

# OUT OF SCHOOL CARE STAFF HANDBOOK



**Medicine Hat Catholic  
Board of Education**

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The Medicine Hat Catholic Board of Education  
**OUT OF SCHOOL CARE STAFF HANDBOOK**  
**CONDITIONS OF EMPLOYMENT**

Introduction

This Handbook shall apply to all out of school care staff considered non-teaching staff not covered by Union Contract. This Handbook is written to describe compensation, benefits and working conditions. All content in this Handbook is subordinate to school Division policy, benefit plan documents and statutory requirements of the Alberta Employment Standards Code.

Conditions of Employment outlined in this document apply to all.

This document contains Job Classifications/Job Descriptions and salary grids for the following employee groups:

Program Coordinator  
Direct Child Care Worker  
OSC Administrative Assistant

## **GENERAL STATEMENT OF FAITH**

As part of a commitment to Catholic Education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

### **Our Mission**

In partnership with family, Church, and community, we provide Catholic Education of the highest quality to students.

### **Our Vision**

A Gospel-centered community committed to:

- Learning excellence
- Christian service
- Living as Christ

### **Our Motto**

Showing the Face of Christ to all.

### **Our Values**

Catholic schools share a foundational belief that all children are loved by God, are individually unique and that the school has a mission to help each student to fulfill their God-given potential in all aspects of their persons: physically, academically, socially, morally and spiritually.

The Medicine Hat Catholic Board of Education is committed to supporting inclusive communities that foster care and compassion of the students, families and staff with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition, and within the means of the Division.

We believe that Catholic education is a ministry that is at the heart of the Church. In our ministry, we value and celebrate:

- Teaching and living our Catholic faith.
- Our Catholic traditions
- Our ability to offer a full range of educational programs to all students.
- That every child is a unique creation who possesses an intrinsic dignity which must always be respected.
- Parents as primary educators. Parents have the first responsibility for the education of their children.

## **Our Principles of Practice**

In our ministry we are called, always and everywhere, to:

Model Christ

Prayer

Service

Strive for Excellence

Build Community

Provide a welcoming, caring, respectful and safe learning environment for staff and students.

## **Our Commitment**

The Catholic Church teaches that:

- a) Respect for the human person entails respect for the rights that flow from their dignity as a person.  
n. 1930 Catechism of the Catholic Church
- b) Respect for the human person proceeds by way of respect for the principle that "everyone should look upon his neighbor (without any exception) as 'another self,' above all bearing in mind his life and the means necessary for living it with dignity."  
n. 1931 Catechism of the Catholic Church
- c) The duty of making oneself a neighbor to others and actively serving them becomes even more urgent when it involves the disadvantaged, in whatever area this may be. "As you did it to one of the least of these my brethren, you did it to me." (Mt. 25:40)  
n. 1932 Catechism of the Catholic Church
- d) With respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, whether based on sex, race, color, social condition, language or religion is to be overcome and eradicated as contrary to God's intent.  
n. 1935 Catechism of the Catholic Church

## **EMPLOYEE COMMENCEMENT AND PAYROLL**

1. **Hiring Agreement** – for those employees hired to work in the Out of School Care Program. This encompasses a broad variety of situations from those that have a regular daily/weekly schedule to those called in for sporadic/short term work. All interested applicants must complete and submit to the Human Resources and Benefits Officer a SUBSTITUTE SUPPORT STAFF APPLICATION FORM before employment commences. Applicants must sign the Declaration located on the application form. These forms will be considered a written employment agreement. Employees are paid in the OSC Pay Group through the payroll software.

2. **Freedom of Information & Protection of Privacy. Confidentiality**

The employee covenants and agrees that he/she understands and will abide by the requirements of both the privacy and access provisions of the Freedom of Information and Protection of Privacy Act of Alberta and any regulations thereto, and shall both respect and maintain privacy and confidentiality entitlements of students, parents, staff, the school and the Employer, all in accordance with the requirements of the Freedom of Information and Protection of Privacy Act and any regulations or Division policies related thereto.

