

2.0. Human Resources

2.A. Foundations

2.A. ADMINISTRATION OFFICE STAFF EMPLOYMENT BENEFITS

Adopted: August 28, 2001

**Reviewed by Committee: September 26, 2006, January 10, 2012, October 11, 2016,
January 28, 2020, May 25, 2021**

Policy Reference: EL-1.2

Benefit Plans:

MSBA Pension Plan – Board matches employee contribution

Group Life - cost equally shared by employee/employer up to 200% of annual earnings
- employee pays cost for additional coverage

Salary Continuance (LTD) – employee pays total cost

Blue Cross Dental/Extended Health – employee pays total cost

Group Registered Retirement Savings Plan (GRRSP) – employee pays total cost

Statutory Holidays:

New Years Day

Good Friday

Victoria Day

Canada Day

August Civic Holiday

Labour Day

Thanksgiving Day

Christmas Day

Boxing Day

Louis Riel Day

The observance of Remembrance Day is subject to the provisions of the Remembrance Day Act and shall be observed on the day it occurs.

In order to qualify for payment for the above statutory holidays, the employee must meet the attendance requirements of Manitoba Employment Standards.

Vacation:

Vacation entitlement shall be calculated as to the number of continuous years of service on June 30th of each year. Full-time employees shall be entitled to the following:

- after 1st year - 10 days of vacation
- after 2nd year - 15 days of vacation
- after 10th year - 20 days of vacation
- after 17th year - 25 days of vacation
- after 25th year - 30 days of vacation

Vacation of part-time employees shall be accumulated in the proportion of actual percentage of time employed each year.

Casual employees shall receive 4% vacation pay on each pay.

Sick Leave:

Accumulated at the rate of one (1) day of sick leave for every nine (9) days of actual service to a maximum of twenty-four (24) days per year. The total sick leave allowed to accumulate shall not exceed one hundred twenty-four (124) days. Employees employed on a part-time basis with the Division shall be granted sick leave with pay pro-rated based on full-time equivalencies. The Division may require the employee to furnish a certificate from a qualified medical practitioner certifying the inability of the employee to attend to his/her regular duties. Failure to provide such a certificate upon request shall result in sick leave being denied for that period.

Family Medical Leave:

Each employee shall be entitled to use up to four (4) days of his/her sick leave accumulation per year to attend to the employee's spouse or parent or pre-school/school-age children when a serious illness, injury, or medical appointments of an emergent nature occur.

Maternity and Parental Leave:

As per Manitoba Employment Standards.

General Leave:

May be granted with or without pay at the discretion of the Superintendent/CEO.

Personal Leave:

Each employee shall be entitled to one (1) day of personal leave each year without loss of salary. Personal leave is not cumulative from one (1) year to the next and will be scheduled having regard for the efficient operation of the School Division.

Compassionate Leave:

An employee shall be granted five (5) working days leave without loss of salary or wages in the case of death of a parent, child, spouse (includes common-law) and grandchild. An employee shall be granted four (4) working days leave without loss of salary for brother, sister, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents or fiancé(e).

An employee shall be granted two (2) days compassionate leave without loss of salary in the case of a life-threatening illness of the employee's parent, child, spouse (includes common-law), brother, sister, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandchild, or fiancé(e).

Jury Duty:

An employee who is subpoenaed to serve on a jury or at a Court of Law, as a Crown witness shall be paid his/her regular salary. Any fee or payment, excluding expenses, received by reason of services rendered as a juror on working days, shall be forwarded to the Division.

Payment of Wages:

Employees shall receive their pay vouchers on the 15th and last day of each month.

Salary Review:

Salaries of staff will be reviewed prior to the end of each calendar year.

Hours of Work:

From September through June, office hours are from 8:00 a.m. to 4:30 p.m. with a half hour for lunch. Normal hours of work are eight (8) hours/day with staggered start and finish times. The office is open during lunch hours with staggered lunch hours being shared by office personnel. During July and August, office hours are from 8:00 a.m. to 12 noon and 1:00 p.m. to 4:00 p.m.

Full-time salaried staff members are expected to put in overtime as required throughout the school year. As compensatory time off due to overtime incurred from September through June, these staff members have a reduced work week (four (4) days per week) during the months of July and August. The office remains open for five (5) days a week by staggering the compensatory days off among staff.

Full-time salaried members may be granted two (2) additional days off with pay during Christmas break at the discretion of the Board.

Termination:

Administrative office staff who do not have a contract or letter of employment with the Division, stipulating termination notice will be provided the following:

Less than 2 years experience with Lakeshore: notice as per Manitoba employment standards.

Greater than 2 years experience with Lakeshore: 8 weeks notice.

Reference: Forms 8.0