



MASKWACÎS EDUCATION  
SCHOOLS COMMISSION



OCTOBER 2018

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## 1. GENERAL

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The guidelines contained in this employee Handbook apply to all employees of the Maskwacis Education Schools Commission (“MESC”) subject to any express terms contained in any employment agreement between an employee and MESC. In the event of an inconsistency between the terms of any contract of employment and this employee Handbook, the employment agreement shall govern to the extent of such inconsistency.

## 2. EMPLOYEE RECORDS AND VERIFICATIONS

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Retention of and access to employee personnel and payroll records is governed by applicable law. If an employee requires verification of their date of hire, current wage/salary, job position or prior employment history for any reason, the employee must submit a written and signed request to Human Resources.

Employees must immediately notify Human Resources of any changes to address, telephone number, number and names of dependents, emergency contact information or any other changes in the information retained on file.

## 3. PAY PERIODS

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Employees shall be paid on a bi-weekly pay period schedule as determined by MESC.

## 4. PENSION AND BENEFITS

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Eligible employees shall be entitled to receive the following cost-shared benefits:

- Health benefits
- Vision
- Prescription
- Dental

The following benefits are mandatory for employees:

- Life insurance
- Accidental Death and Dismemberment insurance
- Dependent Life Insurance
- Critical Illness
- Long Term Disability
- Short Term Disability
- Travel Insurance

Pension will be mandatory at 5.5% and matched by the employer at 6%.

## 5. VACATION

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Employees must submit all vacation requests in writing to their immediate supervisor or manager. Approval of such requests shall be subject to operational requirements. The maximum vacation carry over will be two (2) weeks.

An employee on a twelve (12) month work year shall earn vacation leave credits at the following rate:

- Employed less than one (1) year earns two (2) weeks vacation leave
- Employed 1 to 3 full years earns three (3) weeks vacation leave
- Employed 4 to 6 full years earns four (4) weeks vacation leave
- Employed 7 to 9 full years earns five (5) weeks vacation leave and
- Employed 10+ full years earns six (6) weeks vacation leave.

Vacation for school based employees will be follow the school calendar.

## 6. GENERAL HOLIDAYS

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The following are designated general holidays in Alberta:

New Years' Day	Alberta Family Day
Good Friday	Easter Monday
Victoria Day	Canada Day
Civic Holiday	Labour Day
Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day

MESC will pay the employee general holiday pay equivalent to the employee's average daily wage. If any employee is required to work on a general holiday and the employee does work on such day, the employee shall receive either:

- A. the employee's average daily wage plus one and one half (1.5) times the employee's wage rate for each hour worked by the employee; or
- B. the employee's average daily wage plus one day holiday on a day that would otherwise normally be a working day,

such determination to be made by the employee's supervisor. The employee shall not work on the general holiday day unless directed to do so by the employee's supervisor.

Should a general holiday fall in conjunction with an employee's vacation leave that general holiday will not be considered as vacation leave. Employees can either can take an additional day off in lieu of holiday or reduce their vacation request.

## 7. PAID LEAVE ENTITLEMENT

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### 7.0 Personal Leave

Up to three (3) days of paid leave per year for personal leave (i.e. cultural leave, family emergencies). Additional two (2) days of paid leave can be applied to participate in cultural ceremonies.

### 7.1 Sick

7.1.1 Up to fourteen (14) days of paid sick leave per year. Sick days will be prorated based on the employee's start date.

Sick leave is the period of time an employee is absent with full pay due to:

- sickness (If an employee is absent for three or more consecutive days, due to a sickness, a medical certificate will be required);
- medical or dental treatment;
- or an accident.

7.1.2 An employee who becomes eligible for disability benefits will not be entitled to receive paid sick leave. An employee who returns from long or short term disability will be entitled to sick leave upon return to regular employment.

