

STAFF EMPLOYMENT BENEFITS AND REGULATIONS

(Teachers and Substitute Teachers covered by the collective agreement are excluded from this policy.
Casual Employees entitled only to Statutory/General Holiday Pay)

A. Statutory/General Holiday Pay

Regular Employees

Employees working regular hours are entitled to a full day of pay (prorated for part time regular employees) for the following statutory /general holidays. New Years day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, August Civic Holiday (subject to Employment Standard Code), Labour Day (subject to Employment Standard Code), Thanksgiving Day, Christmas Day and Boxing Day. When Remembrance Day falls on a regular scheduled work day, it shall be treated as a general holiday. For purposes of the August Civic Holiday and Labour Day, an employee shall be paid wages for a normal day of work if the employee had worked (for pay) in the four week period immediately prior to the statutory/general holiday. Payment for these statutory/general holidays applies only to those regular employees who are actively employed by the Division.

Casual Employees & Extra Earnings

Casual employees and those regular employees who work extra hours above their regular scheduled work day (excluding overtime) shall be paid 5% of earnings for statutory/general holiday pay. These employees will receive 5% of earnings for the entire pay period in which a statutory/general holiday occurs.

The additional 5% for the September pay period will be paid only if the employee works prior to Labour Day and in November only if Remembrance Day falls on a regular work day. 5% of June earnings will be in lieu of Canada Day.

B. Pension Plan

All new regular (excluding casual help) employees of the Division must participate in the Manitoba School Boards Association (M.S.B.A.) pension plan and shall enrol when hired. Casual employees can join the plan on a voluntary basis.

C. Increments

All full-time employees will earn salary increments for each year of experience until maximum step on scale is reached. Part-time employees will earn experience for increments by prorating the hours worked to the normal hours in that employee group. Employees entitled to an increment prior to the tenth day of the month will receive an increment effective the first of the month. If the increment is payable on or after the tenth day of the month the employee will receive the increment payable the first of the following month.

Employees returning to the Division after a break in service will be given credit for previous experience as follows for increment purposes and holiday pay:

If returning after a break of less than fifteen calendar months -- full credit for previous experience with Beautiful Plains.

If returning after a break of more than fifteen months but less than five years -- credit for half of the previous experience with Beautiful Plains to a maximum of five years credit.

If returning after a break of five years or more -- no credit for previous experience.

D. Sick Leave

All full-time employees will earn two days of sick leave per month worked (max. 20/year). Any unused sick leave will be accumulated to a maximum of one hundred and fifteen (115) days. Part-time employees will earn sick leave by pro-rating the hours worked to the normal hours in that employee group.

Premium reduction in Unemployment Insurance rates resulting from the 115 days Sick Leave Clause are to be shared with the employees on a 5/12 - 7/12 basis. The employee's 5/12 share of the premium reduction will be used to finance in-service and professional development training throughout the year. All personnel are encouraged to avail themselves to such upgrading.

An employee who is in receipt of wage loss replacement benefits through an automobile insurance plan resulting from a motor vehicle accident or workers compensation benefits resulting from an injury shall coordinate these benefits to ensure the total benefit does not exceed 100% of the employee's regular earnings. The portion of division sick leave top up to 100% shall be charged against the employee's accumulated sick leave balance. In the case of benefits from an automobile insurance plan, employees will be required to document the amount of the benefit prior to top up by the Division.

The Board may require all sick leave be substantiated by a doctor's certificate.

The Board also reserves the right to extend, at its discretion, sick leave beyond the limits contained in these clauses.

E. Compassionate Leave

An employee shall be entitled to four (4) days without loss of salary in case of death or life threatening illness of an immediate family. Immediate family to include spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, and sister-in-law. An employee is entitled up to three (3) days of leave without loss of salary to attend the funeral for grandparents, spouse's grandparents, son-in-law, and daughter-in-law. An employee is entitled to one day without loss of salary to attend the funeral to act as pallbearer or to attend the funeral of a good friend. Additional leave may be granted at the discretion of the Division.

F. Personal Leave

Personal Leave with Pay

Each employee shall be allowed for good reason, one day of personal leave per school / fiscal year without loss of pay. However, no more than 10% of the employees per school shall be granted personal leave without loss of salary on any one day to extend the Christmas Break, Spring Break, or at the beginning or end of the school year. Any fraction remaining after the 10% calculation shall be rounded up the next full number. If unused in a school / fiscal year, an employee may carry over the day to the next school year. No more than 2 days of leave without loss of salary may be taken in a school year.

