

## 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 Year's 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), National Day for Truth & Reconciliation, 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. When National Day for Truth & Reconciliation falls on a Saturday or Sunday schools will be closed on the following Monday. 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. Increments

All full-time employees will earn salary increments for each year of experience until maximum step on scale is reached.

Increment adjustments will be made effective the beginning of the pay period following the anniversary date of employment (start date of current employment). For those employees that began employment at the beginning of the school year, their increment will be made effective in the first pay period of September.

Employee's anniversary dates will not be adjusted for leaves covered in this policy or provincial and/or federal statutory leaves. Anniversary dates will be adjusted for approved extended leave of absences without pay. Refer to policy G.D.A.B.

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.

C. Pension Plan – Mandatory

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.

D. Extended Health Benefits Plan (Blue Cross) – Mandatory

All regular employees employed after January 1, 2014 and who work 1300 or more hours per year are required to join the plan. The plan is optional for those working less than 1300 hours per year. Coverage can be waived if the employee is covered by another or a spouses plan. (Note – adjustment to pay scales effective January 1, 2014 to offset part of the costs.)

E. Employee Assistance Plan (Blue Cross EAP) - Mandatory

The Division provides an EAP program at no cost to the employee.

F. Group Life Insurance (Great West Life)

Coverage in the amount of 200% of annual salary is mandatory for all regular employees who will be working more than 60 consecutive days. The Division provides 50% of the cost of minimum insurance. Additional coverage is available at employee cost.

G. Long Term Disability – Mandatory

Long Term Disability for 12 month employees is mandatory. Other employee groups have chosen not to be eligible for this coverage.

H. Sick Leave

All full-time employees will earn two days of sick leave per month worked. Any unused sick leave will be accumulated to a maximum of one hundred and thirty (130) days. Part-time employees will earn sick leave by pro-rating the hours worked to the normal hours in that employee group. Sick leave shall be reduced by the number of days employee is absent by reason of sickness for which salary is paid. Accumulated and unused sick leave does not vest and there shall be no payout to the employee of any unused sick leave accumulation upon termination.

Premium reduction in Employment Insurance rates resulting from the 130 days sick leave clause is 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 Division 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.

I. Bereavement Leave

An employee shall be entitled to five (5) days without loss of salary in case of death of an immediate family member. 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 days of leave without loss of salary to attend the funeral for grandparents, spouse's grandparents, son-in-law, daughter-in-law and grandchild. 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 Board.

J. Compassionate Leave

An employee shall be entitled to four (4) days without loss of salary in case life threatening illness of an immediate family member. Immediate family to include spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, and sister-in-law. Additional leave may be granted at the discretion of the Board.

K. 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.

L. Family Medical Leave

Employees shall be entitled to use up to five (5) 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 child. 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.

M. Birth/Adoptive Leave

- (a) Leave of one day without loss of pay shall be granted to any employee to attend at the birth of their child. This day must be taken within one week following the birth.
- (b) Leave of one day without loss of pay shall be granted to any employee for the adoption of a child/children. This day must be taken within one week following the adoption.

N. 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 K. and item N. (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 per school year may be granted by the immediate supervisor.

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

Requests for leaves for non-teachers without pay due to extenuating circumstances over and above leave provided under item K. and item N. 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 at a Regular Board Meeting.

O. Maternity and Parental Leave

An employee shall be entitled to maternity and parental leave in accordance with the Employment Standards Code of the Province of Manitoba.

## E.I. Benefit Top-Up

- a) An eligible employee taking maternity leave shall be entitled to receive pay for the period of leave up to eight-five (85) days in the amount of ninety (90%) percent of the salary being received at the time leave was taken, this pay to include any benefit received from Human Resources Development Canada to a Supplemental Employment Benefits (SEB) Plan.

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

- i) For the first ten (10) days, payment equivalent to ninety (90%) percent of her gross salary, and
- ii) Up to seventy-five (75) days payment equivalent to the difference between the Employment Insurance benefit the employee is eligible to receive and ninety (90%) percent of her gross salary.

- b) An eligible employee taking parental leave pursuant to this article shall be entitled to receive pay for the period of leave up to fifty (50) days in the amount of ninety (90%) percent 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.

