



**PRAIRIE SPIRIT
SCHOOL DIVISION**

Learners for Life

CONDITIONS OF EMPLOYMENT

A Handbook for

OUT-OF-SCOPE SUPPORT STAFF

Updated June 18, 2019

FOR OUT-OF-SCOPE STAFF

For assistance and support in resolving issues or for answering questions:

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OPENING STATEMENT:

- a. This handbook guides the employment relationship between the Prairie Spirit School Division and each staff within the Out-of-Scope Employee Group.
- b. This document is intended to reflect the practices in Prairie Spirit School Division with respect to the Out-of-Scope Employee Group.
- c. This handbook will apply to the following positions:
 - Administrative Assistants
 - Assistant Caretakers
 - Bus Drivers
 - Educational Associates
 - Head Caretakers
 - Library Technicians
- d. This handbook is intended to be brief, providing a general frame of reference to guide the employment relationship, while recognizing the flexibility required to address the needs of out-of-scope staff and the school division. Where this document is silent, more specific direction may be available through school division policies or advice from Human Resources.
- e. Exceptions to these terms may be made as a condition of employment to support the recruitment and retention of hard to fill positions. Such exceptions can only be made following consultation with the Deputy Director of People and Finance, CFO, and in some cases, may require the approval of the Director of Education.
- f. This document will be reviewed and revised on an annual basis to ensure fair and equitable terms of employment for out-of-scope staff. Feedback and input with respect to the document is welcome at any time and should be forwarded to Human Resources.

1. Handbook Review

- a. A review of this document will commence no later than April 30th of each year.

2. Probationary Period

A newly hired employee shall serve a probationary period of five (5) months before being

considered a regular employee. Termination of employment may be made by the Employer at any time during the probationary period.

3. Problem Resolution Process

Prairie Spirit school Division supports a problem-solving process to resolve differences between staff members and their supervisors. In situations like this, either party may bring forward issues and concerns through Human Resources.

- a. Informal Step – The employee is expected to discuss a complaint with the Principal or immediate Supervisor. The Employee and the Supervisor shall make every effort to resolve disputes prior to filing a formal complaint.
- b. If the issue is not resolved informally, the employee shall then present a written complaint to the Principal or Immediate Supervisor within twenty (20) working days of the event giving rise to the complaint. The Principal or Immediate Supervisor shall give his/her decision in writing to the employee within ten (10) working days of receipt of the complaint.
- c. If the complaint remains unresolved, the complaint will be presented, in writing, to the Employee Relations Manager. The Employee Relations Manager will have the option to arrange a meeting with the employee(s) involved and will provide a written decision on the complaint within ten (10) working days of receipt of the complaint or following the meeting.
- d. If the complaint remains unresolved, and the complaint has been heard by the Employee Relations Manager, then the complaint will be presented, in writing, to the Deputy Director of People and Finance, CFO. The Deputy Director of People and Finance, CFO will provide a written decision on the complaint within ten (10) working days of receipt of the complaint.
- e. If the complaint remains unresolved, a written application for a Board of Review shall be submitted to Human Resources within ten (10) working days of receipt of the Deputy Director of People and Finance, CFO's decision.

4. Termination Procedures

An employee may be discharged or have his/her employment terminated by the Employer for just cause. The provisions of the provincial legislation as set out under The Saskatchewan Employment Act shall apply to such discharges and/or terminations.

5. Board of Review

- a. The Board of Review shall meet in the event of receipt of a complaint arising from this contract in writing to the Deputy Director of People and Finance, CFO, within thirty (30) days of receipt of such complaint.
- b. The Board of Review shall consist of three (3) members of the Board of Education and three (3) employee representatives selected from among the members of the out-of-scope committee.

6. Duties

- a. The duties of all employees shall be those which are lawfully assigned by the Employer through policy or by its designated representative.
- b. All employees shall act according to the direction of the school principal or their immediate supervisor in the performance of the normal duties associated with the general care and supervision of school division property.

- c. All employees shall attend in-service seminars organized by the Employer for the purpose of improving qualifications and services specific to their assignment.
- d. The Out-of-Scope Employee Committee will have representation on the Calendar Committee, which is established on an annual basis, to develop calendar options for the school year, and all employees will have opportunity to participate in a vote that is offered to all PSSD staff based on the Calendar Committee's options for a calendar preference.
 - (i) The Board of Education has the final approval of the calendar as per the Education Act, 1995.

