing. _____

7. Was maintenance called to secure building? _____

Employee's Signature

Supervisor Signature

EXPENSE CLAIM FORM

Name: _____ School: _____

Purpose of Travel and Location of Event: _____

DATE	ORIGIN/ DESTINATION	MILEAGE	LODGING	MEALS	OTHER EXPENSES <small>(Receipt(s) Required)</small>	TOTAL
	From: To:			____ Breakfast ____ Lunch ____ Dinner		
	From: To:			____ Breakfast ____ Lunch ____ Dinner		
	From: To:			____ Breakfast ____ Lunch ____ Dinner		
	From: To:			____ Breakfast ____ Lunch ____ Dinner		
	From: To:			____ Breakfast ____ Lunch ____ Dinner		
	From: To:			____ Breakfast ____ Lunch ____ Dinner		
	From: To:			____ Breakfast ____ Lunch ____ Dinner		
Total Payable						

(Current Board approved rates may be obtained from the Administrative Manual or Web Site)
I hereby certify that the above expenditures were incurred on Board approved business.

Signature _____ Date _____ Approved By _____

Code To: _____ Program Name: _____

Form 501-2

NORTHERN LIGHTS SCHOOL DIVISION #113
WEEKLY STATEMENT OF TRAVEL EXPENSES

Date (month) (Year)	PLACE AND TIME		Mode of Travel	Total Mileage	Vehicle Charges (Pvt. or Bd.)	MEALS			Bod	Other Expenses	Daily Total
	FROM	TO				Breakfast	Dinner	Supper			
MONDAY	Place: Departure Time	Place: Arrival Time									
TUESDAY	Place: Departure Time	Place: Arrival Time									
WEDNESDAY	Place: Departure Time	Place: Arrival Time									
THURSDAY	Place: Departure Time	Place: Arrival Time									
FRIDAY	Place: Departure Time	Place: Arrival Time									
SATURDAY	Place: Departure Time	Place: Arrival Time									
SUNDAY	Place: Departure Time	Place: Arrival Time									
TOTAL											

Certified Correct _____ Approved for Payment _____
 (Employee's Signature)

Complete Form 501-2 - Form 501-2

WORK TABLE

(BRIEF DESCRIPTION OF WORK PERFORMED)

	HOUSING 204	SCHOOL 205	CAPITAL	TOTAL HOURS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
TOTAL				

CERTIFIED CORRECT _____

[Employee]

**Northern Lights School Division #113
Oath of Confidentiality**

I, _____, do solemnly and sincerely swear (or solemnly affirm):
(PRINT EMPLOYEE NAME)

1. That I will not use or disclose any matter or information that comes to my knowledge by reason of my employment, including personal information about any individual, unless:
 - (a) that use or disclosure is permitted by *The Freedom of Information and Protection of Privacy Act* or *The Health Information Protection Act*; and
 - (b) I have authorization from my employer to make that use or disclosure.

Sworn/Affirmed before me at the _____
of _____ in the
Province of Saskatchewan this _____
day of _____, 20_____

} _____
Employee's Signature

*A Commissioner for Oaths in and for Saskatchewan
or a Notary Public*
My appointment expires _____

CONTACT INFORMATION

If you have questions regarding this document and its contents, please contact Human Resources using the information listed below.

Dawn Ewart	Superintendent of Human Resources	dawnewart@nlsd113.ca
Carlene Bates-Lee	Human Resource Officer	carlenebateslee@nlsd113.ca
Jennifer Wolkosky	Human Resource Assistant	jenniferwolkosky@nlsd113.ca

MAIL: Northern Lights School Division #113
Human Resources
Bog Service 6500
La Ronge SK S0J 1L0

Telephone: (306) 425-3302

Fax: (306) 425-2555

Email: hroffice@nlsd113.ca