In the event of an employee taking parental leave only, the first ten (10) days of the fifty (50) Days (E.I. waiting period) shall be equivalent to ninety (90%) percent of gross salary.

- c) Employees wishing to access this benefit are required to following application procedures and complete a return to work agreement.
- d) Upon return from leave, employees who do not continue employment with the division for at least twelve (12) months shall be required to reimburse the division for all top-up payments received.

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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 twenty equal instalments from September to June. The salary is calculated by establishing a daily wage based on a daily rate, loaded mileage and 1/3 of unloaded kilometers. The daily wage is multiplied by 200 days to determine the annual wage. Paydays are the 15<sup>th</sup> and last day of the month. (Preceding Friday if day falls on weekend.)

Vacation pay is in addition to regular pay and is paid in accordance with Policy G.C.B.

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 ten (10) statutory and general holidays. The holidays are: New Years Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Labour Day, National Day for Truth & Reconciliation, 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 to a maximum accumulation of 130 days. Sick leave is prorated for part time employees.

Bereavement Leave:

Up to five (5) days with pay on the death of a member of the immediate family.  
 Up to three (3) days with pay on the death of grandparents, son-in-law, daughter-in-law or grandchild.  
 Up to one (1) day of leave with pay to attend funerals for other relatives or close friends.

Compassionate Leave:

Up to four (4) days with pay in case of life threatening illness of a member of the immediate family.

Family Medical Leave:

Up to five (5) 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 child.

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 and Paternal Salary Top-Up

Regular employees are eligible for a maternity and paternal leave salary top-up to 90% of regular pay. Return to work required.

M.S.B.A. Pension Plan: Mandatory

Compulsory at start of employment. Employee contributions are matched by the Division.

Extended Health Benefits Plan (Blue Cross):

Optional for those working less than 1300 hours per year. Mandatory for those hired after January 1, 2014 and working 1300 or more hours per year.

Employee Assistance Plan: Mandatory

EAP coverage provided at no cost to employee.

Group Life Insurance: Mandatory

200% of annual salary coverage is compulsory with the School Division paying 1/2 the cost. Additional coverage is available at your expense.

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 consecutive days per school year – permission of supervisor needed.

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

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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|--------------------------------------|---------------------------|
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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      |
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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 starting salary and four increments for experience. Paydays are the 15<sup>th</sup> and last day of the month. (Preceding Friday if day falls on weekend.) All full-time employees will earn salary increments for each year of experience as an employee with the Division effective the pay period following the anniversary date.

<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

Statutory and General Holidays:

Payment for up to eleven (11) 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, National Day for Truth & Reconciliation, 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 to a maximum accumulation of 130 days. Sick leave is prorated for part time employees.

Bereavement Leave:

- Up to five (5) days with pay on the death of a member of the immediate family.
- Up to three (3) days with pay on the death of grandparents, son-in-law, daughter-in-law or grandchild.
- Up to one (1) day of leave with pay to attend funerals for other relatives or close friends.

Compassionate Leave:

Up to four (4) days with pay in case of life threatening illness of a member of the immediate family.

Family Medical Leave:

Up to five (5) 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 child.

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. Return to work required.

M.S.B.A. Pension Plan: Mandatory

Compulsory at start of employment. Employee contributions are matched by the Division.

Extended Health Benefits Plan (Blue Cross):

Mandatory for those hired after January 1, 2014 and working 1300 or more hours per year. Optional for those working less than 1300 hours per year.

Employee Assistance Plan: Mandatory

EAP coverage provided at no cost to employee.

Group Life Insurance: Mandatory

200% of annual salary coverage is compulsory with the School Division paying ½ the cost. Additional coverage is available at your own expense.

Long Term Disability: Mandatory

Compulsory effective employment start date.

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 consecutive days per year – permission of supervisor needed.

