

# Support Staff Terms and Conditions of Employment



**Lakeland Catholic School Board**  
**September 1, 2008 to August 31, 2010**

*Opening Hearts, Minds and Doors*

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## 1 GENERAL

- 1.1 All personnel matters related to an individual employee shall be kept in confidence by any person having access to such information.
- 1.2 Nothing contained in this document shall limit or restrict the rights of the Board or its administration to manage the Board's operations. As such, this document serves only as a guideline related to personnel matters contained herein.

## 2 DEFINITIONS

- 2.1 A “**regular full-time employee**” is a person who is appointed to a regular full-time position established by the Board and who works the normal full-time hours of work established by the Board.
- 2.2 A “**regular part-time employee**” is a person who is appointed to a regular part-time position established by the Board and who works less than the normal full-time hours of work established by the Board.
- 2.3 A “**temporary employee**” is a person who is appointed to a temporary position established by the Board. A temporary employee may be assigned either full-time or part-time hours of work by the Board.
- 2.4 A “**probationary employee**” is a regular or temporary employee who is serving the required probationary period established by the Board.
- 2.5 A “**casual employee**” is a person who is employed to work on an “as required basis” and, as such, is not appointed to a regular or temporary position with the Board.
- 2.6 A “**regular position**” is a position established by the Board where the work is expected to be of an ongoing, continuous nature from year to year.
- 2.7 A “**temporary position**” is a position established by the Board where the work is of limited or fixed duration exceeding six consecutive months. The position will normally be used to replace an employee in a regular position or to work on a project or assignment identified by the Board.

### 3 APPLICATION

3.1 Casual employees will be entitled to only those provisions of the sections listed below and any statutory entitlements that apply:

a) General	Section 1
b) Interpretation	Section 2
c) Hours of Work	Section 4
d) Overtime	Section 5
e) Wages	Section 8
f) Abandonment of Position	Section 15
g) Time Sheets	Section 16
h) Disciplinary Action	Section 17
i) Grievance Procedure	Section 18
j) Wages	Appendix A

3.2 The provisions of the *Terms and Conditions of Employment* will be applied to eligible employees on a pro-rata basis based upon the comparison of an employee's hours of work to the normal hours of work for a full-time employee.

3.3 The provisions of the *Terms and Conditions of Employment* shall not be interpreted or applied in such a manner as to permit the duplication or pyramiding of any benefits or premiums provided under the terms of this personnel document.

### 4 HOURS OF WORK

4.1 The normal hours of work for full-time employees shall be as follows:

(a) The normal hours of work for full-time **custodians, maintenance and general labour** are 8 hours per day, 40 hours per week for 12 months per year.

(b) The normal hours of work for full-time **library clerks and technicians** are 7 hours per day, during the Board established school year. The number of work days will be established annually by the Principal and will exclude ATA Convention and Institute days, school professional development days, undesignated days and parent/teacher interview days, but will include Board recognized general holidays, faith development day and any early recall days set by the school principal.

(c) The normal hours of work for full-time **student assistants/school development assistants** are 6 hours per day, during the Board established school year. The number of work days will be established annually by the Principal and will exclude ATA Convention and Institute days, school professional development days, school undesignated days and parent/teacher interview days,

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but will include Board recognized general holiday. The Faith development day and the 2-day Support Staff Conference will also be included as normal hours of work only if those days are actually attended.

- (d) The normal hours of work for full-time **school administrative secretaries** are 7 hours per day, during the Board established school year. The number of work days will be established annually by the Principal and may include ATA convention and Institute days, school professional development days, school undesignated days and parent/teacher interview days, Board recognized general holidays, faith development day and any early recall days set by the school principal.
  - (e) The normal hours of work for **head administrative secretaries** are to be established by the Principal during the Board established school year.
  - (f) The normal hours of work for **assistant administrative secretaries** are to be established by the Principal during the Board established school year.
  - (g) The normal hours of work for full-time **central office employees** are 7 hours per day, 35 hours per week for 12 months per year.
  - (h) The normal hours of work for a full-time **Computer Technician** are 8 hours per day, 40 hours per week for 12 months per year.
- 4.2 Nothing in this section shall be construed as a guarantee of hours of work per day, week or year or number of workdays per year.
- 4.3 Employees working less than full-time hours shall be considered to be working part-time hours.

