



# GSSD Employee Handbook

2023-2024

Please note: the most recent version of this handbook is located on the portal at [www.gssd.ca](http://www.gssd.ca). If a discrepancy between this handbook and our collective bargaining agreements exist, the collective bargaining agreements will take precedence over this handbook.

## Message from the Director of Education

Welcome to the Good Spirit School Division. Remember this moment as you embark on an exciting and fulfilling career in the education sector. Since its inception, GSSD has matured into a high functioning, dynamic school division that employs close to 900 people and educates over 6200 students. The division is the largest employer in the parkland region, and we take pride in our contribution to the communities we serve.



Each of us plays a crucial role in the division's mission to *build strong foundations to create bright futures by fostering a positive environment that encourages achievement and well-being for students and staff*. Over the year, I encourage you to try new things, learn from the people around you and share your gifts, skills, and talents with the students in your school. We control our attitude; let us focus on hope, resilience, kindness, and respect.

I would also encourage you to continue to learn about our treaty responsibilities. GSSD resides on Treaty 4 territory, signed on September 1874. Continue to learn and understand what it means to be treaty people and celebrate the diversity of the people we live with.

In this manual, you will find answers to many of the questions that all employees have at one time or another. If you require additional information or clarification, please call our Administration Office. We are here to help! Thank you for choosing GSSD as your place to work, and have a great year!

A handwritten signature in black ink, appearing to read 'Quintin Robertson', written over a horizontal line.

Quintin Robertson  
Director of Education

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## Getting to Know Us

### Board of Education

The Board of Education is responsible for overall direction, goals and policies to guide the provision of educational services provided within the Division, while keeping with the requirements of provincial legislation. As a GSSD employee, you are responsible for carrying out the policies set by the Board of Education. Board meeting information is shared on our website at [www.gssd.ca](http://www.gssd.ca) under Board of Education.

The Board of Education consists of eleven (11) elected members. Board responsibilities include accountability to the community and provincial government, establishing and managing division policy, political advocacy, Board development, fiscal accountability including annual budget and capital plans, etc. For more information, please refer to the Board Policy Handbook at [www.gssd.ca](http://www.gssd.ca).

### Organizational Structure

The Good Spirit School Division's organizational charts reflect reporting structures and areas of responsibility for all staff. In the use of the policy governance model, the Board of Education has one employee – the Director of Education who is responsible for the efficient and effective management of the division. The charts can be viewed on the website by clicking [staff directory](#) on the school division website.

### **GOOD SPIRIT EDUCATION COMPLEX (GSEC)**

GSEC is the Good Spirit School Division's administrative headquarters which facilitates the Division's goals and objectives, provides advice, planning and direction, and acts as a bridge between the Divisions' many internal and external stakeholders. GSEC's address is:

Good Spirit School Division No. 204  
Good Spirit Education Complex  
5B Schrader Drive  
P.O. Box 5060  
Yorkton, SK S3N 3Z4  
Phone No.: 1-306-786-5500 / Toll Free Phone No.: 1-866-390-0773  
Fax No.: 1-306-783-0355 / Toll Free Fax No.: 1-866-473-4773  
Email: [info@gssd.ca](mailto:info@gssd.ca)

Administration is identified in the organizational charts and may be contacted by referring to Appendix I in this manual, by calling the Division's central phone number noted above or by calling a staff member directly. Staff member emails are all *firstname.lastname@gssd.ca*

## Our Foundational Statements

### GSSD's Foundational Statements

**Logo** - The logo of the Good Spirit School Division (GSSD) illustrates unity and connection, symbolized through the image of two students forming a heart with their hands and feet, serving as a visual reflection of GSSD's values.

**Motto** - "Students Come First," a testament to our unwavering commitment to student needs. GSSD ensures a sustainable, equitable, and inclusive environment across the division.

**Vision Statement** - "GSSD will cultivate growth opportunities and empower students and staff to realize their potential."

**Mission Statement** - "GSSD builds strong foundations to create bright futures by fostering a positive environment that encourages achievement and well-being for students and staff."

#### Value Statements

- **Belonging:** We ensure all students, families, and staff feel valued, included, and respected.
- **Diversity:** We celebrate the unique contributions each student, family, and staff member brings to our division.
- **Learning:** We pursue innovative and relevant educational opportunities for students and staff.
- **Perseverance:** We nurture an environment that supports learning and builds confidence.
- **Responsibility:** We strive for excellence while upholding the Foundational Statements of GSSD.

#### Strategic Priorities

- High-quality Teaching & Learning
- Healthy, Sustainable Physical & Social Environments
- Engagement of All Students, Families, & Communities
- Effective Policies & Procedures

## Our Logo



The logo depicts two students holding hands, touching toes and forming a heart between them. Good Spirit is a family in which good values and morals are demonstrated and in which learning is accomplished in a caring environment.

## Starting Your Job at GSSD

You have been selected for employment with the Good Spirit School Division because you have the right attitude, skills and experience. To start you off in a good way, your direct supervisor will guide you through the orientation process.

Please be aware that you are required to maintain a clear criminal record check and vulnerable sector check throughout the duration of your employment. If you are charged with a criminal offence during the time of your employment, you must notify the Director or designate immediately. For further information, please refer to [Administrative Procedure](#) - Appendix 400: *Criminal Record and Vulnerable Sector Checks*.

Within your first week of work you should:

- Meet your Supervisor/Principal: discuss roles, responsibilities, expectations, hours, vacations/ personal/sick days, dress code and payroll information
- Meet your colleagues
- Learn how to use the equipment (phones, computer, fax, etc.) applicable to your role
- Discuss e-mail, internet and voice-mail use

- Tour the building and review parking
- Discuss department concerns about the work environment and/or your responsibilities.
- Receive items that will be relevant for your position
- Review relevant OH&S material and discuss safety and security issues
- Receive a general orientation to job duties, equipment use, maintenance, and safety

During your first few weeks with the Division, your co-workers will do everything they can to help you settle in. We expect that once you've found your way around, you will have many questions — take this opportunity to clarify concerns relating to your employment.

## **On the Job**

### Our Expectations

In every workplace, employers and employees have expectations of one another. The Good Spirit School Division expects a high level of performance, professionalism and accountability from each employee. We depend on employees to provide great support and service, not only to students and the public, but also to other staff members. While no organization is perfect, staff members are expected to treat everyone they interact with respectfully, professionally and honestly. The following guidelines will help you communicate well and get along with others.

All employees are expected to conduct themselves in a professional manner at all times by:

- providing quality support and service;
- ensuring integrity and impartiality in their decision making;
- safeguarding the property and assets of the Division;
- promoting a safe environment free from harassment and discrimination; and
- adhering to the guidelines and procedures established by the Division.

Some specific ways to have a mutually respectful relationship with colleagues include:

- helping one another;
- refraining from interrupting conversations between co-workers and team members;
- being considerate and conscientious about the length of time spent on breaks;
- accepting constructive feedback graciously from co-workers, management and the public; and
- communicating concerns immediately to your Supervisor.

### Employee Code of Conduct (ECC)

The aim of the ECC is to establish a common understanding of the standards of behaviour expected of all employees. The ECC guides all employees in support of the Board of Education's strategic plan. Each employee plays a role in the Division's mission to build strong foundations and to help create bright futures.

Having a clear definition of the values and ethical considerations required of all employees helps maintain the highest levels of professional and personal conduct.

As an employee, your dedication to honesty and integrity means doing the right thing, which supports

a better place to work, a better environment for our students and ultimately a strong community. Doing the right thing requires that all of us understand and act with an ethical mind-set to guide our behaviour to make sound decisions every day.