This leave is to be requested by the employee at least five working days in advance of the planned absence and then considered for approval by the principal and or supervisor. In cases of emergency, five day request may be waived.

G. Family Medical Leave

Employees shall be entitled to use up to four (4) days of sick leave per year to attend to the illness or injury or emergent medical appointment of that employee's parent(s), spouse, spouse's parents, or dependant children [up to the age of twenty-two (22)]. Where such cases occur, and both employees of a particular family member (as defined above) are employed by the Division, both employees may not access the provisions of this paragraph concurrently except where the family member is a child of the employee or the

other family member (as defined above) is involved in an emergency illness or injury involving hospitalization.

H. Birth/Adoptive Leave

Leave of one day without loss of pay shall be granted to any employee to attend at the birth of his child.

Leave of one day without loss of pay shall be granted to any employee for the adoption of a child/children.

I. Leave of Absence

The Division will grant and consider leaves of absences without pay as outlined in the statements below.

Educational Assistants and Secretarial Staff:

It is recognized that educational assistants and secretarial staff play an integral part in the daily educational experience of our students due to their contact time. Given that, it is the belief of the Board that it is beneficial for these staff to take their vacations during the summer, Christmas and spring breaks in order to provide consistent service for students.

Leave of absence without pay for educational assistants and secretarial staff may be granted by the employee's immediate supervisor to a maximum of 3 days per school year. These days do not accumulate and cannot be carried forward to subsequent years.

The immediate supervisor can approve consecutive days leave up to the maximum provided for in item F. and item I. (above) of this policy.

Other Non Teachers:

It is recognized that every staff member in the division is crucial to the overall operation of the division. It is the Board's preference for "Other Non Teachers" to take leaves when it will have the least impact on the school and students.

Leave without pay of 3 consecutive days may be granted by the immediate supervisor.

The immediate supervisor can approve consecutive days leave up to the maximum provided for in item F and item I (above) of this policy.

Requests for leaves for non-teachers without pay due to extenuating circumstances over and above leave provided under item F and item I in the above policy must be submitted to the Board and will be considered on an individual basis.

In all cases, leaves of absence (without pay or with pay or a combination of these) in excess of three consecutive days that have been approved by the immediate supervisor will be reported to the Senior Administration by the supervisor and then reported to the Board of Trustees.

J. Maternity/ Parental /Adoptive Leave

Every employee is entitled to maternity/parental/adoptive leave as per the provisions of the Manitoba Employment Standards Code.

In recognition of the benefits to the Division operations of having experienced non teaching staff return to employment with the Division following maternity/parental/adoptive leaves, the Division will provide a Maternity/Parental/Adoptive Leave Supplementary Employment Benefit Plan to eligible non teaching employees.

An eligible employee is defined as a employee that

- i) has a minimum of two consecutive years of regular employment with the Division and
- ii) is eligible for maternity/parental/adoptive leave as per Manitoba Employment Standards Code and
- iii) agrees to return to work for a period of one year following the maternity/parental/adoptive leave and
- iv) agrees to repay the supplementary benefit if he/she fails to return to work following the maternity/parental/adoptive leave

Maternity/ Parental /Adoptive Leave Salary Top-Up

Leaves for Maternity, Parental or Adoptive purposes shall be in accordance with the Employment Standards Code of the Province of Manitoba.

E.I. Benefit Top-Up

- a) An eligible employee taking maternity leave pursuant to this article shall be entitled to receive pay for the period of leave up to seventeen (17) weeks in the amount of ninety percent (90%) of the salary being received at the time leave was taken, this pay to include any benefits received from Human Resources Development Canada to a Supplemental Employment Benefits (SEB) Plan. The implementation of this clause is subject to the successful arrangement of a Supplemental Employment Benefits (SEB) Plan with Human Resources Development Canada.

In respect of the period of maternity leave, payments made according to the SEB Plan will consist of the following:

- i) For the first two weeks, payment equivalent to 90% of her gross salary, and
 - ii) Up to fifteen (15) additional weeks payment equivalent to the difference between the Employment Insurance benefit the employee is eligible to receive and 90% of her gross salary.
- b) An eligible employee taking parental/adoptive leave pursuant to this article shall be entitled to receive pay for the period of leave up to ten (10) weeks in the amount of ninety percent (90%) of the salary being received at the time leave was taken, this pay to include any benefits received from Human Resources Development Canada to a Supplemental Employment Benefits (SEB) Plan. The implementation of this clause is subject to the successful arrangement of a Supplemental Employment Benefits Plan with Human Resources Development Canada.

