

STAFF AND HUMAN RESOURCES POLICY

7.0

Policy Title: Compensation, Employee Working Conditions & Benefits

Last Approved: October 2023

BACKGROUND

The purpose of this policy is to set out the general working conditions, benefits and compensation structure for Saskatchewan School Boards Association ('Association') employees.

APPLICATION

This policy applies to all Association employees.

POLICY STATEMENT

Compensation Philosophy and Principles

The Association's compensation philosophy is to attract and retain individuals who are committed to supporting the organization's mission to provide leadership, coordination and services to member boards of education. To accomplish this, the Association's compensation programs will be based on total rewards that include salaries and benefits that includes work/life balance and recognition that are in line with the market. The market includes similar type of organizations predominately within Saskatchewan. This will be attained through the following principles:

1. The Association encourages and fosters lifelong learning that supports the Association's strategic direction and employees' personal growth, to demonstrate essential administrative and leadership skills and individual sense of achievement, worth and self-esteem.
2. Salary ranges are determined and maintained by conducting 3rd party compensation reviews every three (3) years comparing Association positions to similar positions within the market.
3. Fiscal responsibility and accountability to membership will be preserved.
4. High standards of performance will be established and managed.

7.1 BENEFITS

Employees shall be entitled to Benefits as set out in 7.0 Table A.

7.2 POSITIONS

(a) Administrative Employees

Accounting Clerk, Executive Assistant, Administrative Paralegal, Benefit Administrator, Data and Technology Administrative Assistant, Benefit Systems Specialist.

(b) Field Employees

Executive Director; Director of Board Development and Indigenous Education; Director of Communications & Strategic Services; Director of Employee Benefits and Insurance Plans; Director of Corporate Services; Director of Legal Services, Legal Counsel; Senior Consultant Employee and Labour Relations; Senior Consultant Communications and Strategic Services; Manager General Insurance Plan; Strategic Advisor in Indigenous Education.

Any other position designated as Field employees by the Executive Director.

7.3 EMPLOYEE RESPONSIBILITIES AND EXPECTATIONS

The duties and responsibilities of each position are defined by the Job Description and other applicable legislation, and good human resource practices.

7.4 JOB DESCRIPTIONS

When a new position is required, the job duties and required competencies are outlined in a job description which is approved by the hiring Director with final approval by the Executive Director. Job Descriptions can be found in the Association file sharing network.

7.5 CLASSIFICATION OF POSITIONS

Salary grade level of a position is determined by rating the job duties outlined in the job description against weighted factors of decision making, problem solving, budget management, staff management, education level, and experience.

7.6 SALARIES

(a) Method of Payment

There shall be a monthly pay period with direct deposits dated no later than the twenty-seventh day of the month.

(b) Calculation of Pay

The following equivalents will be used for payroll calculations:

- Monthly rate = annual rate divided by 12
- Daily rate = annual rate divided by 260
- Hourly rate = daily rate divided by 7

(c) Salary Grades

The Association's Salary Grades are as set out in the Association Position Salary Grades found in the Association file sharing network. The salary grade consists of a minimum, mid-point, and maximum.

(d) Salary Disclosure

The Association may disclose the employee's personal information described below, to Association member boards, as specified by the Association membership from time to time, and for the sole purpose of providing financial information to the member boards.

The Association may disclose the following information of the Employee: salary and benefits; travel claim expenses; and other expenses associated with the employment duties.

(e) Performance Based Compensation

- The eligibility of employees for a salary change is based on employee performance as assessed using the Association's performance management process during the fiscal year (January to December) (see HR Policy 8.0 Performance Management).
- The percentage for each performance rating category (1-5) is determined depending on how much is in the approved budget pool for pay increases and applied as an increasing percentage to each performance category. The salary percentage increase an employee

receives for their performance rating is applied to their salary on January 1st of the following year.

- Employee’s salary shall not exceed the maximum of the salary range their position is classified within.

