



HUMAN RESOURCES TERMS OF EMPLOYMENT – SUPPORT STAFF

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INTRODUCTION

OUR VISION

To strive to operate as Alberta's best Public Charter School by providing students whose second or third language is English with the opportunities to reach their full potential.

OUR MISSION

The Almadina School Society, through its partnerships with the Minister and all stakeholders, ensures that our students whose second or third language at home is English reach their full potential as they prepare to meet the challenges of high school, lifelong learning and citizenship in a dynamic, democratic, knowledge based society that respects each child's special gifts and the commitment to promote diversity in shared values.

CHARTER MANDATE

Almadina Language Charter Academy (ALCA) operates as a charter school with a unique emphasis on English language acquisition. This charter was granted in 1996 by the Alberta Minister of Education and is mandated to deliver the Alberta Program of Studies (ECS - Grade 9) with English language acquisition as a major outcome.

DEFINITIONS

"ALCA" – means Almadina Language Charter Academy

"ATA" – means the Alberta Teachers Association

"Time in Lieu" – means that support staff will receive paid time off work instead of overtime pay. Time in Lieu may also be referred to as "Banked Time".

"Charter School" – In Alberta, charter schools are a special type of public schools which have a greater degree of autonomy than a normal public school, to allow them to offer programs that are significantly different from regular public schools operated by district school boards.

"Employee" – within these terms of employment, means "support staff" covered by this document

"Employment Standards Code" – means The Province of *Alberta Employment Standard Code* dated November 1, 2014 and subsequent amendments.

"Human Resources" – means the person or persons responsible for human resources initiatives at ALCA.

"School Year" – includes the first day in September to the last day in June and includes Organizational Days and Professional Development days (scheduled before and after the first and last day of school).

"Supervisor" – means the person the support staff (employee) reports to.

"Support Staff" – means any employee that is not covered under the ATA Agreement and works at any campus or Central Office.

ABOUT THESE TERMS OF EMPLOYMENT

In these terms of employment, we outline what ALCA expects from you and what you may expect from ALCA. We believe this understanding is essential to a good working relationship and to ensure professionalism in the workplace.

These terms of employment apply to all support staff holding positions that do not fall under the ATA Agreement.

STANDARDS OF CONDUCT – EMPLOYEE CODE OF ETHICS

ALCA expects its employees to display high standards of professionalism in all activities, demonstrating accountability, responsibility and uncompromised work ethics. For details, please refer to ALCA's Employee Code of Ethics.

DRESS STANDARDS (ALL STAFF)

In general, the dress code for all staff at ALCA will be professional and conservative. We stress respect for modesty and professionalism. Supervisors are responsible for the administration of these expectations.

APPLICATION

These terms of employment apply to all support staff at ALCA. Support staff includes but is not limited to;

- Education Assistants
- Office Managers
- Librarians
- Youth Development Counsellors
- Language Instructors
- Board Office Staff

These terms of employment also apply to any employee at ALCA who is not covered by the ATA agreement. These terms of employment does not apply to Independent Contractors or Consultants who have individual contracts with ALCA School Society.

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both Almadina and its employees. For the purpose of this agreement the term "relative" shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee's: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-inlaw, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and, a daughter or son of an employee's domestic partner

EMPLOYMENT

EMPLOYMENT PRINCIPLE

ALCA will employ support staff members who are the best qualified and most knowledgeable to meet the standards and requirements of each position.

Employment of all support staff will be subject to obtaining a satisfactory Canadian Police Information Check with disclosure that includes Canada-wide Criminal Record History, Vulnerable Sector Search and Police History.

NEPOTISM

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both Almadina and its employees. For the purpose of this agreement the term “relative” shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee’s: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the employee’s life is interdependent and who shares a common residence) and, a daughter or son of an employee’s domestic partner

It is the goal of Almadina to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. The agency may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees under the following circumstances:

- Individuals may not work under the supervision of the same manager;
- They may not create a supervisor/subordinate relationship with a family member;
- They may not supervise or evaluate a family member;
- The relationship will not create an adverse impact on work productivity or performance;
- The relationship may not create an actual or perceived conflict-of-interest;
- They may not audit or reviewing in any manner the individual’s work.
- They may not be employed if a member of the employee’s immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on the agency’s Board or any Committee or Council which has authority to review or order personnel actions or wage and salary adjustments which could affect his/her job.

CONFLICT OF INTEREST

A conflict of interest is a situation in which a person or organization is involved in multiple interests, financial interest, or otherwise, one of which could possibly corrupt the motivation of the individual or organization.

