



BUS DRIVERS SALARY GRID

Effective September 1, 2024

I Grid

Daily Rate up to 80 kms	\$83.00
Over 80 per km rate	\$0.32
Wheelchair Daily	\$7.90

Regular Route Bus Drivers will be paid a daily rate of pay for each day driven which will be calculated on the average kms driven Monday to Friday as per the table above. The route distance will be determined by the Director of Transportation Services at the commencement of each school year and adjusted as needed.

Regular Route Bus Drivers will be paid a minimum based on 120 kilometres per day (80 “Daily Rate” + 40 “Over 80 per km rate”) based on the above calculation. Where a route is in excess of 120 kilometres, the above calculation applies.

Duties considered part of the above daily rate include trip inspections, transportation of students to and from school, regular paperwork requirements, daily cleaning, fuelling the bus, and picking up supplies at the bus shop.

The number of days for which a Regular Route Bus Driver may receive pay will be set prior to the beginning of each school year and shall be based on the number of student days set out in the Master School Calendar plus the “General Holidays” as outlined in Section V.

Generally, and after October 31 of the year, where a student moves off the route the bus driver will continue (at minimum) to receive the same pay until the end of June for their regular route. This may be reviewed on a case-by-case basis depending on specific circumstances and financial resources available.

Annual pay

- Will be calculated using the above rates and days.
- In addition, 20 hrs at the rate in Clause III for paperwork in excess of expectations for duties under the daily rate (based on ½ hr/week for 40 weeks).
- The annual pay will be paid in ten equal instalments, with any unpaid days in a particular month deducted in the following month.
- Where leave is approved in advance, unpaid days will be deducted the same month where possible.
- A reconciliation for final pay based on actual days paid will be done at the commencement of a long-term leave, termination of employment, and/or June of each year.

Casual bus drivers will receive a daily proration of the experience increment with the over 80 per km rate as above based on initial date of hire, applicable to the regular bus route that they are driving. Vacation and stat pay as per Alberta Labour Standards. Clause V, VII, VIII, IX applicable to Regular drivers only.



II Experience Increments

Regular Route Bus Drivers will be paid an annual experience increment in accordance with the following schedule:

Service	Rate
3-10 Years	\$175.00
11-15 Years	\$350.00
16+ Years	\$525.00

- Regular Drivers: will be paid in June of each year to those who are employed by the Board on the last school day in June.
- Casual Drivers accepting a regular route will receive credit for prior experience with Clearview for increment purposes.
- Casual Drivers: will receive the experience increments as part of their monthly pay for routes where they substituted for a regular route based on 1/200 of the annual entitlement for Regular Drivers.

III Service/Board Paid/Extracurricular Trips

Bus Drivers will be paid for bringing their bus to the Clearview Bus Shop/CTS and for extracurricular trips at the following hourly rate.

Hourly Rate	\$22.75
Additional Tow Truck Operations and Trainer Rate	\$ 4.25

See the attached schedule for the service trip time allotment for travel.

Time allotment for CTS trips will be set for each area at the commencement of each school year.

Meal allowance may be claimed for bus drivers performing a field trip or extracurricular trip outside of regular duties up to the Division rate where a meal is not otherwise provided.

IV Allowances

Regular Drivers

• **Plug-In**

Regular Bus Drivers will receive \$225.00 per year for a plug-in allowance.

• **Washing and Cleaning**

Regular Bus Drivers will be paid two (2) hours per month (September to June) for time spent washing their school buses at \$22.75/hour – added to Annual Salary calculation paid over 10 months.

An additional \$75.00 washing allowance will be paid to those drivers who do not have access to the Clearview Bus Shops as determined by the Director of Transportation Services – added to Annual Salary calculation paid over 10 months.

Casual Bus Drivers

• **Plug-in**

Paid to casual drivers on a per day basis based on activity, using 1/100 for the Regular Drivers annual plug-in allowance.

• **Washing**

Where washing is done at a wash bay, casual drivers may claim a reimbursement of costs



incurred for washing the bus and claim for 0.5 hours of time per occurrence.

Where washing is done at the casual driver’s residence, the casual driver may claim 1/200 of the Regular Drivers annual washing allowance and claim for 0.5 hours of time per occurrence.

Where more than 0.5 hours per occurrence is needed, the casual driver can receive approval from Transportation Services for additional time.

V Vacation and General Holidays

**a) Annual Vacation Entitlement
Regular Bus Drivers**

Paid in each pay period on earnings from Sections I, II, IV and V, as follows:

During 1st year of service	4%
2 - 8 years of service	6%
9 - 17 years of service	8%
18+ years of service	10%

Casual Bus Drivers

0 – 4 years of service	4%
5+ years of service	6%

**b) General Holidays
Regular Bus Drivers**

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

Casual Bus Drivers

5% of regular wages

VI Driver Medicals

Bus Drivers will be reimbursed for the cost of their initial medical. Thereafter they will only be reimbursed if they have driven for the Clearview Division in the year prior to the date of the medical.

VII Medical Leave

One day per month. Unused days can be accrued to a maximum of 40 work days.

Staff must access Workers’ Compensation when eligible.

An employee shall be granted up to two (2) days from their medical leave bank in any one September 1 to June 30 period without loss of pay or benefits, in the event of illness or hospitalization of an immediate family member including parent, spouse (including common-law and same gender partner) child or others when arrangements or care cannot be provided by another family member.

VIII Bereavement/Critical Illness Leave

Regular Bus Drivers will be eligible for leave, with pay, for not more than five working days for each occurrence because of critical illness or death of spouse, child, son or daughter-in-law,



parent, legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brothers-in-law, sisters-in-law or a relative who is a member of the employee's household and up to one working day to attend the funeral of aunts and uncles of the employee or spouse or nieces or nephews of the employee.

IX Leaves of Absence

Leaves of absence are without pay and must first be approved by the Director of Transportation Services. Any leave requests over two (2) weeks must be submitted in writing and approved by the Assistant Superintendent (Human Services).

X Lay-Off and Recall

In the event it becomes necessary, in the opinion of the Board, to layoff Bus Drivers, the layoff procedure will be subject to the provisions of the *Alberta Employment Standards Code*.

All Bus Drivers will be deemed to be laid off from their regular routes for all school vacation periods (Christmas, Easter, Summer Breaks, etc.) except those drivers whose employment has been terminated. Recall shall be automatic for either the first "Student Day" or the "Professional Development Day" prior to school commencement which follows the vacation period.

In the event that it becomes necessary, in the opinion of the Board, to reduce the level of the School Bus Driver workforce, the provisions of the Policy 514 "Reduction in School Bus Driver Work Force" shall apply.

