

Covenant Health – Out of Scope Employees

Terms and Conditions of Employment

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Introduction

These terms and conditions of employment apply to employees who are in an out of scope (non-unionized) position at Covenant Health.

Probation

A regular or temporary employee includes full-time and part-time, will be required to serve a six (6) month probationary period.

Hours of Work

Regular hours of work for Full-time employees, exclusive of lunch periods, are 7.75 paid hours per day and 38.75 paid hours per week. Regular hours of work include two rest periods of 15 minutes.

Normally employees are scheduled for 8.25 hours to include an additional 30-minute unpaid lunch break. Shift start/end times and combining of a lunch break and rest periods are at the discretion of the manager (i.e., a combined one hour break in a 8.25 hour shift).

Employees whose shifts are less than 7.75 hours must be given a 30 minute break for any shifts of 5 hours or greater under Alberta Employment Standards Code.

Extended or modified hours of work may be implemented where operationally feasible.

Vacation Accrual and Utilization

Regular and temporary full-time employees accrue vacation entitlement on a bi-weekly basis.

Regular and temporary part-time employees accrue vacation at the same rate as a full-time employee on a pro-rated basis.

Casual employees receive, in addition to their regular earnings, 6, 8, 10, or 12% (based on years of service) of their earnings in lieu of vacation entitlement on each pay cheque.

Vacation entitlement is as follows:

Employee Group	During Years of Service	Vacation days Regular Shifts (7.75 or 8)	Vacation hours Extended Shifts
Management (i.e. Senior Directors, Corporate Directors, Managers, Unit Managers)	1 - 4	20	155
	5 - 14	25	193.75
	15 +	30	232.50
Professional (i.e. Supervisors, Coordinators, Advisors, Consultants, Leads)	1 - 8	20	155
	9 - 18	25	193.75
	19 +	30	232.50
Program Support (i.e. Administrative Support)	1 - 2	15	116.25
	3 - 8	20	155
	9 - 18	25	193.75
	19 +	30	232.50

Named Holidays & Floater Holiday

The days designated as Named Holidays are as follows:

- | | |
|---------------------|--|
| 1. New Years Day | 7. Labour Day |
| 2. Family Day | 8. National Day for Truth and Reconciliation |
| 3. Good Friday | 9. Thanksgiving Day |
| 4. Victoria Day | 10. Remembrance Day |
| 5. Canada Day | 11. Christmas Day |
| 6. August Civic Day | 12. Boxing Day |

In addition to the foregoing Named Holidays, full-time employees may be eligible for a “Floater” holiday. To qualify for a Floater Holiday, a full-time employee must have been employed by July 1st of the year in which the Floater Holiday is to be recognized. The floater shall be taken prior to December 31st of each year, at a mutually agreed upon time. If the holiday is not taken by the last day of December, it shall be paid out.

Employees obligated to work on the Named Holiday shall receive 1 ½ times the basic rate of pay for all hours worked. In addition:

Full-time employees obligated to work on a Named Holiday, shall receive a mutually agreeable day off with pay within thirty (30) days following the Named Holiday or during such longer period as may be mutually agreed upon. All accumulated time off in lieu of the Named Holiday shall be paid out prior to March 31.

A full-time employee shall be entitled to a day off with pay on, or for, a Named Holiday provided they:

- a) Work their scheduled shift immediately prior to and immediately following the Named Holiday except where the Employee is absent due to illness or other reasons acceptable

- to the Employer; and
- b) Work on the Named Holiday when scheduled or required to do so.

Part-time (regular and temporary) and casual employees will receive 5% of regular earnings for statutory holiday pay in lieu of the named holidays on each pay cheque.

An employee on unpaid leave in excess of thirty (30) calendar days is not entitled to a Named Holidays that occur during the absence. This includes employees in receipt of short-term disability, bridging benefits or long-term disability, Employment Insurance and all other unpaid leaves of absence.

An employee on Workers' Compensation shall not be entitled to a Named Holiday which falls during a W.C.B. absence.

Sick Leave

Eligibility

Regular and temporary full-time and part time employees of Covenant Health are eligible for this benefit.

Accrual of Sick Leave

Full-time (permanent and temporary) employees shall accrue 1.5 days per month towards paid sick leave to a maximum of 120 days (930 hours on a 7.75 hour day and 960 hours on an 8 hour day)

Part-time (permanent and temporary) employees accrue sick leave on a prorated basis. Additional shifts will accrue sick leave up to the full time accrual level.

