

TERMS AND CONDITIONS OF EMPLOYMENT

Exempt Non-Management

1.0 **Purpose**

- 1.1 The purpose of this document is to establish and communicate a framework of terms and conditions of employment for employees designated as Exempt Non–Management.

2.0 **Scope and Definitions**

2.1 Scope

- 2.1.1 This document shall replace any and all prior terms and conditions of employment for Exempt Non-Management employees.
- 2.1.2 Exempt Non-Management employees, for the purpose of this document, refers to individuals employed by the Division who are appropriately excluded from a bargaining unit and occupy a position that has been evaluated at less than 500 classification points in accordance with the Division Exempt Staff Job Evaluation System.
- 2.1.3 Notwithstanding Article 2.1.2, the Chief Human Resources Officer, Human Resources, in consultation with the Superintendent, may authorize the inclusion of positions under this document.
- 2.1.4 The Superintendent may delegate authority to another Division Support Team member, as appropriate.

2.2 Definitions

- 2.2.1 **Day or working day** shall be equivalent to seven (7) hours.
- 2.2.2 **School year**, for the purpose of this document, shall be defined as the general twelve (12) month period between September and August of the following year.
- 2.2.3 **Superintendent** shall mean the Superintendent, Edmonton Public School Board, or an individual designated by the Superintendent.
- 2.2.4 A twelve (12) month position is one that requires twelve (12) months of continuous service during a school year.
- 2.2.5 A ten (10) month position is one that requires ten (10) months of continuous service during a school year. The start and end dates for ten (10) month staff align to the annual school calendar, with the exact start date in the fall determined by administration within each Decision Unit based on operational needs.

3.0 **Appointments**

3.1 Appointment Types

- 3.1.1 Appointments to positions may be made as follows:
- 3.1.1.1 “Permanent” appointments are granted on a full-time or part-time basis.
- 3.1.1.2 “Temporary” appointments are granted on a full-time or part-time basis for a specific period of time.
- 3.1.1.3 “Hourly” appointments are granted to employees who work on an irregular and as-needed basis.

3.2 Temporary Performance of Alternate Duties

- 3.2.1 Acting Assignment

- 3.2.1.1 An “acting” assignment occurs when an individual is temporarily assigned by the Division to assume the full responsibilities of an unencumbered higher classification position for a minimum of five (5) days and up to a maximum of twelve (12) months. Salary placement for an “acting” assignment shall be in accordance with Article 11.5.3 – Promotion.
 - 3.2.1.2 An “acting for” assignment occurs when an individual is temporarily assigned by the Division to assume the full responsibilities of a higher classification position, which is temporarily vacated, for a minimum of five (5) days and up to a maximum of twelve (12) months. Salary placement for an “acting for” assignment shall be in accordance with Article 11.5.3 – Promotion.
- 3.2.2 Additional Responsibility Assignment
 - 3.2.2.1 An “additional responsibility” assignment occurs when an individual is temporarily assigned specific additional responsibilities from a higher classification for a minimum of five (5) days and a maximum of twelve months. The employee continues to carry out the majority of the duties within their existing classification during the period of assignment. The employee shall receive a premium of 5% of their existing rate, except where a higher rate is approved in accordance with Article 11.7.

4.0 Probation

- 4.1 Upon initial appointment to a permanent appointment, employees shall serve a probationary period of six (6) months. An employee may be terminated during probation with two (2) weeks’ notice, unless other notice is approved in consultation with the Chief Human Resources Officer, Human Resources.
 - 4.1.1 An employee’s probationary period may be extended up to an additional three (3) months at the discretion of the Division, and shall be communicated in writing to the employee.
 - 4.1.2 A ten-month employee shall have their probationary period extended by the length of the summer recess period if the probationary period extends into the summer recess period.
- 4.2 If an employee transfers to a new position during probation, the probationary period shall start over upon commencement in the new position.

5.0 Hours of Work

- 5.1 Daily and Weekly Hours of Work
 - 5.1.2 Normal full-time hours of work shall be seven (7) hours per day, exclusive of a sixty (60) minute unpaid lunch period, and thirty-five (35) hours per week.
- 5.2 Overtime
 - 5.2.1 Overtime shall only be worked with the prior approval of the employee’s immediate supervisor.
 - 5.2.2 Overtime shall be paid to permanent and temporary employees for all hours worked:
 - 5.2.2.1 At 1.5x the employee’s regular rate of pay for all hours in excess of normal daily or weekly hours as set out in 5.1.2, or
 - 5.2.2.2 At 2x the employee’s regular rate of pay for all hours on general or board-declared holidays.

