



Employee Handbook

(August 2019)

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1. GENERAL

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. DEFINITIONS

12-month employee: A “12-month employee” is defined as an employee who occupies a position designated as a full-time 12-month position, who is rated as full time for their classification, the existence of which is intended to be of a continuous nature.

10-month employee: A “10-month employee” is defined as an employee who occupies a position designated as a full time 10-month position, rated as full time for their classification, the existence of which is intended to be of a continuous nature.

Part time employee: A part time 12-month employee or a part time 10-month employee is defined as an employee who works on a regular basis for less than the full-time rating for their classification, the existence of which is intended to be of a continuous nature. All entitlements shall apply to part time employees **on a prorated basis**.

Temporary employee: A “temporary employee” is any employee who is **replacing an existing** position for a fixed term and placed on a term contract after September 30 of the school year.

Casual employee: A “casual employee” is an employee who is employed on a day to day basis. Supply teachers fall in this category

3. EMPLOYEE RECORDS AND VERIFICATIONS

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 Peoples Services.

Employees must immediately notify PeoplesServices 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.

4. PAY PERIODS

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

5. PENSION AND BENEFITS

Eligible employees shall be entitled to receive the following cost-shared Health and Dental benefits as outlined in the Benefit Handbooks. These include:

- Prescriptions
- Extended Health
- Vision
- Dental

The following insurance 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

Eligible employees shall be entitled to make use of the Employee and Family Assistance Program. Eligible employees shall be entitled to the annual MESC administered Health and Wellness benefit.

Pension will be mandatory at 5.5% contribution by the employee matched by the employer at 6%. For further details, see Benefit Handbooks on the MESC website.

6. VACATION

Employees must submit all vacation requests in writing, at least two (2) weeks in advance, 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 (1) year earns two (2) weeks vacation leave
- Employed 2 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.

10 month employees will follow the school calendar.

As a standard practice, vacation cut off date for the allowed **10 days carry over** for **12 month** employees will be March 31 of every year. As March 31 is the fiscal year close, this provides Business Services to clearly identify and record the liability for accounting purposes.

Vacation earning and entitlement is based on employee's anniversary date (original hire date).

Significance of March 31st date	Significance of January 1st	Significance of August 15th	Significance of Anniversary date
Cut off date to carry over 10 vacation days to the next fiscal year.	All health benefits and \$500 health & wellness spending account will reset	All leave entitlements will reset e.g. sick leave	Incremental increase in vacation entitlement (based on years of service)
			Years of service

Vacation calculation based on years of service:

- year 1 employment - 2 weeks - employees earn 0.384 days/paycheck
- year 2-3 employment - 3 weeks - employees earn 0.577 days/paycheck
- year 4-6 employment - 4 weeks - employees earn 0.769 days/paycheck
- year 7-9 employment - 5 week - employees earn 0.962 days/paycheck
- year 10+ employment - 6 weeks - employees earn 1.15 days/paycheck

For example:

Employee original hire date August 2018 - 18 pp to March 31

- Employee is entitled to 2 weeks or 10 days which equals 0.384 days/paycheck
- Employee will have earned (18pp * 0.384 = 6.91 days of vacation to March 31)
- Employee can carry the total days over to the next fiscal year

Employee original hire date August 2010 - 18 pp to March 31 (8 years of service)

- Employee is entitled to 5 weeks or 25 days which equals 0.962 days/paycheck
- Employee will have earned (18pp * 0.962 = 17.316 days of vacation to March 31)
- This employee will have to take 7.316 of vacation prior to March 31

After March 31, employees will still accumulate vacation based on their rate of vacation entitlement. If the employee's vacation entitlement increased during the year then they earn vacation based on the new vacation weeks.

Note: It is the responsibility of the Supervisor to monitor employee's annual vacation leaves in order to ensure that only the minimal vacations days allowed are carried over as per MESC procedure.

7. GENERAL HOLIDAYS

The following are designated general holidays in Alberta:

New Years' Day	Alberta Family Day	*National Indigenous Peoples 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 a 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.

* Due to the school year, National Indigenous Peoples Day will be taken at a different day.

8. PAID LEAVE ENTITLEMENT

Newly hired 12 months employee will be entitled to the following paid leave entitlements after working for MESC for ninety (90) days. Temporary employees' entitlements will be prorated.

8.0 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. Employees must submit request for leave 7 days in advance.