Examples: your spouse or a family member works in the same industry you operate in, they may share confidential information without realizing it or when an employee holds two jobs in the same industry - where does the employee’s loyalty rest). Should an employee suspect there may be a conflict of interest; the employee shall notify their immediate supervisor or the Superintendent. An example of a “conflict of interest” would be two employees from the same family being employed at the same ALCA campus.

CONFIDENTIALITY AGREEMENT

Employees will respect the confidentiality appropriate to issues of a sensitive nature.

- a) Employees will not communicate either directly or indirectly, information designated confidential to anyone not entitled to receive same.
- b) Employees shall maintain confidentiality of information gained from or about the school including any information which may in any way jeopardize the confidentiality of students, staff and contractors of the division or is likely to call into disrepute the reputation of the board.
- c) Employees will not use information which has been designated as confidential by the board for their personal profit or use for themselves or any other person.
- d) Employees will respect confidential information in perpetuity.

POSITIONS COVERED BY THESE TERMS OF EMPLOYMENT

Support staff are employees, other than teachers, who contribute to the operation of the organization whether at a campus level or at Central Office. Support Staff positions that are covered under these terms of employment and not under the ATA Agreement, include the following:

Education Assistant	Librarians
Office Manager	Executive Secretary
Assistant Office Manager	Bookkeeper/Accountant
Language Instructor	Youth Development Counsellor

ROLE or JOB DESCRIPTIONS, RIGHTS & RESPONSIBILITIES

All support staff members will have a written role or job description that specifies their general duties, rights and responsibilities, establishes to whom they are accountable and sets out what is expected of them in terms of conduct. The document will be reviewed and updated annually (at a minimum) with the immediate supervisor. Specific ALCA job descriptions are attached in Appendix A.

JOB VACANCIES – EMPLOYMENT PROCEDURE

1. When vacancies occur, a job description will be prepared by the supervisor and submitted for approval.
2. Once approved, new positions will be posted on the ALCA and other websites, as appropriate.
3. Selected candidates (internal and external) will be interviewed by the Recruitment Team.
4. Offers of Employment are made conditionally, pending a successful Police Information Check, as well completion and submission of all required documentation.

HOURS OF WORK

There are a number of employee positions covered by these terms of employment with differing hours of work. Work hours and breaks are set by the Superintendent and/or the Supervisor in consideration of the operation of ALCA and may be outlined in the offer of employment letter. If you are unsure, speak with your supervisor.

As a general rule, the following provides the days of work for each position:

Education Assistants – work a **minimum** of 183 days during the school year, based on the number of instructional days with the possibility of additional work days as required (for professional development, for example).

Office Managers – work a maximum 216 days during the school year, including one week after the school year, and an additional two weeks prior to commencement of the school year.

Librarians – work a **minimum** of 183 days during the school year, based on the number of instructional days with the possibility of additional work days as required (for professional development, for example plus five (5) operational days per the school calendar.

Youth Development Counsellors and Language Instructors – work a maximum of 200 days with an 8 hour day.

Board Office Staff (includes bookkeeping/accountant, executive secretary) – work a full calendar year, full or part-time, and hours are dependent on business requirements and position.

ADMINISTRATION OF WAGES

While working, support staff is paid monthly on the 26th of each month. Should this date fall on a weekend, wages will be paid on the last banking day before the regular pay date.

SALARY GRID

ALCA uses a salary / pay grid system to determine salary / wages and annual increases. The salary grids are based upon detailed job evaluations. Increases are based on the current grid.

ALCA determines the initial grid placement in consultation with the supervisor. Past relevant experience will be considered in establishing the employee's starting salary provided that the experience is in an identical or very similar type of work.

ALCA's salary grid for non-certificated staff for the current school year is attached as Appendix B.

***** please note that the grid changes if the number of working days in a year changes from one year to the another*****

BANKED TIME OR TIME IN LIEU

ALCA does not pay over-time wages. Support Staff who work beyond their normal hours may claim time in lieu. Time in lieu must be first approved by the school principal or vice principal.

STATUTORY HOLIDAYS

ALCA shall recognize the following statutory holidays provided the employee works the employee's last scheduled work period prior to the general holiday and the employee's first scheduled work period following unless otherwise agreed with the employer's supervisor:

New Year's Day Family Day Good Friday Easter Monday Victoria Day Canada Day*
Civic Holiday* (first Monday in August) Labor
Day
Thanksgiving Day
Remembrance Day (except when Remembrance Day occurs on a Saturday and Sunday)
Christmas Day

* Only available for 12 month contracts

QUARANTINE & WORKPLACE CLOSURE

In the event that the workplace is closed by the employer, employees will be paid.

