



CLASSIFIED STAFF HANDBOOK 2025-2026



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Introduction

This handbook is intended to provide general information regarding working conditions for Division Classified Staff. With the exception of the positions listed below, Classified Staff refers to employees whose positions do not require an Alberta Teaching Certificate and are not covered by the CUPE collective agreement. The following positions are not considered Classified Staff and are not eligible for the provisions contained in this handbook: casual staff, lunch supervisors and lunch coordinators, bus drivers, student pages, breakfast program coordinators and extension school instructors.

While every attempt has been made to ensure the accuracy of information in this handbook, you should also consult brochures, websites and other material provided to you for greater detail. Assistance may be requested from the People Services department.

The RDPSD Administrative Procedures manual should be consulted for specific Board policies, procedures, and regulations.

In case of any conflict between information in this handbook and material in the employee's contract of employment, school Division policy, benefit plan documents, statutory requirements of The Employment Standards Code, or other legislation, the latter documents will take precedence.

General Employment Information

Continuing Employee

A continuing employee is one who occupies a continuing position and who has met the criteria and conditions outlined under probationary employee. The assignment and location provided to a continuing employee may vary from year to year depending upon needs and budgetary considerations.

Probationary Employee

An employee is considered to be on probationary status during the first 10 month or 12 month (depending upon job classification) period of employment. To be considered for continuing employment, the following conditions will apply:

1. The employee must have a positive evaluation and recommendation from his/her supervisor(s).
2. A position will be offered to the employee only at such time that it is determined by the People Services department that the employment obligations to continuing employees are addressed.
3. A suitable position must be available.

Temporary Employee

A temporary employee is one who is employed by the Division for the purpose of filling a position which has become temporarily vacant as a result of the absence of a continuing employee (leave, long term medical, special project), the duration of which is one year or less, or such longer period of time which is mutually agreed to by both parties on a case by case basis. The contract of employment will have an end date. If an individual begins employment after the start of the school year, they will be considered as a temporary employee for that year. To be considered for further employment, the following conditions will apply:

- The employee must have a positive evaluation and recommendation from his/her supervisor(s).
- A position will be offered to the employee only at such time that it is determined by the People Services department that the employment obligations to continuing employees are addressed.

Work Assignments

The specific details of the work assignment for each employee will be established by the School Administration in consultation with the appropriate Division departments and the People Services department.

Transfer Requests

A continuing employee may make a request to the People Services department to be transferred to a different position within the Division for the following school year. This request should be submitted to the People Services department by May 1 in accordance with [Admin Procedure 415](#)

Classified Staff who are requesting a transfer are still required to apply for openings as they become available, however you can still submit a request for transfer to be taken into consideration.

Criminal Record and Vulnerable Sector Checks

The Red Deer School Division requires new employees to submit a Criminal Record and Vulnerable Sector check, at the cost of the employee.

[Administrative Procedure 400](#) requires employees to inform People Services immediately upon being charged with or convicted of an offence under the Criminal Code of Canada, and/or the Controlled Drugs and Substances Act.

The Associate Superintendent, People Services, may require an employee to provide a current (within six (6) months) Criminal Record Check at any time during the employment period.



Vacancies

Job vacancies will be posted on the Division web page and in the RDPSPD Job Postings Google Group. Applications are only accepted through Apply to Education.

Some positions may not be posted if they are filled through internal transfers.

Confidentiality Protocol

The Red Deer School Division is subject to the requirements of the Access to Information Act. This includes an obligation to safeguard the personal information of students, parents, and staff. Personal information includes, but is not limited to, details concerning individuals' addresses and phone numbers, as well as students' academic outcomes, learning needs, behavior, or home circumstances. Employees and volunteers are obliged to preserve the confidentiality of any personal information which they receive. Such confidential information shall not be disclosed, discussed, or shared with unauthorized individuals, nor used for personal gain.

Waiting list

People Services personnel will advise an employee who chooses to be on a waiting list about job opportunities as they become available. If an employee declines job assignments offered over a period of time, this refusal may be considered by the employer to be an act of resignation. Each situation will be adjudicated on a case by case basis.

