

**PERSONNEL AND EMPLOYEE RELATIONSHIPS –
NON-ASSOCIATION STAFF**

Background

The Division believes in the principle of fair treatment of all employees. Some employees occupying managerial positions or positions of confidence are not covered by collective agreements. Non-Association is defined as any permanent non-unionized EICS employee.

Procedures

The following shall apply to non-association employees who are not covered by a detailed collective agreement:

1. All employees will be provided health plan benefits, sick leave credits, paid holidays, earned vacation benefits and pension plan coverage no less favorable than the coverage extended to similar employees in related job groupings covered by Board collective agreements.
2. All new employees will 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 his/her immediate superior.
3. All employees are entitled fair treatment with respect to evaluation, discipline and/or dismissal. Employees who are concerned about their treatment by supervisors may appeal to the Superintendent. The Superintendent's ruling shall be the Division's final decision.
4. Job vacancies shall normally be filled through an open posting and competition. Selection will be based on the principle of choosing the best-qualified candidate.
5. Employees shall also be governed by all other applicable Board policies, Administrative Procedures and current employment practices.
6. In the event that any interpretation of these clauses is required, the Superintendent's ruling shall prevail.
7. Salary and compensation packages will be reviewed by the Superintendent or designate in alignment with market benchmarks and or revenue received by Alberta Education.

8. Non-Association staff will be afforded opportunities through mutually agreed upon processes to review working conditions with their direct reports. If a common process/procedure cannot be agreed upon mutually, the Superintendent or designate may impose a common process.
9. Non-Association staff are encouraged to use their full vacation entitlement, annually. If this is not possible the employee may defer holidays to a subsequent year provided that the accumulation is not greater than an employee's annual entitlement and the employee has requested and received permission from the Superintendent or designate to defer the holiday time. Permission to defer vacation time must occur prior to the end of the employee's annual cycle.

Reference: Section 18, 20, 60, 61, 96, 113, 116, 117 School Act
Employment Standards Code

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