VACATION

Vacation entitlement for employees is paid on each payroll deposit, at the rate of:

4% for the first five (5) years

6% after five (5) complete years of continuous service

PROBATIONARY PERIOD

The probationary period for support staff is three (3) months from the starting date of employment. Termination within the probationary period may occur without cause or notice.

PERFORMANCE EVALUATIONS

Performance evaluations are conducted annually for staff who have been employed **less** than two (2) years and every two (2) years for staff who have been employed for **more** than two years. Performance evaluations are intended to achieve the following goals:

1. establish opportunities for staff growth,
2. provide performance feedback (positive and/or negative), including the recognition of accomplishments and the identification of training needs,
3. give the employee the opportunity to discuss performance expectations, goals, work satisfaction or dissatisfaction, and
4. precipitate critical decisions, such as status changes or the decision to terminate employment.

ALCA is very proud of its employees and their contribution to the success of the organization. To honor those contributions ALCA has a Service Recognition program that recognizes employee service. The form of recognition will be reviewed each year.

PROFESSIONAL DEVELOPMENT – TRAINING & CONTINUOUS LEARNING

You have been selected to join ALCA because we believe you possess the qualifications, skills, and qualities needed to succeed in the position to which you have been assigned. You are an important member of the ALCA family; by way of training and support, you will be given every opportunity to be successful.

ALCA recognizes that in order for an educational organization to continually grow, develop and prosper, all personnel must be involved in activities designed to continually improve performance in all areas. These include governance, administrative performance and procedures, curriculum content, teaching methods and above all, student learning. Professional Development contributes to the overall quality of education provided for students.

Employees are encouraged to discuss training opportunities for their professional development with their immediate supervisor. This will be done through a Support Staff Professional Growth Plan submitted to the school administration each year. The ALCA Board provides funds through its annual budget in support of the ALCA professional development program. Specific professional development amounts for support staff will be made available each year based on the current budget and on the following areas:

- Performance Evaluations
- Introduction of New Tools and Programs
- Training and Continuous Learning

DISCIPLINARY

Step 1 – Verbal Reprimand

The immediate supervisor has the authority to issue a documented verbal reprimand as the first step in the disciplinary process. The supervisor will advise the employee of the behavior that was unacceptable, the date, time and place it occurred, listen to the employees explanation, outline what action is required of the employee and the consequences of further unacceptable behavior. The supervisor will document the details of the conversation and retain the document in the supervisors file. An employee who receives more than two verbal reprimands in any given year will automatically receive a written reprimand on a third incident that will be placed on file.

Step 2 – Written Reprimand

The immediate supervisor has the authority to issue a documented written reprimand as step two of the disciplinary process. The supervisor will advise the employee of the behavior that was unacceptable, the date, time and place it occurred, listen to the employees explanation, outline what action is required of the employee and the consequences of further unacceptable behavior. The supervisor will document the details of the conversation and retain the document in the supervisors file as well as sending a copy of the written warning to the Principal and Superintendents office.

Consequences resulting from a written reprimand may include suspension without pay for up to two weeks and, for repeat offenses, termination for cause.

PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER PROTECTION) ACT

ALCA believes that the principles of integrity, respect and care shall guide the activities undertaken at the school and expects all employees to demonstrate high ethical standards in their work. In return, employees should expect a positive, supportive environment, where they can seek advice and, if necessary, disclose wrongdoing without fear of reprisal, knowing that such disclosures will be taken seriously. ALCA refers to the Public Interest Disclosure (Whistleblower Protection) Act for this purpose. For details please refer to the Act available at <https://yourvoiceprotected.ca/resources/public-interest-disclosure-whistleblower-protection-act/>

INCIDENT REPORTING

ALCA promotes a professional approach to conflict in the workplace. Please follow the chain of authority when reporting a concern or incident. If the conflict involves a supervisor or a colleague, that supervisor or colleague **MUST** be included in any conversation regarding the issue. All incident reporting must be done in writing. The chain of authority would be:

Youth Development Counsellor, Language Instructor, Librarian, Office Manager, Assistant Office Manager

Superintendent of Schools



School Principal



School Vice Principal



Support Staff (Youth Development Counsellor, Language Instructor, Librarian, Office Manager, Assistant Office Manager)

Support Staff (Educational Assistant)

APPEAL PROCESS

An employee may appeal any matter outlined in these terms of employment by outlining the reasons for appeal in writing and submitting the appeal to the Superintendent within 30 (thirty) calendar days of the date of the incident causing the appeal. The Superintendent will investigate the incident and reply in writing within 15 calendar days of receipt of the appeal.