## 5 OVERTIME

- 5.1 In each week, hours worked in excess of 8 hours per day must be totalled and the number of hours worked in excess of 44 hours must be calculated. The greater of the two numbers are the number of hours to be paid at the overtime rate.
- 5.2 Provided written approval of the Secretary-Treasurer is received in advance, overtime hours worked shall be paid at one and one half (1 1/2) times the employee's applicable hourly rate or taken as time off in lieu of overtime worked on an hour for hour basis.
- 5.3 Time off in lieu of overtime worked must be taken as time off by August 31. Any unused portion at the end of August 31 will be paid out at the overtime rate in effect at the time the overtime was worked.

**6 PROBATION PERIOD**

- 6.1 All new employees shall serve a probation period established by the District. The probation period shall be for twelve (12) calendar months with a possible extension by the District of an additional twelve (12) calendar months, if required. The Board may terminate an employee at any time during the probation period.
- 6.2 Where the Board determines that a person serving the required probationary period is not likely to successfully complete the probationary period, the Board may choose to extend the probationary period or terminate employment. A person who does not successfully complete any portion of the required probationary period shall be terminated without recourse to any appeal process contained herein.
- 6.3 When a regular non-probationary employee who has either been transferred to a new school or has a new assignment, he/she shall be placed on a one year probation.
- 6.4 A performance appraisal shall be completed by the supervisor of the employee prior to completion of the probation period.

**7 GENERAL HOLIDAYS**

- 7.1 The following general holidays will be recognized by the Board for twelve month employees, provided the employee works the workday immediately prior to or immediately following the general holiday, and the holiday happens to fall on a day in their regularly scheduled workweek.

New Year's Day	Canada Day	Remembrance Day
Family Day	Civic Holiday	Christmas Eve Day
Good Friday	Labour Day	Christmas Day
Easter Monday	Thanksgiving Day	Boxing Day
Victoria Day		

- 7.2 The following general holidays will be recognized by the Board for ten-month employees, provided the employee works the workday immediately prior to or immediately following the general holiday, and the holiday happens to fall on a day in their regularly scheduled workweek.

New Year's Day	Victoria Day	Christmas Eve Day
Family Day	Labour Day	Christmas Day
Good Friday	Thanksgiving Day	Boxing Day
Easter Monday	Remembrance Day	

## **8 WAGES AND GRID PLACEMENT**

- 8.1 Employees shall be paid on an annual rate as assigned by the Board according to the wage schedule contained in *Appendix A* of the *Terms and Conditions of Employment*.
- 8.2 Employees shall be placed on the grid step based on recognized prior experience and, with some positions, based on recognized post-secondary qualifications (see pay grid, *Appendix A*).
- 8.2.1 Prior experience must be proven by documentation from (the) former employer(s). The Board will recognize each complete calendar month of prior experience earned in a related field provided:
- a) the employee presents written documentation satisfactory to the Board verifying such prior experience within 30 days of commencement of employment. This documentation shall include a job description or a detailed statement of duties and responsibilities prepared and signed by (the) former employer(s)- and,
  - b) the Director of Human Resources determines that it is related experience.
- 8.2.2 Proof of experience provided subsequent to this 30-day window and determined by human resources personnel to be related experience, will take effect the first pay period following the submission of the aforementioned proof of experience.
- 8.2.3 Post-secondary qualifications must be proven by official transcripts, issued by the post-secondary institution and sent directly to human resources personnel. The Board will recognize each year of post-secondary education provided:
- a) human resources personnel receive appropriate documents within 30 days of the commencement of employment.
  - b) the academic year of study consists of a minimum of 30 credit hours (10 half-courses, or 5 full courses);
  - c) the post-secondary institution is an accredited member of the ACCC (Association of Canadian Community College) or the AUCC (Association of Universities and Colleges of Canada).
  - d) the post-secondary training is relevant to the position; and
  - e) the Director of Human Resources determines that it is related and recognized post-secondary education.
- 8.2.4 Proof of post-secondary education received subsequent to this 30-day window and determined by human resources personnel to be related education, will take effect the first pay period following the receipt of the aforementioned proof of post-secondary training.