Salary Percentage Applied to each Rating Category Process:

- March to May - budget is prepared by Corporate Services which includes scenarios for different amounts of pooled salary increases created based on actual current salaries of employees.
- November – budget is approved at the Association Annual General Meeting.
- December – management team completes the Individual Performance Plan (IPP) process for all employees to provide final performance ratings. Corporate Services uses all ratings to calculate scenarios to determine the percentage increase amount to be applied to each of the 5 performance rating categories. For example:

IPP Rating	Description	Example 1	Example 2	Example 3
1. NM	Does Not Meet Expectations	0.00%	0.00%	0.00%
2. DV	Meets Some Expectations	1.25%	1.00%	0.75%
3. AR	Fully Achieves Expectations	2.50%	2.00%	1.50%
4. CE	Exceeds Expectations	3.75%	3.00%	2.25%
5.OS	Outstanding	5.00%	4.00%	3.00%

Note: Any change is equally applied through the rating. E.g. in Example 2, it’s 80% of the Example 1, 3 is 60% of the Example 1. This percentage change can be anything below 100%.

(f) Compensation Reviews

A compensation review is conducted to ensure the Association’s total compensation which consists of salary compensation, benefits and other entitlements are in line with the Association’s compensation philosophy and principles.

Process

- Every three (3) years, the Association Executive HR Committee oversees the hiring of an external third party to conduct a compensation review and to give recommendations for approval by the Executive based on findings considering the following criteria:
- positions of the same scope and responsibility within comparable employers;
- analysis of existing compensation policy and salary range structure; and
- other total compensation made available for employees.

Any approved changes resulting from the compensation review will become effective January 1st of the following year the review was conducted or at such other times as may be approved by the Executive.

(g) Economic Adjustment to Employee Salary

- The Executive Director may review, at any time, an employee's compensation and put forward a recommended change for approval by the Executive.

(h) Temporary and Acting Assignments of Duty

- Definitions:

“**acting assignment of duty**” means the appointment of a current employee to a different position on a temporary basis that is anticipated to exceed thirty (30) calendar days;

“**temporary assignment of duty**” means the assignment of additional significant duties to be performed on a temporary basis by an employee where those duties would normally be performed by a person in a position that is temporarily vacant.

- The Executive Director shall approve acting and temporary assignments of duty. The Executive Director shall take into account the availability of another employee who has either previously served in the position or consider the required competencies and level of function of the position when considering and approving an employee for the assignment.
- The Executive Director may approve a temporary salary increase to the employee ranging from a minimum of 2% and a maximum of 7%. The percentage increase will be dependent on the range and level of duties assigned to the employee.
- On conclusion of the acting or temporary assignment of duties, the employee shall return to the salary that he or she was earning immediately prior to assuming the acting or temporary assignment of duties as adjusted by any economic adjustment that may have been provided in the interim.

7.7 WORKING CONDITIONS

(a) Work from Home/Corporate Office

The Association provides employees the flexibility to work from home with some time scheduled working from the corporate office (see HR Policy 14.0 Work From Home/Corporate Office). Typically employees will be expected to work within Saskatchewan.

(b) Hours of Work

- On all days other than Saturdays, Sundays and designated holidays (days of rest), regular office hours shall be from 8:30 a.m. to 12:00 noon and from 1:00 p.m. to 4:30 p.m. for a total of seven (7) hours per day. The Executive Director may authorize minor variations from this schedule.
- All employees shall work regular office hours. The Director may authorize minor variations from this schedule.

(c) Overtime

Administrative employees required to work overtime will be compensated in accordance with *The Saskatchewan Employment Act*. Working overtime shall occur only with the prior approval of the Director.

(d) Designated Holidays

- Employees will not be required to work on, but will be paid in respect of the following designated holidays in accordance with *The Saskatchewan Employment Act*:

New Year's Day	Labour Day	Family Day
Thanksgiving Day	Good Friday	Remembrance Day
Victoria Day	Christmas Day	Canada Day
Saskatchewan Day		

The following days shall be provided as additional designated holidays:

- National Day for Truth and Reconciliation;
- Easter Monday;
- Boxing Day; and
- Floating Day - the day immediately preceding or following Christmas and Boxing Day.

- **Scheduling of Designated Holidays**

When a designated holiday falls on a day of rest (weekend), the holiday will be observed the following work day or the previous work day to be determined by the Association.

7.8 LEAVE ENTITLEMENTS

(a) Sick Leave

- **Authorized Uses of Sick Leave**

Sick leave is defined as the period of time an employee is absent from work with pay by virtue of personal sickness or disability or because of an accident for which compensation is not payable under *The Workers' Compensation Act* or *The Automobile Accident Insurance Act* or to attend a scheduled medical, dental or optical appointment.