Staff Reassignment or Reduction

When the requirement for classified staff changes at a site, People Services personnel will endeavor to reassign displaced continuing employees to other positions within the Division. If changes in enrolment or other circumstances necessitate, a reduction in hours may result or a lay-off procedure may be implemented. An employee who chooses not to accept a different assignment either in the same location as currently employed or in a different location, may request to be placed on a waiting list.

Evaluations

Supervision and Evaluation of Classified staff will be completed in accordance with Administrative Policy 442.

Refer to the following Appendices for the specific evaluation criteria:

AP 442 Appendix A- Family School Liaison Counselor Performance Appraisal Form

AP 442 Appendix B- Educational Assistant Performance Appraisal Form

AP 442 Appendix C- Classified Staff Performance Appraisal Form

New employees shall be evaluated in the first 6 months of employment. Regular and term employees shall be evaluated when an employee transfers to a new position, upon request by the employee, or when an administrator determines that an evaluation is warranted. An evaluation is to be conducted at least once every three years for each employee.

Termination

The Employee's employment may be terminated by the Board by providing the Employee with the minimum amount of notice, payment in lieu of notice, or a combination of notice and pay in lieu of notice outlined in the *Employment Standards Code*. If the Employee is terminated for just cause, no notice or payment in lieu of notice is required.

If the Employee's employment is deemed to have been terminated due to a lay off under s. 63 of the *Employment Standards Code*, the Employee shall be given the minimum notice in writing, or payment in lieu of notice, or a combination of notice and pay in lieu of notice outlined in the *Employment Standards Code*.

To terminate their employment (resignation or retirement), the Employee shall provide written termination notice of at least:

1. One (1) week for employment for more than ninety (90) days but less than two (2) years or;
2. Two (2) weeks for employment of two (2) years or more.



Professional Development and Training

Professional development and training for classified staff is the responsibility of the school or department to which the employee is assigned. Professional development and training needs should be determined in consultation with the school principal, supervisor, or other designated individual.

School based Professional Development funds may be available to offset registration, travel and subsistence costs. Costs associated with providing coverage for the absent employee will be borne by the school. All applications for financial support must have prior approval before any participation occurs. See: [Support for Learning Application Form](#)

Employees who have upgraded their qualifications since commencing employment should forward proof of participation, certificates obtained, or other documentation to the People Services department for inclusion in their personnel files.



Classified Staff Educational Subsidy

An Educational Subsidy is available to Classified Staff employed on a continuing basis. The subsidy may be used to offset tuition costs for courses that are related to an employee's assignment or which are part of a larger program of study leading to a certificate, diploma, or degree which may be applicable to the individual's work.

Approvals for Educational Subsidy will be determined by the Associate Superintendent – People Services and must be submitted in writing prior to commencing studies.

The subsidy amount may be up to 75% of tuition costs, and will be dependent on the number of applications received. The amount of subsidy provided to any individual during the course of one school year will not exceed 10% of the total available funds unless there are unexpended funds remaining at the end of the year.

For any approved course of study, a subsidy will be paid following receipt of proof of successful completion of each course and presentation of documents relating to the cost of the course. [Application form here.](#)

Reporting Absences

All absences shall be reported to your immediate supervisor and noted on your monthly timesheet.

Exceptions may be allowed for brief absences (up to 90 minutes) on infrequent occasions to obtain needed personal medical or dental care when appointments cannot be scheduled outside of work hours. Such occurrences should be arranged in consultation with your supervisor and need not result in lost time. Infrequent is defined as a maximum of two (2) occurrences per semester.

Absences of 1/2 day or more are to be reported by the school on a daily basis to the People Services department by entering the absence into Atrieve. Absences must be entered even if no substitute is required.

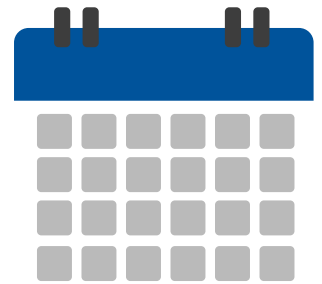
Absences may be reported as follows:

Illness	Division Business
Medical	Vacation (12 month staff only)
Compassionate	Worker's Compensation
Professional Development	Personal Leave with pay
Time in lieu	Personal leave without pay
Jury selection, jury duty or when subpoenaed to appear in court as a witness. Any witness fee or jury stipend received by the employee to be remitted to Central Services.	