7. Hours of Work

The hours of work for full-time Out-of-Scope support staff shall be:

- Administrative Assistants – 8 hours per day - 200 days
- Bus Drivers – 4 hours per day - student contact days, including (1) day for professional development
- Caretakers – 8 hours per day – 12-month employees
- Educational Associates – 6 hours per day - 188 days
- Library Technicians – 7 hours per day - 200 days
- Division Office Library Technician – 7 hours per day – 215 days

8. Payment of Wages

a. Dates of Payment of Wages

The Employer shall pay, by electronic deposit, every employee to whom a salary is due the amount that is due by the twenty-fifth (25th) day of each month, provided information necessary for the calculation of the amount due has been submitted by the required deadline for inclusion in the current month's payroll. Where the twenty-fifth (25th) day is a Saturday, Sunday, or paid statutory holiday, salary shall be paid on the preceding working day. December salaries shall be paid the last teaching day of that month.

- (i) Casual employees shall be paid on or before the sixth (6th) and twenty-first (21st) day every month.

The Employer shall pay salaries and wages monthly in accordance with the schedule of salary scales attached hereto and forming part of this agreement.

b. Caretaker Alarm or Cold-Weather Call Outs

Employees who are called out to an alarm or a cold weather check after regular hours or on weekends, shall be paid as follows:

- (ii) Three (3) hours at their regular rate of pay, or three (3) hours at overtime rates for any time above 8 hours in a day or 40 hours in a week, whether or not the call-out requires the

employee to work for a full three (3) hours, as well as mileage at the Board approved rate;
or

(iii) Employees shall have the option to take time off in lieu of payment, plus mileage at the Board approved rate. Time off shall be granted at one (1) hour time-in-lieu for one (1) hour worked up to 8 hours in a day or 40 hours in a week, and at overtime rates for any hours above. Mileage at the Board-approved rate shall also be paid.

(iv) Employees shall submit a claim form to his/her in-school administrator for Alarm and Cold Weather Call Outs if the employee is wishing to be paid. If the employee, in consultation with the in-school administrator determines that he/she wishes to take time-in-lieu, the school is responsible for keeping track of the time. This time shall be taken on non-student days.

c. Educational Associates

(i) Educational Associates who meet the Educational Requirements set out below shall be paid on the Educational Associate 2 pay grid.

(ii) The School Division will recognize for additional pay, those employees who have completed provincially recognized programs such as: Educational Assistant, Rehabilitation Worker, Youth Care Worker, Early Childhood Education, Therapeutic Recreation, Nursing, Licensed Practical Nurse, Home Care/Special Care Aid, Bachelor or Diploma of Social Work, any other university Bachelor degree.

(iii) Employees who have other post-secondary educational qualifications may have their qualifications reviewed by the Employee Relations Manager.

d. School Bus Drivers **Please See Appendix I**

9. Leaves of Absence

a. Personal Leave of Absence Without Salary

Absence Code: Leave of absence, without salary, of up to ten (10) working days per year, may be granted by the employee's immediate supervisor. 10-month employees will use the school year and 12-month employees will use the calendar year. Leaves over ten (10) days must be approved by HR in consultation with the Principal or immediate supervisor. The Employer, at its discretion, may extend this leave.

Personal Leave Without Pay

b. Extended Leaves

Long-term leaves of absence requests are to be sent to the employee's immediate supervisor and Human Resources.

c. Sick Leave

Absence Code: (i) Each employee shall be entitled to sick leave in the amount of two (2) days for each month employed.
Sick Leave-Paid

***When sick leave bank is depleted,** (ii) The unused portion of an employee's sick leave shall accumulate to a maximum of one hundred and eighty (180) days.

absence reason changes to Sick Leave Unpaid (iii) An employee who accesses their sick leave for more than five (5) consecutive work days may be required to provide proof of illness by submitting a medical certificate to their immediate supervisor and/or Human Resources.