- Employees choosing to travel for personal reasons during a pandemic when travel is not recommended by the Saskatchewan Health Authority may impact an employee's access to sick leave entitlements upon their return if they are required to self-isolate or return sick.
- **Reasonable Notice for the Use of Sick Leave**

Personal Sick Leave

It is expected that employees will notify their Director of their absence due to sickness the day of the absence.

Doctor's Certificate

An employee may be required to produce a certificate from a duly qualified medical practitioner for any illness in excess of five (5) consecutive days, certifying that such employees are unable to carry out their duties due to illness. The Association agrees to reimburse the employee for any fee charged for the medical certificate by sending the receipt to Corporate Services for reimbursement using the applicable reimbursement form.

Scheduled Medical, Dental, or Optical Appointments

It is expected employees will provide reasonable notice to their Director of an upcoming absence to attend a scheduled medical, dental or optical appointment.

- **Entitlement**

Employees shall be entitled to paid sick leave at the rate of one and one-half (1 ½) days for each month of continuous service. Part-time employee's entitlement shall be pro-rated.

- **Accrual**

The unused portion of an employee's sick leave credits shall accumulate to a maximum of two hundred (200) working days. Employees hired prior to May 1, 2012 earn up to two hundred and fifty (250) days.

Days of sick leave shall accrue during periods of sick leave. There will be no payout of unused sick leave. Any sick leave taken, that has not yet been earned will be considered unpaid leave and will be deducted from the employee's last pay cheque.

- **Long Term Disability (LTD)**

In the event of sick leave extending beyond nine (9) weeks, an employee will be required to apply for LTD. Once the LTD coverage is approved and in effect, the employee will no longer be able to access sick leave benefits. Applying for and receiving LTD does not impact employee sick leave accruals which will remain intact to be used by the employee should they need them in the future. Days of sick leave do not accrue during LTD leave.

(b) Vacation Leave

- **Entitlement**

Employees receive vacation leave allotment according to their contract of employment receiving a minimum of fifteen (15) days upon hire with an additional five (5) days added every five (5) years of service to a maximum of thirty (30) days. Part-time employee's vacation leave entitlement will be pro-rated.

- **Accrual**

Any vacation leave taken, that has not yet been earned will be considered unpaid leave and will be deducted from the employee's last pay cheque.

- **Vacation Notification & Authorization**

To ensure an acceptable employee complement is in the office at all times, all annual vacation dates are to be authorized in advance of the vacation by the Director, or the Executive Director.

- **Vacation Carry-Over**

Employees may carry over five (5) days of annual vacation if they wish, to be used in the following year with notification to their Director. The carry-over of annual vacation leave in excess of five (5) days requires the prior written authorization of the Executive Director with a plan to utilize them within the first quarter of the following year by filling out the SSBA Vacation Carryforward Request Form..

(c) Earned Days Off (EDO)

- *Administrative Employees*

In recognition of the special efforts of Administrative employees to complete work and to ensure the needs of the members are met, full-time Administrative employees are entitled to one (1) Earned Day Off (EDO) with pay per each four (4) months of active service as follows:

- EDOs shall be taken in the calendar year as mutually agreed upon with the employee's Director.
- EDOs cannot be carried over into the next year.
- EDO's will be pro-rated for part-time staff.

- **Field Employees**

In recognition of the extra time worked in addition to regular office hours to perform the required functions of their positions, full-time Field employees shall be provided with ten (10) Earned Days off (EDO's) with pay per year to be taken as follows:

- EDOs shall be taken in the calendar year as mutually agreed upon with the employee's Director.
- EDOs cannot be carried over into the next year.
- Part-time field employee's EDO's will be pro-rated.

- **Accrual**

Any EDO's taken, that has not yet been earned will be considered unpaid leave and will be deducted from the employee's last pay cheque.

(d) Bereavement Leave

- **Entitlement**

Employees shall be granted, a leave of absence with pay for bereavement as follows:

- Up to five (5) days of paid leave shall be granted to attend the funeral or other observances of the death of immediate family members.
- One (1) day of paid leave shall be granted to attend the funeral or other observances of the death of extended family members, a close personal friend or co-worker.

- **Additional Discretionary Entitlement**

Upon approval by the Director in consultation with the Executive Director, employees may be granted additional leave of absence with pay for bereavement as follows:

- Up to five (5) days of additional paid leave may be granted to attend the funeral or other observances of the death of immediate family members provided that no employee will be granted more than ten (10) days in total within a calendar year.
- One (1) day of additional paid leave may be granted to attend the funeral or other observances of the death of a close personal friend or co-worker, provided that no employee may be granted more than two (2) days paid leave in any one calendar year.