All employees are expected to read and acknowledge the ECC. Upon hire and as a requirement of GSSD, the employee will be required to declare and comply with the ECC, its Administrative Procedures and the Employee Handbook. The initial declaration must be completed as part of the onboarding process and annually thereafter. Each employee is responsible to read the ECC each year and reaffirm they have read and acknowledge their requirement to abide by the ECC. At the beginning of each school year, employees will be required to complete the declaration process as noted above. Supervisors will reach out to employees during their first week of school. The declaration is located in eForms through Atrieve.

The Administrative Procedures included in the Employee Code of Conduct are:

- AP 140 – Acceptable Technology Use and Appendices A, B, and C
- AP 142 – Cell Phone Access and Usage
- AP 143 – Social Media
- AP 160 – Health & Safety of Students & Staff
- AP 170 – Personal, Discriminatory and Sexual Harassment
- AP 175 – Workplace Violence
- AP 180 – Local Authority Freedom of Information and Protection of Privacy
- AP 400 Appendix – Criminal Record Checks & Vulnerable Sector Checks

Ethical standards for teachers are outlined in the *Code of Professional Ethics* which can be found on the Saskatchewan Teachers' Federation website at [www.stf.sk.ca](http://www.stf.sk.ca).

### GSSD Service Commitments

Each employee acts as a representative of the Division. To demonstrate our commitment to professionalism, each employee is asked to fulfil their job description through the lens of GSSD Service Commitments.





The graphic features a central white box with a blue border. At the top, there is a logo of two stylized human figures holding hands, with the text "Good Spirit SCHOOL DIVISION" below it. The main title "SERVICE COMMITMENT" is in large, bold, white letters. Below this, seven principles are listed, each with a bold letter and a brief explanation. The background of the graphic is a dark purple/blue gradient with faint, repeating text of the word "Respect" in a cursive font.

**R – Receive & Act on Feedback**  
While it is desirable to always have good, positive feedback, we know that not all feedback we receive will be positive. Regardless of the feedback provided, we examine it, extract the gold and implement improvements. Remember, improvement is a continuous process of growth, not a destination you arrive at.

**E – Exceed Expectations**  
When working collaboratively be sure to set realistic outcomes. As you deliver each outcome, act on opportunities to deliver a product or services that exceeds expectations. Going over and above elevates you and your team's efforts.

**S – Single Point of Contact**  
We are a team! As such, regardless of who contacts you, as the single point of contact, you are responsible to help find a resolution to the issue or to point the customer to the team member who can resolve the issue. The less running around people experience, the greater their confidence in our team.

**P – Power of "Yes!"**  
We know that at times, we cannot fully satisfy all customers and conversations around problem solving can stretch your ability to deliver. When you commit to strive for a solution or a "Yes!", you build confidence in our organization with the people we serve. .

**E – Express Empathy**  
Everyone's life experiences differ from your life experiences. When someone is having difficulty, be empathetic. Helping someone who is down, not only helps them become positive, but also helps us connect positive experiences to our own lives and our organization.

**C – Caring & Friendly Attitude**  
Not many things are worse than when you reach out for assistance only to have a negative experience. When you are approachable, it shows. Maintaining a Caring and Friendly Attitude not only determines your altitude, but also it helps raise others up.

**T – Take Time to Listen**  
Listening involves more than just your ears. Watch for body language cues as well as the tone and nuance of the words spoken. Active listening, repeat for understanding, and then responding appropriately contribute to the validation people need before they consider their interaction with you to be positive.

### Restricted Areas/Information

Employees are required to respect the personal property of co-workers and property of the Good Spirit School Division. Team members are prohibited from accessing non-disclosed Division information that is not within the individual's scope of duty, responsibility and/or authority. Employees are not permitted access to other employees' desk drawers, e-mail, personal folders on the network or unoccupied offices, unless permission is granted.

### Smoking & Vaping

All division-owned buildings, facilities, property and vehicles are designated as non-smoking areas. Please reference Administrative Procedure 162: Smoking.

### Dress Code

The Division recognizes and appreciates the importance of appropriate staff dress and appearance as an essential part of delivering educational services that meet the expectations of our communities. Employees are individually responsible for their general presentation and appearance and have a responsibility to consider how their appearance may affect others. In order to maintain a professional and positive image at all times, you are required to dress in a manner appropriate to your working environment. You should appear clean and neat, and report to work in a presentable manner.

If you are unsure how this policy relates to you, please ask your supervisor.

### Use of Division Property/Time

No employee of the Good Spirit School Division, nor any other individual shall be allowed the personal use of any vehicles, tools, supplies, equipment, or facilities that are the property of the Division for any reason, except as necessary in the performance of their duties and in the case of an emergency or extenuating circumstance, in which case, written permission is received by the immediate Supervisor.

### Handling of Complaints

All complaints from the public, parents or other staff are to be dealt with promptly and in a courteous manner. It is recognized and accepted that complaints form an essential part of our feedback and self-audit system and are to be received by staff in a positive and constructive way. Anonymous complaints will be considered unsubstantiated and no response will be provided. For further information, please see Administrative Procedure 151 - Parent and Public Inquiries.

### **Did You Know...**

**Every October a week is designated as Education Week highlighting the importance of education in broadening the horizons and enriching the lives of Saskatchewan students.**

### Driver's License Suspension (Bus and Fleet Vehicle Drivers)

Employees required as part of their job to regularly operate vehicles and equipment shall be required to possess and maintain a valid Saskatchewan Class 5 driver's license and/or Saskatchewan Class 5 driver's license with a school bus "S" endorsement. It is the responsibility of the employee to inform their supervisor of any suspension.

### Safe Schools

The Good Spirit School Division strives to ensure that each student and staff member is provided with a safe environment. The Board is committed to creating and maintaining an environment in schools where students, staff, parents and others feel safe.

When a crisis or perceived threat of a crisis occurs in one of our schools, the Principal will immediately activate the appropriate response as outlined in "Procedures and Guidelines for School Response to a Crisis".

For more information on Safe Schools, please see Administrative Procedure 165- Safe Schools.

### Travel and Meal Expenses

The Division will reimburse expenses associated with activities that are work-related provided the activity is approved by the Director or designate prior to the activity taking place. Rates are reviewed annually by the Board at its' organizational meeting.

For further information regarding travel and meal expenses, please see Administrative Procedure 517 – Reimbursement for Expenses.

### Probationary Period

All teachers are considered probationary for the first two (2) full –time equivalent years of employment with the Board.

All other employees must serve a probationary period of six (6) months at the Good Spirit School Division's discretion or as per the applicable Collective Bargaining Agreement. During this time, the employee must demonstrate skills, abilities, quality of work and a positive attitude towards the job, people and the organization. The employee's supervisor must communicate an understanding of the job and performance expectations as well as provide appropriate guidance and leadership. An employee's probationary period may be extended for a further period of up to six (6) months upon agreement with the Director or designate and in accordance with the local collective agreement (if applicable).

### Performance Reviews

Performance reviews provide feedback to ensure the success of our employees and compliance to school division policies, procedures and performance standards. The criteria used to measure

performance are based on your position and the applicable Performance Evaluation Sheet. It is important to clarify job duties and evaluation procedures with your supervisor. The review helps the employee and their supervisor define areas where the employee excels and areas where improvements are needed.

All teachers will annually be placed on a formal developmental supervision/evaluation cycle. Teachers new to the Division will be placed on a supervision/evaluation cycle for the first two years of employment. Administrative Procedure 412: Supervision and Evaluation of Professional Staff.

Non-teaching staff will receive a performance review 3 months after hire and before the end of their 6 month probationary period, within one year following the probationary period, and on a 4 year rotation moving forward. An employee can also expect to receive feedback throughout the year from their immediate supervisor. Administrative Procedure 435: Support Staff Performance Review.

