

**BENEFITS & SALARIES OF EMPLOYMENT FOR REGULAR NON-UNION  
EMPLOYEES OF PINE CREEK SCHOOL DIVISION**

**Effective July 1, 2014 – June 30, 2017**

**Probation Period**

The probation period shall be three (3) months.

**Notice Of Termination**

While on probation, employees shall be required to submit in writing two weeks' notice to terminate employment. In all other cases, employees shall be required to submit notice in writing, a minimum of 15 days prior to termination.

**Leave Of Absence**

**Sick Leave**

a) Where an employee is sick the employee shall be entitled to sick leave during the illness and to be paid salary during the leave.

b) Employees entitled to extended sick leave coverage will be asked to sign a form waiving all rights to the employer's Employment Insurance premium reduction as allowed by Human Resources Development Canada. 06 Jun 00 (267)

c) Each employee who is continuously employed by the Division shall accumulate entitlement for sick leave at a rate of one (1) day of sick leave for every nine (9) days of actual service, to a maximum of twenty (20) days per year. 06 Jun 00 (267)

d) Where the employment of an employee is continued for more than one (1) year the unused portion of the sick leave in any year(s) shall be carried forward and accumulated from year to year, to a maximum of:

- 40 days in the second year
- 60 days in the third year
- 80 days in the fourth year
- 100 days in the fifth year
- 120 days in the sixth and subsequent years

23 Apr 96 (212) 09 Jun 98 (281) 10 June 08 (335)

e) Employees shall be entitled to use up to four (4) days of sick leave per year to attend to the emergency illness, injury, or medical appointment of that employee's parent(s), spouse or **dependent child**. Where such cases occur, and both parents of a particular child are non-union employees of the Division, both parents may not access this leave concurrently.

09 Jun 98 (281) 25 May 99 (217) Rev 22 May 12 (R179) Rev 01 Sep 15 (164)

- f) If benefits have been received, the maximum accumulation shall be reduced accordingly.
- g) There shall be no accumulation of sick leave credited for periods of "Leave of Absence" and/or "Sabbatical Leave".
- h) The Board may in any year grant to an employee sick leave for any period longer than that required in clause (d). Rev 22 May 01 (249)
- i) Sick leave is not payable while an employee is absent from work due to an illness or injury for which Workers' Compensation benefits are being received. 22 May 01 (249)
- j) In any instance where sick leave is payable and an employee is entitled to wage loss benefits from an outside source (other than a private personal plan to which the employee might subscribe, or a payment related to injury which may arise out of legal proceedings), the sick leave provided by the Division shall be the final payer. In such instance the payment from the plan when combined with the wage loss benefit shall not be greater than the employee's regular salary. The deduction of sick leave credits shall be pro-rated based on the payout makeup for each day of absence. 22 May 01 (249)

#### Personal Leave

Employees shall be granted, for reasonable causes, up to a maximum of three (3) days' personal leave in each fiscal year. Only (1) one day with no deduction will be allowed in a year. Employees will be allowed to carry forward to the next year one (1) day of unused personal leave to a maximum accumulation of four (4) days. If deductions are necessary employees will be deducted at the provincial minimum wage rate. 23 Jun 05 (368)

#### Compassionate Leave

- a) Each employee, upon request, shall be allowed compassionate leave without loss of salary, up to but not exceeding five (5) days in any case of death or serious illness of the employee's spouse, child, stepchild, father or mother. 09 Jun 98 (281) Rev 28 May 02 (307)
- b) Each employee, upon request, shall be allowed compassionate leave without loss of salary, up to but not exceeding three (3) days in any case of death or serious illness of the employee's sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son/daughter-in-law, grandparents, stepfather, step-mother, or grandchild. 09 Jun 98 (281) Rev 28 May 02 (307)
- c) Each employee, upon request, shall be allowed compassionate leave without loss of salary for the day of the funeral in the event of the death of an aunt, uncle, niece, nephew or grandparent-in-law provided the employee is actually attending the funeral. 09 Jun 98 (281) Rev 28 May 02 (307) Rev 01 Sep 15 (164)
- d) Part-time employees shall be eligible for compassionate leave benefits on a pro-rated basis.

#### Maternity, Parental and Adoptive Leave

The provisions of the Manitoba Employment Standards Code shall apply. 06 Jun 00 (267)

### Compassionate Care Leave

The provisions of the Manitoba Employment Standards Code shall apply. May 04

### Jury Duty

An employee called to serve as a juror shall suffer no loss of pay while doing so and moneys received from this duty shall be assigned to the Division. 09 Jun 98 (281)

### Leave for Other Purposes

Requests for leave for other reasons shall be allowed at the discretion of the Board and may be granted without a deduction from pay.

### Voluntary Leave of Absence 27 May 03 (198)

Staff may, on occasion, request leave beyond their Personal Leave allocation for a variety of reasons. In determining the ability to grant a leave the Board and administration will assess the ability of a substitute to get the job done. For those staff members that deal directly with students the primary concern will be to ensure that students do not suffer because of a leave.

