

#104462

GCBB

EXCLUDED STAFF – COMPENSATION AND BENEFITS

This policy document sets out the benefits and entitlements of Division staff positions not covered by Collective Agreements, effective July 1, 2005:

GROUP #1 DIVISION ADMINISTRATORS

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Superintendent/Chief Executive Officer
Secretary-Treasurer/Chief Financial Officer
Assistant Superintendent
Assistant Secretary-Treasurer
Director, Curriculum, Assessment and Professional Learning
Director, Facilities and Operations
Director, Human Resources
Director, Inclusion Support Services
Director, Information Technology
Manager, Continuing Education
Manager, Human Resources
Manager, International Student Program
Manager, Maintenance and Safety
Manager, Payroll and Benefits
Manager, Purchasing
Supervisor, Accounting
Supervisor, Human Resources
Supervisor, Library and Media Services
Communications Specialist
Homestay and Activities Assistant, International Education
Payroll Officer

GROUP #2 TRADES AND TECHNICAL SUPPORT STAFF

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Supervisor, Maintenance Shop
Supervisor, Night Custodial Staff
Supervisor, Transportation
Central Information Systems Network Technician
Electrician
Plumber
Project Officer

GROUP #3 ADMINISTRATIVE SUPPORT STAFF

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Senior Executive Assistant
Executive Assistant
Senior Management Administrative Analyst
Senior Management Secretary, Human Resources
Management Secretary, Human Resources

GROUP #4 CASUAL SUPPORT STAFF

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BENEFIT DEFINITIONS

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Group #1 – Division Administrators

Hours of Work: 7/day; 35/week.

Salary: As per established grids effective July 1. This group is not eligible for mileage when traveling inside Winnipeg or within 25 kms of the perimeter highway.

Overtime: As per the Employment Standards Code of Manitoba.

Holidays: Standard.

Vacation: Less than 1 year = 1.67 days/month
Greater than 1 year = 20 days
Greater than 5 years = 25 days
Greater than 10 years = 30 days

Allowed 5 days vacation carry-over and pro-rated vacation. Employees should not exceed the 5 day-carryover except in unusual situations at which point if additional carryover is requested, it is subject to the approval of the Superintendent.

Other Benefits: As per the MTS contract and/or negotiated personal services contracts and if not already included, the following benefits:

Sick leave earned at a rate of 6.46 hours/pay, 24 days/year, and 130 days maximum lifetime accumulation.

Vested sick credits for permanent employees hired as of January 24, 2018:

- Earned at a rate of 4 days/year of unbroken service with the Division accrued to a maximum of 100 days for all Superintendents, and the Secretary-Treasurer/Chief Financial Officer
- The current (01/24/2018) Superintendents earn vested sick credits since the date of hire with the Division;
- Earned at a rate of 3 days/year accrued to a maximum of 90 days for all other employees;
- Group 1 Division Administrators who are members of TRAF are paid the vested sick leave credit upon retirement;

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- Group 1 Division Administrators who are members of the Non-Teaching pension plan are eligible for payment of vested sick credits either at retirement or on resignation, provided 25 years of uninterrupted service has been accumulated;
- Vested sick credits cease for new Group 1 employees effective January 24, 2018.
- Employees eligible to earn vested sick credits as of January 24, 2018 are grandparented and continue to accrue vested sick credits;
- A list identifying employees that are grandparented to receive vested sick credits is maintained.

Salary Continuance (LTD) – premiums are paid by the employee.

Group Life Insurance - premiums are cost shared with the Board for the first 200% of salary;

Pension Plan – for employees as detailed in the Plan other than all Superintendents who do not participate in the Non-Teaching Plan;

Group Accident Policy (AD&D) – optional coverage, premiums are paid by the employee;

Travel Accident Policy – premiums are paid by the Board;

Dental Plan – premiums are paid by the Board;

Extended Health – optional coverage, premiums are paid by the employee;

Retroactive Pay Adjustments – will occur automatically and will not include interest;

Notice of Resignation – employees are requested to provide written notice of resignation at least one month prior to the effective date exclusive of vacation.