In respect of the period of parental/adoptive leave, payments made according to the SEB Plan will consist of the following:

- i) For the first two weeks, either payment equivalent to the difference between the Insurance benefit the employee is eligible to receive and ninety percent (90%) of gross salary where the two weeks waiting period has been served or payment equivalent to ninety percent (90%) of gross salary; and

- ii) Up to eight (8) weeks payment equivalent to the difference between the Employment Insurance benefit the employee is eligible to receive and 90% of gross salary.

Employees wishing to access this benefit are required to follow application procedures and complete a return to work agreement.

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Reviewed October 18, 1994
Revised February 16, 1999
Revised June 18, 2002
Revised June 15, 2004
Revised June 6, 2006
Revised October 3, 2006
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Revised June 19, 2007
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Revised November 3, 2009
Revised June 15, 2010
Revised December 7, 2010

Addendum to Policy G.C.C. (Refer to G.C.C. for full wording)
Salary and Employee Benefits - School Bus Drivers

Salary:

An annual salary shall be paid in ten equal instalments from September to June. The salary is calculated by establishing a daily wage based on a daily rate and loaded mileage. The daily wage is multiplied by 200 days to determine the annual wage. Payday is the last teaching Friday in each month except in December and June when payment will be the last teaching day of the month.

Vacation pay is in addition to regular pay and is paid in accordance with Policy G.E.A. Vacation pay is paid monthly.

Extra-curricular trips: are paid at an hourly rate that is adjusted annually.

N.B. When a driver is used to drive an extra-curricular trip:

- a) If he/she misses either the morning or evening regular trip there is no salary deduction and the driver is paid the extra-curricular hourly rate in addition.
- b) If he/she is misses both the morning and evening trip he is deducted 1/2 day pay for the first day and full deduction of regular pay for the second and subsequent days. The driver will be paid the established hourly rate for extra-curricular trips for each day.

Statutory and General Holidays:

Included in the monthly salary is payment for up to nine (9) statutory and general holidays. The holidays are: New Years Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day. When Remembrance Day falls on a regular scheduled workday, it also shall be treated as a general holiday. The Division will provide 5% of extracurricular earnings as statutory/general holiday pay. This payment will be made in months in which a statutory/general holiday occurs and is based on the extra earnings in that pay period. (5% of June pay will be considered payment for Canada Day.)

Sick Leave:

Employees earn sick leave at the rate of two (2) days per month (20 days per year) to a maximum accumulation of 115 days. Sick leave is prorated for part time employees.

Compassionate Leave:

Up to four (4) days with pay on the death or life threatening illness of a member of the immediate family.

Up to three (3) days with pay on the death of grandparents and son-in-law or daughter-in-law.

Up to one (1) day of leave with pay to attend funerals for other relatives or close friends.

Family Medical Leave:

Up to four (4) days of your sick leave per year to attend to the illness or injury or emergent medical appointment of that employee's parent(s), spouse, spouse's parents, or dependant children up to the age of twenty-two (22).

Birth/Adoptive Leave

Leave of one day without loss of pay shall be granted to any employee to attend at the birth of his child.

Leave of one day without loss of pay shall be granted to any employee for the adoption of a child/children.

Maternity/Paternal/Adoptive Salary Top-Up

Regular employees are eligible for a maternity/paternal/adoptive leave salary top-up to 90% of regular pay.

M.S.B.A. Pension Plan:

Compulsory at start of employment.

Group Life Insurance:

Basic coverage is compulsory with the School Division paying 1/2 the cost. Additional coverage is available at your expense.

Blue Cross:

Coverage is available and is optional.

Personal Day with Pay:

One day per year. Carried forward to next year if not used. No more than two days in a year.

Storm Days: In the event that one or more buses do not make their regular run due to inclement weather, the drivers will be paid, and will be required to assist with telephone contact with parents.

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Revised August 19, 1997	Revised June 18, 2002
Revised June 15, 2004	Revised June 6, 2006
Revised October 3, 2006	Revised May 15, 2007
Revised June 19, 2007	Revised June 3, 2008
Revised November 3, 2009	Revised June 15, 2010
Revised December 7, 2010	

Addendum to Policy G.C.C. (Refer to G.C.C. for full wording)
Salary and Employee Benefits – 12 Month Employees
 (Custodians, Garage, Division Office)

Salary:

According to a schedule that is reviewed and adjusted each year. The schedule includes three or four increments for experience. Payday is the last teaching Friday in each month except in December and June when payment will be the last teaching day of the month. All full-time employees will earn salary increments for each year of experience as a employee with the Division. Part-time employees will earn experience for increments by prorating the hours worked to the normal hours in that employee group.