All employees may apply for up to thirty (30) days of leave without pay during the year.

To be eligible the following terms and conditions will apply:

- i) A qualified substitute is available to assume the responsibilities of the employee requesting leave.
- ii) The request for leave is submitted to Division Office ten (10) working days prior to the beginning of the leave. Requests for leaves commencing prior to September 15<sup>th</sup> must be submitted to Division office by August 15<sup>th</sup>.
- iii) The Transportation Coordinator is authorized to approve leave for up to five (5) days for bus drivers and bus garage staff. The Secretary Treasurer may approve up to five (5) days leave for Division Office staff. Upon granting the leave the administrator will inform the Board.
- iv) Requests for a leave of more than five (5) days must be approved by the Board.

All employees who request a leave will be promptly informed of the decision.

All employees are to notify their immediate supervisor of all absences.

### Banked Time

Non-Union employees who are approved by their immediate supervisor to work extra hours, will be permitted to bank time up to a maximum of five (5) days. Time is to be taken off within a year at a time mutually acceptable to the employee and the administration. 09 Jun 98 (281)

### Annual Vacations

Vacation entitlement shall be calculated as to the number of continuous years of service on June 30 of each year.

Employees with less than one year of service as of June 30 shall be allowed vacation with pay on a pro-rated basis.

Vacations shall be taken ~~when schools are not in session or~~ as approved by senior administration.  
26 Apr 96 (212)

<u>Division Office Staff and Garage Staff</u>	<u>Bus Drivers</u>
Vacation with pay shall be granted as follows:	
After 1 year of service - 2 weeks	4%
After 3 years of service - 3 weeks	6%
After 8 years of service - 4 weeks	8%
After 15 years of service - 5 weeks	10%
After 25 years of service – 6 weeks	12%

26 Apr 96 (212); 25 May 99 (217); 06 Jun 00 (267); 27 Jun 06 (355); Rev 22 May 12 (179)

### **Statutory Holidays**

Employees shall be eligible, in accordance with Employment Standards legislation, for the following holidays at their regular rates of pay:

- a) New Year's Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day; and
- b) Remembrance Day if it is observed on a normal working day either as November 11th, or as declared by the Minister of Education.

25 May 99 (217) 10 June 08 (335)

### **Benefit Plans**

#### **Manitoba Public School Employees' Group Life Insurance Plan**

Basic coverage under this plan is compulsory for all new employees. The division shares the cost of basic coverage. Additional benefit features of the plan are available to employees at their own expense.

#### **Long Term Disability Insurance Plan** 22 May 01 (249)

Coverage under this plan is compulsory for administrative staff. Employees assume all premium costs.

#### **London Life Pension Plan**

Employees are not eligible to participate in this plan in their first 6 months of employment. Eligibility for membership after 6 months shall be according to the terms and conditions of the plan. The employee's contribution shall be 5% of gross salary and the Division shall contribute an equal amount. 25 May 99 (217); 06 Jun 00 (267)

#### **Manitoba Blue Cross Health Care Plan**

Coverage under this plan is compulsory, unless proof of Spousal Coverage is provided to Blue Cross on the prescribed form. Employees assume all premium costs. Once enrolled in this plan, employees may not cancel or change coverage participation except upon submission of documentation to Waive with Spousal Coverage.

01 Sep 15 (164)

### **Pay Dates**

Bus drivers shall be paid by the 15th day of the month following service. All other employees shall be paid in twenty-four (24) semi-monthly payments, one payment on the 15<sup>th</sup> day of the month and one on the last day of the month. If any of these days occur on a weekend or statutory holiday, payments will be made on the last immediately preceding banking day. Rev 23 Jun 05 (368)

### **Salary Scales**

Employees shall move from one increment to another at the beginning of the pay period of the employee's anniversary date.

### **Travel Allowances**

Certain employees may be required to use their personal vehicle extensively in the course of the performance of their duties. Such employees may be paid a taxable travel allowance.  
10 Jun 97 (292)

### **Safety Boot Allowance**

All Non-Union employees required to wear CSA Approved safety boots will be entitled to an allowance of \$200.00 per year per employee for the purchase. Reimbursement to the employee will be made upon submission of original receipt.  
10 June 08 (335); Rev 22 May 12 (179); Rev 01 Sep 15 (164)

### **Revision of Benefits and Salaries of Employment for Regular Non-Union Employees**

If either the Board or the Non-Union Group desires to propose revisions to the Benefits & Salaries, they will give the other party not more than sixty (60) days, and not less than thirty (30) days' notice in writing, prior to the expiry date of the current Benefits & Salaries term. Within fifteen (15) working days (or a date mutually agreed to by the parties) of the receipt of such notice the parties are required to meet to discuss proposals.

25 Feb 97(123); Rev 09 Jun 98(281); Rev 22 May 01 (249) Rev 22 Jun 10 (R191); Rev 01 Sep 15 (164)

### **Grievance Procedure**

The resolution of concerns or complaints is governed by Pine Creek School Division policy, Guidelines for Complaints/Concerns Regarding Pine Creek School Division Staff.