If the employee is unsatisfied with the decision of the Superintendent, the employee may request, in writing, within 15 calendar days of receipt of the decision, that their appeal be considered by an appeal committee. The appeal committee will be composed of two principals, the superintendent and an external Human Resources Consultant. The decision of the appeal committee will be provided, in writing, within 15 calendar days of the appeal hearing.

TERMINATION

An employee hired on a contract basis ceases to be an employee at the end of the specified term of his / her employment unless an extension has been properly authorized.

An employee may be released within the probationary period without cause or notice.

An employee who is not on probation may be terminated without cause and must be provided with notice or pay in lieu of notice as per *Employee Standards Code*.

Any employee may be terminated for just cause, without notice or pay in lieu of notice. Just cause includes but is not limited to:

- Conviction of a criminal offense
- Willful damage or theft of company property
- Absence of five days or more without authorization
- Violation of any of the terms of employment or ALCA Policies
- Dishonesty
- Repeated documented instances of less serious offenses.

Except for extraordinarily serious offenses, no employee shall be terminated without being provided with written warnings. Final termination notices are to be from the Superintendent.

NETWORK, TECHNOLOGY RESOURCES & ACCEPTABLE USE PROTOCOL

Network: ALCA relies on its computer network to conduct, in part, its business. To ensure that its computer resources are used properly by its staff, independent contractors, agents, students, volunteers and any other computer users, the Superintendent has created the Acceptable Use of the Wide Area Network and the Internet procedure. More specifically, the school has implemented an electronic communications system (wide-area network or the "WAN") that provides access to the Internet and allows unprecedented opportunities

The rules and obligations described in this procedure apply to all users unless exceptions are specifically set out in the procedure, of the school's computer network, wherever they may be located, either upon or outside school property. Violations will be taken very seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Appropriate Use Protocol: School technology is intended solely for educational and school purposes. School technology cannot be used for purposes that are illegal, unethical, or immoral.

Cell Phones: In order to accommodate the growing use of personal cell phones or other signaling devices by employees, to ensure uninterrupted instruction, safety, decreased bullying and reduction of theft; ALCA has adopted guidelines for use of these devices during the work or school day. A detailed policy is written and is available upon request. In part, the policy states;

- Devices are not to be in view or turned on at any time when the employee is engaged in the supervision of students or during the work of a normal employment day. This also applies to public areas such as hallways during student movement.
- Devices may be used on school property before the beginning of the work day, at the end of the work day, during duty-free planning and duty-free lunch.
- Misuse of cell phones or electronic signaling devices will result in the employee being disciplined for neglect of duty.

HARASSMENT

All individuals employed and educated within ALCA have the right to work and learn in an environment free from harassment. This procedure is in keeping with the school's dedication to providing students and staff members with a safe and caring environment that fosters and maintains respectful and responsible behaviors. A detailed policy is written and is available upon request.

DRUG, ALCOHOL & SUBSTANCE ABUSE

ALCA is committed to a safe, caring and effective learning environment that is drug and alcohol-free. The possession or consumption of alcoholic beverages or illegal drugs, or the inappropriate use of prescription medications is not tolerated. A detailed policy is written and is available upon request.

OCCUPATIONAL HEALTH & SAFETY

ALCA recognizes that safe working procedures and conditions, accident prevention and the preservation of health are high priorities. These responsibilities are shared and require the combined efforts of the provincial government, our Board, administrators, staff, students and parents.

ALCA employees have the responsibility to help create and maintain a safe working environment for themselves and others. Clear expectations and responsibilities are necessary to ensure that everyone is aware of their rights and obligations. These expectations will be a condition of employment and must be followed to work towards the goal of an injury free workplace. Occupational Health and Safety (OH&S) is a shared responsibility.

With regards to safety, all ALCA employees have:

- the right to know about hazards in the workplace,
- obligation to report any unsafe practices or conditions that they see, and
- the right to refuse unsafe work.

For more information please refer to ALCA's Occupational Health and Safety policy. ALCA's OH and S Policy is under review at this time.

ELIGIBILITY

Benefit participation is a condition of employment (for those employees who work 20 hours or more per week) and is paid for by ALCA. For details, please refer to your Group Benefits booklet.

TYPES OF BENEFITS

Benefits are provided by the Sun Life Assurance Company of Canada and include"

- Extended Health Care (EHC) - ALCA pays 100 percent
- Dental Plan (DP) - ALCA pays 100 percent

- Alberta Health Care Insurance (AHCI) - ALCA pays 100 per cent
- Short Term Disability (STD) – ALCA pays 80 per cent
- Long Term Disability (LTD) – ALCA pays 80 per cent
- Life Insurance (LI) - Short Term Disability (STD) – ALCA pays 80 per cent
- Long Term Disability (LTD) – ALCA pays 70 per cent
- Accidental Death and Dismemberment (AD&D) - Short Term Disability (STD) – ALCA pays 70 per cent
- Dependent Life (DL) – optional for dependents of employees - Short Term Disability (STD) – ALCA pays 70 per cent

For details, please refer to your Group Benefits booklet.

