



**NON-UNION EMPLOYEES ASSIGNED  
TO BOARD OFFICES, SHOPS OR  
GARAGES - SALARY AND BENEFITS**

**EFFECTIVE JUNE 15, 2018**

## **Non-Union Employees Assigned to Board Offices, Shops or Garages – Salary and Benefits**

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### **Preamble**

The Board values the role of its support staff and recognizes the importance of these positions in achieving its overall mission, vision and goals. Unless stated otherwise in the policy, hours of work and working conditions are governed by *The Saskatchewan Employment Act*.

### **Goals**

The Board will, through the development of a Non-Unionized School Based Employees – Salary and Benefits Policy, seek to achieve the following goals:

1. Attract and retain qualified, talented, and committed staff to ensure a highly effective workplace for the future where every student is enabled to achieve intellectual, physical, moral, spiritual and social development and growth.
2. Preserve fiscal responsibility and public accountability.
3. Encourage and support staff development so that continuous growth and improvement will allow staff to demonstrate essential technical and leadership skills and individual sense of achievement, worth and self-esteem.
4. Set high standards of performance.
5. Provide a competitive salary and benefit package relative to comparable positions within the Division.

### **A. Positions**

The following positions are to be covered by this policy:

- Any position as designated by the Board which is not currently covered under a Certification Order as issued by the Saskatchewan Labour Relations Board, where the employee is assigned to a Board office, Shop or Garage.
- Positions currently not represented by SASBO, LEADS or STF

### **B. Recruitment and Selection**

A range of recruitment and selection techniques will be used to ensure staff are suitably qualified and exhibit the necessary core abilities, knowledge, skill and attributes to perform the assigned duties and responsibilities.

**C. Responsibilities and Expectations**

It is the responsibility of individual staff assigned to positions covered by this policy to be familiar with and adhere to the terms and conditions as outlined.

The duties and responsibilities of positions covered by this policy are defined by the job description and Board of Education policy.

**D. Salaries**

The Board will establish and make adjustments to the Non-Unionized Personnel Salary Schedule. Adjustments to the salary range may include, but are not limited to the following criteria:

- Board financial capacity.
- General wage adjustments as applied to other comparable employee groups within the Division.
- General wage adjustments as applied by other comparable employers in the market.

Where pay increments are provided for in the Non-Union Personnel Salary Schedule, in recognition of experience, such increments will be effective commencing with the full month following the anniversary of the date on which the employee commenced employment with the Board.

**E. Working Conditions**

1) Hours of Work

a) Scheduled Hours of Work

Scheduled hours of work will not exceed eight (8) hours in a given day or forty (40) hours in a given week.

The days to be worked and the daily hours of work, including starting time, breaks and finishing times are to be determined by the immediate supervisor, in consultation with the employee, and will be communicated to the employee.

b) Overtime

All time beyond eight (8) hours in a given day or forty (40) hours in a given week, authorized in writing, by the immediate supervisor will be considered overtime and will be compensated at the rate of time and one half (1.5) the regular rate.

2) Designated Holidays

Employees will not be required by the Board to work on, but will be paid in respect of the following public holidays in accordance *The Saskatchewan Employment Act*:

Recognized designated holidays are:

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

When a designated holiday falls on an employee's day or days of rest, the employee will be granted an additional day(s) off with pay. These arrangements will be made by the immediate supervisor in consultation with the employee.

3) Annual Vacation Leave

a) Entitlement

Employees are entitled to vacation pay in accordance with *The Saskatchewan Employment Act*. After five years of employment, the vacation entitlement will increase to 4 weeks. After ten years of employment, the vacation entitlement will increase to 5 weeks.

b) Vacation Pay

Vacation pay is calculated on an employee's total wage for the 12 month period of employment immediately preceding the entitlement to the annual vacation. "Total wage" includes all salary, overtime, annual holiday pay for holidays taken, public holiday pay, and any other payment for labour or personal service.

c) Authorization of Vacations

To ensure an acceptable staff complement, all annual vacation dates are to be authorized by the employee's immediate supervisor prior to the leave.

d) Carry-Over

Employees can carry-over unused vacation from one vacation year (August 31<sup>st</sup>) to the next to a maximum of ten (10) days.