## PCSD Non Union Employees July 1, 2014

January 11, 1994 (Res67) Original Package Adopted  
Rev May 10, 1994 (Res205) Title of Package Revised  
Rev January 10, 1995 (Res104) New Pay Scale for Mechanics Adopted  
Rev April 23, 1996 (Res212) Sick leave, Personal leave, Vacation, Km rate for EC  
Rev May 28, 1996 (Res262) Diesel plug in rate  
Rev October 22, 1996 (398, 399) Computer Tech and Interpretive Tutor pay scales  
Rev February 25, 1997 (Res123) Policy re Revision of Benefits & Salary Package for Regular Non Union Employees  
Rev June 10, 1997 (Res292) Travel Allowance, 2% pay adj  
Rev October 14, 1997 (Res416) Transportation Assistant Pay Scale  
Rev June 9, 1998 (Res281) Sick leave, family medical, compassionate, Banked time, Interim Adj, 1.5% interim pay adj, EC rate  
Rev May 25, 1999 (Res217) Family medical, Vacation Pay (Bus Drivers), Statutory Holidays (ESA), delete Comp Tech, Pension Plan carrier name, Equity Scale (Bus Drivers), 1.5% interim pay adj  
Rev Nov 23, 1999 (Res39) Final .5% pay adj all scales (for 98 and 1999), new scale for head mechanic, amend bus driver vac pay (reg % on all pay)  
Rev 06 Jun 2000 (Res267) References changes re legislation names etc; Vac Pay 5 wks (10%) after 17 yrs; Grievance Procedure; add Para School Support Worker; revise title Signing Para Support Worker; equity adj (bus drivers); interim pay adj of 1.5% on scale (various adj equiv to 1.5% for bus drivers)  
Rev 22 May 01 (Res249) sick leave re workers comp and other insurance added, provision for revision of package revised, LTD plan name, amalgamation notice, increase supervisory scales to ten steps, interim pay adj of 1.5% on scale (bus driver grade increased to equivalent value).  
Rev 28 May 02 (R307) compassionate leave for parents increased from three days to five days; compassionate leave of one day added for attendance at funeral of niece / nephew; 2.0% adjustment effective 1 July 2000 (final); 2.0% adjustment effective 1 July 2001 (final); 3% adjustment effective 1 July 2002 (final); extracurricular rate changed to flat rate of \$1.00 / km, plus \$50 per night for overnight trips; wheelchair rate added; south end HE / IA run converted from daily rate to hourly rate.  
Rev 27 May 03 (R198) voluntary leave of absence, interim pay adj of 1.5% on scale, remaining references to No. 30 in division name removed  
Changes to number of steps on scales; increments on scales equalized; May 04 interim pay adj of 1.5% on scale; compassionate care leave added  
Rev 25 May 04 (R194): final scale adj for 2003/04 1.5% (total 3%); interim pay adj of 1.5% on scale for 2004/05; pay date changed from third last teaching day to third last banking day of the month; steps on scales (other than bus drivers) reduced and rate of increase equalized over scale; mechanic scales revised to reflect market conditions; wording added re Compassionate Care Leave.  
Rev 23 Jun 05 (R368) notice of termination changed to 15 days prior, personal leave changed to include one day with no deductions and removed make up lost time, pay dates changed to semi-monthly pay periods, final scale adj for 2004/2005 1.5% (total 3%), 3 % increase on 2005/2006, maintenance and transportation supervisor pay scale steps readjusted to 10 steps;  
3 % increase on scale, Payroll Administrator class created, Vacation entitlements adjusted (5 weeks after 15 years, 1 week vacation bonus after 25 years), Revision of Benefits changed to Negotiations Committee, Secretary Treasurer vac entitlements removed (separate contract), substitute pay clause added  
Rev 10 June 08 (R335) increase sick leave to max accumulation of 120 days, 3% increase on scale, \$100 safety boot allowance for Bus Garage staff added  
Rev 22 Jun 10 (R191) 1.0% interim salary increase, change all reference to Maintenance/Transportation Supervisor to Maintenance Coordinator and Transportation Coordinator, addition of Bus Driver cleaning allowance, remove Revision of Benefits wording re: salary adjustments made following finalization of Pine Creek Teachers' Association collective agreement  
Rev 24 May 11 (R119) no change, 0% increase  
Rev 22 May 12 (R179) removed any reference to Maintenance and Transportation Coordinator, removed Termination notice on amalgamation for Secretary Treasurer and Maintenance and Transportation Coordinator, increase family medical leave from 3 to 4 days, adjust vacation entitlements at 8 years and 25 years, remove one-time vacation bonus, include provision to allow Spare Bus Drivers to increment after 680 hours.  
Rev 01 Sep 15(R164) rewording of preschool or school age to dependent under Family leave, added grandparent-in-law to 1 day funeral compassion, adjusted MB Blue Cross to reflect spring 2014 plan changes, removed Substitute pay clause entirely due to scale adjustment, replaced Revision clause to closer reflect CUPE wording in order to clarify expectations.