PERSONAL LEAVE (Make sure you use the SUPPORT STAFF forms found in the staff section of the website)

With Pay: Through application to the Supervisor, a personal leave of absence with pay may be granted for not more than two (2) **non-consecutive** days per school year. Probationary staff is not eligible for Personal Leave with pay. A personal day shall not be used to extend a holiday, except with the prior approval of the Superintendent.

Without Pay: Through application to the Superintendent, a personal leave of absence without pay may be granted for not more than three (3) days per school year.

ACADEMIC LEAVE

A temporary leave of absence with pay may be granted by the Supervisor when the employee is absent for the following:

- one day necessary for writing each examination in an academic or professional course
- attendance of a graduation or convocation at which the employee, the employee's son, daughter, spouse or parent is receiving a degree or diploma from high school or accredited post-secondary institute.

Documentation for proof is required for the above leaves.

SICK LEAVE

Employees will accrue sick leave (for personal illness, medical or dental treatment, or because of personal injury) at the rate of 1.5 days / month to a maximum of 15 per year. Sick days cannot be taken until after the probationary period is complete.

In order to be paid; after 3 consecutive days of absence, a doctor's note (medical certificate) is required. The doctor's note must be submitted to the supervisor to be forwarded to Human Resources at

Central Office Unused “sick days” will not be carried over to the next year or paid out at the end of the school year.

FAMILY LEAVE - MATERNITY, PARENTAL & ADOPTION

For the purpose of this handbook, this section will address Maternity, Paternity and Adoption Leaves. All such leaves are staff entitlements set out in the *Employment Standards Code (Part 2, Division 7)*.

MATERNITY LEAVE

A pregnant employee who has been employed for a minimum of one full school year is entitled to maternity leave without pay.

ALCA covers **benefit premiums** during the maternity leave (15 weeks) if leave begins within the school year (Sept - June).

Eligible employees should refer to the *Employment Standards Code* for further details.

In the case of a parent who has been employed for a minimum of one full school year, a period of not more than 37 weeks within 52 weeks of the child’s birth. ALCA does not cover benefit premiums during the parental portion. Employee can elect to continue all benefits that were available under the ALCA plan or elect to discontinue coverage. Continuation of benefits will be at the cost to the employee (which includes Employee and Employer portion).

Eligible employees should refer to the *Employment Standards Code* for further details.

ADOPTION LEAVE

In the case of the adoptive parent who has been employed by the employer for at least one full school year, a period of not more than 37 consecutive weeks within 52 weeks after the child is placed with the adoptive parent for the purpose of adoption.

COMPASSIONATE LEAVE

Family Illness: Non-certificated staff shall be allowed two(2) operational days with pay to attend to the medical concerns of family members.

Critical Illness: Compassionate leave with pay may be granted for not more than three (3) school days because of critical illness of a spouse, parent, child, brother, sister or parent of spouse. Additional days may be granted at the discretion of the Superintendent.

Death: Compassionate leave with pay may be granted for not more than three (3) school days as a result

of the death of a spouse, parent, child, brother, sister or parent of spouse. Two (2) additional days for necessary travel may be granted. Additional days may be granted at the discretion of the Superintendent.

For not more than two (2) school days because of the death of a grandparent, grandparent of spouse, brother-in-law, sister-in-law, daughter-in-law, son-in-law or close friend. One additional day for necessary travel may be granted. Additional days may be granted at the discretion of the Superintendent.

COMPASSIONATE CARE LEAVE

An employee who has completed at least one full school year with an employer is entitled to compassionate care leave of up to 8 weeks to provide care or support to a seriously ill family member if the employee is the primary caregiver.

This is at no cost to the employer. For an employee to be eligible for this leave, a physician must issue a certificate stating that (a) a family member of the employee has a serious medical condition with a significant risk of death within 26 weeks from (i) the day the certificate is issued, or (ii) if the leave was begun before the certificate was issued, the day the leave began, and (b) the family member requires the care or support of one or more family members. An employee who wishes to take a leave under this section must give the employer notice of at least 2 weeks, unless circumstances necessitate a shorter period. If an employee has been on compassionate care leave, he or she must provide 2 weeks' written notice of the date the employee intends to resume work.