<u>Vacation Pay:</u>	After one to nine years of employment	3 weeks
	After ten to seventeen (inclusive) years of employment	4 weeks
	After eighteen or more years of employment	5 weeks
	Part-time regular employees will earn holiday entitlement years by prorating the time worked each year to the regular working year for that employee group.	

Statutory and General Holidays:

Payment for up to ten (10) statutory and general holidays is included in the monthly salary of employees entitled to pay according to the Employment Standards Code. The holidays are: New Years Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day. When Remembrance Day falls on a regular, scheduled workday, it also shall be treated as a general holiday.

Sick Leave:

Employees earn sick leave at the rate of two (2) days per month (20 days per year) to a maximum accumulation of 115 days. Sick leave is prorated for part time employees.

Compassionate Leave:

Up to four (4) days leave with pay on the death or life threatening illness of an immediate family member.
 Up to three (3) days with pay on the death of grandparents and son-in-law or daughter-in-law.
 Up to 1 day of leave with pay to attend funerals for other relatives or close friends.

Family Medical Leave:

Up to four (4) days of your sick leave per year to attend to the illness or injury or emergent medical appointment of that employee's parent(s), spouse, spouse's parents, or dependant children up to the age of twenty-two (22).

Birth/Adoptive Leave

Leave of one day without loss of pay shall be granted to any employee to attend at the birth of his child.
 Leave of one day without loss of pay shall be granted to any employee for the adoption of a child/children.

Maternity/Paternal/Adoptive Salary Top-Up

Regular employees are eligible for a maternity/paternal/adoptive leave salary top-up to 90% of regular pay.

M.S.B.A. Pension Plan:

Compulsory at start of employment.

Group Life Insurance:

Basic coverage is compulsory with the School Division paying ½ the cost. Additional coverage is available at your own expense.

Long Term Disability:

Compulsory effective employment start date.

Blue Cross:

Coverage is available and is optional.

Personal Day with Pay:

One day per year. Carried forward to next year if not used. No more than two days in a year.

Personal Leave of Absence: (without pay)

Up to three days – permission of supervisor needed.
 More than three days – permission of Board needed.

Storm Days - In the event that extreme weather results in one or more schools being closed then the staff of those schools receive regular pay. Custodians who are required to be on duty in this event shall be given time to compensate in consultation with the Secretary-Treasurer.

In the event that a 12-month employee is absent due to inclement weather while the school or building remains open, then the 12-month employee shall receive one half of regular salary for the time they are absent.

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Addendum to Policy G.C.C. (Refer to G.C.C. for full wording)Salary and Employee Benefits - Educational AssistantsSalary:

Paid according to a salary schedule which is reviewed and adjusted each year. Payday is 4 days after the end of each month with the exception of December and June when payday is the last teaching day of the month. A schedule for mid month advances is circulated annually. Educational assistant salaries are based on an hourly rate for the actual hours worked each month. The salary schedule includes four increments for experience. Each increment is based on an accumulation of 1,150 hours.

Employees entitled to an increment prior the tenth day of the month will receive an increment effective the first of that month. If the increment is payable on or after the tenth day of the month, the employee will receive the increment payable the first of the following month.

<u>Vacation Pay:</u>	First to ninth year of employment	6%
	Tenth to seventeenth (inclusive) years of employment	8%
	Eighteen or more years of employment	10%
	Part-time regular employees will earn holiday entitlement years by prorating the time worked each year to the regular working year for that employee group.	
	Vacation Pay is included in each cheque.	

Statutory and General Holidays:

Hourly paid employees receive additional payment for up to nine (9) statutory and general holidays annually if they are entitled according to the Employment Standards Code. The holidays are: New Years Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Labour Day (if working prior to this date), Thanksgiving Day, Christmas Day and Boxing Day. When Remembrance Day falls on a regular, scheduled workday, it also shall be treated as a general holiday.

Sick Leave:

Employees earn sick leave at the rate of (2) days per month (20 days per year) to a maximum accumulation of 115 days. Sick leave is prorated for part time employees.

Compassionate Leave:

Up to (4) days of leave with pay on the death or life threatening illness of a member of an immediate family member.