### Hours of Work

Your hours of work will be dependent on your position as well as student/operational needs. When it is necessary to implement a schedule change, a support staff employee(s) shall receive at least one (1) week notice of a change except where any sudden or unusual occurrence or condition arises that could not, by the exercise of reasonable judgment, have been foreseen by the employer. Notice of schedule changes shall be in writing and include the following:

- ◆ the time when work begins and ends;
- ◆ if work is done in shifts, the time when each shift begins and ends;
- ◆ the time when a meal break begins and ends; and

For more information regarding the bargaining unit you are part of, please reference the agreement specific to you.

### Rest Periods

At the Good Spirit School Division, we believe employees are our most important resource. To ensure a safe, healthy, happy workplace and engaged employees, it is critical to ensure reasonable and consistent rest periods.

Work breaks will be provided in accordance with *The Saskatchewan Employment Act* while ensuring compliance with our collective bargaining agreements.

For more information, see Administrative Procedure 403- Appendix B: Rest Periods.

CUPE 4784 employees, please refer to CUPE 4784 Agreement - Article 19.1: Rest Periods.

### Overtime / Time-in-Lieu / Flex Time

Overtime is not provided to teaching staff. Fair compensation is provided to non-teaching staff who, due to the needs of the school division, are required to work in excess of their assigned hours.

## All overtime must be authorized prior to it being worked.

Employees authorized to work overtime have the option of being paid for overtime in accordance with *The Saskatchewan Employment Act* or the option of banking time-in-lieu in accordance with Administrative Procedure 513: Appendix Overtime/Time-In-Lieu at appropriate overtime rates.

Flex time is permitted for certain out-of-scope staff as provided for in Administrative Procedure 513: Appendix - Procedure 10.

Employees covered by collective agreements are required to reference the appropriate collective bargaining agreement.

### Updating Contact Information

If you have a change in your name or mailing address, please use the Change of Information form located in eForms through Atrieve.

### Employment Insurance (EI)

During all periods of layoff, including Christmas, February and Easter Break, ten (10) month employees are eligible to apply for Employment Insurance (EI). Records of Employment (ROE's) do not need to be submitted by an employee, as they are already filed and electronically submitted directly to Service Canada from the Good Spirit School Division. For further information, please visit the Service Canada website at:

[www.servicecanada.gc.ca/eng/sc/ei/benefits/regular.shtml](http://www.servicecanada.gc.ca/eng/sc/ei/benefits/regular.shtml)

### Training and Professional Development

The Good Spirit School Division encourages and provides staff the opportunity to participate in facilitated learning experiences through training and professional development. Please reference Administrative Procedure 436 – *Support Staff Development*.

For more information regarding the bargaining unit, please reference the agreement specific to you.

<b>Employees</b>	<b>Agreement</b>
Teacher	LINC Section 7: Professional Development
Educational Assistant, Administrative Assistant, Library Technician, Food Services Assistant, Nutrition Worker, Caretaker, Maintenance Worker, Aboriginal Community Worker, Security Persons, School Counsellor, Bus Mechanic	CUPE 4784 Article 15: Professional Development
Regular Bus Driver in the Canora, Invermay and Sturgis attendance area	CUPE 5123 Article 14: Professional Development

## Support Staff Certification

The Division is committed to ensuring support staff are properly trained and educated in their profession to meet operational needs of schools and the diverse needs of our students. If you are required to enrol in an applicable training program, you must enrol within six months of your permanent status and have four (4) years from your permanent start date to complete training.

For further information, please refer to Administrative Procedure 438 – Certification: Support Staff or contact the Human Resources Department by calling the Division office at (306) 786-5500, toll-free at 1 (866) 390-0773 or by emailing [hr@gssd.ca](mailto:hr@gssd.ca).

## Bursaries

The Board establishes a bursary fund each academic year for the purpose of improving qualifications of its professional and support staff. To qualify for a bursary, professional staff must successfully complete one year of teaching service with the Board and support staff must complete six months of active service with the Board prior to commencement of the course or program.

If you are interested in applying for a bursary, please submit the applicable Bursary Application Form located in eForms through Atrieve **prior to enrolling in each course**.

For further information, please contact the Payroll Supervisor by calling the Division Office at (306) 786-5500, toll-free at 1 (866) 390-0773 or by emailing [raquel.spilchuk@gssd.ca](mailto:raquel.spilchuk@gssd.ca).

## **For Your Health and Safety**

### Occupational Health and Safety

Our Division abides by *The Saskatchewan Employment Act* and is committed to providing a safe and healthy study and work environment for all staff, students, volunteers and the general public. Furthermore, the Occupational Health and Safety Act (OH&S) ensures that all staff members have the responsibility to ensure the health and safety of students, themselves, and colleagues.

Each school within our Division has their own respective OH&S Committee. These committees carry out the rules and regulations of the OH&S Act and ensure that our learning and working environment is safe and healthy for the occupants.

If you have any questions or concerns, please contact your OH&S Committee. For further information, please refer to The Occupational Health and Safety Regulations, 2013.

### How to Report an Accident

If an injury or accident occurs, employees must report the incident to their immediate supervisor as soon as possible. All injuries must be reported immediately and appropriate incident forms must be filled out and forwarded to the Division Office. Failure to report an injury could result in loss of

compensation. If you consult the doctor regarding a work-related injury, your supervisor must be contacted immediately. All injuries are investigated by the Supervisor, and if required, an Occupational Health and Safety Committee representative to prevent accidents from recurring. Furthermore, Workers Compensation Board regulations require that the employer notify the Board in writing within five days of any accident resulting in injury.

For further information, please refer to Administrative Procedure 160—Health and Safety of Students and Staff.

To fill out an incident form, go to the GSSD Portal > Forms > and use Form 513-7—Accident or Injury Report Form. (Appendix A)

## Out of Scope Employee Benefits

### Annual Vacation

Annual vacation is provided to employees who work on a calendar year (12-month employee) and are non-teaching employees. All other employees, including 10 (ten) month employees, shall receive vacation pay in lieu of annual vacation.



Annual vacation entitlement for Out-of-Scope employees will be in accordance with the following:

- i) up to and including seven (7) anniversary of employment – 3/52nds of yearly earnings
- ii) from the eighth (8) anniversary of employment and up to and including sixteen (16) years of employment – 4/52nds of yearly earnings;
- iii) from the seventeenth (17) anniversary of employment and up to and including twenty-five (25) years of employment – 5/52nds of yearly earnings; and
- iv) from the twenty-sixth (26) anniversary of employment = 6/52nds of yearly earnings.

Please be aware that vacation requests should be made in advance and will be approved based on operational needs.

For more information regarding your bargaining unit, please reference the agreement specific to you and also Administrative Procedure 403: Appendix A: Annual Vacation Leave and The Saskatchewan Employment Act.

### Public Holidays (General)

Employees shall be paid for public holidays in accordance with The Saskatchewan Employment Act. Therefore, employees who are laid off during the school vacation periods of Christmas break, February break, Easter break and summer break will not be paid for public holidays during those layoff periods.

Employees who work on the basis of the calendar year shall be entitled to all holidays found in The Saskatchewan Employment Act, plus Boxing Day and Easter Monday.

## Leaves of Absence

The Division recognizes the need to provide for leaves of absence. Employees will be provided leaves of absence in accordance with their applicable collective bargaining unit and this handbook. All requests must be made well in advance before the commencement of the leave and be submitted electronically through Atrieve. Bus drivers should use Form 403-2: Request for Leave of Absence available on the GSSD portal or through the Transportation Department. All employees, including Out-of-Scope, please refer to Administrative Procedure 403. Documents outlining the process to help you do this are located in the HR section of the portal.

For more information regarding your bargaining unit, please reference the agreement specific to you.