It is understood and agreed that all information pertaining to the Employer's business to which you become privy through your employment will be maintained strictly confidential and will not, in any circumstance be disclosed or used by you without the express consent of the Employer. This confidentiality requirement applies during the course of your employment and following the conclusion of your employment.

3. **Benefit Eligibility**

- 3.1 Employees are not eligible for benefit coverage under the employer.
- 3.2 Employees may be eligible to apply for benefits with the Division provider Alberta School Employee Benefit Plan (ASEBP) benefit coverage for OSC staff. Inquiries can be directed to Human Resources for more information.

4. **NOTIFICATION FOR PAYROLL CHANGES**

It is the employees' responsibility to immediately contact the Human Resources and Benefits Officer upon startup of employment, change to designation, termination of employment, or any change to address, or other personal status applicable to payroll coverage. It is the responsibility of the employee to directly contact the Human Resources and Benefits Officer located at Central Office immediately upon the effective date of the change. Changes to position/salary/status will be communicated and verified by Staffing Notification (.pdf) via email.

5. **TAXATION, CANADA PENSION AND EMPLOYMENT INSURANCE**

- 5.1 All employees must complete a Federal and Provincial Personal Tax Credit return on commencement of employment. Thereafter, new TD-1 Federal and TD-1 Alberta forms can be completed whenever an individual requires a change.
- 5.2 Canada Pension Plan and Employment Insurance contributions are deducted as appropriate.

## **6. HOURS OF WORK**

Hours of work are subject to a variance respecting section 11 of the Employment Standards Code and the Ministerial Order granted by the Minister of Labour. Within each program specific hours of work and rest are best determined by the Program Requirements. In all circumstances we must ensure adequate coverage is being considered to meet program requirements while meeting the needs of the individual employee.

- 6.1 OSC employees are only paid for hours worked.
- 6.2 The daily hours of work are Monday to Friday with no less than ½ hour of unpaid rest, during each shift of 5 consecutive hours of work.
- 6.3 The daily hours of work shall be at the determination of the Site-Based Administrator and/or Central Office Designate.

- 6.3.1** Extra hours are those hours worked over and above your scheduled shift that do not exceed 8 hours per day or 44 hours per week, whichever is greater.
- 6.3.2** Overtime is considered all hours worked in excess of 8 hours per day or 44 hours per week.
- 6.3.3** Extra and overtime hours must be pre-approved by your supervisor prior to working them.
- 6.3.4** Extra hours are paid 1:1 (time for time)
- 6.3.5** Overtime hours are paid at 1:1.5 (time for time and a half)

## **7. REPORTING ABSENCES**

- 7.1 Any absence must be reported to the Site-Based Administrator as soon as possible. Except in emergency circumstances where an Employee is prevented from doing so, it is expected that an employee will report an anticipated absence to the Site-Based Administrator or designate as soon as possible.

## **8. RATE OF PAY**

### **OSC Agreement**

- 8.1 Employees in an OSC Agreement will be compensated as per Step 0 on Grid 1; unless that employee has an assignment in which case they will be paid at their assigned rate.
- 8.2 A wage top up is available to certified staff who have obtained Level 1-3 as per the list below. Staff Certification Level Amount:
  - 8.2.1** Level 1 - Child Development Assistant \$2.64/hour
  - 8.2.2** Level 2 - Child Development Worker \$5.05/hour
  - 8.2.3** Level 3 - Child Development Supervisor \$8.62/hourIn order to qualify for the top up, a copy of the certificate must be provided to the employer to determine the level of top up the employee is entitled to receive. The top up is only available for as long as the grant is received. For more information, please review the Alberta Child Care Grant Funding Guide, found online.
- 8.3 OSC employees will have the school Secretary submit their hours through the Attendance Management System (AMS) before payroll cutoff. Refer to the payroll calendar found in the ESS Support Documents on the E-Services page for payroll cutoff dates.
- 8.4 OSC employee hours will be recorded by the Absence / Dispatch system through the Employee Self Service portal (ESS). Out of school care employee details shall be commented and then reviewed by the school secretary and administrator, via ESS. An electronic record including the

out of school care employee details will then be reviewed by Human Resources before being submitted to Payroll.