8.1 Sick

8.1.1 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 sickness, a medical certificate will be required);
- medical or dental treatment for self or immediate family;
- or an accident.

8.1.2 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 the remainder of their sick leave upon return to regular employment.

8.2 Bereavement Leave

(a) Up to five (5) days of paid leave following the death of an immediate 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-in- law;
- the children of the employee, including step children;

- and grandchildren (and their respective spouses) of the employee;
- the parents of spouse of the employee and
- the legal adoptees of the employee.

8.3 Short-term Illness Leave

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

8.4 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.

8.5 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,
- 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

8.6 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.

8.7 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).

9. UNPAID LEAVE ENTITLEMENT (JOB PROTECTED)

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:

9.1 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.

9.2 Bereavement Leave

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

9.3 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.

9.4 Citizenship Ceremony

Up to one half (1/2) days 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.

9.5 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).

9.6 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.

9.7 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).

9.8 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.

9.9 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).

9.10 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.

9.11 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.

9.12 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.

10. ENTITLEMENT TIMELINES

12 MONTH EMPLOYEES

Significance of March 31st date	Significance of January 1st	Significance of August 15th	Significance of Anniversary date
Cut off date to carry over 10 vacation days to the next fiscal year.	All health benefits and \$500 health & wellness spending account will reset	All leave entitlements will reset e.g. sick leave	Incremental increase in vacation entitlement (based on years of service)
			Years of service

10 MONTH EMPLOYEES

Significance of January 1st	Significance of August 15th	Significance of the Anniversary date (original hire date)
All health benefits and \$500 health & wellness spending account will reset	All leave entitlements will reset e.g. sick leave....	Years of Service

11. TYPES OF EMPLOYMENT AGREEMENTS AND ENTITLEMENTS/BENEFITS/PENSION

Type of Employment Agreement	Entitlements	Dental and Health Benefits	Pension and Insurance	Health and Wellness Spending
90 days probation	Yes	Yes	Yes	Yes
6 month probation	Yes	Yes	Yes	Yes
1 year probation (10 month employees)	Yes	Yes	Yes	Yes
Temporary (5 months and less)	Pro-rate sick days and indicated in contract* 1 personal and 1 cultural	No	No	No
Temporary (6 months and less than a year)	Pro-rate sick days and indicated in contract* 3 personal and 2 cultural.	Yes	No	Yes

12. ABANDONMENT OF POSITION

An employee who is absent for three (3) consecutive working days (based on their scheduled shifts) without notifying, or responding to their supervisor, will be considered to have self terminated their position.

13. OVERTIME

MESC defines overtime in the same manner as Alberta's Employment Standards. Overtime is defined as all hours worked in excess of: eight hours a day, or 44 hours a week.

Ordinarily, extra hours and/or overtime are not required and Supervisors have a responsibility to ensure that the annual work schedule is within the maximum contract hours. Additional time must be pre-approved by the employee's supervisor prior to the employee working extra hours and/or overtime. Employees will be compensated at a rate of 1.5 hours for each overtime hour worked. Overtime off in lieu of must be taken within 90 days with Supervisor approval.

Supervisors are exempt from overtime pay.

14. ON CALL (Maintenance and Custodial Staff Only)

On call employees will be the first point of contact in emergency situations. Employees required to be on call on weekends will be paid a flat rate of \$75 per day.

Employees required to be on call on a statutory holiday will be paid \$150 per day.

If an emergency situation arises, the employee on call and other required employees, will be paid a minimum of three (3) hours at time and one half. All hours worked in excess of three (3) hours on an emergency call out basis, shall be paid at time and one half.

Supervisors will adhere to on call guidelines.

If a situation arises on a statutory holiday, the employee on call, and other required employees, will be paid a minimum of three (3) hours at double time. All hours worked in excess of three (3) hours on an emergency call out basis, shall be paid at double time.

During Christmas break custodians/maintenance will be required to perform site checks every 48 hours. Employees will be paid a flat rate of \$75 per day and \$150 on a statutory holiday.

15. HOURS OF WORK

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 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.

16. PROFESSIONALISM

When representing MESC, staff should dress and behave appropriately. Employees shall 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 and will not be tolerated. MESC employees' attitude towards their employment/employer is reflected in the community, including social media, therefore, they must maintain positive behaviour.

17. DIFFERENTIAL PAY

Ten (10) month employees will be entitled to pay differential between the ten (10) month and twelve (12) months pay based on the days worked.