

# LLOYDMINSTER PUBLIC SCHOOL DIVISION



## SUPPORT STAFF SALARY & BENEFIT GUIDE

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Lloydminster Public School Division  
Support Staff Salary & Benefit Guide

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**PREAMBLE**

Leaves shall be made available to staff in accordance with the academic year (July 1 to June 30), as defined in Part 1, Section 2 of *The Education Act, 1995* in the Province of Saskatchewan. In applying Sections 1 – 4 below, the number of days provided under each leave will be granted on a ‘per year’ basis and will be pro-rated based on full-time equivalency (FTE).

**SECTION 1 – COMPASSIONATE LEAVE**

1.1. The Director endorses the principle of granting compassionate leave with pay to an employee in the case of serious accidental injury or illness and/or death to a member of the employee’s immediate family or the immediate family of the employee’s spouse.

1.1.1. For the purpose of this section, immediate family is defined as: spouse (as defined by Canada Revenue Agency), mother/step-mother, father/step-father, brother/step-brother, sister/step-sister, son/step-son, daughter/step-daughter, grandparent, great grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew.

1.2. The following days will be available per 1.1.1 as follows:

Death of spouse or child	Up to ten (10) days with pay
Death of parent	Up to five (5) days with pay * If required, an additional five (5) days with pay shall be granted
Death of sibling or grandparent	Up to five (5) days with pay
Death of other family members	Up to two (2) days with pay * If required, up to an additional two (2) days without pay shall be granted
Acute, life-threatening illness or accident of spouse, child or parent	Up to two (2) days with pay * If required, up to three (3) additional days with pay, less casual rates, shall be granted
Attend funeral of friend/colleague	Up to one (1) day with pay

\* All requests for additional days shall be made to the Superintendent of Human Resources.

1.3. The Director may grant up to three (3) days compassionate leave with pay when the employee is named as an honorary or active pallbearer.

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- 1.4. The Director may, at his/her discretion, grant compassionate leave in special circumstances other than those listed in 1.1 and 1.1.1. As such, the Director may, at his/her discretion, grant these leaves with full pay, with partial pay or without pay.
- 1.5. In a case of compassionate leave where an employee is granted pay less casual rates, the employee's pay will be deducted only if a casual employee is hired to cover the compassionate leave.

**SECTION 2 – SPECIAL LEAVE**

2.1. The following days will be available to support staff under this section:

2.1.1	Medical appointments, including optical & dental, for spouse or dependent child; or spouse or dependent child requiring assistance at home because of physical or psychological infirmity	Up to three (3) days with pay per spouse or dependent child
2.1.2	Care and attention of an aging parent requiring assistance because of physical or psychological infirmity	Up to one (1) day with pay
2.1.3	For any or all of the following reasons: a) Convocation of self, child or spouse from high school, or any post-secondary; b) Unavailability of childcare; c) Inability to report to work due to transportation problems or inclement weather; d) Defence of Masters, Doctorate thesis or dissertation	Up to one (1) day with pay for this category  Leave without pay may be granted for periods of absence in excess of the maximum above.
2.1.4	Employee participation, as either a coach or competitor, at National or International level competitions while representing a Province or Canada	Up to five (5) days with pay less casual rates
2.1.5	Coaching (non-school) youth at provincial cultural or sports competitions	Up to one (1) day with pay less casual rates
2.1.6	Participation in provincial cultural or sports competitions	Leave without pay
2.1.7	Court appearances in which the employee is a principle	Leave without pay
2.1.8	Job interviews	Leave without pay
2.1.9	Serve as executor/executrix of an estate	Leave without pay
2.1.10	Employee subpoenaed as a witness or juror	Leave with pay less fees paid by the court

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- 2.2. In the case of a special leave where an employee is granted pay less casual rates, the employee's pay will be deducted only if a casual employee is hired to cover the leave.
- 2.3. If personal days are exhausted, employees may apply to the Director in writing for special leave for unforeseeable events or emergent matters. The Director, at his/her discretion, grant such leave without pay, with full pay or with partial pay.