## **9. PAY DAYS**

- 9.1 Support staff will be paid by the last banking Friday of the month with the exception of December when staff will be paid on the last teaching Friday. Refer to Payroll Calendar found in ESS Support Documents on the E-Services page for payroll cutoff dates and pay dates.
- 9.2 Employees will contact the Payroll Officer with discrepancies.
- 9.3 Earning Statements and T4's are provided electronically online.

## **10. EI BENEFIT AND RECORD OF EMPLOYMENT**

Employees that require a Record of Employment (R.O.E.) at school year end, must request in writing to the Payroll Officer on or before June 1. All ROEs are submitted electronically to Service Canada.

## **11. SUPPLEMENTATION OF WORKERS' COMPENSATION BOARD**

All out of school care staff are covered under Workers' Compensation. All accidents must be reported to the employee's direct supervisor and the Occupational Health & Safety Officer immediately. An Employee Accident Report Form must be completed for Workers' Compensation within 72 hours, whether lost time is incurred or not.

If an employee is prevented from performing his/her regular work on account of an occupational accident that is recognized by the Worker's Compensation Board as compensational within the meaning of the Compensation Act, the Employer will supplement the award made by the Compensation Board for loss of wages to the employee by such an amount so that the award of the Compensation board for loss of wages, together with the supplementation by the employer will equal 100% of the employee's regular wage. The supplementation by the employer will not be for a period in excess of six (6) months.

### **11.1 Occupational Injury Service (OIS)**

MHCBE has signed up for Occupational Injury Service (OIS), through WCB. An OIS is a medical clinic specifically for people who are injured at work. The medical professionals at the clinic not only provide timely and appropriate care, they are trained to understand workplace injuries and job demands.

Benefits to attending an OIS Clinic are:

- Provided with a choice of medical Provider
- Fast access to see a doctor and other services such as x-rays, MRI's, etc.
- Access to expert return-to-work coaches
- Learn how to prevent injury and re-injury
- Ensures you, your employer, physician, and WCB are on the same page regarding your injury recovery
- Promotes earlier, safe and sustainable return to work through a focus on modified work.

If you are injured at work, please consider treatment at an OIS Clinic. For further details, please contact the Occupational Health & Safety Officer at 403-527-2292 ext. 1029.



## VACATION AND LEAVES

### **12. VACATION / STATUTORY HOLIDAY PAY**

- 12.1 Vacation Entitlement is 6% unless you have an assignment, in which case you will be paid the same vacation percentage as is applicable to that assignment.
- 12.2 Statutory Holiday pay is currently 5%.

### **13. LEAVE OF ABSENCE – Per School Year**

All leave requests must be made in writing to the Site-Based Administrator who will communicate the leave requests to the Central Office Designate. The Site-Based Administrator will approve the request to the employee by signing and dating the written request. Notification of leaves, in any capacity will be immediately communicated to the Human Resources and Benefits Officer in consultation with the Payroll Officer in cases where salary adjustment is required. Leaves for part-time employees shall be pro-rated.

#### **13.1 Maternity Leave**

**13.1.1** Maternity leave shall be without pay or board contribution to benefit premiums. As of January 1<sup>st</sup>, 2018, birth mothers can take up to 16 consecutive weeks of unpaid maternity leave. Leave can start any time within the 13 weeks leading up to the estimated due date and no later than the date of birth. Birth and adoptive parents can take up to 62 weeks of unpaid parental leave. Leave can start any time after the birth or adoption of a child, but must be completed within 78 weeks of the date the baby is born or placed with the parents.

**13.1.2** Where possible, at least six weeks prior to the commencement of the leave, written notice of intent to take such leave will be forwarded to the Deputy Superintendent or designate along with a medical certificate stating the anticipated date of delivery.