- 5.2.3 Overtime shall be paid to hourly employees for all hours worked in excess of eight (8) hours per day and forty-four (44) hours per week.
- 5.2.4 Upon mutual agreement between the employee and the immediate supervisor, time in lieu of overtime pay may be granted. Where such an option is not available or mutually agreeable, the overtime shall be paid out. An employee will be paid out in the first pay period in June any banked overtime earned but not used by that date, unless approval has been received from their immediate supervisor to carry such time over.

5.3 Variable Hours of Work

- 5.3.1 Flextime and earned day off schedules are available with the approval of an employee's immediate supervisor and where reasonably permitted by the nature of the job as well as operational and service requirements. The adoption of flextime or earned day off schedules shall not result in any additional cost to the Division.
- 5.3.2 Flextime permits an employee to flex their daily start/stop time, or amend the length of their lunch period while still maintaining their normal daily hours of work. Note: the minimum lunch period cannot be less than thirty (30) minutes.
- 5.3.3 Earned day off schedules permit a full-time employee to extend their normal daily hours in order to accrue an additional day off with pay.
 - 5.3.3.1 Earned day off schedules shall be based on a three-week cycle.
 - 5.3.3.2 Employees shall work seven and one-half (7.5) hours per day, exclusive of an unpaid lunch period of between thirty (30) and sixty (60) minutes, over a fourteen-day period in order to earn the fifteenth day off. (Note: Whether an individual works/does not work through their rest periods shall not be considered in the calculation of required daily work hours.)
 - 5.3.3.3 Upon mutual agreement between the employee and their supervisor, the earned day off may be rescheduled on another day within the fifteen-day period. It is not the intent for them to accumulate, however upon employee request or Division need, an earned day off may be carried into the next three (3) week period. Earned days off are not to be paid out.
- 5.3.4 Any approved variable hours of work schedule must be confirmed in writing. Approved earned day off schedules must be forwarded to Human Resources.
- 5.3.5 Variable hours of work options may be discontinued at the request of either the employee or the Division with a minimum thirty (30) days' notice.

5.4 Summer Hours of Work

- 5.4.1 During the Board-designated summer period, 12 month employees will be provided with shortened hours of work. Normal daily hours shall be reduced to six and three-quarters (6.75) hours per day, exclusive of a forty-five (45) minute unpaid lunch period. The Board shall supplement daily work hours by one-quarter (0.25) hours per day in order to maintain normal pay on the basis of thirty-five (35) hours per week. During the summer hours period, paid leave (e.g., sick, vacation) is deducted on a normal seven (7) hour per day basis. Summer hours shall generally begin the first (1) operational day in July through to two (2) weeks prior to the first (1) operational day in the school year. Exact dates shall be communicated annually by the Chief Human Resources Officer.

Note: During the summer hours period, employees that normally work flextime or earned day off schedules shall also have their respective hours of work adjusted accordingly.

- 5.4.2 Employees who do not follow a variable hours of work option during the school year may request that option during the summer recess period, in the event that operational requirements better permit it during this time.

6.0 Hybrid Work

- 6.1 The hybrid work model is a flexible work option introduced in response to employee feedback and industry consultation, that provides approved employees with the option of working a portion of their time from an approved off-site workplace.
- 6.2 The hybrid work model is voluntary for employees and requires the written approval of their immediate supervisor and DU Administrator.
- 6.3 Eligibility and terms of the hybrid work model shall be set out in Division guidelines, and may be subject to change over time.

7.0 Statutory Holidays

- 7.1 Employees shall be entitled to the following general and Board-declared holidays:
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|--|---|
| New Year's Day | Labour Day |
| Family Day | National Day for Truth and Reconciliation |
| Good Friday | Thanksgiving Day |
| Easter Monday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |
| Citizen's Day (1/2 day on 4 th Wednesday in July) | |
| August Civic Holiday | |
- 7.2 In the event any of these holidays fall upon a weekend, the Division shall normally observe the holiday closure on the following Monday. In the event an alternate date is observed, the Division will communicate the change in advance of the Holiday.
- 7.3 If Remembrance Day or the National Day for Truth and Reconciliation falls on an employee's day off (e.g., a weekend), an equivalent day of vacation entitlement will be provided to the employee. This will be pro-rated for part-time employees.
- 7.4 Employees scheduled to work on December 24th and/or December 31st of each year shall receive a half-day paid holiday on each of those days. Notwithstanding, if in any particular year there is only one working day in between either Christmas Day/Boxing Day/New Years' Day, and the weekend, the full working day(s) will be declared a paid holiday for those employees normally scheduled to work that day and the half-day paid holiday shall not apply.
- 7.5 In years when Canada Day occurs at a point in the week where there is only one working day between the holiday and the weekend, this working day will be declared a paid holiday for those employees normally scheduled to work on that day.
- 7.6 Employees shall receive paid leave at their regular rate of pay equal to their normal hours of work for all holidays. Ten month employees are not eligible for holiday entitlements that fall outside of their ten (10) months of employment.
- 7.7 An employee on unpaid leave greater than thirty (30) days will be ineligible for statutory holiday benefits.