**SECTION 3 – MATERNITY, PATERNITY AND ADOPTION LEAVE**

- 3.1. Employees shall be eligible for all parenting leave benefits (including maternity, paternity and adoption leave) as provided in the *Saskatchewan Employment Act*, the *Employment Insurance Act* and other applicable legislation, as amended from time to time.
  - 3.1.1. Leaves in excess of the minimum provided per 3.1 above may be approved by the Director through mutual agreement with the employee.
- 3.2. Fathers of newborn children and adoptive parents shall be entitled to two (2) days of leave with pay. Additional days may be granted, at the discretion of the Director, with pay, without pay or with partial pay.

**SECTION 4 – PERSONAL LEAVE**

- 4.1. Employees may take up to three (3) days of personal leave with full pay per school year to attend to matters of a personal nature, subject to operational requirements and authorization by the supervisor/principal. Leave under this clause must be taken in full day or half day units. Any unused leave under this clause is not cumulative from year to year. Employees who do not use their full entitlement of days during the year will automatically be paid out at the prevailing casual rates in June.
- 4.2. Staff may access up to five (5) days leave without pay for personal matters. Leaves must be approved by the principal or supervisor with as much prior notice as possible. Approval is contingent upon the operational requirements being met in the absence of the staff member.

NOTE: A day is defined as being of the same length in hours as the employee normally works under their contract. In the case of an employee working under an approved varied hours of work schedule, a day shall mean eight (8) hours of paid leave.

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**SECTION 5 – VACATION ENTITLEMENT**

5.1. The Lloydminster Public School Division (LPSD) provides vacation leave for 12-month, full-time non-teaching employees as per the following schedule:

<b>YEARS OF SERVICE</b>	<b>VACATION ENTITLEMENT</b>
1 – 7	3 weeks
8 – 15	4 weeks
16+	5 weeks

5.2. With respect to 12-month, part-time non-teaching employees, vacation time will be accrued each month based on total hours worked, excluding overtime. This amount will be accumulated each month and deducted when the employee takes holidays during the year.

5.3. With respect to 10-month employees, vacation pay will be paid in each pay period as it is earned.

**SECTION 6 – SICK LEAVE ENTITLEMENT**

6.1. All employees covered under this guide are entitled to sick calculated as follows:

6.1.1. Based on ten percent of hours worked, excluding overtime;

6.1.2. Maximum entitlement per year shall not exceed 20 days;

6.1.3. A year shall be from July 1 to June 30;

6.1.4. Sick leave entitlement is earned on sick pay, with the basis of entitlement being regular hours normally worked.

6.2. Maximum accumulated sick leave shall not exceed 180 days.

6.3. For more information regarding sick leave entitlement, please refer to Administrative Procedure 435.

**SECTION 7 – BENEFITS ENTITLEMENT**

7.1. In order to be eligible for benefits, an employee must meet the following criteria:

7.1.1. Are a full-time or part-time employee who works at least 15 hours per week;

7.1.2. Are a Canadian resident;

7.1.3. Are younger than the termination age; and

7.1.4. Have completed the Waiting Period.

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- 7.2. The waiting period, as per 7.1.4 above, is the first of the month following the completion of 30 days of employment with LPSD. For example, an employee starting employment January 9 would be eligible for benefits March 1.
- 7.3. In order to be eligible for pension, an employee must meet the following criteria:
- 7.3.1. Are a full-time or part-time employee who works at least 15 hours per week;
  - 7.3.2. Are a Canadian resident;
  - 7.3.3. Are employed on a continuing contract; and
  - 7.3.4. Have completed the Waiting Period.
- 7.4. The waiting period, as per 7.3.4 above, is the first of the month following the completion of ten (10) months of employment with LPSD.
- 7.5. For more information regarding benefits and pension entitlement, please contact the Payroll Department at Division Office.

**SECTION 8 – EMPLOYEE REMUNERATION**

- 8.1. All employees shall be paid via direct deposit to their bank account on the last working day of the month.
- 8.2. All 12-month and 10-month employees, except bus drivers and part-time caretakers, will have the option to be paid in equal monthly instalments or be paid based upon actual hours worked each month.
- 8.3. If a 12-month employee begins employment after July 1, that employee will be paid actual hours worked each month until June 30 of the following year. At that time, the following will happen:
- 8.3.1. Full-time employees will be annualized
- 8.4. If a 10-month employee begins employment after September 1, that employee will be paid actual hours worked each month until the end of the school year. Upon commencement of the next school year, the employee will then have the option to be paid in equal monthly instalments or continue to be paid based upon actual hours worked each month.