If you are ill for longer than three consecutive days you may be requested to submit a medical certificate from a medical practitioner which certifies that you were unfit for work for the period of the absence. The employer may request a report signed by a qualified practitioner in cases where an employee has been absent for five (5) days or more during the school year.

Timesheets

Electronic timesheets are required from all Classified Staff through [Employee Self Service / Atrieve](#). Please submit your completed timesheet to your supervisor immediately following the last working day for the period covered by the timesheet. You may miss being paid if a timesheet is not received by the People Services department.



- Regular continuing employees submit monthly timesheets for which the cut-off date is the last day of each month. Only exceptions to the regular schedule need to be reported.
- Hourly paid employees (casual staff) submit monthly timesheets for which the cut-off date is the 15th day of each month. Timesheets must be received by People Services by noon on the 16th of the month.
- Substitute employees will verify their timesheet by logging into Employee Self Service (Atrieve) – My Dispatches – View or Change. Any discrepancies should be reported to the Substitute Dispatcher by emailing dispatch@rdpsd.ab.ca. The cut-off date is the 15th day of each month.

Extra Hours and Overtime

The regular hours of work for each employee referred to in this handbook will be set by the School Administration and/or the appropriate Division departments in consultation with the People Services department.

All extra hours and/or overtime are the responsibility of the site and must be **pre-approved** by the supervisor or administrator and recorded appropriately on the employee's timesheet. These hours will be taken as time in lieu on another mutually agreed day, preferably on days when a substitute is not needed. Time in lieu must be taken by the end of the school year - June 30th for 10 month employees, and August 15th for 12 month employees, and may not be carried over into the next school year.

If the approved extra hours or overtime cannot be taken as time in lieu and must be paid, it will be charged to the site budget. Any extra hours worked which have not been approved by a supervisor or administrator is considered to be voluntary and should not be recorded on the timesheet.

Scheduled rest breaks

For all shifts over 5 hours a 30 minute unpaid rest break will be provided. This may be split into two, 15 minute break periods if agreed upon by the employee and school administration.

Schools who provide a coffee break in addition to the 30 minute rest break, will provide an unpaid coffee break only. Time taken for the additional coffee break will be added to the beginning or the end of the shift.

Compassionate Leave

Classified Staff may request leave at no loss of salary for the following circumstances:

- Up to five (5) working days for bereavement and attendance at a funeral of each near relative*. However, when the funeral is to be held more than four hundred (400) kilometers from Red Deer, six (6) working days shall be granted for each near relative.
- Up to three (3) days for critical illness* for each near relative**.
- Not more than one (1) day for the attendance at the funeral of each close friend, aunt, uncle, first cousin, niece, nephew, or other relatives who may have been a member of the employee's household at the time of death.

Approvals will be completed by school administration or department supervisor, with final approval granted by the Associate Superintendent - People Services.

* Critical Illness is defined as a condition in which death is likely or imminent, or the near relative has been admitted to a hospital Intensive Care Unit or Palliative Care.

** Near relative: Parent, spouse, child, sibling, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild.



Substitutes

Substitutes may be provided during classified staff absences at the discretion of school administration and the office of the Associate Superintendent - People Services. The level of need, length of absence and availability of a substitute are the major determining factors.

Personal Leave With Pay

To be eligible for Personal Leave with Pay (PLWP) an employee must have a contract that extends for a minimum of five months (one semester). Personal leave with pay days are prorated as follows:

Hire date September 1* to November 30th - 2 days

Hire date December 1 to February 28th - 1.5 days

Hire date March 1 to May 31 - 1 day (12 month staff only, as 5 month minimum applies)

Hire date June 1 - August 31 - 0 days

*September 1 for 12 month staff, or the school year start up day for 10 month staff.

Employees who work part-time will be granted leave with pay on a prorated basis in accordance with their assigned hours of work. A day is calculated by taking the weekly hours amount divided by 5.