- 7.8 Part-time employees shall receive paid leave at their regular rate of pay for any statutory holiday that falls on a regularly scheduled day of work.
- 7.9 Hourly employees shall receive statutory holiday pay in accordance with the Alberta Employment Standards Code.

8.0 Vacation Leave

- 8.1 Full-time twelve month employees shall accrue vacation on a bi-weekly basis at the following rates:
 - 8.1.1 Up to the end of the seventh year of continuous service – 20 days;
 - 8.1.2 From the beginning of the eighth year and up to the end of the twenty-fourth year of continuous service – 25 days.
 - 8.1.3 From the beginning of the twenty-fifth year of continuous service – 30 days.
- 8.2 Full-time ten month employees shall accrue vacation on a bi-weekly basis at the following rates:
 - 8.2.1 Up to the end of the seventh year of continuous service – 16.5 days;
 - 8.2.2 From the beginning of the eighth year and up to the end of the twenty-fourth year of continuous service – 21 days;
 - 8.2.3 From the beginning of the twenty-fifth year of continuous service – 25 days.
- 8.3 A twelve-month employee may request and take vacation at a time mutually acceptable to the employee and immediate supervisor.

Ten-month employees shall be scheduled for vacation during Spring and Winter recess periods, as well as Teacher's Convention; however, subject to accrued vacation being available, ten month employees may request vacation at other times of the year. Approval shall be required from the immediate supervisor and be based on operational requirements. Ten month employees shall receive an automatic payout of any unused vacation credits at the end of each school year.
- 8.4 Part-time employees shall accrue vacation entitlements on a pro-rated basis.
- 8.5 Hourly employees shall receive vacation pay at a rate of 4% upon hire and 6% after five years of consecutive employment.
- 8.6 Ninety (90) days of maternity leave and up to twelve (12) months of WCB leave shall be included in the calculation of service for vacation entitlements. All other leaves without pay are excluded from the calculation of service.
- 8.7 Employees absent due to sickness, disability or WCB for ninety (90) consecutive calendar days or more shall not accrue vacation leave credits beginning on the ninety-first (91st) day.
- 8.8 An employee who becomes seriously ill or injured during scheduled vacation, and is under the care of a physician or hospitalized as a result, may request that sick leave be substituted for the period of illness or injury. Medical evidence satisfactory to the Division will be required.
- 8.9 Vacation accrual accumulated beyond twice the annual entitlement shall be paid out each period.

9.0 Sick Leave

- 9.1 Sick leave is provided for the replacement of income lost due to non-occupational illness or injury which prevents employees from performing their regular duties.

- 9.2 Full-time employees shall accrue sick leave, on a bi-weekly basis, at the rate of approximately one (1) day per pay period to a maximum of two hundred (200) days. Ten month employees shall not accrue sick leave outside of their ten (10) months of employment.
- 9.3 Part-time employees shall accrue sick leave on a pro-rated basis.
- 9.4 Hourly employees shall not be eligible for sick leave.
- 9.5 Employees who qualify for Extended Disability Benefits (EDB) commencing after ninety (90) days of sick leave shall not be eligible for sick leave pay while in receipt of EDB benefits.
- 9.6 Employees shall not accrue sick leave during any period of unpaid leave. Additionally, employees absent due to sickness, disability or WCB for ninety (90) consecutive calendar days or more shall not accrue sick leave credits beginning on the ninety-first (91st) day.
- 9.7 At the Division's discretion, employees may be requested to provide a medical certificate acceptable to the Division. Upon submission of proof of payment, costs incurred by an employee as a direct result of the employer requesting proof of illness shall be reimbursed by the Division.

10.0 Leaves of Absence

10.1 General Leave of Absence

- 10.1.1 Employees may request a short-term leave of absence without pay for up to thirty (30) calendar days. Benefits will be continued during a short term leave of absence. Requests shall be submitted to the employee's immediate supervisor and will be assessed based on the nature of the request and in consideration of operational requirements.
- 10.1.2 Employees with a minimum of two (2) years of continuous service may request a long-term leave of absence greater than thirty (30) days and for up to one (1) year. Requests shall be submitted to Human Resources. In exceptional circumstances, a request for an extension may be submitted and will be assessed based on the nature of the request and in consideration of operational requirements. If the leave or leave extension is granted, conditions related to the leave or leave extension will be outlined to the employee. Employees will have the option of maintaining benefit coverage during the period of leave. Employees electing to do so are solely responsible for payment of the full premium cost to the benefit carrier.