More than three consecutive days per year – 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 Assistants

Salary:

Paid according to a salary schedule, which is reviewed and adjusted each year. Paydays are the 15<sup>th</sup> and last day of the month. (Preceding Friday if day falls on weekend.) Time sheets are completed semi-monthly. Differences between the amount paid and the time sheet amount are adjusted on the next pay period. The salary schedule includes starting salary and four increments for experience. Increment adjustments will be made effective the beginning of the pay period following the anniversary date of employment (start date of current employment). For those employees that began employment at the beginning of the school year, their increment will be made effective in the first pay period of September.

Those employees who have commenced work with the Division prior to July 1, 2016 and who are not at maximum on grid will receive their next increment one year from their last increment change. For example, an hourly employee that received an increment in November 2015 will receive their next increment November 2016.

<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%

Vacation pay is paid in accordance with Policy G.C.B. and is included in each cheque.

Statutory and General Holidays:

Hourly paid employees receive additional payment for up to ten (10) 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), National Day for Truth & Reconciliation, 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 to a maximum accumulation of 130 days. Sick leave is prorated for part time employees.

Bereavement Leave:

Up to five (5) days with pay on the death of a member of the immediate family.  
 Up to three (3) days with pay on the death of grandparents, son-in-law, daughter-in-law or grandchild.  
 Up to one (1) day of leave with pay to attend funerals for other relatives or close friends.

Compassionate Leave:

Up to four (4) days with pay in case of life threatening illness of a member of the immediate family.

Family Medical Leave:

Up to five (5) 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 child.

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 and Paternal Salary Top-Up

Regular employees are eligible for a maternity and paternal leave salary top-up to 90% of regular pay. Return to work required.

M.S.B.A. Pension Plan: Mandatory

Compulsory at start of employment. Employee contributions are matched by the Division.

Extended Health Benefits Plan (Blue Cross):

Optional for those working less than 1300 hours per year. Mandatory for those hired after January 1, 2014 and working 1300 or more hours per year.

Employee Assistance Plan: Mandatory

EAP coverage provided at no cost to employee.

Group Life Insurance: Mandatory

200% of annual salary coverage is compulsory with the School Division paying ½ the cost. Additional coverage and options available at your expense.

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 Secretaries

Salary:

Paid according to a salary schedule, which is reviewed and adjusted each year. Paydays are the 15<sup>th</sup> and last day of the month. (Preceding Friday if day falls on weekend.) Time sheets are completed semi-monthly. Differences between the amount paid and the time sheet amount are adjusted on the next pay period. The salary schedule includes starting salary and four increments for experience. Increment adjustments will be made effective the beginning of the pay period following the anniversary date of employment (start date of current employment). For those employees that began employment at the beginning of the school year, their increment will be made effective in the first pay period of September.

Those employees who have commenced work with the Division prior to July 1, 2016 and who are not at maximum on grid will receive their next increment one year from their last increment change. For example, an hourly employee that received an increment in November 2015 will receive their next increment November 2016.

<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%

Vacation pay is paid in accordance with Policy G.C.B. and is included in each cheque.

Statutory and General Holidays:

Hourly paid employees receive additional payment for up to ten (10) 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), National Day for Truth & Reconciliation, 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 to a maximum accumulation of 130 days. Sick leave is prorated for part time employees.

Bereavement Leave:

Up to five (5) days with pay on the death of a member of the immediate family.  
 Up to three (3) days with pay on the death of grandparents, son-in-law, daughter-in-law or grandchild.  
 Up to one (1) day of leave with pay to attend funerals for other relatives or close friends.

Compassionate Leave:

Up to four (4) days with pay in case of life threatening illness of a member of the immediate family.

Family Medical Leave:

Up to five (5) 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 child.

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 and Paternal Salary Top-Up

Regular employees are eligible for a maternity and paternal leave salary top-up to 90% of regular pay. Return to work required.

M.S.B.A Pension Plan: Mandatory

Compulsory at start of employment. Employee contributions are matched by the Division.

Extended Health Benefits Plan (Blue Cross):

Mandatory for those hired after January 1, 2014 and working 1300 or more hours per year. Optional for those working less than 1300 hours per year.

Employee Assistance Plan: Mandatory

Employee Assistance Plan coverage is provided at no cost to the employee.

Group Life Insurance: Mandatory

200% of annual salary coverage is compulsory with the School Division paying ½ the cost. Additional coverage and options available at your expense.

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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