(iv) When applicable, sick leave with or without pay shall be utilized by an employee to cover the one hundred and five (105) day elimination period of the Long-Term Disability (LTD) benefit plan. Should an employee's application for LTD benefits be declined, access to sick leave would still be applicable subject to Section 9 c. (iii).

d. Compassionate Leave:

Absence Code: (i) In the event of life threatening illness or death of a legal or common-law spouse, child of the employee or the employee's spouse, parent, spouse of a parent, brother, sister, grandchild, grandparent, in-laws, aunt, uncle, niece, nephew, foster parent, ward, guardian, or a person who the staff member considers to be like a family member, leave with pay shall be granted up to a maximum of five (5) working days. The Employer may require an employee to provide, as soon as reasonably possible, a medical certificate verifying a life-threatening illness.
Compassionate Leave

Absence Code: (ii) In the event of an employee attending a funeral of someone other than relatives listed in 9 d. (i) the immediate supervisor shall grant leave with pay up to one (1) day.
Compassionate - Funeral

Absence Code: (iii) One additional day shall be granted in cases where travel beyond six hundred (600) kilometers is required.
Compassionate - Travel

(iv) The Superintendent for the school may, upon written request, grant additional compassionate leave with or without pay.

e. Emergency Care

Absence Code: (i) During any calendar year the Employer shall grant one (1) day leave with pay per employee to provide emergency care for their child, spouse, grandchild, or parent. This leave shall not be used for routine dental or medical appointments.
Family Leave – Emergency Care

Absence Code: (ii) Where an employee's immediate family member, as defined in Section 9 d.(i) "Compassionate Leave", is ill and no other family member is available, the employee may use up to two (2) days with pay taken from the employee's sick leave accumulation per school year.
Sick Leave – Emergency Care

f. Personal Leave Day

Absence Code: (i) During any fiscal year, the Employer shall grant personal leave, with pay, according to the following schedule:
Personal Leave with Pay

Caretakers	2 days
Receptionists	2 days
10-month staff	1 day

(ii) There is provision for a maximum of one (1) day to be carried over into the next year.

g. Graduation Leave

Absence Code: (i) Employees shall be granted one (1) day for the Grade 12 or post-secondary graduation or **Graduation-Day** convocation of an immediate family member. For the purposes of this Section, immediate family is defined as child, spouse, grandparent, grandchild, parent, or self.

Absence Code: (ii) One additional day shall be granted in cases where travel beyond six hundred (600) **Graduation/ Convocation** kilometers is required.

h. Pressing Emergency Leave

Absence Code: (i) Special leave with pay shall be granted to employees for the purposes of responding to an event outside the control of the employee. This unexpected event requires an immediate response so as to ensure the safety of family, community members and/or property.
Pressing Emergency/ Necessity

(ii) An employee shall be granted up to a maximum of three (3) days annually with pay to attend to pressing necessity.

(iii) Examples of a pressing necessity include, but are not limited to, the following:

- (a) Road Closure
- (b) Natural Disaster
- (c) Accident
- (d) Home Emergency
- (e) Community Emergency Services

Note: Employees should inform their in-school administrator/immediate supervisor if they are a member of a first responder team, local fire department, or other community emergency team.

i. Jury Duty or Witness Leave

Absence Code: An employee shall be allowed leave of absence with pay when subpoenaed to appear as a witness in a court case, or to serve as a member of a jury. Any remuneration awarded by the Court above actual expenses shall be repaid to the employer up to the maximum of salary involved for the paid absence.
Jury/Witness Duty

j. Review Committee Leave

After considering the budgetary impact, the Employer will provide leave with pay for employees selected for the Out-of-Scope Committee, to meet for the purposes of reviewing the terms and conditions of employment. The Employer will pay mileage to the committee members at the Board-approved rates.