4) Sick Leave

a) Definition

- i) Sick leave is defined as a period of time an employee is absent from work with pay by virtue of personal illness, disability or because of an accident for which compensation is not payable under *The Workers' Compensation Act, 2013* or *The Automobile Accident Insurance Act*.
- ii) Where medical, dental and optical appointments cannot be made outside of daily hours of work, or where specialist appointments outside the school division are required, a claim may be made against the sick leave *Entitlement* as outlined in b) below.

b) Entitlement

Each employee will accrue sick leave in the amount of two (2) days for each month worked. Part-time employees shall have their sick leave entitlement prorated on the basis of the hours for full-time employees in the same classification.

Days of sick leave will accrue during periods of sick leave but not during any other leave. Absence due to sick leave shall not be regarded as a break in service. Unused sick leave will have no value at the time employment is terminated.

The unused portion of an employee's sick leave shall accumulate to a maximum of two hundred forty-eight (248) days.

c) Proof of Illness

An employee will be required to produce a "Verification of Sickness" form, completed by a medical practitioner, for illness.

The Board reserves the right to call for an examination of an employee who is absent from work due to sickness. Such examination shall be conducted by a qualified medical practitioner mutually agreed to by the employee and the Board.

d) Notification

Every employee who is absent as a result of illness is required to notify his/her supervisor without delay.

5) Maternity, Paternity, Adoption Leave

Staff is entitled to Maternity, Paternity and Adoption Leave in accordance with *The Saskatchewan Employment Act*.

Periods of leave greater than that provided for in the legislation may be considered by the Board subject to operational feasibility, upon written application to the Superintendent of Human Resources.

6) Compassionate/Bereavement Leave

a) Definitions

For the purposes of this Article, "immediate family" shall be defined as spouse (including common law), child (child-in-law), grandchildren, sibling (sibling-in-law), parent (parent-in-law), grandparent (grandparent-in-law), uncle, aunt, nephew, niece.

b) Leave

- i) An Employee may be granted, upon request, up to five (5) working days leave of absence, without loss of pay, in case of death of a member of the Employee's immediate family.
- ii) An Employee may be granted, upon request, up to three (3) working days leave of absence, without loss of pay, in case of serious illness of a member of the Employee's immediate family.
- iii) An Employee may be granted, upon request, up to one (1) day leave of absence without loss of pay to attend to the death of a relative or close friend.

c) Extension of Leave

Subject to the operational feasibility of the Board's programs, an extension to an approved compassionate leave may be granted without pay, upon written application to the Superintendent of Human Resources, prior to the requested leave.

7) Jury or Witness Duty Leave

An employee who is absent from work as a result of being subpoenaed to be a witness in court or of being required to serve on a jury will be paid his/her normal salary while absent subject to the following conditions:

- a) The employee shall pay to the Board any remuneration other than expenses, which he/she receives, for such absence. With respect to the Court of Queen's Bench, the employee, if appearing as a witness, shall make application in accordance with "The Queen's Bench Fees Regulations" for witness fees; and
- b) The employee shall notify the Board as soon as possible after receipt of notice for such absence.
- c) This provision does not apply to an employee:
  - i) who has a direct interest in the outcome of any proceedings; or
  - ii) who appears as an accused in any proceedings.

8) Personal Leave

Staff will receive one (1) day of Personal Leave with pay per year, *prorated full-time for full year*, (to be used in the respective year). The day shall be arranged in advance and in consultation with the immediate supervisor.

Employees may carry forward one (1) day of Personal Leave into the next year.

**F. Benefits**

1) Group Benefit Plans

The Board will implement the Saskatchewan School Boards Association Group Benefit Plan as follows:

- a) Life insurance Plan B – Board pays 50% of premium
- b) Accidental death insurance Plan B – Board pays 50% of premium
- c) Long term disability Plan C – Board pays 50% of premium
- d) Dental Plan C – Board pays single rate
- e) Extended health coverage – Plan B – Board pays single rate

2) Pension Plan

As a condition of employment, all employees are required to join The Municipal Employees Pension Plan.

**G. Performance Evaluation**

The Board of Education, in carrying out its commitments in a responsible way, believes that regular, fair and clear performance evaluation is an essential element in its operations.

The Board of Education delegates to the Director of Education, the responsibility to evaluate the performance of each staff member. In the event performance is deemed to be unsatisfactory, evaluations and/or discipline of staff may be completed and presented at the discretion of the Director of Education.