- 8.3 Board employees who have been promoted to a higher position shall be placed at the grid step that is closest to, but not less than, their current salary/wage rate.

## **9 BENEFIT PLAN**

- 9.1 Membership in Board sponsored benefit plans shall be a condition of employment for all eligible employees. However, where similar coverage is provided through the employee's spouse, the employee may be exempt from certain benefit plans as determined by the Board.
- 9.2 The Board shall contribute one hundred percent (100%) of the monthly premiums, for each eligible employee who works twenty (20) hours per week or more, of the following benefit plans:
- a) Alberta School Employees Benefit Plan or equivalent:
    - i) Life Insurance and Accidental Death and Dismemberment Plan I or equivalent
    - ii) Extended Disability Benefit Plan D or equivalent
    - iii) Dental Care Plan 3 or equivalent
    - iv) Extended Health Care Plan 1 or equivalent
  - b) Alberta Health Care
- 9.3 The Board shall contribute seventy-five percent (75%) of the monthly premium, for each eligible employee who works twenty (20) hours per week or more for the following benefit plan:
- a) Alberta School Employee Benefit Plan or equivalent - Vision and Hearing Aid Care - Plan III
- 9.4 The Board shall contribute 50 percent (50%) of the monthly premiums, for each eligible employee who works fifteen (15) hours per week but less than twenty (20) hours per week, and who opt to join the following benefit plans:
- a) Alberta School Employees Benefit Plan or equivalent- Extended Health Care Plan 1 or equivalent
  - b) Alberta Health Care
- 9.5 Details on the benefit plans are available from the Secretary-Treasurer.
- 9.6 Board contributions to premiums for benefit plans shall be paid on behalf of an eligible employee for the months of July and August, if the employee is employed in the immediate following school year.

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- 9.7 Board contributions toward benefit plan premiums shall cease upon any termination of employment or during a leave of absence, other than sick leave, should the leave be one month or more in duration.
- 9.8 The Board shall contribute its portion of the applicable benefit plan premiums on behalf of an eligible employee for a period of one month following depletion of the employee's sick leave credits.

### **10 REGISTERED RETIREMENT SAVING PLAN (R. R. S. P.)**

- 10.1 Employees who have completed one (1) year of full-time equivalent service with the Board are eligible to receive a Board contribution of 6.5% of gross monthly earnings towards a Registered Retirement Saving Plan established by the Board, provided the employee contributes a minimum of 6.5% of gross monthly earnings to the plan.
- 10.2 Employees may only withdraw the funds upon termination of employment with the district.

## 11 HOLIDAYS AND VACATION

- 11.1 Employees are required to give no less than two (2) weeks notice as well as receive prior approval from their immediate supervisor before taking vacation leave.
- 11.2 Annual vacation leave or, where applicable, annual vacation pay shall be provided by the Board in accordance with the following schedule:

<u>Service</u>	<u>Vacation Leave</u>	<u>Vacation Pay</u>
Up to three (3) years of service	15 work days	6%
More than three (3) years of service	20 work days	8%
Completion of (15) years service	25 work days	10%

- 11.3 Annual vacation pay shall be calculated and paid based on the employee's gross salary earned each month.
- 11.4 A period of vacation leave shall not be exchanged for a cash payment in lieu of time off.

## 12 SICK LEAVE

- 12.1 Annual sick leave, with pay, shall be granted to an employee for the purposes of obtaining necessary recognized medical, dental or optical treatment because of accident, sickness or disability according to the following schedule:

A regular full-time employee shall be entitled to sick leave credit at a rate of two (2) days per month. Unused sick leave credit(s) may be accumulated in consecutive school years to a maximum of ninety (90) calendar days.