### 7.2 Bereavement Leave

Up to five (5) days of paid leave following the death of a near relative. For the purpose of this clause, the term "relative" shall be defined as:

- the spouse of the employee;
- the grandparents of the employee;
- the parents of the employee;
- the brothers and sisters of the employee, including half and step brothers and sisters, brother in law and sister law;
- the children of the employee, including step children;
- and the grandchildren (and their respective spouses) of the employee;
- the parents of spouse of the employee and
- the legal adoptees of the employee.

### **7.3 Short-term Illness Leave**

Up to seventeen (17) weeks of paid leave through MESC benefits plan after the employee has used up the employee's sick leave entitlement. Leave entitlement shall be determined in accordance with MESC's benefits provider and all short-term compensation shall be administered by such provider.

### **7.4 Long-term Illness and Injury Leave**

Eligibility for shall be determined by MESC's benefits provider. All such benefits shall be administered by such provider in accordance with the provider's policies from time to time.

### **7.5 Compassionate Leave**

Up to five (5) days of paid leave per year. Compassionate leave is provided in the following circumstances and is conditional on the employee providing a medical certificate confirming the following:

- the family member has a serious medical condition and significant risk of dying within 26 weeks or
- the family member requires the care or support of one or more family members.

Leave beyond 5 days will be unpaid. Please refer to Section 8 - Unpaid Leave Entitlement - Compassionate Care Leave

### **7.6 Jury Duty**

Employees will be allowed up to two (2) weeks paid time off for jury duty. After that, employees will be asked to continue jury duty without pay. Any compensation, covering the first two (2) weeks, received from the court system must be remitted to MESC.

### **7.7 Domestic Violence Leave**

Up to five (5) days paid leave per calendar year where the employee is a victim of domestic violence as defined in the Employment Standards Code (Alberta) for any one or more of the purposes listed therein in Section 53.981(4).

## 8. UNPAID LEAVE ENTITLEMENT

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Employees must comply with the requisite notice and other requirements contained in the Employment Standards Code (Alberta), as the same may be amended or replaced from time to time, prior to taking any of the following leaves:

### 8.1 Personal and Family Responsibility Leave

Up to five (5) days of unpaid leave per year to the extent such leave is necessary for:

- the health of the employee; or
- the employee to meet his or her family responsibilities in relation to an immediate family member of the employee.

### 8.2 Bereavement Leave

Up to three (3) days of unpaid leave per year upon the death of a relative.

### 8.3 Long-term Illness and Injury Leave

Up to sixteen (16) weeks of unpaid leave per year for the injury, illness or quarantine of the employee. The employee shall provide MESC with a medical certificate stating the estimated duration of such leave prior to commencing the leave, unless the employee is unable to do so, in which case, the certificate must be provided as soon as is reasonable and practicable in the circumstances. The written notice provided by the employee to MESC must include the estimated date of the employee's return to work which must be at least one week notice.

### 8.4 Citizenship Ceremony

Up to one half (1/2) day of unpaid leave to attend a citizenship ceremony to receive a certificate of citizenship, as provided for under the Citizenship Act (Canada) and its accompanying regulations.



### **8.5 Death or Disappearance of Child Leave**

Up to fifty-two (52) weeks of unpaid leave if the employee is the parent of a child under the age of 18 who has disappeared and it is probable, considering the circumstances, that the child disappeared as a result of a crime, or up to one hundred (104) weeks of unpaid leave if the employee is the parent of a child under 18 who has died and it is probable, considering the circumstances, that the child died as a result of a crime.

The leave entitlement shall be in accordance with the specific requirements set out in the Employment Standards Code (Alberta).

### **8.6 Critical Illness of Child Leave**

Up to thirty six (36) weeks unpaid leave if the employee is the parent of a critically ill child under the age of eighteen (18) for the purposes of providing care or support to the child. Notwithstanding the foregoing, if more than one parent of the critically ill child is employed by MESC, MESC shall not be required to grant the leave to more than one employee at a time with respect to that child.

### **8.7 Domestic Violence Leave**

Up to five (5) days unpaid leave per calendar year where the employee is a victim of domestic violence as defined in the Employment Standards Code (Alberta) for any one or more of the purposes listed therein in Section 53.981(4).