XI Maternity and Parental Leave

Maternity and Parental Leave will be granted pursuant to the *Alberta Employment Standards Code*.

XII Job Related Court Appearance

When regular route bus drivers are absent from work they will be entitled to compensation at their regular daily route pay when required, by a subpoena or summons, to attend Court as a Witness in a matter that directly results from the performance of their duties as a Bus Driver.

Casual drivers will be paid for the actual time spent in Court to a maximum of 6 hours at the hourly rate in Clause III.

The Bus Driver will remit to the Board any witness fee paid by the Court, exclusive of expenses.

XIII Health and Wellness Spending Account

Bus drivers who work a minimum of 0.25 FTE shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$575.00 per year, provided monthly over 10 months.

Bus drivers may choose a payout (taxable) instead of participating in the Health Spending and Wellness Spending Account. Payroll must be notified in writing (email) by September 15 to request this option and the payout will be paid in September.

XIV Pension Savings Supplement & RRSP Payroll Deductions

- Regular bus drivers who work a minimum of 0.25 FTE are eligible for \$250.00 per year.



Must be regularly employed at September 30 to qualify. This will be paid in June of each year to those who are employed by the Board on the last school day in June.

- Employees may participate in a payroll deduction RRSP program. While the School Division will not be contributing funds to this program, employees can take advantage of this opportunity to manage their retirement savings conveniently. It is important for participants to monitor their contributions to avoid exceeding Canada Revenue Agency (CRA) limits and potential penalties.

XV Cell Phone Reimbursement

Where a driver needs to use their cell phone for emergency purposes (such as a bus breakdown or accident) Clearview will reimburse the additional charges incurred for use of the cell phone.

XVI Personal Leave

- Each staff member will be able to access one (1) day per year. Leaves are not able to be carried forward after June of each year. This benefit is available to regular staff that are employed in September, or otherwise start between September to December of each year.
- This one (1) day leave is for "a day" and not prorated to FTE, and would not be used in increments (so would not be used in 1/2 day increments). Use will be in consultation with your supervisor and with two weeks notice where possible, and is subject to where circumstances put such a leave in conflict with the interests of the division.
- This day may be used to extend a holiday period or long weekend at the reasonable discretion of your supervisor. Note use of this leave is subject to a casual driver being available for coverage.

Schedule for Round Trip Travel Time

Location	Travel Time
Big Valley to Stettler	1.00
Botha to Stettler	0.50
Brownfield to Coronation	0.75
Brownfield to Stettler	2.50
Byemoor to Castor/Stettler	1.50
Castor to Coronation	1.00
Castor to Stettler	1.25
Coronation to Stettler	2.25
Donalda to Bashaw	0.75
Donalda to Stettler	1.00
Erskine to Stettler	0.50
Halkirk to Castor	0.50
Halkirk to Coronation	1.25
Halkirk to Stettler	1.00

CTS Schedule

Location	Travel Time
Big Valley	3 hrs
Brownfield	3.50 hrs
Donalda	3.00 hrs
Erskine	2.75 hrs



CENTRAL SERVICES SALARY GRID

Effective September 1, 2024

I Grid

Classification	Step 1	Step 2	Step 3	Step 4
Executive Assistant	60,000	62,500	65,000	67,500
Administrative Assistant	44,753	47,083	49,368	51,689
Accountant	53,678	56,610	59,543	62,475

Previous experience in similar positions will be considered in determining the initial step placement in each category.

One year of service will be recognized for each 1,050 hours with a previous employer. Experience earned by part-time employees must have been accumulated within four consecutive years. Onus is on the employee to provide the human services with the proper supporting documentation.

After initial placement, increments will be granted on September 1 only, based on performance until the employee reaches maximum regardless of the FTE worked.

Employees shall move to the next step September 1st of each year.

A full-time employee will be paid based on an expected 1,820 hours per year, and a part-time employee will be pro-rated.

Where staff achieves professional certification in the area of their duties, and at the sole discretion of the Employer, the Employee will receive an additional \$1.00 per hour.

II Vacation and General Holidays

a) Annual Vacation Entitlement

- 1 - 5 years - 15 days
- 6 - 8 years - 17.5 days
- 9 - 15 years - 20 days
- 16 - 17 years - 22.5 days
- 18 - 25 years - 25 days
- 25 + years - 30 days

Annual vacation allocations will be made on September 1st of each year and must be used by August 31st of the following year. Requests to extend this date must be submitted to the Assistant Superintendent (Human Services) in writing. The Assistant



Superintendent (Human Services) shall respond to the request in writing. The request should contain the reasons surrounding the need to increase the carry forward or to extend the usage date.

Casual employees

0-4 years	4%
5+ years	6%

b) General Holidays

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

Where Easter Monday is a regular teaching day for schools, time off in lieu will be given on the Monday of the Spring Break.

Where Remembrance Day falls on a day that is a normal day off for the regular employee, a day off in lieu for the Named Holiday shall occur during the Christmas break or at another time that is mutually agreeable between the Employee and Clearview.

Casual employees	5% of regular wages
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III Medical Leave

Two days per month to a maximum of 75 work days. Employees must access Extended Disability Benefits and/or Workers' Compensation when eligible.

After two (2) years of absence due to injury or sick leave, the employee's position will be deemed vacant.

An Employee shall be granted up to five (5) days from their medical leave bank in any one September 1 to August 31 period without loss of pay or benefits, in the event of illness or hospitalization of an immediate family member including parent, spouse (including common-law and same gender partner) child or others when arrangements or care cannot be provided by another family member.

IV Benefits Plan

An additional benefits package will apply to employees assigned in excess of 1200 hours per annum. The Board agrees to contribute to the following benefit plans to the extent indicated provided that all requirements are met:

- ASEBP – 100%**
- LTD Plan D
- Life Insurance and AD & D Plan 2



- Extended Health Care Plan 1
- Dental Plan 3
- Vision Plan 3

These benefits are compulsory unless covered by a spouse, in which case, Extended Health Care Plan 1, Dental Plan 3, Vision Plan 3 are optional.

Provided that an employee qualifies for benefits, Board contribution will be 100% of premium.

School Principals or Supervisors must advise payroll by September 15 each year how many hours per week an employee will work in order to determine the Board contribution.

Payments towards benefits plans by the Board shall permit them to retain and not pass on to employees, any rebates of premiums otherwise required under Human Resources Development Canada - Employment Insurance regulations.

Clearview's contribution to health plan benefits will be paid when a regular Employee is absent from work for short term absences of less than thirty (30) calendar days, sick leave to a maximum of ninety (90) calendar days, and if the Employee is eligible for extended disability benefits with ASEBP or WCB (as applicable) to a maximum of two years. For all other absences, the payment of the full cost of premium contributions will be the responsibility of the Employee.