Depletion of Sick Leave Accrued

Employees off sick will have their sick leave accrual bank decreased for each hour of paid sick leave on regular shifts only.

If the employee's sick leave is exhausted and they are unable to return to work, the employee may be covered under an appropriate income protection plan, either the Bridging Benefit or Long Term Disability

Bridging Benefit

Employees who continue to be ill or injured beyond their accumulated sick leave credits may be eligible to receive the bridging benefit. Employees must provide OH&S with medical documentation that supports their illness. If approved, they will receive 66 2/3 % of their regular earnings for the balance of the Long Term Disability Qualifying period (max 24 weeks from date of disability).

Long Term Disability (LTD)

Regular full-time and part-time employees working 15 hours per week or greater are eligible to apply for Long Term Disability benefits. If approved, LTD pays approximately 72% of net salary and is paid by the insurer.

Workers Compensation

Workers Compensation coverage is provided to all employees.

For each day that Covenant Health supplements W.C.B. payments 1/10th of a sick day shall be deducted from the employee's accumulated sick leave. Where the employee does not have sick leave, employees will be paid directly by W.C.B.

Employees receiving WCB payments shall cease to accrue sick leave credits. Vacation continues to accrue for up to 24 months on WCB.

Overtime

Professional and Program Support

Eligibility

Regular and temporary full-time and part time professional and program support employees are eligible for overtime.

Compensation

Daily overtime hours worked shall be paid at 1.5x the basic rate of pay for the first 3 hours and 2x thereafter.

Overtime must be approved by an employee's immediate manager and where possible, should be pre-approved prior to working the overtime hours.

Time off in lieu of overtime is accumulated at the applicable overtime rates. Overtime not taken as time off will be paid out prior to March 31st.

Management – Additional Hours Worked

Managers are not eligible for overtime for hours worked in addition to their regular shift. Hours worked outside their regular duties (e.g. Managers replacing an in scope employee) are either paid at the basic rate of pay or banked at straight time.

Premium Payments

An Out of Scope employee shall be paid premium payments as follows (eligibility details to follow after the chart):

	On Call Regular Day	On Call Stat or day off	Call Back 1 st 3 hrs (Min 2 hrs)	Call Back 3 hrs +	Shift Premium	Weekend Premium
Out of Scope Professional	\$3.00/hr	\$3.00/hr	1.5X basic hourly rate up to 3 hours	2X basic hourly rate in excess of 3 hours	\$2.25/hr regular and overtime hours eligible for payment	\$2.25/hr regular and overtime hours eligible for payment
Out of Scope Program Support	\$3.00/hr	\$3.00/hr	1.5X basic hourly rate up to 3 hours	2X basic hourly rate in excess of 3 hours	\$2.25/hr regular and overtime hours eligible for payment	\$2.25/hr regular and overtime hours eligible for payment
Out of Scope Management	Admin On-Call day off in lieu to be taken either the week before, week after or during the on-call period. This time cannot be banked.		Call Back (in-scope or specific management work) banked time at basic rate of pay to be taken as time off or paid out by March 31 st .		\$2.25/hr regular hours / shift eligible only	\$2.25/hr regular hours / shift eligible only
Out of Scope – Management (Professional Registration Required – i.e.; CARNA, CRPNA, CLPNA, etc.)	Admin On-Call day off in lieu to be taken either the week before, week after or during the on-call period. This time cannot be banked.		Call Back (in-scope or specific management work) banked time at basic rate of pay to be taken as time off or paid out by March 31 st .		Evening \$2.75 Night \$5.00 regular hours /shift eligible only	Weekend \$3.25 regular hours / shift eligible only
Out of Scope- Management ARCMs and RCMs Edmonton General Continuing Care Center	Admin On-Call day off in lieu to be taken either the week before, week after or during the on-call period. This time cannot be banked.		Call Back (in-scope or specific management work) banked time at basic rate of pay to be taken as time off or paid out by March 31 st .		Evening \$3.25 Night \$5.00 regular hours shift eligible only	Weekend \$3.25 regular hours / shift eligible only

Shift Premium Eligibility

An **evening shift** premium of \$2.25 per hour shall be paid to an Out of Scope employee where the majority of the shift falls within the period of 1500 hours to 2300 hours.