**13.1.3** At least four weeks prior to the date on which the employee intends to return to work written notice must be forwarded to the Deputy Superintendent or designate.

#### **13.2 Parental Leave**

**13.2.1** As mandated by Alberta Employment Standards Guide.

#### **13.3 Jury Duty**

**13.3.1** An employee who is required to serve as a juror or court witness shall be paid the difference between his/her normal earnings and the payment received for their jury service. The employee must present proof of service and the amount of pay received to the Payroll Officer immediately upon receipt.

#### **13.4 Other Leaves / Information**

**13.4.1** In rare instances or special circumstances, a leave of absence without pay may be granted. A written request must be submitted to the Site-Based Administrator giving sufficient time for consideration of the request. The Site-

Based Administrator will inform the Central Office Designate of the final determination.

**13.4.2** Administrative Procedure 409 – Leave of Absence must be referred to and applicable when appropriate.

**13.4.3** Please refer to Employment Standards for a list of job protected leaves and the eligibility requirement.

## **TRAINING, EDUCATION AND PROFESSIONAL DEVELOPMENT**

### **14. PROFESSIONAL DEVELOPMENT**

- 14.1 Employees who have upgraded their qualifications since commencing employment should forward proof of participation, certificates obtained or other relevant documentation to the Human Resources and Benefits Officer for inclusion in their personnel files.
- 14.2 Employees are encouraged to participate in professional development opportunities to enhance knowledge and skills.

### **15. JOB DESCRIPTIONS**

- 15.1 Job Descriptions containing Knowledge, Skills and Attributes are included in this document. Job Descriptions are developed by the Knowledge, Skills and Attributes required for the specific position.

## **TERMINATION**

### **16. TERMINATION BY THE EMPLOYER**

- 16.1 The employer may terminate your employment at any time, for cause without notice or compensation in lieu thereof.
- 16.2 The employer may terminate your employment at any time and all arrangements / agreements may be superseded by redundancy.
- 16.3 At any time the employer may terminate your employment for any reason, in its absolute discretion, without notice or salary in lieu thereof.
- 16.4 At any time the employer may terminate or alter your employment for any reason, in its absolute discretion, by providing you with written notice or salary in lieu of notice, or a combination thereof, equal to the minimum requirements of the Employment Standards Code which is outlined in the Employment Standards Guide. No notice or salary in lieu of notice in excess of the minimums of the Employment Standards Code shall be provided.
- 16.5 It is understood and agreed that the above notice of payment in lieu of notice, or combination thereof, is reasonable and adequate notice, and will fulfill all requirements for notice, or payment in lieu of notice imposed by law.
- 16.6 Upon termination or alteration of your employment as set out herein, it is understood that you shall have no further claims against or be entitled to any further remuneration or compensation from, the employer arising out of the termination or alteration of your employment.

### **17. TERMINATION BY THE EMPLOYEE**

You may terminate your employment at any time by providing to the employer notice in writing, as per Employment Standards, to that effect. The employer may decide, in its sole discretion, to waive your required notice of termination.

## **18. TERMINATION OTHER TERMS AND CONDITIONS**

In the event that your employment is terminated either by you or the employer, you agree that the employer has the right to set off against or deduct from your salary or other entitlements (including but not limited to, any vacation pay or general holiday pay you are entitled to at law, or any salary in lieu of notice payable in accordance with the offer letter) any sum of money that is owing to the employer at the time of termination.

You agree that the employer has the right to enact or invoke policies and procedures governing its employees, and you agree to be bound by all such policies and procedures, except where they specifically contradict the terms of this offer of employment. The employer reserves the right to amend the Out of School Care Staff Handbook from time to time.

## **19. RETIREMENT**

In the event that your employment ends due to retirement, a letter of resignation stating such is required by Human Resources. This letter should be submitted at a minimum of 14 days prior to retirement date.