V Local Authorities Pension Plan

Compulsory participation by eligible employees assigned in excess of 1200 hours per annum.

VI Bereavement/Critical Illness Leave

Employees will be eligible for leave, with pay, for not more than five working days for each occurrence because of critical illness or death of spouse, child, son or daughter-in-law, parent, legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brothers-in-law, sisters-in-law or a relative who is a member of the employee's household and up to one working day to attend the funeral of aunts and uncles of the employee or spouse or nieces or nephews of the employee.

VII Personal Leave

- Each staff member will be able to access one (1) day per year. Leaves are not able to be carried forward after August of each year. This benefit is available to regular staff that are employed in September, or otherwise start between September to December of each year.
- This one (1) day leave is for "a day" and not prorated to FTE, and would not be used in increments (so would not be used in 1/2 day increments).
- Use will be in consultation with your supervisor and with two weeks notice where possible, and is subject to where circumstances put such a leave in conflict with the interests of the division. This day may be used to extend a holiday period or long weekend at the reasonable discretion of your supervisor.

All other leaves are without pay and must first be approved by the employee's immediate supervisor.



VIII Health Spending Account

Employees that qualify for ASEBP benefits shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$525.00 per year.

Employees that do not qualify for ASEBP benefits and work a minimum of 0.25 FTE, shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$575.00 per year.

Annual amounts provided over the year in monthly installments.

XIV Pension Savings Supplement & RRSP Payroll Deductions

Employees that do not qualify to participate in the Local Authorities Pension Plan, and work a minimum of 0.25 FTE are eligible for \$250.00 per year. This will be paid in June of each year to those who are employed by the Board on the last school day in June. Must be regularly employed on September 30 to qualify.

Employees may participate in a payroll deduction RRSP program. While the School Division will not be contributing funds to this program, employees can take advantage of this opportunity to manage their retirement savings conveniently. It is important for participants to monitor their contributions to avoid exceeding Canada Revenue Agency (CRA) limits and potential penalties.



NON-UNION CUSTODIAN SALARY GRID

Effective September 1, 2024

I Grid

Position	Regular
Head Custodian	\$25.09/hour
Regular Custodian	\$22.03/hour
Casual Custodian	\$19.21/hour

Designation for Head Custodian will be at the sole discretion of management. Upon receiving the designation, an employee will be paid at the Head Custodian rate.

A Regular Custodian will be an employee who is solely responsible for custodian duties in a particular school or an employee who is assigned an area in a school for caretaking.

A Casual Custodian will be an employee who works as a replacement for a Regular Custodian. An employee who is hired to work periodically during the year will also be classified as casual.

Any time other than the regular assigned hours must be authorized by the Director of Facilities prior to working those hours. Overtime will apply for time over 8 hours per day or 44 hours per week. Instead of cash payment for time worked beyond the regular scheduled hours, a custodian may choose to receive time off at straight time for such accumulated time to be taken at a mutually agreeable time.

Employees will be paid a monthly salary based on the assigned hours and rate of pay that applies. Extra time will be paid the month following submission of a time sheet verified by the Director of Maintenance and Custodial Operations.

II Vacation and General Holidays

a) Annual Vacation Entitlement

- 1 - 5 years - 15 days
- 6 - 8 years - 17.5 days
- 9 - 15 years - 20 days
- 16 - 17 years - 22.5 days
- 18 - 25 years - 25 days
- 25 + years - 30 days

Annual vacation allocations will be made on July 1st of each year and must be used by August 31st of the following year. Requests to extend this date must be submitted to the Assistant Superintendent (Human Services) in writing. The Assistant Superintendent



shall respond to the request in writing. The request should contain the reasons surrounding the need to increase the carry forward or to extend the usage date.

Casual employees

0-4 years	4%
5+ years	6%

b) General Holidays

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

Where Remembrance Day falls on a day that is a normal day off for the regular employee, a day off in lieu for the Named Holiday shall occur during the Christmas break or at another time that is mutually agreeable between the Employee and the Employer.

Casual employees	5% of regular wages
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III Medical Leave

Two days per month to a maximum of 75 work days. Employees must access Extended Disability Benefits and/or Workers' Compensation when eligible.

An Employee shall be granted up to five (5) days from their medical leave bank in any one September 1 to August 31 period without loss of pay or benefits, in the event of illness or hospitalization of an immediate family member including parent, spouse (including common-law and same gender partner) child or others when arrangements or care cannot be provided by another family member.

IV Benefits Plan

An additional benefits package will apply to employees assigned in excess of 1200 hours per annum. The Board agrees to contribute to the following benefit plans to the extent indicated provided that all requirements are met:

- ASEBP – 100%**
- LTD Plan D
- Life Insurance and AD & D Plan 2
- Extended Health Care Plan 1
- Dental Plan 3
- Vision Plan 3



These benefits are compulsory unless covered by a spouse, in which case, Extended Health Care Plan 1, Dental Plan 3, Vision Plan 3 are optional.

Provided that an employee qualifies for benefits, Board contribution will be 100% of premium.

School Principals or Supervisors must advise payroll by September 15 each year how many hours per week an employee will work in order to determine the Board contribution.

Payments towards benefits plans by the Board shall permit them to retain and not pass on to employees, any rebates of premiums otherwise required under Human Resources Development Canada - Employment Insurance regulations.

V Local Authorities Pension Plan

Compulsory participation by eligible employees assigned in excess of 1200 hours per annum.

VI Bereavement/Critical Illness Leave

Employees will be eligible for leave, with pay, for not more than five working days for each occurrence because of critical illness or death of spouse, child, son or daughter-in-law, parent, legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brothers-in-law, sisters-in-law or a relative who is a member of the employee's household and up to one working day to attend the funeral of aunts and uncles of the employee or spouse or nieces or nephews of the employee.

VII Personal Leave

- Each staff member will be able to access one (1) day per year. Leaves are not able to be carried forward after August of each year. This benefit is available to regular staff that are employed in September, or otherwise start between September to December of each year.
- This one (1) day leave is for "a day" and not prorated to FTE, and would not be used in increments (so would not be used in 1/2 day increments).
- Use will be in consultation with your supervisor and with two weeks notice where possible, and is subject to where circumstances put such a leave in conflict with the interests of the division. This day may be used to extend a holiday period or long weekend at the reasonable discretion of your supervisor.

All other leaves are without pay and must first be approved by the employee's immediate supervisor.

VIII Health and Wellness Spending Account

Employees that qualify for ASEBP benefits shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$525.00 per year.