Eligible employees should refer to the *Employment Standards Code* for further details.

COURT APPEARANCE LEAVE

A leave of absence with pay (less monies received by the courts) will be granted:

- for jury duty or any summons related thereto, or
- to answer a subpoena or summons to attend as a witness in any proceeding authorized by law to compel the attendance of witnesses.

A leave of absence without pay will be granted to answer to a subpoena or summons to attend as an accused in any proceeding authorized by law. As a condition of employment, return to work will require Police Information Check to be submitted to Supervisor. Conviction of a criminal offence may be cause for termination of employment.

These terms of employment will be reviewed in their entirety at least annually and may be amended from time to time by the following process;

- a review committee which will provide recommendations
- recommendations reviewed by Superintendent
- recommendations reviewed by legal
- approval by the board
- rollout

EMPLOYEE ACKNOWLEDGEMENT & AGREEMENT OF TERMS OF EMPLOYMENT – SUPPORT STAFF

I, _____, acknowledge having received and read the ALCA

HR Terms of Employment – Support Staff and agree that one of my employment duties is to be familiar and knowledgeable about the these terms of employment and any amendments made from time to time to these terms of employment.

Specifically, I acknowledge having received and read information with respect to the following and know where to look for additional information:

- Network, Technology Resources & Appropriate Use Protocol
- Harassment-Free Work Environment
- Confidentiality
- Drug, Alcohol and Substance Abuse
- Occupational Health & Safety
- Leave

If I choose to seek clarification or further information from my supervisor or person in authority with respect to anything noted in these terms of employment, I understand that there will be no reprimand, repercussion or unreasonable pressure as a result.

I also acknowledge that I will follow these terms of employment and ALCA Policies to the best of my ability.

Signature of Employee

Date

Signature of Witness

Date

SIGNED COPY FOR EMPLOYER

(to be handed to supervisor for file)

APPENDIX A – ALCA SUPPORT STAFF JOB DESCRIPTIONS

1. EXECUTIVE SECRETARY
2. ACCOUNTING ASSISTANT
3. OFFICE MANAGER
4. LANGUAGE INSTRUCTOR
5. YOUTH DEVELOPMENT COUNSELOR
6. SCHOOL LIBRARY ASSISTANT
7. EDUCATION ASSISTANT

Executive Secretary

REPORTS TO: Superintendent

RESPONSIBILITIES:

1. Responsible for Accounts Payable
 - Receive purchase orders, packing slips & invoices, match for coding
 - Understand General Ledger (GL) & Budget lines, code & post invoices
 - Prepare payables cheques, present to the Secretary-Treasurer for signature
 - Distribute signed cheques
 - Maintain control over all accounts payable cheques
 - Responsible for filing and document archiving
 - Understand backup system (internal and off site) and do daily backup
 - Enter cancelled cheques into the GL and prepare the outstanding cheque list
2. Administer the VISA purchases as follows:
 - File all applications and employee agreements
 - Receive all transaction backup, confirm goods received & authorized, post
 - Match backup to statements, ensure payment made by due date
3. Prepare monthly Payroll as follows:
 - Understand basic payroll requirements of CRA, software and employee set-up
 - As timesheets come in, ensure information & authorizations are complete
 - Sweep schools on the 15th (cut off day) for timesheets / staff payroll changes
 - Follow detailed payroll checklists for subs (1st) & staff every month
 - Process payroll, complete payroll binder filing
 - Update master staff lists as required
4. Support Accounts Receivable as follows:
 - Ensure timely deposits are made and school cash receipt reports filed as required
 - Verify school cash reports, prepare deposit information and make bank deposits
5. Maintain all aspects of Human Resources
6. Liaison with Administration
7. Provide secretarial services as required for the Superintendent.
8. Prepare information packages, record and distribute minutes for Board and Administrators' meetings.
9. Act as receptionist for the Board Office.

10. Receive and distribute all mail and deliveries for the Board and central office.
11. Schedule meetings in the Board Office for internal and outside groups.
12. Prepare and keep current on the website and email folders a calendar of meeting dates and other School Society activities.
13. Planning the Staff Recognition Night.
14. Maintain an accurate filing system for all Society business records.
15. Other related duties assigned by the Superintendent to support the Board.

EVALUATION

Written performance evaluations of employees in this job category will be conducted by the Superintendent at 3 months, 6 months and then annually.