Classified Staff may request personal leave with pay for the reasons listed below. Approvals will be completed by school administration or department supervisor, with final approval granted by the Associate Superintendent - People Services who may, at his/her discretion, extend the leave or approve other leaves not included in the list below.

Each Classified Staff employee is allowed a maximum of two (2) days per school year at no loss of salary for any combination of the following:

- Medical appointments
- Dental appointments
- Family Illness - to attend to a sick child
- To attend to the non-routine medical concerns of dependent children, a parent or spouse.
- Adoption purposes
- Flood or fire at the employee's residence
- Acting in an official capacity at a funeral
- Paternity leave

Personal Leave With Pay

In addition to the above, Classified Staff are allowed the following personal days with pay:

- One (1) day for the High School graduation or Post-Secondary convocation ceremonies for self, spouse or child.
- Two (2) days per year to attend to unspecified personal concerns (commonly referred to as 2.5j, based on previous handbooks). Unused days may be carried forward for a maximum of one (1) year. Approval will be based on the availability of Substitute EAs or Substitute Administrative Support personnel. Pro-ration of these days will follow the schedule from the previous page.

No unspecified personal concern days shall be granted to Classified Staff to extend Christmas vacation. Unspecified Personal Concern days may be accumulated to a maximum of four (4) days in any given year.

Sick Leave Entitlement

Paid sick leave will be provided at the rate of two (2) days per completed month for full-time employees, calculated in hours. Sick leave is accrued at the end of the month for use in future months. Unused sick leave may be accumulated to a maximum of 90 work days. Part time employees are entitled to sick leave according to the proportion of the full time worked (Full time calculated as follows: Educational Assistants – 35 hours per week, all other classified staff – 37.5 hours per week).

Before payment of paid sick leave days is made, the Employee shall provide, if requested by the Employer, a report signed by a qualified medical practitioner where the absence is for a period of more than three (3) days. Sick leave is intended solely for the illness or recovery of the employee and cannot be used for the illness of a family member or any other individual.

All employees with an assignment of 20 hours or greater per week are covered by an Extended Disability Benefit program provided by the Alberta School Employees Benefit Plan. This program protects both the employee and the employer. In order to be eligible for EDB coverage, an employee must be off work on a continuing basis because of an illness or disabling condition for 90 calendar days.

During this 90 calendar day run off period, available sick leave credits will be used to cover the work days that occur within this time frame. Prior to the 90th day, the employee must provide the Alberta School Employee Benefit Plan organization with medical evidence from a specialist which supports the fact that the employee is disabled to the point that he/she is unable to return to work. If approved, ASEBP will pay a percentage of the monthly salary to the employee as well as pay for most of the benefit package. The Board will pay for the remaining portion of the Benefit package. If ASEBP does not approve the EDB claim, then the employee is deemed to be fit to return to work with the Division or able to pursue an alternative form of work with another employer.

When the employee returns to work, either prior to the 90th calendar day or after a period of time on Extended Disability, he/she may have some sick leave days remaining on file or may be starting at a 0 balance. In either case, the employee will resume accumulating 2 sick leave days per month.

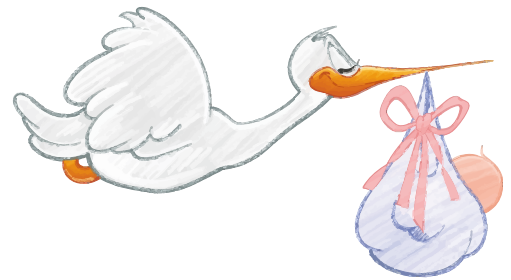
General Leave Without Pay

General leave of absence without pay may be granted at the employer's discretion. The employee must submit a request in writing through his/her supervisor to the Associate Superintendent - People Services and state the dates and reason(s) for the absence.

A minimum of 31 days notice of intent is required. Benefits coverage may continue provided the employee arranges for continued coverage with ASEBP before commencing the leave. Premiums for benefits are paid entirely by the employee during the period of leave. The employee will be billed directly by ASEBP.