Employees that do not qualify for ASEBP benefits and work a minimum of 0.25 FTE, shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$575.00 per year.



Annual amounts provided over the year in monthly installments.

XIV

Pension Savings Supplement & RRSP Payroll Deductions

Employees that do not qualify to participate in the Local Authorities Pension Plan, and work a minimum of 0.25 FTE are eligible for \$250.00 per year. This will be paid in June of each year to those who are employed by the Board on the last school day in June. Must be regularly employed on September 30 to qualify.

Employees may participate in a payroll deduction RRSP program. While the School Division will not be contributing funds to this program, employees can take advantage of this opportunity to manage their retirement savings conveniently. It is important for participants to monitor their contributions to avoid exceeding Canada Revenue Agency (CRA) limits and potential penalties.



**EDUCATIONAL ASSISTANTS &
LEARNING COMMONS ASSISTANTS
SALARY GRID**

Effective September 1, 2024

I Grid

Category	1	2	3	4
1	\$17.56	\$18.59	\$19.62	\$20.66
2	\$19.62	\$20.66	\$21.69	\$22.73
3	\$21.69	\$22.73	\$23.76	\$24.79

Casual Support Staff rate - refer to Category 1, Step 1. Clause II through X not applicable to casual employees.

Cafeteria Workers will be treated as Educational Assistants under these employment guidelines.

Overtime must be authorized by the employer and will apply for time over 8 hours per day or 44 hours per week.

Staff with Sign Language and/or Braille certification and who work with children with a relevant disability may qualify (on application) for an additional \$1.30 per hour. This must be applied for and approved on an annual basis.

II Training

Initial placement on the grid will be determined by training in a recognized secondary educational institution for category 1, 2 or 3. Training must be for the work performed in the majority of the time spent in the position. (e.g.) an employee may be the librarian, secretary and teacher assistant. If the majority of time is librarian, then training must be librarian to be considered for category move.

- Category 1 No formal training for the position.
- Category 2 One year formal training for the position.
- Category 3 Two or more years of formal training for the position.

One year of formal training in a recognized secondary educational institution for category placement on the School Support Staff grid is defined as:

- 450 hours of study as specified by the educational institution for enrolled courses successfully completed.
- Rationale for 450 hours is 30 credits @ 15 hours per credit.

Onus is on the employee to provide the payroll department with proper supporting documentation.



Notwithstanding the above, an employee shall be eligible to move up one step on the Category Placement Scale after the completion of five full years of service. The move up shall be effective September 1 of the school year following the time when the employee reaches the five full years of employment. An employee is only eligible to move up one step under this provision during their total employment time.

III Experience

Previous experience in similar positions will be considered in determining the initial step placement in each category.

One year of service will be recognized for each 1,050 hours with a previous employer. Experience earned by part-time employees must have been accumulated within four consecutive years. Onus is on the employee to provide the payroll department with the proper supporting documentation. After initial placement, increments will be granted on September 1 only, based on performance until the employee reaches maximum regardless of the FTE worked.

IV Vacation and General Holidays

a) **Vacation Pay** (Paid in each pay period)

1 year	4%
2 - 8 years	6%
9 - 17 years	8%
18+ years	10%

Effective January 1, 2018

Casual employees

0-4 years	4%
5+ years	6%

b) **General Holidays**

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

It is agreed that general holidays will be paid at 5% of regular earnings each pay period. This will apply to regular and casual employees.

V Medical Leave

Two days per month to a maximum of 75 work days. Employees must access Extended Disability Benefits and/or Workers' Compensation when eligible.

An Employee shall be granted up to five (5) days from their medical leave bank in any one September 1 to August 31 period without loss of pay or benefits, in the event of illness or hospitalization of an immediate family member including parent, spouse (including common-law and same gender partner) child or others when arrangements or care cannot be provided by another family member.



VI **Benefits Plan**

Additional Benefits package will apply to employees working in excess of 1,050 hours per annum (0.75 FTE). The Board agrees to contribute to the following benefit plans to the extent indicated provided that all requirements are met:

ASEBP - 100%

- EDB Plan D
- Life Insurance and AD & D Plan 2
- Extended Health Care Plan 1
- Dental Plan 3
- Vision Plan 3

These benefits are compulsory unless covered by a spouse, in which case, Extended Health Care Plan 1, Dental Plan 3, Vision Plan 3 are optional.

Provided that an employee qualifies for benefits, Board contribution will be prorated according to the number of hours assigned divided by 1,400. The company portion of benefits will be paid for July and August for those employees who qualify with the employee deduction being taken in June for the summer months. Employees will not have the option to discontinue benefit coverage in the summer.

School Principals or Supervisors must advise payroll by September 15 each year how many hours an employee will work in order to determine the Board contribution.

Payments towards benefits plans by the Board shall permit them to retain and not pass on to employees, any rebates of premiums otherwise required under Human Resources Development Canada - Employment Insurance.

VII **Local Authorities Pension Plan**

Participation by eligible employees working in excess of 1,050 hours per annum is compulsory.

VIII **Bereavement/Critical Illness Leave**

Employees will be eligible for leave, with pay, for not more than five working days for each occurrence because of critical illness or death of spouse, child, son or daughter-in-law, parent, legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brothers-in-law, sisters-in-law or a relative who is a member of the employee's household and up to one working day to attend the funeral of aunts and uncles of the employee or spouse or nieces or nephews of the employee.



IX Personal Leave

- Each staff member will be able to access one (1) day per year. Leaves are not able to be carried forward after August of each year. This benefit is available to regular staff that are employed in September, or otherwise start between September to December of each year.
- This one (1) day leave is for "a day" and not prorated to FTE, and would not be used in increments (so would not be used in 1/2 day increments). Use will be in consultation with your supervisor and with two weeks notice where possible, and is subject to where circumstances put such a leave in conflict with the interests of the division. This day may be used to extend a holiday period or long weekend at the reasonable discretion of your supervisor.

All other leaves are without pay and must first be approved by the employee's immediate supervisor.

X Health and Wellness Spending Account

Employees that qualify for ASEBP benefits shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$525.00 per year.

Employees that do not qualify for ASEBP benefits and work a minimum of 0.25 FTE, shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$575.00 per year.

Annual amounts provided over the year in monthly instalments.

XI Pension Savings Supplement & RRSP Payroll Deductions

Employees that do not qualify to participate in the Local Authorities Pension Plan, and work a minimum of 0.25 FTE are eligible for \$250.00 per year. This will be paid in June of each year to those who are employed by the Board on the last school day in June. Must be regularly employed on September 30 to qualify.