- 12.2 Sick leave credits for part-time employees shall be prorated on the number of annual hours worked.
- 12.3 After ninety (90) calendar days of continuous absence due to medical disability, no further salary shall be paid and the Alberta School Employee Benefit Plan (ASEBP) shall take effect.
- 12.4 Eligibility for sick leave credit for a period in excess of three (3) consecutive days shall be determined on receipt of a declaration form signed by a physician.
- 12.5 The Board may require an employee to submit proof of attendance at a medical, dental or optical appointment.
- 12.6 All employees shall endeavour to schedule all medical appointments before or after working hours. Should the employee be unable to do so,

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time away for such appointments shall be deducted from the employee's sick leave account.

- 12.7 Sick leave credits shall start to accumulate from the first month of employment.
- 12.8 The accumulated sick leave credits of an employee shall not be affected as a result of any absence for a period not exceeding one (1) school year or twelve (12) consecutive months.
- 12.9 All sick leave credits of an employee shall be cancelled upon termination of employment and the School Board shall have no liability for any sick leave payments of any kind thereafter.

### **13 OTHER LEAVES OF ABSENCE**

#### **13.1 Bereavement Leave**

13.1.1 An employee shall be granted a leave of absence without loss of pay in case of death of the following relative of either the employee or the employee's spouse: immediate family members, spouse, son or daughter, parent, brother or sister, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, up to a maximum of five (5) working days.

13.1.2 An employee shall be granted a leave of absence for no more than one day in total per school year, without loss of pay, in the event of a death of one of the following: aunt, uncle, niece, nephew, cousin or close personal friend.

#### **13.2 Compassionate Leave**

Upon request, a leave of absence with pay shall be granted by the Board for up to three (3) work days in the event of critical illness of the employee's spouse, child, parent, brother, sister, parent-in-law and/or relative who permanently resides in the employee's household. Critical illness shall mean a "life threatening" illness as determined by a certificate from a medical doctor, when requested by the Board. The Board will permit one occasion of compassionate leave per school year per critical illness per relative. Additional unpaid leave could be granted at the discretion of the Board.

#### **13.3 Family Medical Leave**

A maximum of three (3) days per school year shall be granted with full pay for family medical appointments provided that the employee's accumulated number of sick leave credits, as granted by clause 12.1 and clause 12.2 is reduced by a corresponding amount.

**13.4 Additional Leave**

Provided the employee submits a written request four (4) weeks in advance of the intended commencement date of the leave, the Board may approve a leave of absence without pay and without Board contributions toward benefit plan premiums, for a predetermined period of time set by the Board.

**13.5 Jury Duty, Court Summons or Subpoena leaves**

Leave of absence without loss of pay shall be granted:

- a) For jury duty or any summons related thereto;
- b) To answer a subpoena or summons to attend, as a witness, in any proceeding authorized by law to compel the attendance of witnesses, providing that the jury fee or court stipend is returned to the Board.
- c) Evidence of the above must be provided to the Secretary Treasurer.

**13.6 Maternity Leaves**

13.6.1 Maternity leave shall be for a maximum of 15 weeks.

13.6.2 Each employee will endeavour to notify the Board of her leave requirements three months in advance, however, she shall give the Board at least six weeks notice of the day on which she intends to commence maternity leave. Such notice shall be in writing.

13.6.3 Prior to the commencement of maternity leave the employee shall access sick leave for any health-related absence related to the employee's pregnancy.

13.6.4 Upon commencement of maternity leave, the employee agrees to apply for employment insurance benefits and to access the employer's SUB plan for the health-related portion of her maternity leave. The payment of such benefits shall commence on the date of birth, or the date of eligibility for employment insurance, if later than the date of the birth and will continue during the health-related portion of the maternity leave until the employee's available sick leave is exhausted, or for a maximum of 13 weeks, whichever event first occurs. Pre-delivery health-related leave and SUB plan payments shall not exceed 13 weeks.