**JOB CLASSIFICATION / JOB DESCRIPTION**  
**OUT OF SCHOOL CARE – PROGRAM COORDINATOR**

***Regardless of classification all duties will be as assigned by the Site Based Administrator.***

**PROGRAM COORDINATOR**

**EXPECTATIONS**

The Program Coordinator will have certification of a Child Care Assistant, Worker or Supervisor. The employee in the Out of School Care Program shall support and model faith-filled Christian Catholic Values. While actual roles and responsibilities will vary depending on individual circumstances, all positions in the Out of School Care Program will generally be required to perform some or all of the following duties.

**RESPONSIBILITIES**

1. Oversee the direct child care and administrative responsibilities of the program
2. Provide supervision for staff and children
3. Provide program age-appropriate activities for school age (K – 12 year old) children
4. Meets all cleaning requirements of spaces used in the schools.

**COMPETENCIES and QUALIFICATIONS**

1. Level 2 Child Care Certificate
2. Valid First Aid Certificate
3. Ability to work without supervision
4. Must be highly motivated, patient, have a positive attitude and be courteous with children, staff and parents
5. Must be 18 years of age
6. Supports / reinforces child's self-esteem
7. Listens effectively and demonstrates appropriate responses to student interactions
8. Effective communication with children, staff and parents
9. Ability to cope with high activity levels
10. Compliance with Administrative Procedure 401 – Police Information Check – Children Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background checks. Any changes affecting these documents must be immediately disclosed to the Deputy Superintendent.

**Salary Grid for PROGRAM COORDINATOR**

Grid	Classification	Step	Staffing Notification		
				Base	Vacation
I	(without post-secondary documentation)	0	BAS0100	17.99	6
		1	BAS0101	18.89	6
		2	BAS0102	19.86	6
		3	BAS0103	20.82	6
		4	BAS0104	21.87	6
		5	BAS0105	22.95	6
II	(with post-secondary documentation – minimum 1 year recognized institution)	0	BAS0200	20.28	6
		1	BAS0201	21.29	6
		2	BAS0202	22.37	6
		3	BAS0203	23.48	6
		4	BAS0204	24.64	6
		5	BAS0205	25.92	6

**Statutory Holiday Pay is calculated and paid as per Employment Standards**

Monthly Allowance					
BASALL1	BASALL2	BASALL3	BASALL4	BASALL5	BASALL6
\$50.00	\$100.00	\$150.00	\$200.00	\$250.00	\$300.00

*Regular Hours; Vacation pay 6% (or percentage as per assignment); Statutory pay of 5% will be reported on separate lines of your earnings statement.*

**SALARY STIPULATIONS**

Employees are paid monthly for the hours worked from payroll cutoff to payroll cutoff (whenever possible, 10 calendar days before payday is used as cutoff for payroll purposes.).

OSC Agreement support staff shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education, experience and skill level required for the position (for those also in an assignment).

Step Increments will only be processed in September based on experience. Relevant or Division experience shall be when the employee has accumulated 600 hours (for those also in an assignment).

**JOB CLASSIFICATION / JOB DESCRIPTION**  
**OUT OF SCHOOL CARE – DIRECT CHILD CARE WORKER**

***Regardless of classification all duties will be as assigned by the Site Based Administrator.***

**DIRECT CHILD CARE WORKER**

**EXPECTATIONS**

The Direct Child Care Worker will have certification of a Child Care Assistant, Worker or Supervisor. The employee in the Out of School Care Program shall support and model faith-filled Christian Catholic Values. While actual roles and responsibilities will vary depending on individual circumstances, all positions in the Out of School Care Program will generally be required to perform some or all of the following duties.

**RESPONSIBILITIES**

1. Provide supervision for staff and children
2. Provide program age-appropriate activities for school age (K – 12 year old) children
3. Meets all cleaning requirements of spaces used in the schools.