10.2 Maternity / Parental / Adoption Leave

- 10.2.1 An employee with ninety (90) days of continuous service shall be granted leave in accordance with the following conditions:
 - 10.2.1.1 Leave of absence without pay or benefits shall be granted, upon 30 days written notice where possible, to an employee who is pregnant or who will be the primary caregiver of a child of that employee (including an adopted child). Such leave shall be for a definite period not to exceed fifteen (15) consecutive weeks for maternity leave, thirty-seven (37) consecutive weeks for parental leave and fifty-two (52) consecutive weeks for adoption leave.
 - 10.2.1.2 Maternity leave shall commence at the discretion of the employee at any time within twelve (12) weeks of the estimated date of delivery. Maternity leave can begin no later than on the actual date of delivery.
 - 10.2.1.3 Parental leave can begin at any time after the birth or adoption of the child but must be completed within fifty-two (52) weeks of the date a baby is born or an adopted child is placed with the parent.

- 10.2.1.4 The employee may terminate maternity/parental/adoption leave with four (4) weeks written notice, at any time during the leave period. The employer may, based on exceptional circumstances and operational requirements, reduce the notice period for the return from leave.
- 10.2.1.5 Upon completion of the leave, the employee shall return to the position held when the leave commenced, or to a comparable position for which they are qualified.
- 10.2.1.6 The employer shall provide a supplement to Employment Insurance benefits that will pay an employee who is unable to work for medical reasons related to pregnancy. The supplement shall be 100% of regular earnings for a period of six (6) weeks commencing with the birth of the child without medical documentation. For a period beyond six (6) weeks, and if the employee provides supporting medical documentation, it may be extended to a maximum of 13 weeks surrounding the delivery date of her child. As the maternity supplement will be based on the banked sick entitlements, the employee can only receive supplement for the number of sick days they have accumulated prior to the commencement of the maternity leave.
- 10.2.1.7 Notwithstanding the above, an employee on maternity leave without pay, who is not eligible for Employment Insurance maternity benefits, may access sick leave entitlements if satisfactory evidence of medical disability is provided to the employer.

10.3 Second Parent Leave

- 10.3.1 Leave with pay of up to three (3) days may be granted at the time of the birth or adoption of a child.

10.4 Personal Leave

- 10.4.1 Personal leave of absence with pay shall be available to permanent employees to a maximum of five (5) days or thirty-five (35) hours per school year for twelve (12) month 1.00 FTE. Ten (10) month staff shall earn twenty-nine (29.17) hours. Personal leave shall be pro-rated for part-time employees.
- 10.4.2 Personal leave shall be available:
 - 10.4.2.1 To provide employees with necessary time away from work to manage needs such as family illnesses, family appointments, household requirements and family events, and/or
 - 10.4.2.2 To provide employees with personal time away from work.
- 10.4.3 Requests for personal leave shall be submitted as far in advance as possible to the employee's immediate supervisor. Requests and approvals of leave made under Article 10.4.2.2 shall be made in light of operational requirements.
- 10.4.4 Employees shall have access to their allotted personal leave days beginning in the pay period that contains the first operational day of each school year. New employees hired after the start of the school year shall have their allotment pro-rated based on the time remaining in the school year.
- 10.4.5 Personal leave not used by the end of the school year, or by the date an employee ends employment with the Division, shall not be carried over to the next school year or paid out.

10.5 Medical / Dental Appointment Leave

10.5.1 Employees shall make reasonable effort to schedule medical and dental appointments outside of normal work hours, particularly those employees working an earned day off schedule. Where this is not possible, the time shall be deducted from the employee's sick leave credits.

10.5.2 Prior approval of the time off is required by the immediate supervisor.

10.6 Critical Illness / Bereavement Leave

10.6.1 Leave of absence with pay of up to five (5) days per occurrence may be granted to employees due to the critical illness or death of a spouse, child, parent, brother, brother-in-law, sister, sister-in-law, parent of spouse, son-in-law, daughter-in-law, grandparents, or a member of the employee's household. Leave up to one (1) day is available for instances related to the critical illness or death of an individual other than those referred to above. The length of the leave shall be at the discretion of the Division, based on the circumstances of each request. Additional paid time for travel of one (1) day each way may be available to employees for out of Province travel.

10.7 Private Business Leave

10.7.1 Leave of absence of up to two (2) days per school year may be granted for private business.

10.7.2 Requests shall be submitted to an employee's immediate supervisor for consideration and will be assessed on the basis of operational requirements.

10.7.3 Leaves shall be granted with benefits and fifty percent (50%) of the employee's daily rate with pay.

10.7.4 Notwithstanding Article 10.8.1, one (1) unused day may be carried over to the following year for utilization; however, the maximum available at any time shall not exceed three (3) days.