10. Maternity, Adoption, and Parental Leave

a. General Provisions for Maternity, Adoption, and Parental Leave

- (i) For the purposes of eligibility, lay-offs during the months of July and August of ten (10) month employees shall not be considered service or as a break in service.
- (ii) While on maternity leave, adoption, or parental leave, an employee shall accrue service for purposes of vacation entitlements, but no vacation credits will accumulate during the leave.
- (iii) While on maternity, adoption, or parental leave, sick leave benefits will not accumulate.
- (iv) While on maternity, adoption, and/or parental leave the Employer will pay the entire cost of the benefit premiums for those benefits provided in Section 15 "Employee Benefit Plan".
- (v) Subject to the qualifying provisions of the pension plan, an employee on leave under this Section may elect to maintain pension contributions for the period in which they normally would have been employed, by paying both the Employee's and the Employer's share of the contributions.
- (vi) Extensions may be granted by the Employer, however, the maximum combined leave that will be granted under Section 10 shall not exceed twelve (12) months.
- (vii) Notice of intention to return to work or a request for change in the length of the maternity, adoption, or parental leave must be forwarded to the appropriate Superintendent, in writing, at least four weeks prior to the expiration of such leave.

b. Maternity Leave [Maternity, Parental, or Adoption Leave – Saskatchewan](#)

- (i) An employee:
 - (a) who is currently employed and has been in the employment of the Employer for a total of at least thirteen (13) consecutive weeks, and
 - (b) who communicates with their supervisor and provides Human Resources, no later than four (4) weeks prior to the date on which she intends to commence the leave, her written request for maternity leave, which must include a medical certificate from a qualified medical practitioner certifying that she is pregnant and estimating the date of birth,

will be entitled to maternity leave without pay.

(ii) Maternity leave may commence any time during the thirteen (13) weeks preceding the estimated date of birth.

(iii) Maternity leave may be for a period of up to nineteen (19) consecutive weeks.

c. Adoption Leave

Absence Code: (i) **Adoption Leave** An employee who is adopting a child shall, upon written request, be granted leave with pay for a period of one (1) day to meet the legal requirements to adopt a child and one (1) day to take custody of the child. If applicable, an employee shall be granted leave with pay for a period of one (1) day to be present at the birth of the child to be adopted.

(ii) The Employer may grant additional leave with or without pay should circumstances warrant.

(iii) An employee:

(a) who is currently employed and has been in the employment of the Employer for a total of at least thirteen (13) consecutive weeks, and

(b) who notifies their supervisor and Human Resources of the intention to adopt as soon as is reasonably possible after the approval of the adoption has been granted, and

(c) who provides their supervisor and Human Resources with as much notice as possible as to the commencement date of the leave, will be entitled to adoption leave without pay.

Adoption leave may be for a period of up to nineteen (19) consecutive weeks.

d. Parental Leave

Absence Code: (i) **Childbirth/Parental** An employee shall be granted parental leave of one (1) day with pay for the purpose of attending at the birth of the employee's child and one (1) day with pay for assisting the employee's spouse and child on return home from the hospital.

(ii) The Employer may grant additional leave with or without pay should circumstances warrant.

(iii) An employee who is currently employed and has been in the employment of the Employer for a total of at least thirteen (13) consecutive weeks, and who makes written request to the appropriate superintendent, will be eligible for parental leave without pay.

(iv) Employees who are eligible for maternity or adoption leave shall be entitled to thirty-four (34) consecutive weeks of parental leave.

(v) Employees who are not eligible for maternity or adoption leave are entitled to thirty-seven (37) consecutive weeks of parental leave.

(vi) Parental leave may only be taken during the thirteen (13) weeks before the estimated date of birth or the estimated date on which the child is to come into the employee's care, as the case may be, or during the fifty-two (52) weeks following the actual date of birth or the actual date on which the child comes into the employee's care.

(vii) An employee who wishes to take leave pursuant to 10 b) and also under 10 d) shall take the two leaves consecutively.

11. Extracurricular Hours

Absence Code: The Prairie Spirit School Division recognizes that extracurricular activities are valued learning opportunities beneficial for all students.
Earned Day for Extra-Curricular