### General Leave (12 Month Employees)

The Director or designate may grant a leave of absence without pay to any employee requesting such leave. All requests for leave under this section must be made in writing and must be approved by the Director or designate before any leave is taken.

### General Leave (10 Month Employees)

In recognition of a 10 Month employee not having the flexibility of taking time in lieu instead of vacation pay, an employee may be granted general leaves without pay during the academic year. These leaves require pre-approval by the immediate Supervisor and will only be approved if the operational needs can be met during the employees absences. Days beyond those granted by the Principal, may be requested but will require HR review prior to approval.

Requests for more than 5 consecutive days must have an extenuating circumstance and be made in writing to the Superintendent of Human Resources or designate well in advance for consideration.

### Personal Leave (Out-of-Scope Employees)

An employee shall be granted up to one (1) day leave of absence with pay to a maximum of five (5) days in any one (1) fiscal year (September 1 - August 31) for the personal reasons listed below. Such leave will not be consecutive days except if authorized for in (iii).

Personal leaves are prorated for part-time employees. These days will also be prorated for employees whose employment is not for the complete school year or in the event of long-term absences. Employees shall receive ½ day personal leave for each month of service from their commencement of employment, not to exceed five (5) days per year.

- i) to attend secondary graduation or post-secondary convocation of self, child, spouse or partner; **the number of such days in any one (1) fiscal year shall not exceed two (2);**
- ii) to attend medical, dental and optical appointments which cannot be scheduled outside of working hours or for a specialist appointment for the employee's dependent, parent, child, spouse or parent-in-law;



- iii) to attend to the illness or injury of the employee's dependent parent, child, spouse or parent-in-law. In cases of serious illness, the Director or designate may authorize up to three (3) consecutive days.
- iv) to attend a funeral as a mourner or pallbearer;
- v) in the instance an employee is stranded from his work due to impassable or extremely hazardous roads. **The number of such days in any one (1) fiscal year shall not exceed two (2);**
- vi) to enable an employee to attend the birth of his/her child;
- vii) to enable an employee to bring a newborn child home from the hospital;
- viii) to enable an employee to be present when a child becomes available for his/her adoption;
- ix) to write an exam for certification requirements. The total number of hours in any one (1) fiscal year shall not exceed the equivalent of two (2) days.

### Saskatchewan Employment Act Leaves

An employee shall be entitled to maternity, parental, adoption, inter-personal violence, compassionate care, crime related death or disappearance, organ donation, critically ill child/adult and other legislative leaves in accordance with The Saskatchewan Employment Act of the Province of Saskatchewan.

### Bereavement/Compassionate Leave (Out-of-Scope Employees)

For the purpose of this section, immediate family (including common-law) is defined as: parent, sibling, child, spouse (including in-laws), grandparents, grandchildren, aunt, uncle, niece, nephew, legal guardian, or ward.

### Application

Upon authorization from the employee's immediate supervisor, an employee shall be granted compassionate leave with pay for up to five (5) consecutive working days per occasion to attend a critical illness or death in the immediate family. For the purpose of this section, "critical illness" shall mean an illness or circumstances that a physician deems life threatening or where a physician believes death to be imminent.

### Additional Leave

The Director or designate may grant additional compassionate leave without pay for extenuating circumstances.

For rare extenuating circumstances, such as extensive travel or administrative responsibilities, an

employee may be granted one (1) additional day bereavement/compassionate leave with pay.

### Pressing Emergency Leave

Employees who are unable to start their normal shift on time due to sickness or a “pressing emergency” are required to call in as soon as possible prior to the start of their shift. It is your responsibility to ensure that your supervisor is advised of your pending absenteeism. Employees are required to call in each day that they expect to be late or absent. Some telephone numbers are equipped with an answering machine so you may leave messages.

### Sick Leave and Medical Leave (Out-of-Scope Employees)

To gain a better understanding of the procedures for reporting sick leave to your immediate supervisor, please contact the Human Resources Department by calling the Division office at (306) 786-5500 or toll-free at 1 (866) 390-0773 or by emailing [hr@gssd.ca](mailto:hr@gssd.ca).

**Sick leave is** defined as a period of time an employee is absent from work with pay by virtue of personal illness, quarantine, disability or because of an accident for which compensation is not payable under The Workers’ Compensation Act, 2013 or The Automobile Accident Insurance Act.

**Medical leave is** defined as a period of time an employee is absent from work with pay to attend to personal medical, dental or preventative health care appointments for one’s self for which compensation is not payable under The Workers’ Compensation Act, 2013 or The Automobile Accident Insurance Act.

Individual employees are encouraged to schedule appointments outside normal working hours whenever possible. Days utilized for Medical Leave are deducted from the employee’s sick leave entitlement.

### Basic Entitlement

Permanent and temporary employees shall be entitled to sick leave in the amount of two (2) days for each month worked. Sick leave days will be prorated for part-time employees.

### Accumulated Entitlement

The unused portion of an employee’s annual sick leave shall accumulate to a maximum of one hundred and fifty (150) days.

### Proof of Illness

The Director or designate may require the employee to provide a medical certificate for any illness where three (3) **consecutive** working days of illness are claimed pursuant to this section when there are attendance concerns. The Director or designate may require a second medical certificate from a medical practitioner selected by the Director or designate and at the expense of the Board.

The parties recognize the duty to accommodate and the employer and employee agree to participate in accordance with the legal requirements.

### Notification

Every employee who is absent on account of illness shall notify his immediate supervisor without delay. Failure to do so without good cause shall deprive the employee from the benefits to which he would normally be entitled for that illness prior to the time due notice is received by the supervisor.

### Pay Stubs

Employee's monthly pay stubs shall show the number of sick leave days or hours accumulated. If an employee believes that the number shown is incorrect, THEY shall provide evidence of error to HR or designate within the academic year the stub was issued otherwise the number shown will be deemed correct and not be open to any retroactive challenge.

### Duty to Accommodate

GSSD is committed to the duty to accommodate for disability as required by applicable human rights law. The process and procedures are outlined in Administrative Procedures 460: Duty to Accommodate.

### Medical Information for Accommodation

The accommodation process shall be supported by relevant medical information supplied by a duly qualified medical practitioner that includes the restrictions for which accommodation is required. Please refer to Form 460-1:MFAF. Employees are required to co-operate and the more information that is provided by the employee the better able GSSD is in accommodating a disability. GSSD only requires the employee's medical restrictions and prognosis and NOT the diagnosis. The cost of the medical forms are not reimbursable.

Upon receipt of such information, GSSD may require a second opinion by a duly qualified medical practitioner and shall bear the cost of a second opinion.

At reasonable periodic intervals, GSSD may request relevant and updated medical information for the purpose of the accommodation.

### Employee Benefits Plan – Saskatchewan School Boards Association (SSBA)

For information on SSBA benefits for all eligible full-time/part-time permanent and temporary employees, including eligible out-of-scope bus drivers, please refer to [www.manulife.ca](http://www.manulife.ca). Once you are enrolled as a plan member, you can manage your account by becoming a registered user by visiting [www.manulife.ca](http://www.manulife.ca). As a registered user, you will find information booklets specific to you, various plan forms including (but not limited to) Extended Health & Vision as well as Dental Claim Forms, Notice of Change Forms & Beneficiary Designation Forms.

An important service offered through the Employee Benefit Plan, is the full-service **Employee Assistance Program** also known as *Guidance Resources*. In most instances, there are no additional out-of-pocket expenses for you or an eligible family member to use this service. This service is confidential and supports health at work, at home and in life. To access Guidance Resources by phone, call toll-free number 1-833-515-0766 which is available 24-hours, seven days a week.