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Group #2 – Trades and Technical Support Staff

Hours of Work: 8/day; 40/week.

Salary: As per established grids effective July 1.

Overtime: As per the CUPE contract.

Holidays: Standard plus Easter Monday as defined in the CUPE contract.

Vacation: Less than 1 year = 1.25 days/month
Greater than 1 year = 15 days
Greater than 5 years = 20 days
Greater than 15 years = 25 days
Greater than 20 years = 30 days

Allowed 5 days vacation carry-over and pro-rated vacation.

Other Benefits: As per the CUPE contract and if not already included, the following benefits:

Sick leave earned at a rate of 7.38 hours/pay, 24 days/year, and 124 days maximum lifetime accumulation.

Vested sick credits for permanent employees hired as of January 24, 2018 are earned at a rate of 3 days/year of unbroken service with the Division accrued to a maximum of 90 days;

Vested sick credits cease for new Group 2 employees effective January 24, 2018;

Employees eligible to earn vested sick credits as of January 24, 2018 are grandparented and continue to accrue vested sick credits;

A list identifying employees that are grandparented to receive vested sick credits is maintained;

Salary Continuance (LTD) – premiums are paid by the employee;

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Group Life Insurance - premiums are cost shared with the Board for the first 200% of salary;

Pension Plan – for all employees as detailed in the Plan;

Group Accident Policy (AD&D) – optional coverage, premiums are paid by the employee;

Travel Accident Policy – premiums are paid by the Board;

Dental Plan – premiums are paid by the Board;

Extended Health – optional coverage, premiums are paid by the employee;

Automobile Allowance – the Supervisor, Maintenance Shop is entitled to an allowance. All other employees are entitled to claim for mileage as per the appropriate Travel policy unless a Division vehicle is supplied for use;

Retroactive Pay Adjustments – will occur automatically and will not include interest;

Notice of Resignation – employees are requested to provide written notice of resignation at least one month prior to the effective date exclusive of vacation.

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Group #3 – Administrative Support Staff

Hours of Work: 7/day; 35/week.

Salary: As per established grids effective July 1.

Overtime: As per the MANTE contract.

Holidays: Standard.

Vacation: Less than 1 year = .83 days/month
Greater than 1 year = 10 days
Greater than 2 years = 15 days
Greater than 5 years = 20 days
Greater than 15 years = 25 days
Greater than 20 years = 30 days

Allowed 5 days vacation carry-over and pro-rated vacation.

Other Benefits: As per the MANTE contract and if not already included, the following benefits:

Sick leave earned at a rate of 6.46 hours/pay, 24 days/year, and 124 days maximum lifetime accumulation;

Vested sick credits for permanent employees hired as of January 24, 2018 are earned at a rate of 3 days/year of unbroken service with the Division accrued to a maximum of 90 days;

Vested sick credits cease for new Group 3 employees effective January 24, 2018;

Employees eligible to earn vested sick credits as of January 24, 2018 are grandparented and continue to accrue vested sick credits;

A list identifying employees that are grandparented to receive vested sick credits is maintained;

Salary Continuance (LTD) – premiums are paid by the employee;

Group Life Insurance - premiums are cost shared with the Board for the first 200% of salary;

Pension Plan – for all employees as detailed in the Plan;

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Group Accident Policy (AD&D) – optional coverage, premiums are paid by the employee;

Travel Accident Policy – premiums are paid by the Board;

Dental Plan – premiums are paid by the Board;

Extended Health – optional coverage, premiums are paid by the employee;

Automobile Allowance – employees are entitled to claim for mileage as per the appropriate Travel policy;

Retroactive Pay Adjustments – will occur automatically and will not include interest;

Notice of Resignation – employees are requested to provide written notice of resignation at least two weeks prior to the effective date exclusive of vacation.