10.8 Jury Duty and Court Leave

10.8.1 Employees called for jury duty, or required to attend court proceedings as a witness in a cause other than their own, shall be paid full salary and will reimburse the employer an equivalent amount of any jury or witness fee set by the Court.

10.9 Deferred Salary Leave

10.9.1 A deferred salary leave program, as established by the Division, shall be available to employees.

10.9.2 Eligibility and approval shall be determined on the basis of the program rules.

11.0 **Salary Administration**

11.1 The primary purpose of the Division's salary administration practices is to attract and retain quality exempt staff relative to other competitors in the labour market. The total compensation package for exempt staff is targeted as being moderately higher than the average total compensation package in the competitive labour market. The Division will conduct and review periodic compensation surveys to compare the exempt staff total compensation package to the competitive labour market.

11.2 A salary schedule, as set out in Appendix I, shall reflect the base salary range paid for each job.

11.3 Annually, the Division will determine the appropriateness and overall size of any salary adjustment that will be made available to all employees.

- 11.4 Subject to satisfactory performance, an employee who is not yet at the maximum salary rate for their job will be eligible for a one (1) step increase within the salary range on their anniversary date.
- 11.5 Rate of Pay upon Appointment
 - 11.5.1 External Recruitment – Initial Salary Placement
 - 11.5.1.1 Upon initial appointment, an employee's salary shall normally be established within the salary range in keeping with the individual's experience, as well as the needs of the Division.
 - 11.5.2 Lateral Transfer – Salary Placement
 - 11.5.2.1 Upon lateral transfer, an employee's rate of pay shall not change and their increment date shall remain unchanged.
 - 11.5.3 Promotion – Salary Placement
 - 11.5.3.1 Upon promotion, an employee shall normally be placed at a salary rate within the new range that provides a minimum 5% increase compared to their current rate, or such amount as required to reach the minimum salary range of the new position. The employee's increment date shall remain unchanged.
 - 11.5.4 Voluntary Demotion – Salary Placement
 - 11.5.4.1 Upon the voluntary transfer of an employee to a position with a lower pay range, if the employee's current rate is within the pay grade of the new position, their rate of pay will be immediately reduced to the step in the new range that provides the smallest available increase and their increment date shall be re-established as of that date. If the employee's current rate of pay is above the maximum of the lower pay grade, they will immediately be placed at the maximum rate of the lower pay grade.
 - 11.5.5 Downward Reclassification or Administrative Transfer – Salary Placement
 - 11.5.5.1 Upon the downward reclassification of a position, or the administrative transfer of an employee into a classification with a lower pay range, the employee's rate of pay will be immediately reduced to the step in the new range that provides the smallest available increase and their increment date shall be re-established as of that date. If the employee's current rate of pay exceeds the salary range maximum for the new position classification, their existing rate of pay will be maintained until such time as the salary range maximum equals or surpasses the employee's existing rate, or for a maximum of two (2) years, whichever comes first, after which it will be set at the salary range maximum.
 - 11.5.6 Upward Reclassification – Salary Placement
 - 11.5.6.1 Upon the upward reclassification of a position, an employee shall normally be placed at a salary rate within the new range that provides a minimum 5% increase compared to their current rate. The employee's increment date shall remain unchanged.

11.6 Market Supplement

11.6.1 In unique circumstances, the Division may elect to establish rates of pay for a specific job that are outside normal salary administration practices. Required criteria for a market supplement shall be based on:

- Difficulty in attracting qualified external candidates to the identified job;
- Excessive turnover in the identified job; and
- Evidence of a lack of competitiveness in the Division's current rate of pay in comparison to the market.

11.6.2 Market supplements shall be established and maintained separately and distinctly from a job's base rate of pay.

11.6.3 Market supplements shall be reviewed annually for the purpose of determining a recommendation for renewal or discontinuation. Discontinuation of the supplement may occur with a minimum of ninety (90) days' notice to the affected employees.

11.6.4 The establishment of a market supplement, as well as the determination of renewal/discontinuation, shall be carried out in accordance with Article 11.7.

11.7 Approval Authority

11.7.1 Any salary placements or salary adjustments that are outside the amounts set out in Article 11 shall only occur with the approval of the appropriate Chief Officer or Assistant Superintendent, in consultation with the Chief Human Resources Officer, Human Resources. For Human Resources employees at the Director level or above, or employees that report directly to the Superintendent, approval by the Superintendent is required.

12.0 Professional Development

12.1 Professional development options and processes shall be in accordance with established Division and Decision Unit guidelines.

13.0 Benefits

13.1 Participation in legislated benefit programs including Employment Insurance, Canada Pension Plan and Workers' Compensation shall be a condition of employment for all eligible employees.

13.2 Employee group benefit plans shall be administered according to the agreements between the Division and its insurance provider.