If you are a teacher, please visit [www.stf.sk.ca/pension-benefits](http://www.stf.sk.ca/pension-benefits) for more information on benefits.

### Supplemental Unemployment Benefits Plan

An out-of-scope employee or CUPE 4784 employee is eligible for SUB Plan benefits if she has delivered a child, is on maternity leave, and is in receipt of EI benefits or in the period between the date of birth and the conclusion of the one-week waiting period. A person who satisfies these conditions is entitled to such benefits for a presumptive period of six (6) weeks commencing the date of delivery.

Application:

**An out-of-scope employee** to make application for sub plan benefits must complete the form "Appendix C – Supplemental Unemployment Benefits" located at the back of this employee handbook. The form must be attached to the written maternity leave notice. The employee must also complete the form "Appendix D — Presumptive Period—Practitioner's Report" located at the back of this handbook no later than thirty (30) days following the birth of her child.

For more information about eligibility and Employment Insurance maternity benefits, please contact [Service Canada](http://ServiceCanada.ca) at 1-800-206-7218.



is a bi-monthly report that shines a light on many of the good things happening in our schools.

## **Earning Days Off**

### Earned Days Off (Out-of-Scope Employees)

For the purpose of this section, school based employees may accumulate Earned Days Off for noon supervision and extra-curricular supervision. Employees have the choice of time in lieu or pay out. A maximum of five (5) Earned Days Off may be taken as time in lieu per academic year. Days in excess of five (5), or those days not taken, will be paid out. An employee may choose to carry 2 forward into the next year if on a continuing contract.

### Earned Days Off (General)

Please refer to the appropriate collective bargaining agreement for more information.

## **Definitions**

## i) Noon Supervision

Noon supervision shall mean approved supervision during the lunch period. An employee volunteering to provide noon supervision shall declare his/her intention by June 10 of the preceding school year. In the case of an employee new to the division, the employee shall declare his/her intent with respect to the above within the first thirty (30) calendar days of commencement of his/her employment. Employees shall declare intent to their individual school administrator. Supervision time is tracked in minutes.

## ii) Extra-Curricular Supervision

Extra-curricular shall be defined as the voluntary time spent supervising a principal approved extra-curricular activity with students outside of regular school hours. Extra-curricular time is tracked in hours.

## iii) Noon Period Travel

Noon period travel shall mean an employee who is required and approved to travel between schools over the noon hour for work-related purposes and does not receive a duty free lunch period. Travel time is tracked in minutes.

### Recognition Options

- i) Any employee who is approved to travel over the noon period or provide noon supervision shall be compensated in accordance with the following:

<b>Noon Period/Noon Supervision Service</b>	<b>Compensated at time in lieu:</b>
6 hours of service	½ day
12 hours of service	1 day
18 hours of service	1.5 days
24 hours of service	2 days
30 hours of service	2.5 days
36 hours of service	3 days
42 hours of service	3.5 days
48 hours of service	4 days

- ◆ Time earned in less than half day increments, hours not used as time in lieu or hours earned in excess of 48 hours shall be paid out at employee's appropriate hourly rate.
- ◆ For the purpose of this contract a half day shall be one morning or one afternoon.
- ◆ Employees shall have the option of receiving payout on a monthly or yearly basis. Yearly payouts shall be made in June on the regular monthly pay cheque.
- ◆ Employees choosing the monthly payment option will be paid at the employee's current rate of pay with their regular monthly payroll.
- ◆ Employees shall declare which option they choose by September 15<sup>th</sup> of each year. In the case of an employee new to the division, the employee shall declare his/her intent with respect to the above within the first thirty (30) calendar days of commencement of his/her employment.

- ◆ The School Administrator, in consultation with the employee, will schedule the aforementioned leaves in such a manner as to best meet the needs of the school, students and employees. If the days are to be requested consecutively, they must be approved by the Director or designate.
- ◆ The School Administrator will develop the noon supervision schedule.

ii) Any employee who is approved to provide extra-curricular supervision shall be compensated in accordance with the following:

<b>Extra-Curricular Supervision Service</b>	<b>Compensated at time in lieu:</b>
20 hours of service	1/2 day
40 hours of service	1 day
75 hours of service	1.5 days
110 hours of service	2 days
145 hours of service	2.5 days
180 hours of service	3 days
210 hours of service	3.5 days
240 hours of service	4 days

- ◆ Employees who earn less than 20 hours of service shall be paid an hourly rate of 1/40 of the employee's daily rate (calculated by the maximum hours per day in the classification x current rate of pay).
- ◆ Increments of 270, 300, 330 and 360 hours of service shall be paid at the employee's current rate of pay.
- ◆ After 20 hours employees must achieve each increment to be compensated.
- ◆ A maximum of 360 hours can be claimed.
- ◆ For the purpose of this contract a half day shall be one morning or one afternoon.
- ◆ Any payout shall be made in June on the regular monthly pay cheque.

### **Carry Forward Day**

- i) Up to a maximum of two (2) day of unused time in lieu may be carried forward to the next year. A maximum of five (5) days may be used as time in lieu in any one school year.
- ii) By June 1 of the school year, employees shall inform payroll, via their school administration, of their intention to carry forward their two (2) unused time in lieu day. The un-used time in lieu day may be carried forward in a half or full day increment only.
- iii) For extra-curricular supervision only, if less than sixty (60) hours of supervision has been provided, those hours may be carried forward. These hours shall be tracked at the school.

### **Payroll Notification**

By June 1 of the school year, employees shall inform Payroll, via their school administration, the time worked in the following categories:

- ◆ noon hour supervision in minutes
- ◆ extra-curricular supervision in hours to a maximum of 360 hours

- ◆ noon period travel in minutes
- ◆ total number of EDOs taken during the academic year
- ◆ carry forward day (if applicable)

### **Part-Time Employees and Recognition of EDOs**

Part-time employees who use EDOs do so prorated to their F.T.E. equivalent to a maximum of five (5) days of their part-time days.

The following are examples of how recognition shall be applied:

- i) Example 1: An EA who works a 6-hour day can only take three – 6 hour days as time in lieu. However, that employee has earned three – 7.5 hour days for a total of 36 hours of noon supervision. Therefore, when payouts are calculated, if he or she took the maximum three days as time in lieu he or she would be paid out the remaining 1.5 hours for each of the three days.
- ii) Example 2: An EA who works a 3-hour day can only take three – 3 hour days as time in lieu. However, that employee has earned three – 7.5 hour days for a total of 36 hours of noon supervision. Therefore, when payouts are calculated if he or she took the maximum three days as time in lieu he or she would be paid out the remaining 4.5 hours for each of the three days.
- iii) Example 3: A caretaker who works an 8-hour day can only take three – 8 hour days as time in lieu. That employee has earned three – 8 hour days for a total of 36 hours of noon supervision. There would not be a payout for additional hours for the 3 days earned because that employee works and earned the FTE day.

### Flex Time (Educational Assistants)

The Division recognizes the importance of team collaboration and the inclusion of students with intensive needs in school activities and other events that support Inclusion and Intervention Plan (IIP) goals. As such, Educational Assistants (EAs) are provided with flex time to compensate them for hours worked beyond their regular work day to promote the inclusion of students who require additional supports and to allow EA's to participate in student meetings as valued team members.

For further information, please see Administrative Procedure 513 - Appendix B: *Flex Time for Educational Assistants*.

## **Job Postings**

The Good Spirit School Division provides employees an opportunity to indicate their interest in open positions and advance within the organization based on their relevant knowledge, qualifications, skills and experience.

The HR Department utilizes the Applicant Tracking system from *Apply to Education* to manage all job applications and internal transfer requests. Job vacancies are posted for a minimum of seven (7)

calendar days unless otherwise posted in accordance with our collective agreements. Each job posting notice will include the dates of the posting period, job title, department (if applicable), location, work schedule, job summary, essential duties and qualifications (required knowledge, skills and abilities), rate of pay, contact information and application information.