Employees may participate in a payroll deduction RRSP program. While the School Division will not be contributing funds to this program, employees can take advantage of this opportunity to manage their retirement savings conveniently. It is important for participants to monitor their contributions to avoid exceeding Canada Revenue Agency (CRA) limits and potential penalties.



INCLUSIVE SERVICES PROFESSIONAL STAFF SALARY GRID

Effective September 1, 2024

I Salary Grid

Family School Liaison

Step 1	Step 2	Step 3	Step 4
\$56,304	\$58,880	\$61,455	\$64,031

Occupational Therapist

Step 1	Step 2	Step 3	Step 4
\$70,482	\$73,848	\$77,214	\$80,555

Speech Language Pathologist

Step 1	Step 2	Step 3	Step 4
\$73,848	\$77,469	\$81,090	\$84,686

The above rates are on a per annum basis and are inclusive of General Holiday and Annual Vacation pay.

Inclusive Services Professional Staff shall not be assigned duties for more than 200 days in any school year seven (7) hours per day. Those workers who are assigned for less than the number of teacher days in each year shall be paid at the above rates on a prorated basis.

II Medical Leave

Two days per month to a maximum of 75 work days. Employees must access Extended Disability Benefits and/or Workers' Compensation when eligible.

An Employee shall be granted up to five (5) days from their medical leave bank in any one September 1 to August 31 period without loss of pay or benefits, in the event of illness or hospitalization of an immediate family member including parent, spouse (including common-law and same gender partner) child or others when arrangements or care cannot be provided by another family member.

III Benefits Plan

An additional benefits package will apply to employees assigned in excess of 1050 hours per annum (0.75 FTE). The Board agrees to contribute to the following benefit plans to the extent indicated provided that all requirements are met:

- ASEBP - 100% Employer Contribution**
- EDB Plan D
- Life Insurance and AD & D Plan 2
- Extended Health Care Plan 1



- Dental Plan 3
- Vision Plan 3

These benefits are compulsory unless covered by a spouse, in which case, Extended Health Care Plan 1, Dental Plan 3 are optional.

Provided that an employee qualifies for benefits, Board contribution will be prorated according to the number of hours assigned divided by 1,400. Employees will not have the option to discontinue benefit coverage in the summer.

Supervisors must advise payroll by September 15 each year how many hours an employee will work in order to determine the Board contribution.

Payments towards benefits plans by the Board shall permit them to retain and not pass on to employees, any rebates of premiums otherwise required under Human Resources Development Canada - Employment Insurance Regulations.

IV Local Authorities Pension Plan:

Employees will qualify for participation in the Local Authorities Pension Plan where the employee is working in excess of 1050 hours per annum (0.75 FTE).

V Bereavement/Critical Illness Leave

Employees will be eligible for leave, with pay, for not more than five working days for each occurrence because of critical illness or death of spouse, child, son or daughter-in-law parent, legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brothers-in-law, sisters-in-law or a relative who is a member of the employee's household and up to one working day to attend the funeral of aunts and uncles of the employee or spouse or nieces or nephews of the employee.

VII Personal Leave

- Each staff member will be able to access one (1) day per year. Leaves are not able to be carried forward after August of each year. This benefit is available to regular staff that are employed in September, or otherwise start between September to December of each year.
- This one (1) day leave is for "a day" and not prorated to FTE, and would not be used in increments (so would not be used in 1/2 day increments). Use will be in consultation with your supervisor and with two weeks notice where possible, and is subject to where circumstances put such a leave in conflict with the interests of the division. This day may be used to extend a holiday period or long weekend at the reasonable discretion of your supervisor.

All other leaves are without pay and must first be approved by the employee's immediate supervisor.

VIII Health and Wellness Spending Account



Employees that qualify for ASEBP benefits shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$525.00 per year.

Employees that do not qualify for ASEBP benefits and work a minimum of 0.25 FTE, shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$575.00 per year.

Annual amounts provided over the year in monthly instalments.

XIV Pension Savings Supplement & RRSP Payroll Deductions

Employees that do not qualify to participate in the Local Authorities Pension Plan, and work a minimum of 0.25 FTE are eligible for \$250.00 per year. This will be paid in June of each year to those who are employed by the Board on the last school day in June. Must be regularly employed on September 30 to qualify.

Employees may participate in a payroll deduction RRSP program. While the School Division will not be contributing funds to this program, employees can take advantage of this opportunity to manage their retirement savings conveniently. It is important for participants to monitor their contributions to avoid exceeding Canada Revenue Agency (CRA) limits and potential penalties.



**JOURNEYMAN – BUILDING MAINTENANCE
BUS SHOP MECHANICS
SALARY GRID**

Effective September 1, 2024

I Grid

Journeyman-Maintenance and Bus Shop Mechanics

1	2	3	4
\$66,912	\$70,207	\$73,501	\$76,796

Casual

Seasonal Maintenance Staff *	\$22.03/hr
Students/Casual Labour (e.g. snow clearing) *	\$15.30/hr

Placement on the grid will be determined by training and experience.

Overtime must be authorized by the employer and will apply for time over 8 hours per day or 44 hours per week. Increments will be granted on September 1 only, based on performance until the employee reaches maximum regardless of the FTE worked.

Call out time shall be recorded at a minimum of two hours at the employee’s regular rate or at the employee’s overtime rate for actual time worked, whichever is the greatest. Call out time will be accrued and taken as time in lieu at one and a half (1.5) times for each hour worked.

Safety Coordinator will receive a \$1,530 salary allowance per year with regular pay.

* Casual Support Staff - Clause II through IX not applicable to casual employees.

II Vacation and General Holidays

a) Annual Vacation Entitlement

- 1 - 5 years - 15 days
- 6 - 8 years - 17.5 days
- 9 - 15 years - 20 days
- 16 - 17 years - 22.5 days
- 18 - 25 years - 25 days
- 25 + years - 30 days

Annual vacation allocations will be made on July 1st of each year and must be used by June 30th of the following year, except that an employee, with the approval of the employee’s immediate supervisor, may carry forward one week (5 days) of vacation entitlement into the following year.

Written requests to carry forward more than one week or to extend the June 30th usage date may be submitted to the Associate Superintendent for consideration. The Associate



Superintendent shall respond to the request in writing. The request should contain the reasons surrounding the need to increase the carry forward or to extend the usage date.

b) General Holidays (with pay)

To qualify for general (statutory) holiday pay employees must:

- have worked 30 days in the preceding 12 months,
- have worked their last scheduled shift before and after the holiday, unless it has been approved by the employer.
- not refuse to work on a holiday if asked to do so.