A **night premium** of \$2.25 per hour shall be paid to an Out of Scope employee where the majority of the hours fall within the period of 2300 hours and 0700 hours.

** Exception: Management employees who require a Professional Registration:*

An evening shift premium of \$2.75 per hour shall be paid where the majority of the shift falls within the period of 1500 to 2300 hours.

A night premium of \$5.00 per hour shall be paid where the majority of the hours fall within the period of 2300 and 0700 hours.

Weekend Premium Eligibility

A **weekend premium** of \$2.25 per hour shall be paid to an Out of Scope employee where the majority of such shift falls within the 64 hour period commencing at 1500 hours on Friday to 0700 on Monday.

**Exception: Management employees who require a Professional Registration:*

A weekend premium of \$3.25 per hour shall be paid where the majority of such shift falls within the 64 hour period commencing at 1500 hours on Friday to 0700 on Monday.

Where applicable, an employee shall be eligible to receive both shift differential and weekend premium.

**The Leader approving the payroll must notify payroll when the higher premium rates for shift and weekend apply, otherwise the system will default to pay premiums at \$2.25 per hour for shift and weekend.*

Premium Payments for Administrative Resident Care Managers (ARCM) and Resident Care Managers (RCM) – Edmonton General Continuing Care Centre:

An **evening shift premium** of \$3.25 per hour shall be paid to an ARCM or RCM where the majority of the hours of such shift fall between 1530 and 2400 hours.

A **night premium** of \$5.00 per hour shall be paid to an ARCM or RCM where the majority of the hours fall within the period of 2330 hours and 0800 hours.

A **weekend premium** of \$3.25 per hour shall be paid to an ARCM or RCM where the majority of such shift falls between 0800 hours and 2400 hours on Saturday and Sunday.

ARCMs and RCMs are eligible for one premium payment only.

Leaves of Absence

Reference: Covenant Health's Leaves of Absence Policy II-55.

Paid Leaves

Bereavement Leave: Is granted at the request of the employee and shall be in accordance with Covenant Health's Leaves of Absence Policy.

Jury / Witness Duty: An employee required by law to appear in court as a juror, potential juror or as a witness for matters arising out of employment with Covenant Health, is granted necessary leave of absence from duty with full pay.

Personal Leave Days/Hours: Full time employees shall be entitled to ten (10) Personal Leave Days or 77.5 hours (Extended Shift Worker) during each fiscal year (April 1 – March 31) of employment. Part time employees receive a pro-rated amount. New employees will be granted Personal Leave Days in accordance with Covenant Health's Personal Leave Days Policy.

Reference: Covenant Health's Personal Leave Days Policy II-80.

Unpaid Leaves

Maternity: An employee who has been employed for ninety (90) days is eligible for up to sixteen (16) weeks of unpaid maternity leave and additionally up to sixty-two (62) weeks of unpaid parental leave for a total of up to seventy-eight (78) weeks of unpaid leave.

Parental/Adoption Leave: Employees may request up to sixty-two (62) weeks of parental leave without pay within seventy-eight (78) weeks after the child's birth or within seventy-eight (78) weeks after the child is placed with the adoptive parent.

Terminal Care/Compassionate Care Leave: An employee with a relative in the end stages of life shall be entitled to leave of absence without pay for up to twenty-seven (27) weeks, upon providing satisfactory proof from Employment Insurance. For the first six (6) months of leave benefits will be at the normal cost-sharing, the remaining time on leave will be without pay and benefits. (Compassion Care Benefit approval).

Domestic Violence Leave: Employees addressing a situation of domestic violence shall be entitled to up to ten (10) days of an unpaid leave of absence.

Citizenship Ceremony Leave: Employees shall be provided a half-day of unpaid leave to attend a citizenship ceremony to receive a certificate of citizenship, as provided for under the Citizenship Act (Canada) and regulations made under that Act.

Critical Illness Leave: Employees who require time off to care for critically ill or injured children shall be entitled to an unpaid leave up to thirty-six (36) weeks. Employees who require time off to care for ill or injured adult family members shall be entitled to an unpaid leave up to sixteen (16) weeks.

Death or Disappearance of a Child Leave: an unpaid leave of up to fifty-two (52) weeks will be provided for employees whose child disappeared as a result of a crime, or up to one hundred four (104) weeks if a child died as a result of a crime.

Military Leave: An employee who is required by military authorities to attend training or perform military services shall be granted leave without pay.