To apply for a vacancy, or to see a list of available positions that might be of interest to you, please visit the Good Spirit School Division webpage and click *Careers*

## **Resignation and Retirement**

### Mandatory Notice

Employees who wish to resign and who have been employed by the Good Spirit School Division for at least thirteen (13) consecutive weeks must give a written notice of resignation of at least two (2) weeks stating the day on which the employee is ending his or her employment. Exceptions to this rule can be found in *The Saskatchewan Employment Act*.

Employees who wish to retire must submit a letter of resignation for the purpose of retirement to the Division no later than thirty (30) days prior to the date of resignation. Please indicate whether you wish to be added to any of the substitute listings for consideration of casual employment with Good Spirit School Division.

### Pension Plan—Support Staff

For information regarding your contributions to your pension plan, you can obtain information on the Municipal Employees Pension Plan (MEPP) web site at:

[www.peba.gov.sk.ca/pensions/mepp/home.html](http://www.peba.gov.sk.ca/pensions/mepp/home.html)

Or contacting MEPP directly at: 1000 – 1801 Hamilton Street  
Regina, SK S4P 4W3  
Toll Free: 1-877-506-6377 Phone: (306) 787-2684  
Fax: (306) 787-0244  
Email: [mepp@peba.gov.sk.ca](mailto:mepp@peba.gov.sk.ca)

### Pension Plan—Teachers

For information regarding your pension plan, you can obtain information on the Saskatchewan Teachers' Federation web site at: [www.stf.sk.ca/pension-benefits/pension-plan/eligibility](http://www.stf.sk.ca/pension-benefits/pension-plan/eligibility)

Or contacting the STF directly at: Saskatoon – Head Office  
2317 Arlington Avenue  
Saskatoon, SK S7J 2H8  
Toll Free: 1-800-667-7762 Phone: (306) 373-1660  
Fax: (306) 374-1122



Regina – Appointments only  
Suite 375 – 3303 Hillside Street  
Regina, SK S4S 6W9

## Frequently Asked Questions

### **WHEN DO I GET PAID?**

Bus drivers are paid twice monthly.

All other employees shall be paid on or before the 28th day of the month by direct deposit to the employee's Canadian financial institution. When the 28th of the month falls on a weekend, payment will be made on the previous Friday. The December pay day will be the last day of school before Christmas vacation.

A substitute teacher shall be paid no later than the fifth (5th) business day of the following month in which the teacher provided substitute service.

Payment for all other substitute hours worked will be paid every two weeks in accordance with the "Substitute Employees Pay Date/Cutoff Schedule". This schedule can be requested from the Payroll Department.

### **AS AN HOURLY PAID EMPLOYEE, HOW DO I GET PAID?**

You must submit your attendance to Payroll in accordance with the pay date/cut-off schedule. Please ensure your information is correctly filled-in and approved by your supervisor as turning it in late will delay processing. We do not offer advance pay.

### **WHEN DOES MY GROUP INSURANCE (SSBA BENEFIT) COVERAGE START?**

For all eligible employees, coverage begins on the first (1st) of the month after satisfying the 3 month waiting period.

### **WHO IS ENTITLED TO SSBA BENEFITS?**

Full-time/part-time permanent and temporary support staff, central office support and out-of-scope bus drivers are eligible to participate in the benefit program. You must work and maintain a minimum of 15 hours per week to participate and remain eligible in the plan.

Eligible employees must be part of the core coverage which includes Life Insurance, Accidental Death, Long Term Disability, Dependent Life (certain out-of-scope employees **only**) and Employee Family Assistance. Insurance for Dental, Extended Health and Vision coverages CAN ONLY BE OPTED OUT if your Spouse has coverage under a work-related plan or if you have coverage through another employer.

Enrollment in the benefit program is done electronically. An email will be sent to your GSSD email address or personal email address to begin the enrollment process. When you have received your email with an embedded link, please complete the required fields and click on "Submit".

Any questions you may have can be directed to the Payroll Supervisor @ 306-786-5546.

Casual/substitute employees who work 780 hours annually may also be eligible as per *The Saskatchewan Employment Act*. If you are eligible, you will be notified by Payroll.

Premiums are deducted over 10 months only. Premiums are not deducted in July and August; however, coverage is provided during these months if your contract is on-going and continues in the fall.

Once your benefits are effective and to access a comprehensive booklet of your coverage information, please go online to [www.manulife.ca](http://www.manulife.ca) to register. One of the ways to register is by going to the Group benefits tab and choosing Plan Members under "Manage Your Plan". The Plan Contract Number is 83400 and your member certificate number is unique to you. Once registered and activated by Manulife, you will be able to see your claims history, booklets, and other information. Claim forms for your medical and dental coverage are available at [www.manulife.ca](http://www.manulife.ca) or at the Division Office. Direct deposit for claim reimbursement is available to you making the claim process convenient.

### **WHO IS ENTITLED TO ENROLL INTO THE MUNICIPAL EMPLOYEES' PENSION PLAN (MEPP)?**

Permanent support staff employees are required to enroll in the Saskatchewan Municipal Employees' Superannuation Plan which is an employer matched plan.

This Pension Plan operates under the regulations set out by the provincial legislature. Deductions for Superannuation are 9.0% of your regular salary earned. GSSD matches all contributions made by the employee and the funds in the plan accumulate, plus earn interest, until retirement. Normal retirement is at age 65.

Non-permanent support staff have the option to enroll in the Plan at any time; and an employee cannot opt out once they join the plan. If your status is either temporary or casual, enrollment will become mandatory should the employee complete 700 hours in each of two (2) consecutive years.

Any questions you may have regarding MEPP can be directed to the Payroll Supervisor @ 306-786-5546 or by going online at [www.peba.gov.sk.ca/pensions/mepp/home.html](http://www.peba.gov.sk.ca/pensions/mepp/home.html).

### **WHAT IS DEDUCTED FROM MY WAGES?**

Federal tax, provincial tax, CPP and EI will be deducted automatically from your wages. All government deductions are made based on the information you provide on the TD1 form. If this information changes, please inform Payroll by calling our Central Office line at 306-786-5500. The receptionist will direct your call to the appropriate payroll staff member.

If you are a support staff employee, MEPP, SSBA Benefits and Union Dues will also be deducted (if applicable).

If you are a teacher, STF fees, STF Contingency fees and GSTA fees will also be deducted automatically. Other deductions (if applicable to a teacher) are pension, group life insurance and teachers' long-term disability plan deductions.

### **ON MY FIRST DAY OF WORK, HOW DO I GET MY TELEPHONE AND COMPUTER WORKING?**

You will have received a Technology Start-Up Package as part of your onboarding. For additional information regarding phone, cell phone, message manager, answering machine, computer, passwords etc., please call Technology Services at 306-786-5536 or Toll Free at 1-888-477-3839. Any changes to phone or cell phone service should be directed to Technology Services. If you encounter any problems with your computer or any of the above-mentioned items, please call Technology Services and they will work to assist you.

### **DO I BELONG TO A UNION, FEDERATION OR ASSOCIATION?**

Teachers are represented under LINC and the Saskatchewan Teachers Federation. Support staff are represented by CUPE Local 4784. Unionized bus drivers include those represented by CUPE Local 5123 and Deer Park Employees Association. GSEC employees, Melville Bus Garage and Professional Service Providers, except School Counsellors at MCS, are Out-of-Scope employees. For contact information, please refer to Appendix G at the end of this Handbook.