13.6.5 Payment under the SUB plan, when combined with employment insurance benefits shall be equivalent to 100% of the employee's salary.

13.6.6 While on the SUB plan, an employee's remaining sick leave credits shall not be depleted.

13.6.7 The employee shall provide a medical certificate respecting the health-related portion of her maternity leave

13.6.7 Maternity leave shall be without payment and contribution to benefit premiums except as provided in clauses 13.6.3 and 13.6.4.

13.6.8 The employee shall provide the Board with four weeks notice of her intention to return to her duties.

### 13.7 **Parental Leave**

The board shall grant parental leave, without salary and without Board contributions to health plan benefits, to an employee in the following circumstances:

- a) in the case of an employee entitled to maternity leave, a period of not more than thirty-seven (37) consecutive weeks immediately following the last day of the employee's maternity leave; in the case of a parent who is employed by the Board, a period of not more than thirty-seven (37) consecutive weeks within fifty-two (52) weeks after the child's birth; in the case of an adoptive parent who is employed by the Board, a period of not more than thirty-seven (37) consecutive weeks within fifty-two (52) weeks after the child is placed with the adoptive parent.
- b) If both parents are Board employees, the parental leave may be accessed entirely by one of the parents or shared between the parents. However, the Board is not required to grant parental leave to more than one parent at a time.

#### 13.7.1 Notice of Parental Leave

13.7.1.1 An employee must give the Board six (6) weeks written notice immediately preceding the start of the leave unless the medical condition of the birth mother or child makes it impossible to comply with this requirement, or the date of the child's placement with the adoptive parent was not foreseeable.

13.7.1.2 If the employee cannot comply with the written notice requirement for any of the reasons stated under subsection 13.7.1.1, the employee must give the Board written notice at the earliest possible time of the date that the employee will start or has started parental leave.

#### 13.7.2 Notice of Resumption of Employment

13.7.2.1 An employee who wishes to resume on or before the end of a maternity leave or parental leave shall provide the Board with a written notice four (4) weeks immediately preceding the expiration of the leave, or

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four (4) weeks immediately preceding the date on which the employee has specified his/her intent to return to work, whichever is earlier.

13.7.2.2 An employee returning from maternity leave or parental leave is entitled to a similar position with the Board. The Board, in its sole discretion shall, when possible, return the employee to the position held prior to the leave.

13.7.3 An employee on parental leave may make arrangements to prepay premiums for applicable benefits through the administration office.

### 13.8 Personal Leave

13.8.1 An employee may, for personal reasons, and with prior notification to their direct supervisor, be absent from duties for one (1) day per school year without loss of pay.

13.8.2 Unused personal leave will accumulate to the credit of each employee to a maximum of five (5) days at a rate of one unused personal leave day per school year.

13.8.3 To qualify for one day personal leave entitlement, an employee must work five continuous months in a school year with this Board.

13.8.4 Part-time employees will be prorated on the number of annual hours worked.

## 14 LAYOFF AND RECALL

The Board will retain all **“regular student assistant employees”** during the summer period. Employment will be guaranteed for the subsequent school year, but not specific positions or employment at specific schools. Employees who are not placed by mid to end September will receive permanent lay-off notices.

## 15 ABANDONMENT OF POSITION

An employee who is absent for more than two (2) working days without the prior approval of their direct supervisor or his/her designate will be considered to have terminated their employment.

## 16 TIME SHEETS

- 16.1 In order to be paid by the Board, each employee must submit *actual hours worked and complete work records each month* as directed by the Payroll Administrator.
- 16.2 Any adjustment to the salary paid to an employee will be made by the Board either in the following month, upon termination of employment, when deemed necessary by the Payroll Administrator, or, if applicable, at the end of the school year.
- 16.3 Where an employee intends to resign from employment with the Board, a minimum of two (2) weeks notice shall be provided to the Board.