- *This code is only to be used after 25 hours of supervision has been approved (1/2 day for each 25 hours). It may NOT be used for absences to attend or supervise extra-curricular of school sponsored events. Absences to supervise extra-curricular activities will be specific to the event and approved by the school. Please check with your Principal or Administrative Assistant for the correct absence code for the individual event.
- a. Extracurricular supervision shall be defined as supervision of and planning for approved voluntary student activities provided outside of the regular instructional classroom program.
 - b. Support Staff involvement in extracurricular activities is voluntary and requires the consent of the employee.
 - (i) Extracurricular and overnight supervision activities to be offered will be locally determined and approved by the superintendent.
 - (ii) Extracurricular or overnight supervision compensation is earned in twenty-five (25) hour increments. An employee shall be compensated in one of the following two ways:
 - (a) An employee shall receive one half (1/2) earned day off for each twenty-five (25) hour increment, to a maximum of two (2) full days.
 - (b) An employee shall receive the minimum sub pay rate for each half day earned. For clarification, the sub rate is the casual rate of pay for the applicable employee group.
 - (iii) Employees providing overnight supervision of students will be compensated at eight (8) hours per night.
 - (iv) Extracurricular hours and overnight supervision hours are to be submitted to the in-school administrator on a regular basis. Once submitted, time off may be taken as earned throughout the school year.
 - (v) Earned days off are to be scheduled in consultation with the principal or the immediate supervisor.
 - (vi) Earned days off from one school year may be carried over for one year.

12. Workers' Compensation

The Employer shall make provision for every employee to be insured in the event of injury under the terms and provisions of The Workers' Compensation Act. The Employer shall pay to the Employee, their regular wages for a period of up to two (2) years. The Employee shall have the Workers' Compensation Board payments directed to the Employer.

13. Annual Vacation

- a. Twelve-month employees shall be granted annual vacation with pay as outlined in 13 b. For ten-month employees, vacation pay will be calculated and paid monthly in accordance with 13
- b. During the first five (5) years of employment, employees shall be entitled to fifteen (15) working days per year for annual vacation. Upon completion of the sixth (6th) and subsequent years of service, employees shall earn an additional one (1) day per annum until they reach the tenth (10th) year of service when they shall be entitled to an annual vacation of twenty (20) days according to the following schedule:

Annual vacation schedule:

Absence Code:
Vacation - Paid

Years of Employment	Days Vacation
1-5 years	15 days
After 6 years	16 days
After 7 years	17 days
After 8 years	18 days
After 9 years	19 days
After 10 years	20 days

From the eleventh (11th) to the fifteenth (15th) year of employment, employees shall be entitled to twenty (20) working days per year for annual vacation. Upon completion of the sixteenth (16th) and subsequent years of service, employees shall earn one (1) additional day per annum until they shall be entitled to an annual vacation of thirty (30) days according to the following schedule:

Years of Employment	Days Vacation
11-15 years	20 days
After 16 years	21 days
After 17 years	22 days
After 18 years	23 days
After 19 years	24 days
After 20 years	25 days
After 21 years	26 days
After 22 years	27 days
After 23 years	28 days
After 24 years	29 days
After 25 years	30 days

- c. All vacations shall be taken when school is not in session or at other times upon request as approved by the immediate supervisor and corresponding superintendent.
- d. For the purpose of this Section, twelve-month employees may carry over 20% of his/her annual vacation from one year to the next to be used before the end of the next school year (August 31).

14. Statutory Holidays

- a. For the purpose of this Section, the following days are considered to be statutory holidays for all twelve-month employees:

New Year’s Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	1 st Monday in August	Christmas Day
Easter Monday	Labour Day	Boxing Day

and any other day proclaimed as a holiday by the dominion, provincial, or municipal government.

- b. For the purpose of this Section, the following days are considered to be statutory holidays for all ten-month employees:

New Year’s Day	Victoria Day	Remembrance Day
Family Day	Labour Day	Christmas Day
Good Friday	Thanksgiving Day	Boxing Day
Easter Monday		

and any other day proclaimed as a holiday by the dominion, provincial, or municipal government.

15. Employee Benefit Plan

All new employees shall participate in the benefit program established as a condition of employment.

The Employer shall offer an employee benefit program including life insurance, accidental death and dismemberment insurance, long term disability insurance, extended health benefits, dental benefits, and an employee and family assistance plan. The Employer shall pay seventy-five percent (75%) of the premium for those employees enrolled in the program, with the exception of the Employee and Family Assistance Plan (EFAP) where the Employer will pay 100% of the premium.

The Employer agrees to review coverage under the employee benefit program annually for possible improvements. Any revisions to the existing program will be discussed with employee groups prior to being implemented.