### **WHERE CAN I FIND INFORMATION ON PROCEDURES?**

All administrative procedures are outlined in the Good Spirit School Division Administrative Procedures Manual located on our website at [www.gssd.ca](http://www.gssd.ca).

## **In Closing**

We want you to feel comfortable in your new role and embrace the information given here in this handbook for you to be successful in your new position. Hopefully, this handbook has helped you to understand what is expected of you, given you avenues to find out more information, and provided you with knowledge of the benefits of working with the Good Spirit School Division. We look forward to working with you and trust your time here will be rewarding and enjoyable!

## Appendix A: Employee Accident/Injury Form

Snapshot of the Employee Accident/Injury Report Form. Please go to the [Administrative Procedures 513-7](#).

Please fill out the following form. Highlight Existing Fields

# Employee Accident/Injury Report Form

Form 513 - 7

## Part 1

Part A	Employer Information	
	Name of School	
Good Spirit School Division No.204		

Employee Information	
Employee name	
Home phone number	Work phone number
Occupation at time of Injury	

## Appendix B: Leave of Absence Form (Bus Drivers)

Snapshot of the Request For Leave of Absence Form. Please go to the [Administrative Procedure 415-2](#)

The screenshot shows a web browser window with the following elements:

- Address Bar:** <https://portal.gssd.ca/Forms/400forms/Documents/415-2%20Request%20for%20Leave%20of%20>
- Browser Tabs:** Good Spirit School Division 2..., portal.gssd.ca, portal.gssd.ca
- Navigation Bar:** Sign, Comment
- Form Header:**
  - Logo: Good Spirit SCHOOL DIVISION
  - Title: Good Spirit School Division No. 204 Request For Leave of Absence Form
  - Form ID: Form 415-2
- Form Fields:**
  - Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_
  - School: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_
  - # of Days \_\_\_\_\_ or Periods \_\_\_\_\_ Substitute Required  Yes  No
  - Agreement:  LINC  Provincial Agreement  CUPE 4784  Non-Union
  - Type Of Leave \_\_\_\_\_ Article/Section \_\_\_\_\_
  - If unable to schedule a medical appointment time outside the work day, please complete the following:
    - Appointment Time \_\_\_\_\_ Location \_\_\_\_\_
    - For personal, bereavement or compassionate leave please provide nature of the relationship: \_\_\_\_\_
  - Please provide other pertinent information: \_\_\_\_\_

# Appendix C

## Application

### Supplemental Unemployment Benefits

#### *Out of Scope Employees*

I hereby apply to the Board of Education of the Good Spirit School Division for Supplemental Unemployment Benefits in accordance with the out of scope employee handbook.

---

*Last Name* \_\_\_\_\_ *First Name* \_\_\_\_\_ *Middle Initial* \_\_\_\_\_

Expected date of birth of child \_\_\_\_\_ (D/M/Y)

- I understand that it is my responsibility to provide the Board of Education with information as it becomes available with respect to my claim using *Appendix B: Presumptive Period – Practitioner’s Report form*.
- I understand that it is my responsibility to provide the Board of Education with a copy of the letter confirming the commencement and level of my EI benefits.

---

*Employee’s Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

#### **For Board Use Only**

Approved maternity leave dates: \_\_\_\_\_

Date SUB application received: \_\_\_\_\_

Practitioner verification of date of birth of child received: \_\_\_\_\_

Commencement of period: \_\_\_\_\_

Commencement of EI benefit period: \_\_\_\_\_

# Appendix D

## Application

### Presumptive Period – Practitioner’s Report

#### *Out of Scope Employees*

*The information provided will be used solely to verify the date of delivery to support this claim for Supplemental Unemployment Benefits for the period six weeks post delivery.*

#### Part 1: Employee Identification and Authorization

\_\_\_\_\_  
*Last Name*

\_\_\_\_\_  
*First Name*

\_\_\_\_\_  
*Middle Initial*

I hereby authorize the release of the information requested in Part 2 below to the relevant administrative personnel of the Board of Education of the Good Spirit School Division to verify this claim for SUB Plan benefits in accordance with the out of scope employee handbook.

\_\_\_\_\_  
*Employee’s Signature*

\_\_\_\_\_  
*Date*

#### Part 2: Attending Practitioner’s Statement

\_\_\_\_\_  
Actual Date of Delivery (D/M/Y)

Physician’s Signature: \_\_\_\_\_

Physician’s Name and Address:  
(Please print or use stamp)

Date: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Appendix E: Formal Complaint/Investigation Form

For further information, please see *Administrative Procedure 170: Personal, Discriminatory, and Sexual Harassment*.

As indicated in the form, the information should be completed as soon as possible after an incident.

Below is a snapshot of this form. Please go to the [Administrative Procedure 170-1](#)



### COMPLAINT / INVESTIGATION STATEMENT/ INFORMATION FORM 170-1

Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Directions

Please complete the information as soon as possible after an incident and submit to your immediate supervisor, union representative or the Human Resource Department. For more information please call Human Resources at 306-786-5500.