**COMPETENCIES and QUALIFICATIONS**

1. Level 1 Child Care Certificate – ability to complete within the first six months of employment
2. Valid First Aid Certificate
3. Ability to work under the supervision of the Program Coordinator
4. Must be highly motivated, patient, have a positive attitude and be courteous with children, staff and parents
5. Must be 18 years of age
6. Supports / reinforces child's self-esteem
7. Listens effectively and demonstrates appropriate responses to student interactions
8. Effective communication with children, staff and parents
9. Ability to cope with high activity levels
10. Compliance with Administrative Procedure 401 – Police Information Check – Children Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background checks. Any changes affecting these documents must be immediately disclosed to the Deputy Superintendent.

**Salary Grid for DIRECT CHILD CARE WORKER**

Grid	Classification	Step	Staffing Notification		
				Base	Vacation
I	(without post-secondary documentation)	0	BAS0100	17.99	6
		1	BAS0101	18.89	6
		2	BAS0102	19.86	6
		3	BAS0103	20.82	6
		4	BAS0104	21.87	6
		5	BAS0105	22.95	6
II	(with post-secondary documentation – minimum 1 year recognized institution)	0	BAS0200	20.28	6
		1	BAS0201	21.29	6
		2	BAS0202	22.37	6
		3	BAS0203	23.48	6
		4	BAS0204	24.64	6
		5	BAS0205	25.92	6

**Statutory Holiday Pay is calculated and paid as per Employment Standards**

Monthly Allowance					
BASALL1	BASALL2	BASALL3	BASALL4	BASALL5	BASALL6
\$50.00	\$100.00	\$150.00	\$200.00	\$250.00	\$300.00

*Regular Hours; Vacation pay 6% (or percentage as per assignment); Statutory pay of 5% will be reported on separate lines of your earnings statement.*

**SALARY STIPULATIONS**

Employees are paid monthly for the hours worked from payroll cutoff to payroll cutoff (whenever possible, 10 calendar days before payday is used as cutoff for payroll purposes). OSC Agreement support staff shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education, experience and skill level required for the position (for those also in an assignment).

Step Increments will only be processed in September based on experience. Relevant or Division experience shall be when the employee has accumulated 600 hours (for those also in an assignment).

**JOB CLASSIFICATION / JOB DESCRIPTION**  
**OUT OF SCHOOL CARE – SCHOOL ADMINISTRATIVE ASSISTANT**

***Regardless of classification all duties will be as assigned by the Site Based Administrator***

**ADMINISTRATIVE ASSISTANT**  
**EXPECTATIONS**

The Administrative Assistant oversees the clerical duties of the program. The employee in the Out of School Care Program shall support and model faith-filled Christian Catholic Values.

**RESPONSIBILITIES, COMPETENCIES and QUALIFICATIONS**

1. Prepare deposits
2. Prepare receipts for parents/guardians
3. Enter or inform school secretary of OSC staff hours so they can be entered into the Absence Dispatch System to ensure accurate payroll processing each month
4. Track staff hours for monthly reporting, if necessary
5. Compliance with Administrative Procedure 401 – Police Information Check – Children Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background check

In some programs, this role is completed by the school secretary outside their regular secretarial assignment. These hours are compensated at their regular secretarial rate.

**MONTHLY ALLOWANCE**

A monthly allowance may be used to compensate Out of School Care support staff for additional time required to oversee the Out of School Care Program, outside of their regular scheduled hours. This may include, but is not limited to the time required to purchase materials/supplies for the program, etc.

Some of the factors the school administrator should consider when choosing an appropriate allowance is the experience and education of the staff member, number of families/children within the Out of School Care Program and the amount of outside preparation time.

<b>Monthly Allowance</b>					
<b>BASALL1</b>	<b>BASALL2</b>	<b>BASALL3</b>	<b>BASALL4</b>	<b>BASALL5</b>	<b>BASALL6</b>
<b>\$50.00</b>	<b>\$100.00</b>	<b>\$150.00</b>	<b>\$200.00</b>	<b>\$250.00</b>	<b>\$300.00</b>



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## Medicine Hat Catholic Board of Education

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