## 17 DISCIPLINARY ACTION

- 17.1 The Board may discipline an employee for cause. Where the Board determines disciplinary action is warranted, the employee will be notified in writing.

## 18 GRIEVANCE PROCEDURE

- 18.1 Any difference between an employee covered by these *Terms and Conditions of Employment* and the Board shall be dealt with without stoppage of work or refusal to perform work.
- 18.2 Such difference (hereinafter called a “grievance”) shall first be presented verbally to the employee’s immediate supervisor within fifteen (15) days from the time of the occurrence of the matter giving rise to the grievance. The supervisor shall provide a verbal reply within three (3) days.
- 18.3 In the event that the matter is not satisfactorily resolved, the employee may submit the grievance in writing to the **Director of Human Resources** within thirty (30) days of the date the response was given by the immediate supervisor. At this stage, the grievance must contain a full and complete disclosure in writing of all facts pertaining to the alleged violation together with all supporting evidence.
- 18.4 The Board, or a committee of the Board, shall meet within twenty (20) days of the submission to the Director of Human Resources to consider the case at which time the employee and a representative of the employee, if desired, shall attend. The decision of the Board shall be sent to the employee within three (3) days after the hearing. The Board’s decision shall be final and binding.
- 18.5 Time limits outlined above will be exclusive of Saturdays, Sundays and general holidays and may be extended by mutual consent.

- 18.6 Grievances are limited to interpretations of the provisions found in the *Terms and Conditions of Employment*. Management and/or administrative decisions are not subject to challenges via the grievance procedure.

## **19 OTHER DOCUMENTATION**

All Employees shall provide additional work-related documents and/or information as directed by the Board. Such documents may include, but are not limited to:

- a) A certificate of good health
- b) Confidentiality agreement
- c) Security Clearance Referral
- d) Class 4 driver's licence.

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**APPENDIX A**

**Lakeland Roman Catholic Separate School Division No. 150  
Support Staff Grids Effective September 1, 2008**

	1	2	3	4	5
<b>Technology Department</b>					
SIS Manager	\$37,730	\$40,050	\$42,370	\$44,690	\$47,010
Computer Technician	\$47,380	\$50,285	\$53,190	\$56,095	\$59,000
Computer Network/Tech	\$56,670	\$60,145	\$63,620	\$67,095	\$70,570

<b>District Office Staff</b>					
Accounting Clerk	\$33,130	\$35,500	\$37,865	\$40,230	\$42,600
Secretary	\$33,725	\$36,090	\$38,455	\$40,820	\$43,190
Executive Secretary	\$43,190	\$45,560	\$47,925	\$50,290	\$52,660
Payroll & Benefits Administrator	\$43,190	\$45,560	\$47,925	\$50,290	\$52,660
Accounts Administrator					

<b>School Secretarial Staff</b>					
Casual Secretary	\$13.00	-	-	-	-
Assistant Administrative Secretary	\$15.10	\$15.95	\$16.85	\$17.65	\$18.55
Head Administrative Secretary	\$19.50	\$20.10	\$20.75	\$21.35	\$22.00

<b>School Library Staff</b>					
Casual Librarian	\$12.00	-	-	-	-
Library Clerk	\$15.55	\$16.20	\$16.90	\$17.55	\$18.25
<i>No specific training</i>					
Library Technician I	\$17.60	\$18.30	\$18.95	\$19.65	\$20.35
<i>Certificate from rural library training</i>					
Library Technician II	\$18.85	\$19.60	\$20.30	\$20.95	\$21.65
<i>Library Sciences diploma or greater</i>					

<b>Student Assistant</b>					
Casual Student Assistants	\$12.00	-	-	-	-
Student Assistant I	\$12.85	\$13.65	\$14.45	\$15.20	\$16.00
<i>No specific training</i>					
Student Assistant II	\$14.95	\$15.75	\$16.50	\$17.30	\$18.10
<i>One-year teacher assistant diploma or one year post-secondary education in human services</i>					
Student Assistant III	\$17.05	\$17.85	\$18.60	\$19.40	\$20.15
<i>Two-year teacher assistant certificate or a minimum of two years of teacher educations or a two-year certificate in a health related field.</i>					