## 8.8 Maternity and Parental Leave

In accordance with and subject to the Employment Standards Code (Alberta), eligible employees employed by MESC for a period of at least 90 days will be entitled to:

- in the case of a pregnant employee, unpaid maternity leave for a period of up to sixteen (16) weeks commencing at any time during the twelve (12) weeks immediately before the estimated date of delivery; and
- unpaid parental leave for a period of up to thirty-seven (37) consecutive weeks to be taken immediately following the last day of maternity leave in the case of an employee entitled to maternity leave, or within 53 weeks after the child's birth, or within sixty-two (62) weeks after the child is placed with the adoptive parent for the purposes of adoption, as the case may be.

The employee must give MESC at least six (6) weeks' written notice of the date upon which she will start her maternity leave and, if requested by MESC, shall provide MESC with a medical certificate certifying that she is pregnant and giving the estimated date of delivery. Subject to the exceptions in the Employment Standards Code (Alberta), an employee must give MESC at least six (6) weeks' written notice of the date upon which the employee will start parental leave.

In accordance with the Employment Standards Code (Alberta), parents of the same child may share parental leave or it may be taken by one of them only. In the event that both parents of the same child are employed by MESC, MESC shall not be required to grant parental leave to more than one such parent at any given time.

If an employee is participating in the Group Benefits Plan at the commencement of maternity or parental leave, they will continue to be covered throughout the period of leave, and MESC shall continue to pay the premiums.

### **8.9 Compassionate Care Leave**

Subject to and in accordance with the requirements of the Employment Standards Code (Alberta), if eligible, an employee may take unpaid compassionate care leave for a period of up to twenty-seven (27) weeks, to provide care or support to a seriously ill immediate family member. Leave may be taken in one block or in shorter periods each of which shall not be less than one (1) week. The employee shall provide medical certificates as required by the Employment Standards Code (Alberta).

### **8.10 Reservist Leave**

An employee who has completed at least twenty-six (26) consecutive weeks of employment with MESC and who is a 'reservist' within the meaning of the Employment Standards Code (Alberta), is entitled to reservist leave without pay to take part in the operations or activities listed in Section 53.2 of the Employment Standards Code (Alberta) as the same may be amended or replaced from time to time.

### **8.11 External Board Participation**

In the event an employee participates on an external board, the Employee shall, upon providing reasonable notice to the employee's supervisor, be entitled to unpaid leave to attend related board commitments.

### **8.12 Political Campaign Leave**

In the event an employee is running for a political position, the Employee shall, upon providing reasonable notice to the employee's supervisor, be entitled to a maximum of two (2) weeks unpaid leave to attend to campaign related duties.

## 9. ABANDONMENT OF POSITION

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An employee who is absent for three or more consecutive working days (based on their scheduled shifts) without notifying, or responding to their supervisor, may be terminated for job abandonment.

## 10. OVERTIME

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Overtime hours will require prior approval from the employee's supervisor. Employees will be compensated at a rate of 1.5 hours of pay for each overtime hour worked. Overtime off in lieu of must be taken within 90 days with Supervisor approval.

Management and Supervisors are not entitled to overtime pay.

## 11. HOURS OF WORK

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The regular office hours for MESC are 8:30 a.m. to 4:30 p.m. Monday through Friday inclusive (excluding holidays). During these hours, it is expected that staff will be available. All employees are expected to work 7.5 hours per day exclusive of an unpaid eating break of at least thirty (30) minutes in accordance with the employee's schedule which may vary from the regular office hours. Employees may also be expected to work such other hours as may be requested or required, from time to time. Employees hired on a part time basis will have schedules determined on a case by case basis.

## 12. PROFESSIONALISM

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When representing MESC, staff should dress and behave appropriately. Employees should dress in a manner which presents a professional image to the public and is respectful of others. Excessive use of profanity is neither professional nor respectful to co-workers and will not be tolerated.