13.3 Permanent and temporary employees greater than 0.200 FTE are eligible for the group benefits outlined below, upon date of hire, at the cost share indicated:

Benefit	Employee Contribution	Division Contribution
Extended Health Care, Dental Care, Vision and Hearing Care	---	100%
Extended Disability Plan (Plan D)	20%	80%
Life Insurance/AD&D (Plan 2)	---	100%
Optional Life Insurance	100%	---
Health Spending/Wellness	---	\$750
Employee & Family Assistance	---	100%

- 13.4 Participation in General Health Benefits coverage (Extended Health Care, Dental Care, Vision and Hearing Care) is mandatory unless the employee can demonstrate alternate comparable coverage.
- 13.5 Participation in Income Replacement Benefits (Life, AD&D, EDB) is mandatory.
- 13.6 The Division will pay 100% of any surcharge levied by the ASEBP on Income Replacement Benefits.
- 13.7 The order of payment for benefit plans by the employer is as follows:

- ASEBP EDB Insurance (Plan D)
- Extended Health Care Plan 1, Dental Plan 3, Vision Plan 3
- ASEBP Life and AD&D
- Alberta Health Care

- 13.8 Permanent ten month employees will retain group benefit coverage over the entire year. Deductions for summer months shall be taken in the second pay period of June each year.

Temporary ten month employees' benefit coverage do not retain benefit coverage over the summer months. Coverage ends effective the last operational day of June.

- 13.9 The following employees shall not be eligible to participate in employee group benefits:

- Permanent part-time employees less than 0.200 FTE.
- Hourly employees

13.10 Payment in Lieu of Benefits

- 13.10.1 Exempt staff over age 65 who are in receipt of a pension and ineligible to enroll in ASEBP benefits shall be eligible for the equivalent amount that the Division would have contributed had that employee participated in all applicable ASEBP benefit plans. The Division shall pay an amount equal to single or family coverage rates based upon the employee's last coverage status prior to receipt of pension.

Exempt staff under age 65 who are in receipt of pension shall be enrolled in ASEBP benefits.

14.0 **Pension**

- 14.1 The Division participates in the Local Authorities Pension Plan (LAPP).
- 14.2 Participation and rules related to eligibility shall be in accordance with Division policy and LAPP requirements.
- 14.3 For the purpose of calculating years of service for LAPP, ten (10) month employees receive credit for one (1) year of service (12 months).

15.0 **Retirement Bonus**

- 15.1 Employees who retire from the Division after age 55, with a minimum of ten (10) years of service, shall receive a retirement bonus based upon the following formula:

EMPLOYEES RETIRING	June 1, 2023	February 1, 2024	September 1, 2024
After 10 years of service	\$ 4390	\$ 4478	\$ 4612
After 11 years of service	\$ 5266	\$ 5371	\$ 5532
After 12 years of service	\$ 6148	\$ 6271	\$ 6459
After 13 years of service	\$ 7025	\$ 7166	\$ 7381
After 14 years of service	\$ 7907	\$ 8065	\$ 8307
After 15 years of service	\$ 8785	\$ 8961	\$ 9230
After 16 years of service	\$ 9218	\$ 9402	\$ 9684

After 17 years of service	\$ 9650	\$ 9843	\$ 10138
After 18 years of service	\$ 10088	\$ 10290	\$ 10599
After 19 years of service	\$ 10519	\$ 10729	\$ 11051
After 20 years of service	\$ 10953	\$ 11172	\$ 11507
After 21 years of service	\$ 11397	\$ 11625	\$ 11974
After 22 years of service	\$ 11844	\$ 12081	\$ 12443
After 23 years of service	\$ 12287	\$ 12533	\$ 12909
After 24 years of service	\$ 12736	\$ 12991	\$ 13381
After 25 years of service	\$ 13184	\$ 13448	\$ 13851
Effective June 1, 2023, for each additional year of service beyond 25 years, \$387 per year will be added to the retirement bonus. Effective February 1, 2024, \$395 per year will be added. Effective September 1, 2024, \$407 per year will be added.			

- 15.2 Increases to this bonus will be consistent with the date and amount of increases to the salary grids.
- 15.3 Service recognized for calculating this bonus shall not include a period of absence in excess of three (3) consecutive months. The bonus shall be pro-rated to the FTE for each year worked.
- 15.4 At the employee's request, the payment of retirement allowance shall be:
 - 15.4.1 A lump sum payment at the time of retirement; and/or
 - 15.4.2 Where eligible, transferred to the employee's registered retirement savings plan.

16.0 Advance on Expenses

- 16.1 Employees who are required to utilize their personal vehicles for the purpose of conducting Division business shall be eligible for an advance on expenses.
- 16.2 Eligibility and the terms of the advance shall be as set out in Division guidelines.