Maternity / Parental Leave of Absence

A classified staff employee who has worked at least 90 days shall be entitled to a maternity/parental leave of absence consisting of 16 weeks maternity leave and up to 62 weeks parental leave. The maternity/parental leave may consist of voluntary (non-health-related) and involuntary (health-related) periods. Employees who are employed in a temporary position as outlined in section 1.3 and who have worked 90 days shall be entitled to a maternity/parental leave that will end on the date the temporary assignment was set to end.



An employee shall provide the Director of People Services with a minimum of six weeks written notice of intention to request a maternity or parental leave and shall provide a note from a medical professional confirming the estimated date of delivery.

While an employee may work right up to the expected birth date of the child, The Red Deer School Division will declare the two week period prior to the estimated birth date of a child as an involuntary health related period and will apply accumulated sick leave credits to this time to cover the cost of salary and benefits. If a health condition as outlined by a medical doctor requires the employee to be absent from work prior to this two week period, accumulated sick leave credits may also be applied to this time period to cover salary and benefits.

For the six week time period after the birth of the child, The Red Deer School Division will provide an income supplement to the Employment Insurance benefit associated with the birth of the child as long as this occurs during a contracted service period (e.g. July/August time period and other extended breaks would not apply for 10 month classified staff). This income supplement will “top up” the Employment Insurance benefit for the six week post-delivery health-related period to provide the employee with an income equal to the income level earned by the employee prior to the birth of the child. This supplement may be granted to the employee for a longer period of time if medical evidence is provided indicating that an extension of the health related period is required. Please contact the Director of People Services to review the specific details associated with maternity/paternity leaves.

Occupational Health and Safety

[Administrative Procedure 160](#) states:

The Board of Trustees values all who work, learn and serve in the Division and is therefore committed to providing a healthy and safe working and learning environment for employees, students and others present on Division premises.

The Board believes that responsibility for health and safety is shared among the Board of Trustees, employees, students, volunteers, visitors, contractors and others who are present at Division worksites.

In the interest of establishing and maintaining a healthy and safe workplace, the Board expects its employees and all others who work on Division premises to:

- Approach their workplace responsibilities with a commitment to health and safety;
- Understand and follow applicable legislation, regulations and procedures for safe workplace practices; and
- Use required protective devices.

If you have concerns regarding a workplace health and safety issue, you should review the matter with your supervisor.

The Red Deer School Division requires all employees to complete [Hour Zero](#) training each year.

Employees who have upgraded their qualifications since commencing employment should forward proof of participation, certificates obtained, or other documentation to the People Services department for inclusion in their personnel files.

Worker's Compensation Board (WCB)

Classified staff employees are eligible for WCB coverage for injuries sustained on the job. Any injury should be immediately reported to a supervisor. An injury which causes an absence from work longer than the day of the incident must be promptly reported to People Services through My E-forms in Employee Self Service (Atrieve) so that a WCB claim may be initiated within the prescribed time limit.



General Eligibility for Benefits

Employee benefits are available to classified staff who have a regular employment contract commencing prior to April 1 and who are assigned to work a minimum of 20 hours per week. Employees who are eligible for benefits and who have confirmed positions for the following year will have benefits carried through the summer.

Alberta School Employee Benefits Plan (ASEBP)

Our health benefits are provided through ASEBP. Plan provisions can be located at <https://www.asebp.ab.ca>. Please acquaint yourself with the plan provisions outlined on the website. The benefits offered are listed below.

Life Insurance

Extended Health Care

Accidental Death &
Dismemberment

Vision care

Extended Disability

Dental

Spending Accounts

The Red Deer School Division will contribute \$50 per month to a combined Health / Wellness Spending Account for staff who are eligible. Credits are deposited after payroll is processed, typically near the end of each month.

Eligibility is based on the employee's status as of the first of the month in which the credits will be deposited. HSA/WSA spending accounts will be administered by ASEBP as allowed by Canada Revenue Agency and ASEBP rules.

More information can be found on the ASEBP website: [Spending Accounts](#)

10 month employees

Benefit coverage is provided on a 12 month basis when an employee has continuing employment with the division.