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Group #4 – Casual Staff

Hours of Work: As authorized to a maximum of 8/day and 40/week.

Salary: As per established grids; and for staff hired to relieve other excluded staff, at the minimum level on the grid of the person being replaced less 4%.

Holiday Pay: As required by Employment Standards.

Vacation Pay: As required by Employment Standards.

Other Benefits: None.

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Common Benefit Definitions

AD&D	Optional coverage available to employees for Accidental Death and Dismemberment.
Dental	Employees covered by this plan and who complete three month's employment are required to participate in the Group Dental Plan. Premiums are paid by the Board. Individuals working less than full time will be required to pay the portion of the premium between their assigned workload and 100% or they may opt out of the coverage. Term employees hired for more than 60 consecutive days are eligible for this benefit but are responsible for paying the associated premiums.
Extended Health	A voluntary Extended Health Group plan is available.
Group Life Insurance	Employees covered by this plan are required as a condition of employment to participate in this plan. Coverage is effective from the date of employment and includes lump sum coverage from a minimum of two time's salary up to five times salary. Term employees that work less than 120 days are not eligible for this benefit.
Pension	Employees covered by this plan and who complete six month's employment are required to participate in the Retirement Plan for Non-Teaching Employees of the St. James-Assiniboia School Division. Contributions are matched at 5.7% of earnings up to the Year's Maximum Pensionable Earnings under the Canada Pension Plan and 7.3% of earnings above this amount.
Salary	Salary is paid according to the annual salary grid established by the Board in conjunction with the Superintendent/CEO, with increments and increases thereafter as may be determined upon the recommendation of the Board. The increments and placement on the grid are based on a positive annual evaluation according to current practice.
Salary Continuance	Employees covered by the Long Term Disability (LTD) plan and who work at least 13.5 hours/week are required as a condition of employment to participate in this plan. Coverage commences on the 121 st day of disability. Participation is required upon completion of six months of employment.
Sick Leave	Sick leave is the period of time an employee is entitled to be absent from work with pay by virtue of being sick or disabled because of an accident. An employee is expected to notify their supervisor on the first day of absence and provide medical documentation on the third consecutive day of absence.

Standard Holidays	Louis Riel Day	Good Friday	Victoria Day	Canada Day
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Civic Holiday Labour Day Thanksgiving Day
Christmas Day Boxing Day New Year's Day

Travel Accident

Employees covered by this plan are insured against accidental injury or death while traveling on school business under a Group Accident Policy. Employees are insured up to a \$50,000 principal sum.

Vacation Carry-Over

A maximum of five vacation days may be carried forward to the next calendar year. In unique situations, individual requests to make exceptions to the policy shall be made in writing and if approved by the Supervisor be forwarded to the Superintendent for approval.

Vacation

The vacation year is defined as the period between July 1st of any calendar year and June 30th of the next calendar year. Employees will be requested to schedule their vacation by the middle of April in each year. The optimum time to schedule holidays is when schools are closed. The majority of one's entitlement should be taken during these periods. Vacation time will not normally be approved immediately preceding or following school breaks.

Vested Sick Leave

Vested sick credits earned at the rate indicated above will be awarded for each school year of unbroken service with the Division. The employee will be paid the lesser of the vested sick credits earned or the balance of the sick leave.

The employee must be eligible for early, regular, or disability pension or die while in service to receive this benefit, except for Group 1 Division Administrators who are members of the Non-Teaching pension plan. Group 1 Division Administrators who are members of the Non-Teaching pension plan are eligible to receive this benefit either at retirement or upon resignation, provided 25 years of uninterrupted service has been accumulated. Calculation would be made up to the date of retirement or death, and would be payable at the employee's regular salary on that date. Note: Employee groups not previously entitled to this benefit: Communications Officer, Electrician, Plumber, and Central IT staff will not be entitled to receive vested sick leave credits for service prior to July 1, 2005.

A grandparented vested sick leave list will be maintained until such time as this benefit no longer applies to existing staff.

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