16. Caretaker Shoe Allowance

Upon submission of the original receipt to Human Resources, caretakers shall be reimbursed the cost of appropriate footwear to a maximum of \$100 per year and will be pro-rated according to their FTE. Approved footwear must be closed-toed and appropriate for caretaking duties.

17. Professional Development

The Employer shall provide funding to assist in paying part of the cost for Out-of-Scope Support Staff to attend professional development activities. The fund is to be accessible at the school or office level and the goals of the employee who is seeking the funds shall align with the goals of the School Division. Allocation of the funds shall be determined by the principal or immediate supervisor.

18. Professional Dues

The Employer shall reimburse or pay directly any professional dues and or license fees required by Out-of-Scope Support Staff in the performance of their duties. Any new fee structures that do not exist at the effective days of this agreement shall require prior approval of the Deputy Director of People and Finance, CFO, before being included under this provision.

APPENDIX I – Bus Drivers

a. Regular Bus Drivers

- (i) Rural route bus drivers will be paid the daily rate plus a minimum of 105 kilometers.
- (ii) City-route bus drivers, who do not have any rural pick-ups, will be paid the daily rate plus actual kilometers.
- (iii) The Basic Rate for bus drivers, as per the payment schedule in Appendix II, will be applied for the first three hours when driving extra trips such as those defined in Appendix I a (iv).
- (iv) All practical and applied arts, work experience or extra-curricular trips will receive the hourly stand-by rate, which is minimum wage, plus the per kilometer rate, as long as the total is more than the basic rate.
- (v) These routes are paid from the time the driver starts.
- (vi) Bus drivers will be paid their expenses as per the Board-approved rates when they must remain overnight on an extra or co-curricular trip.
- (vii) All drivers who transport students in wheelchairs shall receive additional compensation per wheelchair per day as outlined in Appendix II.
- (viii) Bus drivers will receive the basic rate plus mileage for service trips including SGI inspections and oil changes. Other service trips will be paid a minimum of 3 hours at minimum wage plus mileage with any additional wait time paid at minimum wage.
- (ix) Annual bus pick-up and drop off will be paid at regular per kilometer rate plus minimum of 3 hours at regular wage.
- (x) Bus drivers will be reimbursed for medical and re-examinations.

b. Spare/Substitute Bus Drivers

- (i) 780 hours (number of hours regular driver drives per year) = 1 step on grid
- (ii) Maximum of 1 step per year
- (iii) Alterations of step on grid will be made when the individual reaches each 780 hours in each school year
- (iv) These hours can be carried over from year to year, but, there is a maximum of 1 step per year on the grid.
- (v) Substitutes will be paid the Board rate per kilometer to drive and pick up a bus for the purposes of driving a spare.
- (vi) Upon approval of the Conveyance Manager or designate, for the purposes of learning a new route, spare drivers will be paid at 50% of the rate for that run, when they ride along on the route for the first time with the regular driver.

- (vii) Bus drivers will be paid their expenses as per the Board approved rates when they must remain overnight on an extra or co-curricular trip.

APPENDIX II – Bus Driver Rates

BUS DRIVER RATES

Charter Basic Rate	\$39.94
Charter Standby Rate	Minimum Wage
Charter Mileage Rate/km	\$0.239
Wheelchair Rate	\$7.00 per wheelchair
Route Mileage Rates	\$0.1428 per km

APPENDIX III – SEB Plan

SUPPLEMENTAL EMPLOYMENT BENEFITS PLAN

Preamble

In recognition that there will be a health related portion of every maternity leave during which a woman will be medically unfit for duty for health related reasons due to pregnancy, delivery or post-delivery, benefits for this period will be paid under the provisions of a Supplemental Employment Benefits Plan (SEB Plan) designed in accordance with the registration requirements of the Benefits Program, Canada Employment and Immigration.