ACCOUNTING ASSISTANT

JOB DESCRIPTION

- prepare monthly source deductions & ATRF remittances
- prepare bank reconciliation for review by Secretary Treasurer
- prepare various monthly account reconciliation as necessary
- assist with preparation of year-end paper for external audit
- receive, record, and verify school cash/online receipts
- assist the Secretary Treasurer & Superintendent with other tasks as assigned

School Secretary / Office Manager

Responsibilities: reception for parents, students, staff and visitors; maintain student records; sort & distribute school mail; office typing as required; prepare purchase orders, receive, distribute and order supplies; manage petty cash and collect student fees.

Requirements: completion of grade 12; fluency in spoken and written English; three years of office experience that includes using Word and Excel; excellent typing skills; strong attention to detail; high degree of numerical accuracy; ability to master student information and reporting software; equipment friendly; able to prioritize and organize work while multi-tasking in a team environment; respect for the confidential nature of all aspects of school business; integrity and dependability.

Additional Assets: office experience in a school setting; fluency in Arabic.

YOUTH DEVELOPMENT COUNSELOR

The role of the Youth Development Counselor is varied, ranging from general support for the work of all students and staff members to particular contributions in the areas of program development and campus activities. As well, the main focus of the YDC position will be to work with students at risk in terms of their behavior, performance and readiness to learn.

Responsibilities

1. Student Data Management
 - a. Establishes files for students at risk, as recommended by administration, with regard to behavior, performance and learning difficulties.
 - b. Maintaining anecdotal notes as a part of student files.
 - c. In consultation with administration, communicating regularly and as needed with students, teachers, parents and other agencies concerned with students at risk.
 - d. Making recommendations to teachers, parents and administration regarding the needs of students in this category.
 - e. Establishing protocols, in consultation with administration, regarding procedures for meeting the needs of students at risk.
 - f. Assessing resources and resource people to support work with students at risk, and acting as liaison with resource people such as direct by administration.

2. Student Program Support
 - a. Working within the school support team to develop and implement strategies to support students at risk in the areas of behavioral change, self-concept improvement, and social skill development.
 - b. Support students at risk in the areas of behavioral change, self-concept improvement, and social skill development.
 - c. Ensuring feedback and follow-up of implemented student support plan are relayed to team members.
 - d. Working with the school support team to integrate the Character Education and/or Leadership programs distinctive of Almadina into work with students at risk.

3. Professional Responsibilities
 - a. A key member of the Almadina Student Services team which consists of: inclusion coordinator, inclusion teacher, and E.L.L. Coordinator and Educational Technologist
 - b. A key member within the school support team that may consist of: school administration; inclusion support teacher; teaching staff; families.
4. Other related duties as assigned.

Qualifications

- Diploma or Degree in Child and Youth Care Counseling preferred; Human Services background with counseling skills an asset
- Work experience within a school environment preferred;
- Experience with diverse cultures and cultural competency
- The ability to work independently and take initiative;
- Strong interpersonal skills with students, parents and staff;
- Ability to see the potential of each student and believe that positive change is possible;
- Strong organizational skills;
- Proficiency with current technology for performance of duties;

SCHOOL LIBRARY ASSISTANT

QUALIFICATIONS:

- Library information systems training, diploma or equivalent experience and university education courses.
- Excellent written and spoken English with accurate cataloguing abilities are essential.
- Demonstrated behavior management skills and experience working with English Second Language Learners are assets.
- Strong self-motivation and organizational abilities along with communication skills, patience and enthusiasm are necessary qualities to be successful in this position.

DUTIES & RESPONSIBILITIES:

- All aspects of library management and organization within a busy school environment.
- Motivate and encourage students and teachers to realize the full potential of library services;
- Make use of and demonstrate library technology to support student learning and perform other related duties as directed.
- Responsibility for supervision of students in the classroom and during recess and lunch hour.

LANGUAGE INSTRUCTOR

JOB DESCRIPTION

- An excellent working knowledge of student language acquisition/development, program, learning strategies, progress monitoring/evaluation;
- Demonstrated excellence in literacy/language development;
- Experience in teaching children to learn to read;
- Demonstrated experience with integration/application of technology;
- Demonstrates openness, innovation and awareness of educational research related to ELL students;
- Ability to work collaboratively in a multi-disciplinary team;
- Excellent interpersonal and communication skills required.
- Course work from a recognized university and/or college indicating training in teaching a second language – i.e., Arabic, Urdu

Additional Assets Preferred

- A valid Alberta Teaching Certificate, or Alberta Interim Teaching Certificate, or be in the process of obtaining a Teaching Authority from the province of Alberta.

EDUCATION ASSISTANT

QUALIFICATIONS:

High school graduation with additional university education courses and/or diploma. Excellent written and spoken English modelling is essential. Demonstrated behaviour management skills and experience working with English Second Language Learners are assets. Communication skills, patience, enthusiasm and flexibility are necessary qualities to be successful in this position.