(e) Personal Leave

- **Entitlement**

A maximum of thirty-five (35) hours per year of personal leave with pay may be utilized for the following:

1. Family Responsibilities – to attend to the care of an employee’s immediate family member.
2. Compassionate Family Care – to deal with and support an immediate family member or close family member who is experiencing a serious illness.
3. Personal reasons – to conduct emergent personal business such a emergent household issues or to attend elementary, high school or post-secondary graduation ceremonies, parent/teacher interviews, or attend cultural, athletic, and/or religious activities at which the employee’s presence is required.

Part-time employee’s personal leave entitlement will be pro-rated.

- **Reasonable Notice**

It is expected that employees will notify their Director of their absence the day of for emergent absences and in advance of scheduled absences.

- **For Additional Discretionary Entitlement**

Additional personal leave without pay may be provided for employees at the discretion of the Director in consultation with the Executive Director. Additional personal leave requests shall include the reason for the leave, date of commencement and duration of the leave.

Mandatory Leaves

(f) Maternity, Parental, and Adoption Leave

Staff shall be entitled to Maternity, Parental, and Adoption Leave in accordance with *The Saskatchewan Employment Act*. The employee returning to work after maternity, parental, or adoption leave shall provide the employer with one (1) month notice.

Maternity Leave - Supplemental Employment Benefits (SEB) Plan

- **Eligibility**

An employee is eligible for SEB Plan benefits if she is:

- Medically unfit for duty for health reasons due to pregnancy, delivery or post-deliver;
- In receipt of EI benefits, including the one (1) week waiting period or in the period between the estimated birth or date of delivery, whichever is earlier;
- On maternity leave.

- **Entitlement**

- The Supplemental Employment Benefits Plan tops up EI benefits for birth mothers to ninety-five (95) per cent of salary for seventeen (17) weeks.
- Supplemental employment benefits will begin on the estimated date of birth or the date of delivery, whichever is earlier.

(g) Interpersonal Violence Leave

The Association recognizes that employees may face situations of domestic and interpersonal violence and abuse and recognizes that such violence can result in adverse effects on employee work

performance and well-being requiring time away from work. Employees who experience interpersonal violence shall be entitled to leave as per *The Saskatchewan Employment Act*.

(h) Jury Leave/Witness Leave

The employee shall notify his/her Director as soon as possible after receipt of notice for such absence.

An employee who is absent from work as a result of being subpoenaed to be a witness in court or if being required to serve on a jury shall be paid their normal salary for such absence. Any fees received by the employee for jury/witness duty shall be reimbursed and/or paid directly to the Association.

With respect to the Court of Queen's Bench, the employee, if appearing as a witness, shall make application in accordance with *The King's Bench Fees Regulations* for witness fees.

This section does not apply to an employee who has a direct or indirect interest in the outcome of any proceedings, or appears as an accused in any proceedings.

Other Leaves

(i) Volunteer Day

- An employee may request one (1) volunteer day per calendar year, to provide volunteer service to the organization of their choice.
- The employee must request the volunteer day from their Director in advance of the day.
- In order to be covered under this policy, the volunteer day must be taken during a regularly scheduled work day.

(j) Discretionary Leave

- Requests for any other period of leave with or without pay shall be made in writing to the Director in consultation with the Executive Director. Benefits Coverage during unpaid leaves are as follows:
 - An employee granted a leave of absence without pay may continue benefit coverage from the commencement of the leave if eligible under the terms of the benefit policy provision.
 - Where the employee opts to continue benefit coverage the employee will be responsible for their portion of the benefit cost and the Association will pay its portion.
 - Where the employee opts not to continue coverage, premium payment and benefit coverage will cease.

7.9 PENSION PLAN

- The employee shall participate in the Municipal Employees Pension Plan (MEPP) if required to do so by legislation or if the employee is eligible and chooses to do so.
- If the employee is/was a teacher, the employee may continue to participate in the Teacher's Superannuation Plan or another pension plan as authorized by the Executive.

7.10 REIMBURSEMENT OF EXPENSES

- Employees shall be entitled to Reimbursements of Expenses in accordance with the Association Financial Policy.
- Employees shall use the Staff Expense Form when claiming reimbursement of expenses.

REFERENCES

“The Saskatchewan Employment Act”