17.0 Exempt Liaison Committee

- 17.1 An Exempt Liaison Committee, consisting of representation from exempt staff and the Division, shall meet regularly for the purpose of:
 - 17.1.1 Discuss inquiries and issues of importance that have been brought forward by exempt staff or committee members.
 - 17.1.2 As appropriate, communicate information to exempt staff.
 - 17.1.3 To inform Division decision-making, provide feedback and input related to Division initiatives, identified concerns, opportunities and challenges.
 - 17.1.4 Upon invitation, make presentations to the Board of Trustees intended to assist them with planning activities.

18.0 Compliance to Employee Accountability Statement

- 18.1 All employees are required to abide by the Division Employee Accountability Statement.

Appendix 1 - Salary Grids

The following salary grids outline salaries for each grade and step. Annual and ten (10) month salaries are approximations based on the number of hours worked in a year.

Exempt Non-Management Salary Grid Effective June 1, 2023

Classification Points				Increment Steps							
Grade	From	To	Salary Modifiers	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	0	199	Hourly	30.91	32.14	33.34	34.53	35.77	36.97	38.17	39.37
			Bi-weekly	2163.70	2249.80	2333.80	2417.10	2503.90	2587.90	2671.90	2755.90
			12 month	56472.57	58719.78	60912.18	63086.31	65351.79	67544.19	69736.59	71928.99
			10 month	47817.77	49720.58	51576.98	53417.91	55336.19	57192.59	59048.99	60905.39
2	200	296	Hourly	33.12	34.43	35.74	37.04	38.35	39.66	40.97	42.21
			Bi-weekly	2318.40	2410.10	2501.80	2592.80	2684.50	2776.20	2867.90	2954.70
			12 month	60510.24	62903.61	65296.98	67672.08	70065.45	72458.82	74852.19	77117.67
			10 month	51236.64	53263.21	55289.78	57300.88	59327.45	61354.02	63380.59	65298.87
3	297	344	Hourly	35.75	37.12	38.56	39.98	41.37	42.83	44.23	45.61
			Bi-weekly	2502.50	2598.40	2699.20	2798.60	2895.90	2998.10	3096.10	3192.70
			12 month	65315.25	67818.24	70449.12	73043.46	75582.99	78250.41	80808.21	83329.47
			10 month	55305.25	57424.64	59652.32	61849.06	63999.39	66258.01	68423.81	70558.67
4	345	366	Hourly	40.11	41.69	43.27	44.91	46.51	48.06	49.64	51.22
			Bi-weekly	2807.70	2918.30	3028.90	3143.70	3255.70	3364.20	3474.80	3585.40
			12 month	73280.97	76167.63	79054.29	82050.57	84973.77	87805.62	90692.28	93578.94
			10 month	62050.17	64494.43	66938.69	69475.77	71950.97	74348.82	76793.08	79237.34
5	367	429	Hourly	44.15	45.88	47.65	49.44	51.18	52.92	54.71	56.41
			Bi-weekly	3090.50	3211.60	3335.50	3460.80	3582.60	3704.40	3829.70	3948.70
			12 month	80662.05	83822.76	87056.55	90326.88	93505.86	96684.84	99955.17	103061.07
			10 month	68300.05	70976.36	73714.55	76483.68	79175.46	81867.24	84636.37	87266.27
6	430	499	Hourly	48.53	50.47	52.42	54.35	56.27	58.24	60.17	62.07
			Bi-weekly	3397.10	3532.90	3669.40	3804.50	3938.90	4076.80	4211.90	4344.90
			12 month	88664.31	92208.69	95771.34	99297.45	102805.29	106404.48	109930.59	113401.89
			10 month	75075.91	78077.09	81093.74	84079.45	87049.69	90097.28	93082.99	96022.29