Casual and Part time Employees

Casual employees and those working under 20 hours a week are not eligible to receive benefits, however they can purchase benefits through [ASEBP's Supplemental Plan](#). Please contact ASEBP directly for information on this program.

Local Authorities Pension Plan (LAPP)

The Local Authorities Pension Plan website can be located at <https://www.lapp.ca>. Please acquaint yourself with the Plan provisions provided on their website.

Participation is compulsory for all eligible employees as outlined in [Administrative Procedure 444](#). Employees in substitute, casual, temporary or term positions are not eligible to participate in the Local Authorities Pension Plan.

Employees who wish to retire and start collecting their pension may continue on a temporary contract basis for the remainder of the school year in which they retired. They are ineligible for full year or continuing positions for the following school years. They may be placed on the substitute roster if willing, and may fill short term temporary contracts if requested.

Pay Days

Wages are paid on a monthly basis; pay day is the 25th day of the month or the last banking day preceding the 25th. Payment is made by electronic deposit to a Canadian bank of the employee's choice. Notification of employee bank account changes is required by noon on the 15th of the month.

Regular Classified Staff (on contract)

The pay cycle for regular Classified staff runs from the 1st to the last day of each month. For example, work completed between October 1 and October 31 will be paid on October 25.

Salaries are averaged over the school year, meaning employees receive equal monthly payments regardless of the number of working days in a given month. Consequently, the final few days of work in the month (or school year) are paid in advance of being worked. Any resulting overpayments are the responsibility of the employee and must be reimbursed to the Division.

Substitute and Casual Classified Staff

For substitute and casual staff, the pay cycle runs from the 16th of the previous month to the 15th of the current month. For example, work completed between October 16 and November 15 will be paid on November 25.

Income Tax, Canada Pension Plan, and Employment Insurance

Income Tax, Canada Pension Plan and Employment Insurance contributions are deducted as required based on respective pensionable and insurable earnings.

A new TD-1 should be completed and emailed to payroll@rdpsd.ab.ca if your exemptions change. Forms can be found [here](#).

10 month staff Working Days - 2025-2026 School year

Month	School Year Staff Work Days	Paid Holidays	Total Paid Days
August	5	0	5
September	20	2	22
October	22	1	23
November	18	1	19
December	15	1	16
January	20	1	21
February	15	1	16
March	22	0	22
April	16	1	17
May	20	1	21
June	21	0	21
Total	194	9	203

General Holidays

Qualifying classified staff receives the following paid General Holidays if the holiday falls on a day that would otherwise have been a working day for the employee:

Labour Day

Remembrance Day

Family Day

National Day for Truth & Reconciliation

Christmas Day

Good Friday

Thanksgiving Day

New Years Day

Victoria Day

Classified Staff who work the full calendar year (12 month staff) also receive the following paid holidays:

Canada Day

Christmas Eve

Easter Monday

Civic Holiday (August)

Boxing Day

If any of these general holidays should fall on a Saturday or Sunday, the Division shall designate a weekday as the holiday for staff who normally work weekdays only. When a general holiday falls during an employee's vacation period, deduction from vacation credits is not made for the general holiday.

School year based (ten month) employees receive the following unpaid holidays as identified in the school year calendar: Fall Break, Christmas Recess, Teachers' Convention, Spring Break.

Salary Calculation for Classified Staff - 37.5 hour base

Annual rates of pay are based on a 37.5 hour week for Secretarial staff. Those employees working less than full-time have salaries prorated, based on their full-time-equivalent (F.T.E.) employment. The F.T.E. is obtained by dividing the actual hours per week worked by the 37.5 hours per week.

Monthly Pay Calculation:

SCHOOL YEAR BASED (10 MONTH) REGULAR CONTINUING EMPLOYEE

School year based salaries are based on 203 paid days

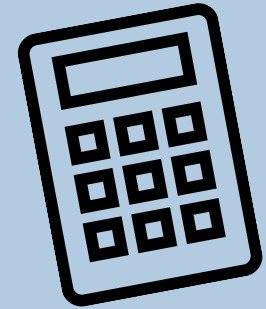
Salary = F.T.E. x Monthly Rate

Vacation Pay for ten month employees is paid monthly

FULL YEAR BASED (12 MONTH) REGULAR CONTINUING EMPLOYEE

Full year based salaries are based on 260 paid days (52 weeks X 5 days)

Salary = F.T.E. x Monthly Rate



Salary Calculation for Educational Assistants

Annual rates of pay are based on a 35 hour week. Those employees working less than full-time have salaries prorated, based on their full time equivalent (FTE) employment. The FTE is obtained by dividing the actual hours per week worked by 35 hours per week. For example, 30 hours per week is 0.8571 fte.