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**SECTION 9 – SALARY GRIDS**

All hourly rates listed in sections 9.1 through 9.5 do not include holiday pay. All positions indicated with an \* will receive holiday pay on each monthly earnings statement.

**9.1. ADMINISTRATIVE SUPPORT**

<b>Job Description</b>	<b>0 (Base)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Accounts Payable Clerk	20.10	21.65	23.15	24.69			
Payroll Clerk	23.11	24.90	26.61	28.41			
Coordinator (Payroll/Communications/Human Resources/Finance/Office/Caretaking/Student Records*)	31.24	32.18	33.12	34.07	35.01	35.93	36.89
Clerical (Facilities/Reception/School)*/Sub Dispatcher	19.20	20.41	21.66	22.87	23.36	24.06	24.81
Executive Assistant	22.05	23.79	25.52	27.30			
Office Assistant*	15.37						

**9.2. INFORMATION TECHNOLOGY**

<b>Job Description</b>	<b>0 (Base)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Helpdesk Operator/Web Designer	23.77	24.74	25.73	26.75	27.82	28.93	
Systems Analyst 1	26.15	27.20	28.30	29.42	30.60	31.82	
Systems Analyst 2	30.53	31.73	33.01	34.33	35.71	37.13	
Systems Analyst 3	34.40	35.78	37.21	38.70	40.25	41.85	
Library Technician*	18.31	20.10	21.87	23.52			

**9.3. TRANSPORTATION**

<b>Job Description</b>	<b>0 (Base)</b>	<b>1</b>	<b>2</b>
Bus Driver*	21.08	21.93	22.83



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**9.4. LEARNING SUPPORT**

Job Description	0 (Base)	1	2	3	4	5	6
Educational Assistant*	19.08	19.88	20.75	21.62	21.95	23.15	24.34
<b><i>Community School Coordinator</i></b>							
Non-Degree	25.42	27.33	29.39	31.61			
Degree	27.92	30.03	32.30	35.12			
<b><i>Noon Hour Supervision</i></b>							
Academic	30.27						
Education Assistant*	19.08						
Casual Bus Supervisor	19.08						
Parent/Breakfast Program*	16.15						

**9.5. CARETAKING & MAINTENANCE**

Job Description	0 (Base)	1	2	3	4	5	6
Head Caretaker	20.90	21.28	21.67	22.08	22.96	23.84	24.80
Assistant Caretaker	18.41	19.20	19.85	20.69	21.32	22.42	23.52
Maintenance Supervisor	37.70	39.20					
Carpenter/Electrician/Plumber	32.52	33.82					
Maintenance Worker	21.95	23.63	25.31	27.01			
Summer Students*	17.78						

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**HEAD CARETAKER ALLOWANCES**

1 FTE = 7.5 hours

Rate/Hour for 1<sup>st</sup> FTE    \$0.6679

Rate/Hour for 2<sup>nd</sup> FTE    \$0.2578

School	FTEs	1 <sup>st</sup> FTE	2 <sup>nd</sup> + FTE	Total
Barr Colony	1.00	0.6679	0.0000	0.67
Bishop Lloyd	2.40	0.6679	0.3609	1.03
College Park	3.33	0.6679	0.6007	1.27
ES Laird	2.27	0.6679	0.3274	1.00
Jack Kemp	2.00	0.6679	0.2578	0.93
LCHS	5.67	0.6679	1.2040	1.87
Queen Elizabeth	0.73	0.4875	0.0000	0.49
Rendell Park	1.73	0.6679	0.1882	0.86
Winston Churchill	1.53	0.6679	0.1366	0.80

**ASSISTANT HEAD CARETAKER ALLOWANCES**

Rate/Hour for 1<sup>st</sup> FTE    \$0.3340

Rate/Hour for 2<sup>nd</sup> FTE    \$0.1289

School	FTEs	1 <sup>st</sup> FTE	2 <sup>nd</sup> + FTE	Total
LCHS	4.67	0.3340	0.4730	0.81

**9.6. SUBSTITUTES/CASUALS**

Job Description	0 (Base)
Sub Clerical	19.20
Sub Educational Assistant	19.08
Casual Caretaker	18.41

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