

### **401.3 Non-Union Employees**

#### **Policy**

The Board shall develop a set of regulations for non-union employees ensuring that such regulations are consistent with provincial statutes and legislation, employee collective agreements and Board policy.

#### **Regulations**

The following regulations shall apply to employees who are not covered by collective agreements, with the exception of the Superintendent, the Associate Superintendents, and the Secretary-Treasurer.

1. Job vacancies are normally filled through open competition. Selection is based on the principle of choosing the best qualified candidate.
2. All new employees shall first be employed for a probationary six month term. Longer term employment may be offered if the position continues to exist and the employee has received a satisfactory written evaluation from their immediate supervisor.
3. Non-union employees shall be governed by all applicable Board policies and current employment practices.
4. All employees shall be granted leave of absence considerations, sick leave, paid holidays, earned vacation benefits and the opportunity to participate in health plan benefits and pension plan coverage extended to similar employees in related job groupings who are covered by collective agreements.
5. Length of service shall be recorded for the purposes of salary and benefits application.
6. All employees are entitled to fair and just treatment with respect to evaluation, discipline and/or dismissal. An employee who is unable to resolve a concern with their supervisor may, within fifteen days, appeal to the Superintendent. If the employee feels that the Superintendent's conclusions are not satisfactory, the employee may request a hearing before the Board. The Board's decision shall be final.
7. In the event that any interpretation of these clauses is required, the Superintendent's ruling shall prevail, subject to Board appeal.
8. Salary grids and compensation packages shall be reviewed by the Board Non-Union Staff Committee.
9. Under normal conditions, holiday entitlements shall be completely utilized within the year they are earned, unless otherwise authorized by their direct supervisor

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### References

Alberta Education Act:	Sections 225, 227, 229
Other Statutes:	Alberta Labour Relations Code, Employment Standards Code
Division Policies:	202.4 Secretary-Treasurer, 301.3 Evaluation Process For Superintendent Of Schools, 302.1, Associate Superintendent, 303.1 Administrative Appointments, 400.2 Employee Code of Conduct, 400.2.1 Employee Conflict of Interest, 401.1 Staff Hiring, 401.4 Substitute Employees, 402.2 Employee Transfers, 402.11.2 Support Staff Growth, Supervision and Evaluation, 403.5 Reduction in Division Staff
Other:	Employee Collective Agreements