Monthly Pay Calculation:

SCHOOL YEAR BASED (10 MONTH) REGULAR CONTINUING EMPLOYEE

10 month salaries are based on 203 paid days

Salary = FTE x Monthly Rate

Vacation Pay for ten month employees is paid monthly

Salary Calculation for new employees or mid-year changes

New salaried employees, or employees experiencing a change during the school year, will have a calculation of their salary completed by Payroll to determine their monthly salary.

This salary calculation shows the full school year, with a possible 203 working days, minus what will be paid during future months. The difference is what is paid for the month. The calculation will be sent to the employee's RDPSD email address for their reference. For any questions regarding payroll calculations please contact payroll@rdpsd.ab.ca.

Hourly Pay calculation

Casual and temporary employees are compensated on an hourly basis for time worked.

Vacation entitlement - 12 Month Employees

12 month employees are entitled to annual vacation as follows:

Length of Current Employment	Annual Vacation
After one year of service	3 weeks
After seven years of service	4 weeks
After fourteen years of service	5 weeks
After twenty years of service	6 weeks

The common vacation year for Central Services and 12 month school based staff begins January 1 and concludes on the following December 31.

Carry-forward of vacation time from one year to the next must be approved by the People Services department and will normally be limited to a maximum of ten days.

Vacation pay - 10 Month Employees

10 month employees receive vacation pay monthly as follows, on their gross salary:

Length of Current Employment	Vacation Pay
Up to one year	4% of salary
One through six years	6% of salary
Seven through thirteen years	8% of salary
Fourteen through nineteen years	10% of salary
Twenty years or more	12% of salary

Increments and Salary reviews

Initial Grid Placement for new employees is determined by the People Services department. Experience and qualifications may be considered when making this determination.

The review date for service increments is the employee's anniversary date of employment. This date is adjusted to reflect any leave of absence which is longer than three months in duration. An increment is effective from the beginning of the month following the review date unless the review date is prior to the 15th; in this case, an increment is effective from the first of that month.

Part-time employment in the Division is cumulative. On the employee's review date, the employee's part-time service since the last increment will be evaluated. If this service is greater than .5 full time equivalent, the employee is eligible for a service increment.

Long Service Bonus

In recognition of faithful service, each employee who has worked for the Division for 15 years or longer will be provided annually with a gift certificate. The certificates will be provided in the month of December, prior to the Christmas Break.

Eligibility will be determined on the following basis:

- Minimum of 15 years of service required
- 10 or 12 month employees will receive equal consideration
- Casual/substitute service is not eligible for consideration
- EDB and leaves of absence do not count towards service
- One year maternity/paternity leave will count as one year of service, extensions to maternity/ paternity leaves do not count.

Employees must be active on November 1 to be considered for the Long Service bonus for that year.