Labour Day	Flex Day at Christmas	Victoria Day
Thanksgiving Day	New Year's Day	Canada Day
Remembrance Day	Family Day	August Civic
Christmas Day	Good Friday	
Boxing Day	Easter Monday	

Where Remembrance Day falls on a day that is a normal day off for the regular employee, a day off in lieu for the Named Holiday shall occur during the Christmas break or at another time that is mutually agreeable between the Employee and the Employer.

c) Casual Staff

General Holidays	5% of regular wages
Vacation	
0-4 yrs	4%
5+ yrs	6%

III Medical Leave

Two days per month to a maximum of 75 work days. Employees must access Extended Disability Benefits and/or Workers' Compensation when eligible.

An Employee shall be granted up to five (5) days from their medical leave bank in any one September 1 to August 31 period without loss of pay or benefits, in the event of illness or hospitalization of an immediate family member including parent, spouse (including common-law and same gender partner) child or others when arrangements or care cannot be provided by another family member.

IV Benefits Plan

Additional Benefits package will apply to employees working in excess of 1200 hours per annum. The Board agrees to contribute to the following benefit plans to the extent indicated provided that all requirements are met:

- ASEBP - 100%**
 - EDB Plan D
 - Life Insurance and AD & D Plan 2
 - Extended Health Care Plan 1
 - Dental Plan 3



- Vision Plan 3

These benefits are compulsory unless covered by a spouse, in which case, Extended Health Care Plan 1, Dental Plan 3, Vision Plan 3 are optional.

Provided that an employee qualifies for benefits, Board contribution will be 100% of premium.

Payments towards benefits plans by the Board shall permit them to retain and not pass on to employees, any rebates of premiums otherwise required under Human Resources Development Canada - Employment Insurance regulations.

Supervisors must advise payroll by September 15 each year how many hours per week an employee will work in order to determine the Board contribution.

V Local Authorities Pension Plan

Compulsory participation by eligible employees working in excess of 1,200 hours per annum.

VI Bereavement/Critical Illness Leave

Employee will be eligible for leave, with pay, for not more than five working days for each occurrence because of critical illness or death of spouse, child, son or daughter-in-law, parent, legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brothers-in-law, sisters-in-law or a relative who is a member of the employee's household and up to one working day to attend the funeral of aunts and uncles of the employee or spouse or nieces or nephews of the employee. Additional leave with or without pay may be granted at the discretion of the Board.

VII Personal Leave

- Each staff member will be able to access one (1) day per year for mental or physical wellness, also known as personal leave. Leaves are not able to be carried forward after August of each year. This benefit is available to regular staff that are employed in September, or otherwise start between September to December of each year.
- This one (1) day leave is for "a day" and not prorated to FTE, and would not be used in increments (so would not be used in 1/2 day increments). Use will be in consultation with your supervisor and with two weeks notice where possible, and is subject to where circumstances put such a leave in conflict with the interests of the division. This day may be used to extend a holiday period or long weekend at the reasonable discretion of your supervisor.

All other leaves are without pay and must first be approved by the employee's immediate supervisor.



VIII Health and Wellness Spending Account

Employees that qualify for ASEBP benefits shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$525.00 per year.

Employees that do not qualify for ASEBP benefits and work a minimum of 0.25 FTE, shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$575.00 per year.

Annual amounts provided over the year in monthly instalments.

IX Safety Wear Allowance

Employees shall be entitled to \$250.00/year for reimbursement of safety certified eye prescription protection or safety certified shoes. Unused balances can carry forward one year.

X Pension Savings Supplement & RRSP Payroll Deductions

Employees that do not qualify to participate in the Local Authorities Pension Plan, and work a minimum of 0.25 FTE are eligible for \$250.00 per year. This will be paid in June of each year to those who are employed by the Board on the last school day in June. Must be regularly employed on September 30 to qualify.

Employees may participate in a payroll deduction RRSP program. While the School Division will not be contributing funds to this program, employees can take advantage of this opportunity to manage their retirement savings conveniently. It is important for participants to monitor their contributions to avoid exceeding Canada Revenue Agency (CRA) limits and potential penalties.



MENTAL HEALTH (CARS) PROFESSIONAL STAFF SALARY GRID

Effective September 1, 2024

I Salary Grid

Mental Health Wellness Coach

Step 1	Step 2	Step 3	Step 4
\$56,304	\$58,880	\$61,455	\$64,031

The above rates are on a per annum basis and are inclusive of General Holiday and Annual Vacation pay.

Any time other than the regular assigned hours must be authorized by the Mental Health Coordinator to working those hours. Overtime will apply for time over 8 hours per day or 44 hours per week. Instead of cash payment for time worked beyond the regular scheduled hours, a MHWC may choose to receive time off at straight time for such accumulated time to be taken at a mutually agreeable time. Employees will be paid a monthly salary based on the assigned hours and rate of pay that applies.

Staff will normally work seven (7) hours a day for 260 days in a year, subject to vacation and general holidays. Paid hours include working hours plus vacation and general holidays and will total 1,825 per year.

Vacation days must be planned with the Mental Health Coordinator at the beginning of the year, and no later than September 30 of each year.

II Vacation and General Holidays

a) Annual Vacation Entitlement

Vacation days do not carry forward and must be used in the year provided. Vacation is provided based on position requirements and determined solely by Clearview. The minimum vacation provided in accordance with Employment Standards and actual may be higher as determined solely by Clearview.

b) General Holidays

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

Where Remembrance Day falls on a day that is a normal day off for the regular employee, a day off in lieu for the Named Holiday shall occur during the Christmas break or at another time that is mutually agreeable between the Employee and the Employer.



II Medical Leave

Two days per month to a maximum of 75 work days. Employees must access Extended Disability Benefits and/or Workers' Compensation when eligible.

An Employee shall be granted up to five (5) days from their medical leave bank in any one September 1 to August 31 period without loss of pay or benefits, in the event of illness or hospitalization of an immediate family member including parent, spouse (including common-law and same gender partner) child or others when arrangements or care cannot be provided by another family member.

Sick leave is not available for days previously scheduled as vacation or general holiday, unless specifically approved by the Director of Human Services.

III Benefits Plan

An additional benefits package will apply to employees assigned in excess of 1050 hours per annum (0.75 FTE). The Board agrees to contribute to the following benefit plans to the extent indicated provided that all requirements are met:

ASEBP - 100% Employer Contribution

- EDB Plan D
- Life Insurance and AD & D Plan 2
- Extended Health Care Plan 1
- Dental Plan 3
- Vision Plan 3

These benefits are compulsory unless covered by a spouse, in which case, Extended Health Care Plan 1, Dental Plan 3 are optional.