Up to three (3) days with pay on the death of grandparents and son-in-law or daughter-in-law.

Up to 1 day of leave with pay to attend funerals for other relatives or close friends.

Family Medical Leave:

Up to four (4) days of your sick leave per year to attend to the illness or injury or emergent medical appointment of that employee's parent(s), spouse, spouse's parents, or dependant children up to the age of twenty-two (22).

Birth/Adoptive Leave

Leave of one day without loss of pay shall be granted to any employee to attend at the birth of his child.

Leave of one day without loss of pay shall be granted to any employee for the adoption of a child/children.

Maternity/Paternal/Adoptive Salary Top-Up

Regular employees are eligible for a maternity/paternal/adoptive leave salary top-up to 90% of regular pay.

M.S.B.A. Pension Plan:

Compulsory at start of employment.

Group Life Insurance:

Basic coverage is compulsory with the School Division paying ½ the cost. Additional coverage and options available at your expense.

Blue Cross:

Coverage is available and is optional.

Personal Day with Pay:

One day per year. Carried forward to next year if not used. No more than two days in a year.

Personal Leave of Absence: (without pay)

Up to a maximum of three days per school year – permission of supervisor needed.

More than three days per school year– permission of Board needed.

Storm Days:

In the event that staff are absent due to inclement weather while schools remain open, support staff (other than bus drivers) shall receive one half of regular salary for the time they are absent. If schools are closed, staff receives regular pay.

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Addendum to Policy G.C.C. (Refer to G.C.C. for full wording)Salary and Employee Benefits – School SecretariesSalary:

Paid according to a salary schedule which is reviewed and adjusted each year. Payday is 4 days after the end of each month with the exception of December and June when payday is the last teaching day of the month. . A schedule for mid month advances is circulated annually. The salary schedule includes four increments for experience. Each increment is based on an accumulation of 1,400 hours.

Employees entitled to an increment prior the tenth day of the month will receive an increment effective the first of that month. If the increment is payable on or after the tenth day of the month, the employee will receive the increment payable for the first of the following month.

<u>Vacation Pay:</u>	First to ninth year of employment	6%
	Tenth to seventeenth (inclusive) years of employment	8%
	Eighteen or more years of employment	10%

Part-time regular employees will earn holiday entitlement years by prorating the time worked each year to the regular working year for that employee group.

Vacation Pay is included in each cheque.

Statutory and General Holidays:

Hourly paid employees receive additional payment for up to nine (9) statutory and general holidays annually if they are entitled according to the Employment Standards Code. The holidays are: New Years Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Labour Day (If working prior to this date), Thanksgiving Day, Christmas Day and Boxing Day. When Remembrance Day falls on a regular, scheduled workday, it also shall be treated as a general holiday.

Sick Leave:

Employees earn sick leave at the rate of (2) days per month (20 days per year) to a maximum accumulation of 115 days. Sick leave is prorated for part time employees.

Compassionate Leave:

Up to (4) days with pay on the death or life threatening illness of a member of the immediate family.

Up to three (3) days with pay on the death of grandparents and son-in-law or daughter-in-law.

Up to (1) day of leave with pay to attend funerals of other relatives or close friends.

Family Medical Leave:

Up to four (4) days of your sick leave per year to attend to the illness or injury or emergent medical appointment of that employee's parent(s), spouse, spouse's parents, or dependant children up to the age of twenty-two (22).

Birth/Adoptive Leave

Leave of one day without loss of pay shall be granted to any employee to attend at the birth of his child.

Leave of one day without loss of pay shall be granted to any employee for the adoption of a child/children.

Maternity/Paternal/Adoptive Salary Top-Up

Regular employees are eligible for a maternity/paternal/adoptive leave salary top-up to 90% of regular pay.

M.S.B.A Pension Plan:

Compulsory at start of employment.

Group Life Insurance:

Basic coverage is compulsory with the School Division paying ½ the cost. Additional coverage and options available at your expense.

Blue Cross:

Coverage is available and is optional.

Personal Day with Pay:

One day per year. Carried forward to next year if not used. No more than two days in a year.

Personal Leave of Absence: (without pay)

Up to a maximum of three days per school year – permission of supervisor needed.

More than three days per school year– permission of Board needed.

Storm Days:

In the event that staff are absent due to inclement weather while schools remain open, support staff (other than bus drivers) shall receive one-half of regular salary for the time they are absent. If schools are closed, staff receive regular pay.

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