DUTIES & RESPONSIBILITIES:

Working under the supervision of certificated teachers you will:

- Assist students and teachers in the classroom
- Motivate and encourage students to participate in classroom activities
- Demonstrate tasks as directed by the classroomteacher
- Prepare and duplicate materials; use technology to support student learning
- Perform other related duties as directed.
- You will be responsible for supervision of students in the classroom and during recess and lunch hour.

**Almadina Uncertificated Staff Salary Grid
School Year 2018/2019**

Education Assistant - Ogden 7hrs/day 184 days

Years of Experience with Almadina	0	1	2	3	4	5	6	
Annual Salary (184 instructional days)	25,605.44	26,674.48	27,743.52	28,799.68	29,868.72	30,912.00	31,981.04	
Daily rate (7 hrs, paid 1/2 lunch)	139.16	144.97	150.78	156.52	162.33	168.00	173.81	
Hourly rate	19.88	20.71	21.54	22.36	23.19	24.00	24.83	
Paid for 10 months Sep to June								
Start Aug 29, 2016 vacation paid on every cheque							Sub only called for long absences	Sub day is: 132.00

Education Assistant - Ogden or MV 7.5hrs/day 184 days

Years of Experience with Almadina	0	1	2	3	4	5	6	
Annual Salary (184 instructional days)	27,434.40	28,579.80	29,725.20	30,856.80	32,002.20	33,120.00	34,265.40	
Daily rate (7.5 hrs, paid 1/2 lunch)	149.10	155.33	161.55	167.70	173.93	180.00	186.23	
Hourly rate	19.88	20.71	21.54	22.36	23.19	24.00	24.83	
Paid for 10 months Sep to June								
Start Aug 29, 2016 vacation paid on every cheque							Sub only called for long absences	Sub day is: 142.00

Librarian 189 days

Years of Experience with Almadina	0	1	2	3	4	5	6	
Annual Salary (184 inst days + 5 in Aug)	30,058.56	31,313.52	32,568.48	33,808.32	35,063.28	36,288.00	37,542.96	
Daily rate (8 hrs, paid 1/2 hr lunch)	159.04	165.68	172.32	178.88	185.52	192.00	198.64	
Hourly rate same as EA	19.88	20.71	21.54	22.36	23.19	24.00	24.83	
Paid for 10 months, Sep to June								
Vacation paid on every cheque								Sub day is: 142.00

Language Instructor

Years of Experience with Almadina	0	1	2	3	4	5	6	
Annual Salary (199 operational days)	38,303.52	41,009.92	44,369.04	47,728.16	50,848.48	52,806.64	54,780.72	
Daily rate (8 hrs, paid 1/2 hr lunch)	192.48	206.08	222.96	239.84	255.52	265.36	275.28	
Hourly rate	24.06	25.76	27.87	29.98	31.94	33.17	34.41	
Paid for 12 months, Sep to Aug								
Vacation paid on every cheque								Sub day is: 167.00

Assistant Office Manager

Years of Experience with Almadina	0	1	2	3	4	5	6	
Annual Salary (215 days)	39,508.40	40,592.00	41,658.40	42,707.60	43,774.00	44,737.20	45,906.80	
Daily rate (8 hrs, paid 1/2 hr lunch)	183.76	188.80	193.76	198.64	203.60	208.08	213.52	
Hourly Rate	22.97	23.60	24.22	24.83	25.45	26.01	26.69	
Paid for 12 Months, Sep to Aug								
Vacation paid on every cheque								Sub day is: 142.00

Office Manager - senior

Years of Experience with Almadina	0	1	2	3	4	5	6	
Annual Salary (215 days)	42,294.80	43,550.40	44,874.80	46,199.20	47,592.40	49,020.00	50,482.00	
Daily rate (8 hrs, paid 1/2 hr lunch)	196.72	202.56	208.72	214.88	221.36	228.00	234.80	
Hourly Rate	24.59	25.32	26.09	26.86	27.67	28.50	29.35	
Paid for 12 Months, Sep to Aug								
Vacation paid on every cheque								

Youth Development Councilor

Years of Experience with Almadina	0	1	2	3	4	5	6	
Annual Salary (199 operational days)	50,275.36	52,281.28	54,303.12	56,309.04	57,964.72	60,352.72	62,358.64	
Daily rate (8 hrs, paid 1/2 hr lunch)	252.64	262.72	272.88	282.96	291.28	303.28	313.36	
Hourly rate	31.58	32.84	34.11	35.37	36.41	37.91	39.17	
Paid for 10 months Sep to June								
Vacation paid on every cheque								