Provided that an employee qualifies for benefits, Board contribution will be prorated according to the number of hours assigned divided by 1,400. Employees will not have the option to discontinue benefit coverage in the summer.

Supervisors must advise payroll by September 15 each year how many hours an employee will work in order to determine the Board contribution.

Payments towards benefits plans by the Board shall permit them to retain and not pass on to employees, any rebates of premiums otherwise required under Human Resources Development Canada - Employment Insurance Regulations.

IV Local Authorities Pension Plan:

Employees will qualify for participation in the Local Authorities Pension Plan where the employee is working in excess of 1050 hours per annum.

V Bereavement/Critical Illness Leave

Employees will be eligible for leave, with pay, for not more than five working days for each occurrence because of critical illness or death of spouse, child, son or daughter-in-law parent,



legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brothers-in-law, sisters-in-law or a relative who is a member of the employee's household and up to one working day to attend the funeral of aunts and uncles of the employee or spouse or nieces or nephews of the employee.

VII Personal Leave

- Each staff member will be able to access one (1) day per year. Leaves are not able to be carried forward after August of each year. This benefit is available to regular staff that are employed in September, or otherwise start between September to December of each year.
- This one (1) day leave is for "a day" and not prorated to FTE, and would not be used in increments (so would not be used in 1/2 day increments). Use will be in consultation with your supervisor and with two weeks notice where possible, and is subject to where circumstances put such a leave in conflict with the interests of the division. This day may be used to extend a holiday period or long weekend at the reasonable discretion of your supervisor.

All other leaves are without pay and must first be approved by the employee's immediate supervisor.

VIII Health and Wellness Spending Account

Employees that qualify for ASEBP benefits shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$525.00 per year.

Employees that do not qualify for ASEBP benefits and work a minimum of 0.25 FTE, shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$575.00 per year.

Annual amounts provided over the year in monthly installments.

XIV Pension Savings Supplement & RRSP Payroll Deductions

Employees that do not qualify to participate in the Local Authorities Pension Plan, and work a minimum of 0.25 FTE are eligible for \$250.00 per year. This will be paid in June of each year to those who are employed by the Board on the last school day in June. Must be regularly employed on September 30 to qualify.

Employees may participate in a payroll deduction RRSP program. While the School Division will not be contributing funds to this program, employees can take advantage of this opportunity to manage their retirement savings conveniently. It is important for participants to monitor their contributions to avoid exceeding Canada Revenue Agency (CRA) limits and potential penalties.



SCHOOL ADMINISTRATIVE ASSISTANT SALARY GRID

Effective September 1, 2023

I Grid

Category	1	2	3	4
1	\$18.85	\$19.88	\$20.91	\$21.95
2	\$24.01	\$25.04	\$26.08	\$27.11

Casual Support Staff rate - refer to Category 1, Step 1. Clause II through X not applicable to casual employees.

Overtime must be authorized by the employer and will apply for time over 8 hours per day or 44 hours per week.

Full time School Administrative Assistants have the option of being paid over twelve months. Annual hours must be authorized and provided by September 15 of the current school year. An opt in/out form must be signed indicating the choice and will remain in place until advised differently.

II Training

Initial placement on the grid will be determined by training in a recognized secondary educational institution for category 1 or 2. Training must be for the work performed in the majority of the time spent in the position (e.g. an employee may be the librarian, school administrative assistant, and teacher assistant.

- Category 1 No formal training for the position.
- Category 2 One or more years of formal training for the position.

One year of formal training in a recognized secondary educational institution for category placement on the School Administrative Assistant Staff grid is defined as:

- 450 hours of study as specified by the educational institution for enrolled courses successfully completed.
- Rationale for 450 hours is 30 credits @ 15 hours per credit.

Onus is on the employee to provide the payroll department with proper supporting documentation. Education will be first considered where directly applicable to the position.

Notwithstanding the above, an employee at Step 4, Category 1 will move to Step 1, Category 2 after a full year of service at Step 4.



III Experience

Previous experience in similar positions will be considered in determining the initial step placement in each category.

One year of service will be recognized for each 1,050 hours with a previous employer. Experience earned by part-time employees must have been accumulated within four consecutive years. Onus is on the employee to provide the payroll department with the proper supporting documentation.

After initial placement, increments will be granted on September 1 only, based on performance until the employee reaches maximum regardless of the FTE worked.

IV Vacation and General Holidays

a) **Vacation Pay** (Paid in each pay period)

1 year	- 4%
2 - 8 years	- 6%
9 - 17 years	- 8%
18+ years	- 10%

Casual employees

0-4 years	4%
5+ years	6%

b) **General Holidays**

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

It is agreed that general holidays will be paid at 5% of regular earnings each pay period. This will apply to regular and casual employees.

V Medical Leave

Two days per month to a maximum of 75 work days. Employees must access Extended Disability Benefits and/or Workers' Compensation when eligible.

An Employee shall be granted up to five (5) days from their medical leave bank in any one September 1 to August 31 period without loss of pay or benefits, in the event of illness or hospitalization of an immediate family member including parent, spouse (including common-law and same gender partner) child or others when arrangements or care cannot be provided by another family member.



VI Benefits Plan

An additional benefits package will apply to employees assigned in excess of 1,050 hours per annum (0.75 FTE). The Board agrees to contribute to the following benefit plans to the extent indicated provided that all requirements are met:

ASEBP - 100%

- EDB Plan D
- Life Insurance and AD & D Plan 2
- Extended Health Care Plan 1
- Dental Plan 3
- Vision Plan 3

These benefits are compulsory unless covered by a spouse, in which case, Extended Health Care Plan 1, Dental Plan 3, Vision Plan 3 optional.

Provided that an employee qualifies for benefits, Board contribution will be pro-rated according to the number of hours assigned divided by 1,400. The company portion of benefits will be paid for July and August for those employees who qualify with the employee deduction being taken in June for the summer months. Employees will not have the option to discontinue benefit coverage in the summer.

School Principals or Supervisors must advise payroll by September 15 each year how many hours an employee will work in order to determine the Board contribution.

Payments towards benefits plans by the Board shall permit them to retain and not pass on to employees, any rebates of premiums otherwise required under Human Resources Development Canada - Employment Insurance.

VII Local Authorities Pension Plan

Participation by eligible employees working in excess of 1,050 hours per annum is compulsory.

VIII Bereavement/Critical Illness Leave

Employees will be eligible for leave, with pay, for not more than five working days for each occurrence because of critical illness or death of spouse, child, son or daughter-in-law, parent, legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brothers-in-law, sisters-in-law or a relative who is a member of the employee's household and up to one working day to attend the funeral of aunts and uncles of the employee or spouse or nieces or nephews of the employee or spouse.