Exempt Non-Management Salary Grid Effective February 1, 2024

Classification Points				Increment Steps							
Grade	From	To	Salary Modifiers	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	0	199	Hourly	31.53	32.78	34.01	35.22	36.49	37.71	38.93	40.16
			Bi-weekly	2207.10	2294.60	2380.70	2465.40	2554.30	2639.70	2725.10	2811.20
			12 month	57605.31	59889.06	62136.27	64346.94	66667.23	68896.17	71125.11	73372.32
			10 month	48776.91	50710.66	52613.47	54485.34	56450.03	58337.37	60224.71	62127.52
2	200	296	Hourly	33.78	35.12	36.45	37.78	39.12	40.45	41.79	43.05
			Bi-weekly	2364.60	2458.40	2551.50	2644.60	2738.40	2831.50	2925.30	3013.50
			12 month	61716.06	64164.24	66594.15	69024.06	71472.24	73902.15	76350.33	78652.35
			10 month	52257.66	54330.64	56388.15	58445.66	60518.64	62576.15	64649.13	66598.35
3	297	344	Hourly	36.47	37.86	39.33	40.78	42.20	43.69	45.11	46.52
			Bi-weekly	2552.90	2650.20	2753.10	2854.60	2954.00	3058.30	3157.70	3256.40
			12 month	66630.69	69170.22	71855.91	74505.06	77099.40	79821.63	82415.97	84992.04
			10 month	56419.09	58569.42	60843.51	63086.66	65283.40	67588.43	69785.17	71966.44
4	345	366	Hourly	40.91	42.52	44.14	45.81	47.44	49.02	50.63	52.24
			Bi-weekly	2863.70	2976.40	3089.80	3206.70	3320.80	3431.40	3544.10	3656.80
			12 month	74742.57	77684.04	80643.78	83694.87	86672.88	89559.54	92501.01	95442.48
			10 month	63287.77	65778.44	68284.58	70868.07	73389.68	75833.94	78324.61	80815.28
5	367	429	Hourly	45.03	46.80	48.60	50.43	52.20	53.98	55.80	57.54
			Bi-weekly	3152.10	3276.00	3402.00	3530.10	3654.00	3778.60	3906.00	4027.80
			12 month	82269.81	85503.60	88792.20	92135.61	95369.40	98621.46	101946.60	105125.58
			10 month	69661.41	72399.60	75184.20	78015.21	80753.40	83507.06	86322.60	89014.38
6	430	499	Hourly	49.50	51.48	53.47	55.44	57.40	59.40	61.37	63.31
			Bi-weekly	3465.00	3603.60	3742.90	3880.80	4018.00	4158.00	4295.90	4431.70
			12 month	90436.50	94053.96	97689.69	101288.88	104869.80	108523.80	112122.99	115667.37
			10 month	76576.50	79639.56	82718.09	85765.68	88797.80	91891.80	94939.39	97940.57

Exempt Non-Management Salary Grid Effective September 1, 2024

Classification Points				Increment Steps							
Grade	From	To	Salary Modifiers	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	0	199	Hourly	32.48	33.76	35.03	36.28	37.58	38.84	40.10	41.36
			Bi-weekly	2273.60	2363.20	2452.10	2539.60	2630.60	2718.80	2807.00	2895.20
			12 month	59340.96	61679.52	63999.81	66283.56	68658.66	70960.68	73262.70	75564.72
			10 month	50246.56	52226.72	54191.41	56125.16	58136.26	60085.48	62034.70	63983.92
2	200	296	Hourly	34.79	36.17	37.54	38.91	40.29	41.66	43.04	44.34
			Bi-weekly	2435.30	2531.90	2627.80	2723.70	2820.30	2916.20	3012.80	3103.80
			12 month	63561.33	66082.59	68585.58	71088.57	73609.83	76112.82	78634.08	81009.18
			10 month	53820.13	55954.99	58074.38	60193.77	62328.63	64448.02	66582.88	68593.98
3	297	344	Hourly	37.56	39.00	40.51	42.00	43.47	45.00	46.46	47.92
			Bi-weekly	2629.20	2730.00	2835.70	2940.00	3042.90	3150.00	3252.20	3354.40
			12 month	68622.12	71253.00	74011.77	76734.00	79419.69	82215.00	84882.42	87549.84
			10 month	58105.32	60333.00	62668.97	64974.00	67248.09	69615.00	71873.62	74132.24
4	345	366	Hourly	42.14	43.80	45.46	47.18	48.86	50.49	52.15	53.81
			Bi-weekly	2949.80	3066.00	3182.20	3302.60	3420.20	3534.30	3650.50	3766.70
			12 month	76989.78	80022.60	83055.42	86197.86	89267.22	92245.23	95278.05	98310.87
			10 month	65190.58	67758.60	70326.62	72987.46	75586.42	78108.03	80676.05	83244.07
5	367	429	Hourly	46.38	48.20	50.06	51.94	53.77	55.60	57.47	59.27
			Bi-weekly	3246.60	3374.00	3504.20	3635.80	3763.90	3892.00	4022.90	4148.90
			12 month	84736.26	88061.40	91459.62	94894.38	98237.79	101581.20	104997.69	108286.29
			10 month	71749.86	74565.40	77442.82	80351.18	83182.19	86013.20	88906.09	91690.69
6	430	499	Hourly	50.99	53.02	55.07	57.10	59.12	61.18	63.21	65.21
			Bi-weekly	3569.30	3711.40	3854.90	3997.00	4138.40	4282.60	4424.70	4564.70
			12 month	93158.73	96867.54	100612.89	104321.70	108012.24	111775.86	115484.67	119138.67
			10 month	78881.53	82021.94	85193.29	88333.70	91458.64	94645.46	97785.87	100879.87