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### Student Developmental Assistant\*

Casual SDA	\$12.00	-	-	-	-
Student Development Assistant I <i>No specific training</i>	\$14.70	\$15.50	\$16.25	\$17.05	\$17.85
Student Development Assistant II <i>One year teacher assistant certificate or one year post-secondary education in human services</i>	\$16.80	\$17.55	\$18.35	\$19.15	\$19.90
Student Development Assistant III <i>Two-year teacher assistant diploma or a minimum of two years of teacher education or a two-year diploma in a health related field.</i>	\$18.85	\$19.65	\$20.45	\$21.20	\$22.00

\* This position was created for assignments which require employees to provide specialized services such as catheterization, toileting or other therapeutic services on a regular basis. **Behavioural and Speech/Language Assistants** will use this grid for pay purposes. The designation must be approved by the Deputy Superintendent.

### Aboriginal Education Assistant

Casual AEA	\$12.00	-	-	-	-
Aboriginal Education Assistant I <i>No specific training</i>	\$13.80	\$14.60	\$15.40	\$16.15	\$16.95
Aboriginal Education Assistant II <i>One year teacher assistant certificate or one year post-secondary education in human services</i>	\$15.90	\$16.70	\$17.45	\$18.25	\$19.05
Aboriginal Education Assistant III <i>Two-year teacher assistant diploma or a minimum of two years of teacher education or a two-year diploma in a health related field.</i>	\$18.00	\$18.75	\$19.55	\$20.35	\$21.10

### Maintenance Department

Casual Custodian	\$13.05	-	-	-	-
Labourer	\$12.20	\$13.10	\$13.90	\$14.80	\$15.65
Apprentice	\$16.89	\$19.71	\$22.52	\$25.34	
Assistant Custodian	\$16.35	\$16.95	\$17.45	\$18.05	\$18.55
Head Custodian	\$18.10	\$18.70	\$19.35	\$19.95	\$20.60
Handyman	\$20.85	\$21.40	\$22.05	\$22.60	\$23.25
Journeyman	\$28.15	\$28.75	\$29.45	\$30.10	\$30.75

### Family Outreach Workers

Diploma in Social Work	\$40,575	\$43,415	\$46,255	\$49,100	\$51,935
Related Bachelor's Degree	\$42,960	\$45,970	\$48,975	\$51,985	\$54,990
Bachelor of Social Work	\$47,735	\$51,075	\$54,420	\$57,760	\$61,100
Masters of Social Work	\$48,810	\$52,225	\$55,640	\$59,060	\$62,475

### Youth Ministry

Youth Minister-in-Training	\$15.60	\$16.40	\$17.20	\$18.00	\$18.80
YMIT with relevant degree	\$18.00	\$18.75	\$19.50	\$20.25	\$21.00
Certified Youth Minister	\$18.05	\$18.75	\$19.45	\$20.15	\$20.85
Certified with relevant degree	\$20.25	\$20.95	\$21.65	\$22.35	\$23.05

### Pre-School Educator

<i>No specific training</i>	\$17.85	\$18.60	\$19.40	\$20.15	\$20.95
Two-year certificate or diploma in ECS or related field	\$24.00	\$24.80	\$25.65	\$26.50	\$27.30

### Other

General Labourer (Casual)	\$8.40	-	-	-	-
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**APPENDIX B**

**Lakeland Roman Catholic Separate School Division No. 150  
Support Staff Grids Effective September 1, 2009**

For the school year September 1, 2009 to August 31, 2010 all wage grids will be adjusted according to the Alberta Average Weekly Earnings index as follows:

The Alberta Average Weekly Earnings index percentage increase for September 1, 2009 will be calculated by comparing the average of earnings for Alberta for January 1, 2008 to December 31, 2008 to the average of earnings for Alberta for January 1, 2007 to December 31, 2007, and then applied to the wage grids in effect on August 31, 2008.