IX Personal Leave

- Each staff member will be able to access one (1) day per year. Leaves are not able to be carried forward after August of each year. This benefit is available to regular staff that are employed in September, or otherwise start between September to December of each year.
- This one (1) day leave is for "a day" and not prorated to FTE, and would not be used in increments (so would not be used in 1/2 day increments). Use will be in consultation with your supervisor and with two weeks notice where possible, and is subject to where circumstances put such a leave in conflict with the interests of the division. This day may be used to extend a holiday period or long weekend at the reasonable discretion of your supervisor.



All other leaves are without pay and must first be approved by the employee's immediate supervisor.

X Health and Wellness Spending Account

Employees that qualify for ASEBP benefits shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$525.00 per year.

Employees that do not qualify for ASEBP benefits and work a minimum of 0.25 FTE, shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$575.00 per year.

Annual amounts provided over the year in monthly instalments.

XI Pension Savings Supplement & RRSP Payroll Deductions

Employees that do not qualify to participate in the Local Authorities Pension Plan, and work a minimum of 0.25 FTE are eligible for \$250.00 per year. This will be paid in June of each year to those who are employed by the Board on the last school day in June. Must be regularly employed on September 30 to qualify.

Employees may participate in a payroll deduction RRSP program. While the School Division will not be contributing funds to this program, employees can take advantage of this opportunity to manage their retirement savings conveniently. It is important for participants to monitor their contributions to avoid exceeding Canada Revenue Agency (CRA) limits and potential penalties.



TECHNOLOGY SYSTEM TECHNICIANS SALARY GRID

Effective September 1, 2023

I **Grid**

1	2	3	4
\$57,656	\$60,053	\$62,475	\$64,821

Placement on the grid will be determined by training and experience.

Overtime must be authorized by the employer and will apply for time over 8 hours per day or 44 hours per week. Increments will be granted on September 1 only, based on performance until the employee reaches maximum regardless of the FTE worked.

II **Vacation and General Holidays**

a) **Annual Vacation Entitlement**

- 1 - 5 years - 15 days
- 6 - 8 years - 17.5 days
- 9 - 15 years - 20 days
- 16 - 17 years - 22.5 days
- 18 - 25 years - 25 days
- 25 + years - 30 days

Annual vacation allocations will be made on July 1st of each year and must be used by June 30th of the following year, except that an employee, with the approval of the employee’s immediate supervisor, may carry forward one week (5 days) of vacation entitlement into the following year.

Written requests to carry forward more than one week or to extend the June 30th usage date may be submitted to the Assistant Superintendent (Human Services) for consideration. The Assistant Superintendent (Human Services) shall respond to the request in writing. The request should contain the reasons surrounding the need to increase the carry forward or to extend the usage date.

b) **General Holidays**

- | | | |
|-----------------------|----------------|--------------|
| Labour Day | Boxing Day | Victoria Day |
| Thanksgiving Day | New Year’s Day | Canada Day |
| Remembrance Day | Family Day | August Civic |
| Christmas Day | Good Friday | |
| Flex Day at Christmas | Easter Monday | |

Where Remembrance Day falls on a day that is a normal day off for the regular employee, a day off in lieu for the Named Holiday shall occur during the Christmas break or at another time that is mutually agreeable between the Employee and the Employer.



III **Medical Leave**

Two days per month to a maximum of 75 work days. Employee must access Extended Disability Benefits and/or Workers' Compensation when eligible.

An Employee shall be granted up to five (5) days from their medical leave bank in any one September 1 to August 31 period without loss of pay or benefits, in the event of illness or hospitalization of an immediate family member including parent, spouse (including common-law and same gender partner) child or others when arrangements or care cannot be provided by another family member.

IV **Benefits Plan**

Additional Benefits package will apply to employees working in excess of 1,200 hours per annum. The Board agrees to contribute to the following benefit plans to the extent indicated provided that all requirements are met:

ASEBP - 100%

- EDB Plan D
- Life Insurance and AD & D Plan 2
- Extended Health Care Plan 1
- Dental Plan 3
- Vision Plan 3

These benefits are compulsory unless covered by a spouse, in which case, Extended Health Care Plan 1, Dental Plan 3, Vision Plan 3 are optional.

Provided that an employee qualifies for benefits, Board contribution will be 100% of premium.

Payments towards benefits plans by the Board shall permit them to retain and not pass on to employees, any rebates of premiums otherwise required under Human Resources Development Canada - Employment Insurance.

V **Local Authorities Pension Plan**

Compulsory participation by eligible employees assigned in excess of 1,200 hours per annum.

VI **Bereavement/Critical Illness Leave**

Employee will be eligible for leave, with pay, for not more than five working days for each occurrence because of critical illness or death of spouse, child, son or daughter-in-law, parent, legal guardian, brother, sister, parents of spouse, grandparents, grandchildren, grandparents of spouse, brothers-in-law, sisters-in-law or a relative who is a member of the employee's household and up to one working day to attend the funeral of aunts and uncles of the employee or spouse or nieces or nephews of the employee.

VII **Personal Leave**

- Each staff member will be able to access one (1) day per year. Leaves are not able to be carried forward after August of each year. This benefit is available to regular staff that are employed in September, or otherwise start between September to December of each year.



- This one (1) day leave is for "a day" and not prorated to FTE, and would not be used in increments (so would not be used in 1/2 day increments). Use will be in consultation with your supervisor and with two weeks notice where possible, and is subject to where circumstances put such a leave in conflict with the interests of the division. This day may be used to extend a holiday period or long weekend at the reasonable discretion of your supervisor.

All other leaves are without pay and must first be approved by the employee's immediate supervisor.

VIII Health and Wellness Spending Account

Employees that qualify for ASEBP benefits shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$525.00 per year.

Employees that do not qualify for ASEBP benefits and work a minimum of 0.25 FTE, shall participate in the Board's combined Health Spending and Wellness Spending Account in accordance with the terms of the said policy to a maximum benefit of \$575.00 per year.

Annual amounts provided over the year in monthly instalments.

IX Pension Savings Supplement & RRSP Payroll Deductions

Employees that do not qualify to participate in the Local Authorities Pension Plan, and work a minimum of 0.25 FTE are eligible for \$250.00 per year. This will be paid in June of each year to those who are employed by the Board on the last school day in June. Must be regularly employed on September 30 to qualify.

Employees may participate in a payroll deduction RRSP program. While the School Division will not be contributing funds to this program, employees can take advantage of this opportunity to manage their retirement savings conveniently. It is important for participants to monitor their contributions to avoid exceeding Canada Revenue Agency (CRA) limits and potential penalties.