Entitlement

1. For the purposes of this Section a woman is deemed to be medically unfit for duty for health related reasons due to pregnancy, delivery or post-delivery, for a period commencing on the estimated date of birth or the date of delivery, whichever is earlier, as certified by a qualified medical practitioner:
 - a. An employee shall be eligible for SEB Plan benefits if she is:
 - (i) medically unfit for duty as an employee for health-related reasons due to pregnancy, delivery or post-delivery; and
 - (ii) in receipt of Employment Insurance benefits or serving the two-week waiting period
 - (iii) on maternity leave.
 - b. Every employee who is eligible for SEB Plan benefits in accordance with 10 b) (i) 1. shall be entitled to such benefits for a period commencing the estimated date of birth or the date of delivery, whichever is earlier, without being required to provide medical evidence.
2. The maximum time to be used in determination of benefit is seventeen (17) weeks.
3. Privacy of Personal Information
 - a. The collection, use, disclosure, storage and retention of personal information for purposes of this Section must comply with the principles of privacy and with the provisions of The Local Authority Freedom of Information and Protection of Privacy Act.
 - b. Personal medical information collected for the purposes of Appendix I should not be retained in the personnel file. The separate employee-specific medical file should be maintained by, and accessible to, the employee and the designated official only.
4. Such information should be retained and destroyed in accordance with the principle that personal information is destroyed when it is no longer required for the purposes for which it was collected.
5. Administration of SEB Plan
 - a. An employee shall apply to the Employer for SEB Plan benefits using Form 1 of the Application.

- b. On delivery of the child, an employee shall submit to the school division Form 2 – Confirmation of Delivery
- 6. The employee shall submit Form 1 and 2 no later than one hundred and twenty (120) days following the birth of her child. It is preferred that Form 1 accompany the notice of intention to take maternity leave.
- 7. Calculation and Payment of Benefits
 - a. For the period of eligibility as determined in 1. a), the Employer shall pay to the employee the amount required on a weekly basis to supplement the employee's Employment Insurance benefit to 95% of her salary entitlement.
 - b. The employee's weekly salary entitlement shall be calculated as follows:

$$\frac{5 \times \text{Rate of salary in effect}}{\text{Number of work days in the year}}$$

- (i) Benefits under the provisions of this Section shall be payable in respect of the number of work days and hours of work prescribed by the Agreement.
- (ii) Benefit payments under the provisions of this Section shall be subject to the usual deductions as if the employee was actively working and as required by the respective benefit plan sponsors.

OUT-OF-SCOPE SUPPORT STAFF MONTHLY WAGES

Effective September 1, 2019

Administrative Assistant per 168 hours/month	Step 1	\$	3,030.72
	Step 2	\$	3,193.68
	Step 3	\$	3,358.32
	Step 4	\$	3,522.96
	Step 5	\$	3,689.28

Bus Drivers per 77.2 hours/month	Step 1	\$	1,037.95
	Step 2	\$	1,086.59
	Step 3	\$	1,135.81
	Step 4	\$	1,184.63
	Step 5	\$	1,233.08
Per km, minimum 105 km	Mileage		

Assistant Caretakers per 173.33 hours/month	Step 1	\$	2,911.94
	Step 2	\$	3,083.54
	Step 3	\$	3,253.40
	Step 4	\$	3,421.53
	Step 5	\$	3,591.40

Head Caretakers per 173.33 hours/month	Step 1	\$	3,286.34
	Step 2	\$	3,456.20
	Step 3	\$	3,626.06
	Step 4	\$	3,794.19
	Step 5	\$	3,965.79

Educational Associates 1 per 118.8 hours/month	Step 1	\$	2,021.98
	Step 2	\$	2,117.02
	Step 3	\$	2,212.06
	Step 4	\$	2,307.10
	Step 5	\$	2,400.95

Educational Associates 2 per 118.8 hours/month	Step 1	\$	2,162.16
	Step 2	\$	2,257.20
	Step 3	\$	2,351.05
	Step 4	\$	2,446.09
	Step 5	\$	2,541.13

Library Technicians-10 month per 147 hours/month	Step 1	\$	3,114.93
	Step 2	\$	3,253.11
	Step 3	\$	3,385.41
	Step 4	\$	3,523.59
	Step 5	\$	3,660.30

Library Technicians-11 month per 143.18 hours/month	Step 1	\$	3,033.98
	Step 2	\$	3,168.57
	Step 3	\$	3,297.44
	Step 4	\$	3,432.02
	Step 5	\$	3,565.18