#### Complainant Information

Name		Position			
Site/Facility					
Home Phone		Work Phone		Cell Phone	
Email					

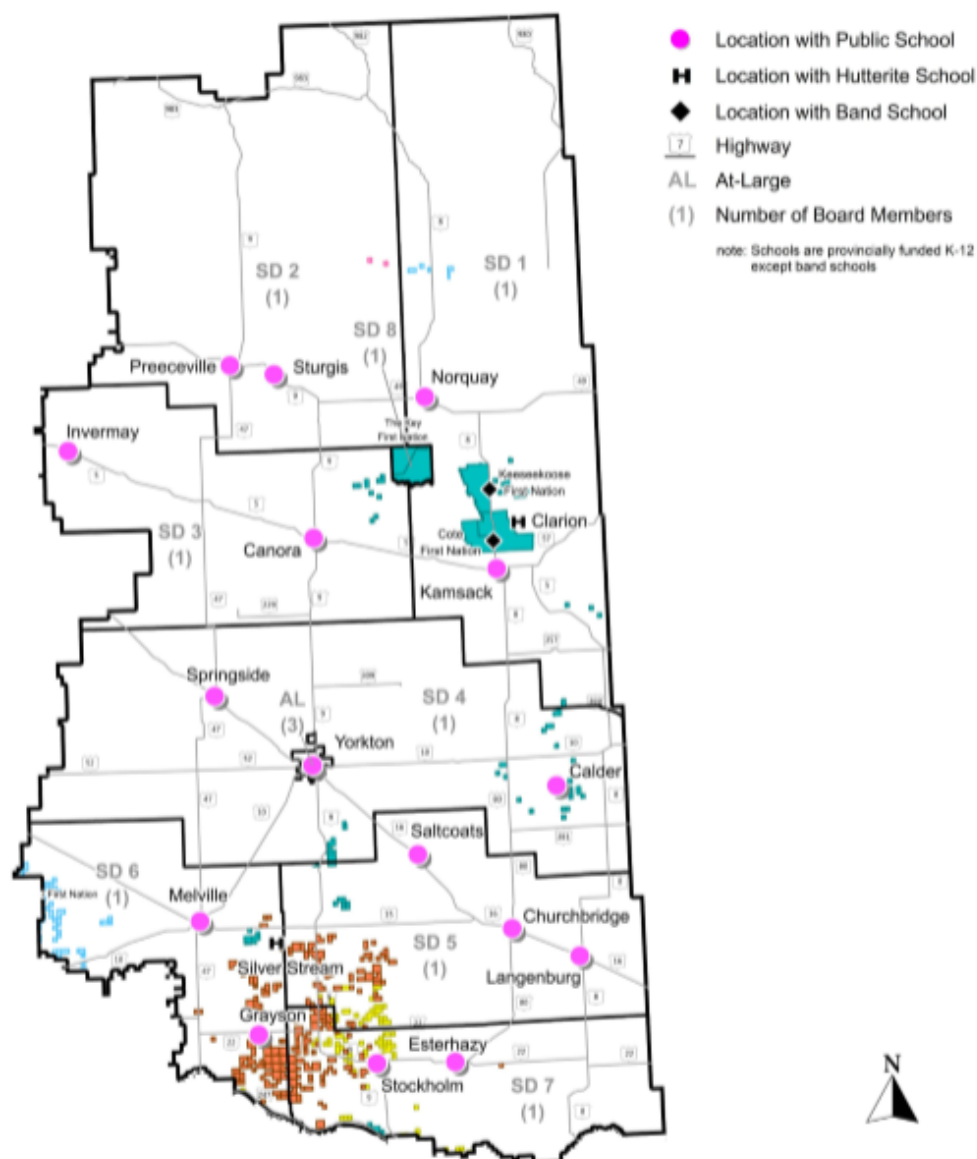


## Appendix F: Division Map

Located in Yorkton, Saskatchewan, the Good Spirit School Division provides educational opportunities to over 6,000 students operating 27 schools in 15 communities (including 3 colony schools – Silver Stream, Hofer and Bear Stream and 6 First Nations throughout East Central Saskatchewan.

Caring for children in a supportive environment is as important as offering excellence in educational programming. Our values of belonging, responsibility, respect, learning and nurturing ensure **"Students Come First"** in all public schools.

### Good Spirit School Division No. 204 of Saskatchewan With Sub-Divisions - November 2018



## Appendix G: Schools and Locations

SCHOOL FACILITIES	ADDRESS	PHONE NUMBER
Bear Stream School	Box 700 - Kamsack	306-542-9282
Canora Composite School	223 8th Ave. E. Canora	306-563-5492
Canora Junior Elementary School	232 3rd Ave. E. Canora	306-563-6511
Churchbridge Public School	242 Prothero Ave. W. Churchbridge	306-896-2712
Columbia School	119 Bradbrooke Dr. Yorkton	306-786-5510
Davison School	300 Montreal St. Melville	306-728-3955
Dr. Brass School	19 Darlington St. W. Yorkton	306-786-5520
Esterhazy High School	555 Arcola St. Esterhazy	306-745-6618
Grayson School	East Street. Grayson	306-794-2055
Invermay School	319 4th Ave. N. Invermay	306-593-2233
Kamsack Comprehensive Institute	428 Dixon Ave. Kamsack	306-542-2521
Langenburg Central School	116 Avenue A. West Langenburg	306-743-2631
M.C. Knoll School	387 Darlington Street E. Yorkton	306-786-5540
Macdonald School	200 Macdonald St. Stockholm	306-793-2020
Melville Comprehensive School	202 10th Ave. E. Melville	306-728-4181
Miller School	642 6th Ave. W. Melville	306-728-3961
Norquay School	220 1st St. E. Norquay	306-594-2286
P.J. Gillen School	500 St. Mary St. Esterhazy	306-745-2171
Preeceville School	225 1st St. NW. Preeceville	306-547-3148
Saltcoats School	301 York Rd. Saltcoats	306-744-2303
Silver Stream School	Box 3640 - Melville	306-728-5609
Springside School	309 Taylor Ave. Springside	306-792-2080
Sturgis Composite School	250 Durham St. Sturgis	306-548-2103
Victoria School	512 West Ave. Kamsack	306-542-2546
Yorkdale Central School	273 Gladstone Ave. S. Yorkton	306-783-5412
Yorkton Regional High School	150 Gladstone Ave. N. Yorkton	306-786-5560
Hofer Colony School	Norquay	306-327-7376

## Appendix H: Employee /Industry Relations

### GSTA Executive Contacts

Name	Title	GSSD Position	Place of Work	Phone Number	Email Address
Stuart Wilson	President	Teacher	MCS	W: 306-728-4181	gstapresident2015@gmail.com
Christa Schmelinsky	Vice-President	Teacher	MAC	W: 306-783-5401	vicepresident@gsta.ca
Patti-Jo Donovan	Secretary	Teacher	CJES	W: 306-563-6511	secretary@gssd.ca
Lisa Dyck	Treasurer	Teacher	NS	W: 306-594-2286	treasurer@gssd.ca

### CUPE 4784 Executive Contacts and Shop Stewards

Name	Title	GSSD Position	Place of Work	Phone Number	Email Address	Area
Karla Sastaunik	President	EA	LCS	C: 306-896-7729	<a href="mailto:kassastaunik@sasktel.net">kassastaunik@sasktel.net</a>	All schools
				H: 306-896-2985		
				W: 306-743-2631		
Melanie Ricketson	Vice President	LT	CPS	C: 306-399-7043	melricket4@gmail.com	All schools
				W: 306-896-2712		
Barb Tetoff	Recording Secretary	Lib Tech	KCI	W: 306-542-2521	blat@sasktel.net	Kamsack
				H: 306-542-4154		
Erin Auchstaetter	Treasurer	EA	NOR	W: 306-594-2286	auchstaetter.erin@gmail.com	Norquay
				C: 306-590-7808 (text)		
Rhonda Vandenameele	Shop Steward	EA	LCS	W: 306-743-2631	melricket4@gmail.com	Churchbridge/Langenburg
				C: 306-743-8102		
Ronda Lasko	Shop Steward	EA	NOR	W: 306-594-2286	rondalasko@yahoo.ca	n/a
				H: 306-595-2370		
Amanda Desormeaux	Shop Steward	EA	PJG	W: 306-745-2171	bdesormeaux@sasktel.net	Esterhazy/Stockholm
				C: 306-745-6618		
Beth Dix	Shop Steward	EA	KCI	W: 306-594-2286	<a href="mailto:beth.dix@gssd.ca">beth.dix@gssd.ca</a>	na
				C: 306590-8480		

### CUPE 5123 Executive Contacts and Shop Stewards

Name	Title	GSSD Position	Place of Work	Phone Number
Vacant	President			
Vacant	Vice President			
Michelle Federiuk	Secretary	Bus Driver	Sturgis	H: 306-548-4739
Vacant	Treasurer	Bus Driver		

### DPEA Executive Contacts and Shop Stewards

Name	Title	GSSD Position
Lariene Thompson	President	Bus Driver
Amanda Buhler	Vice President	Bus Driver
Wendy Stephens	Secretary	Bus Driver
Perry Yelle	Executive	Bus Driver
Mona Wiwcharuk	Executive	Bus Driver
Don Ewachow	Executive	Bus Driver
Ronnie Thompson	Executive	Bus Driver
Ralph Hilderman	Executive	Bus Driver
Les Rathgeber	Executive	Bus Driver

For GSTA chairpersons, STF Councillors, GSTA Standing Committees, and GSTA and LINC Staff Liaisons contact information, please view the GSTA Directory List at [www.stf.sk.ca](http://www.stf.sk.ca)

**NOTE: if you are in an area that does not have a Shop Steward, please contact the President /Vice President of your bargaining unit.**

## Appendix I: Important Telephone Numbers

### Central Office

Central Office	306-786-5500
Toll Free Number	1-866-390-0773

Accounting Department	306-786-5545
Facilities Department	306-786-4795
Human Resources Department	306-786-5532
Information Technology	306-786-5536
Information Technology Toll Free Number	1-866-477-3839
Payroll Department	306-786-5546
Payroll Toll Free Fax Number	1-866-473-4773
Transportation Department	306-786-5503
Transportation Department Toll Free Number	1-877-390-0899

### Bus Garages

Yorkton Bus Garage	306-783-6655
Yorkton Bus Garage Fax	306-783-6653
Melville Bus Garage	306-728-3766
Melville Bus Garage Fax	306-728-5656