Salary Schedule - Job Groups

GROUP SE Base hrs per day: 7.5

Administrative Support 1

GROUP EA Base hrs per day: 7.0

Educational Assistant

GROUP FS Base hrs per day: 7.5

Administrative Support 2

GROUP STF Base hrs per day: 7.5

Social Media Events & Foundation

Finance Support - Accounting

GROUP FA Base hrs per day: 7.5

Executive Assistant to Superintendent

Accounting Coordinator

GROUP KI Base hrs per day: 7.5

Cafeteria Assistant

GROUP KC Base hrs per day: 7.5

Cafeteria Cook

GROUP C Base hrs per day: 7.5

Accounting Technician

Office Manager – School

Executive Assistant

GROUP D Base hrs per day: 7.5

Cafeteria Manager

Events Coordinator

Homestay Coordinator

GROUP E Base hrs per day: 7.5

Lab Technician

Student Records Manager

GROUP F Base hrs per day: 7.5

Systems Analyst

Transportation Coordinator

OH&S Coordinator

GROUP G Base hrs per day: 7.5

Network Administrator

GROUP H Base hrs per day: 7.5

Information Technology Specialist

Learning Commons Coordinator

Career Advisor

GROUP I Base hrs per day: 7.5

Payroll and Benefits Specialist

GROUP M Base hrs per day: 7.0

Transliterator

GROUP N Base hrs per day: 7.5

Communications Specialist

GROUP CA

Casual

Evening Weekend Supervisor

Evening Weekend Monitor

GROUP SP

Student Page

Rates of pay per hour - effective September 1, 2025

	STEPS						
GROUP	1	2	3	4	5	6	7
SP	\$15.60						
CA	\$16.07	\$16.39	\$17.09	\$18.63			
KI	\$16.23	\$16.94	\$18.63	\$20.63			
EA	\$17.14	\$19.19	\$21.22	\$23.26	\$25.28	\$26.81	
KC	\$18.05	\$20.29	\$22.53	\$23.96			
SE	\$18.54	\$20.60	\$22.64	\$24.74	\$26.81		
FS	\$21.23	\$23.26	\$25.31	\$27.43	\$29.46		
E	\$21.35	\$23.05	\$24.72	\$26.98	\$29.45		
H	\$28.48	\$29.16	\$31.05	\$32.97	\$34.84	\$36.71	
D	\$25.84	\$27.55	\$29.23	\$31.48			
C	\$28.13	\$29.80	\$31.48	\$32.60			
STF	\$30.32	\$31.36	\$32.42	\$33.49	\$34.52	\$36.00	
I	\$32.87	\$34.37	\$35.69	\$37.11			
FA	\$34.52	\$35.60	\$36.65	\$37.68	\$38.74	\$40.39	
F	\$36.84	\$38.73	\$40.63	\$42.51	\$44.39	\$46.31	
G	\$39.42	\$41.44	\$43.48	\$45.50	\$47.50	\$55.74	
M	\$27.44	\$28.99	\$30.54	\$32.11	\$33.67	\$35.24	\$36.81
N	\$37.45	\$39.00	\$40.58	\$42.22	\$43.96	\$45.76	\$47.66

10 month employees - Annual Salary = 203 days/year x hourly rate x hours of work per day

12 month employees - Annual Salary = 260 days/year x hourly rate x hours of work per day

Daily Hours	Months	Monthly Hours	Annual hours
7.5	12	162.5	1950
7	12	151.67	1820
7.5	10	152.25	1522.50
7	10	142.1	1421

Note: Positions titled, "Director, Assistant Director, Manager, Financial Accountant with Designation and Supervisor" involve direct supervisory responsibilities. They are not included for the following reasons:

- These positions are not eligible for lieu time or overtime
- The vacation schedules vary from what is contained in this handbook.

Information regarding these positions is available to division employees, upon request.

"Office Manager - School" designation may be applicable for an employee who has direct supervisory responsibility for 6 or more clerical staff.

Resources

Summer Savings Plan Information

Classified Staff Educational Subsidy

Electronic Timesheet Instructions

How to Access your Web Earnings
Statements and T4 slips

Logging an absence

Reporting an incident or hazard

Forms

ASEBP Change Form

ASEBP Beneficiary Form

LAPP Pension Partner form

LAPP Beneficiary form

TD1 - Tax form, federal

TD1AB- Tax form, Alberta

Staff 50/50 deduction form

Summer Savings Plan Authorization

Contact us

Corrine Thorsteinson

Associate Superintendent - People Services

Cheryl Bakke - 403-342-3722

Director of People Services

Tessa McLellan - 403-342-3723

Payroll and Benefits Specialist,
Classified Staff and C.U.P.E.

Angela Job - 403-342-3788

Executive Assistant, People Services

Nicola Golby

Associate Superintendent - People Services

Trina Jones - 403-342-3701

People Services Coordinator

Deborah Meaney - 403-342-3780

Payroll and Benefits Specialist,
Teachers, Substitute Teachers