Leave for Public Affairs: An employee may be granted a leave of absence without pay so they may be a candidate in federal, provincial or municipal elections.

Other Leaves (personal, education, etc.): Application for Leave of Absence without pay should be made in writing and may be granted to a permanent employee at the discretion of the employer.

For leaves of absence greater than 30 calendar days, refer to Policy #II-40, Group Benefits – Exempt Employees, to determine if group benefits apply.

For full details on provisions and procedures when on an unpaid leave of absence, please contact your Human Resource Client Partner.

Membership Fees

If an employee has professional credentials or membership in a specific professional association or college, that is relevant to their position, it is the responsibility of the employee to maintain good standing. In the event the employee's registration, license or membership changes, they must notify their manager as soon as possible.

An employee may be reimbursed for professional credentials, membership or other associated fees that are related to their position, as determined by their manager. In cases where an additional license is essential to practice, this fee may also be reimbursed. This will be at the discretion of individual managers.

Casual employees are not eligible for reimbursement. Temporary employees with an employment term of 12 months or greater are eligible.

Employees on Maternity or Parental Leave are eligible for reimbursement while on leave. Proof of expenditure (original receipts) must be provided and approved by the manager before reimbursement can be made.

All requests for reimbursement must be approved by the next level of management and in accordance with the Delegation of Approval Authority (DOAA). Approved requests for reimbursement, along with an original receipt for the fees paid, shall be forwarded to Finance for payment.

Employee Benefit Plans

Only available for positions with:

- 0.39 FTE (7.75 hr/day) or 0.38 FTE (8.00 hr/day) or greater FTE
- Temporary Employees: must be 6 months or more and 15 hr/week
- Regular and Temporary (6 months or greater) part time employees working less than 15 hours per week are eligible to participate in the Health (include vision and travel) and Dental benefits only

Note: The above eligibility does not apply to the Local Authorities Pension Plan

Covenant Health provides a competitive package of employee benefit plans for their eligible employees. These benefits are provided through administrative or insurance contracts obtained by Covenant Health; the administration of such plans shall be subject to and governed by the terms and conditions of the policies or contracts entered into with the underwriters of the plan. A summary of these benefits appears below:

Basic Plans	Coverage Level
Basic Life Insurance	2X annual salary to a maximum of \$750,000
Basic Accidental Death and Dismemberment Insurance	2X annual salary to a maximum of \$750,000
Basic Critical Illness	\$25,000 coverage for employee only
Bridging Benefit	Employer funded extension of sick leave at 66.67% of regular earnings.
Long Term Disability	Net benefit = approximately 72% up to \$12,000 monthly benefit
Supplementary Health	80% direct bill plan - prescriptions 100% Hospital services and other services as outlined Out of Country Coverage Paramedical Practitioners
Vision	\$250 every 24 months / person \$100 eye exam / person/ 24 months
Dental Plan	80% Basic coverage 50% Major coverage to \$3,000 per year maximum 50% Orthodontic coverage to \$3,000 lifetime maximum
Voluntary Plans	Coverage Level
Optional Employee/Spousal Life Insurance	Employee and/or spousal coverage Units of 10,000 up to \$500,000
Optional Child Life	Units of \$5,000 up to \$25,000 for each child
Optional Accidental Death and Dismemberment Insurance	Employee and/or family coverage Units of 10,000 up to \$350,000
Optional Employee/Spousal Critical Illness	Employee and/or Spouse Units of \$10,000 up to \$250,000
Other Benefits Provided	
Flex Benefit Program 100% Employer funded	Once a year, Out of Scope employees will have a dollar credit amount assigned to their Flex Benefit Program. The program includes: Health Spending Account, Personal Spending Account,

	Group RRSP, and/or Group a TFSA.
Group RRSP	Employees can contribute a dollar amount (minimum \$25.00/pay) through payroll deduction. In addition, employees can allocate all or a portion of their Flex account to a Group RRSP
Benefit Premiums for Basic Life, Basic AD&D, Basic Critical Illness, Supplementary Health, Vision, Dental and the Flex Account are 100% paid by Covenant Health. Long Term Disability and the Voluntary Plans are 100% paid by the employee.	
Local Authorities Pension (LAPP)	Covenant Health offers eligible employees a defined benefit pension plan to provide a pension at retirement. For more information on the plan: www.lapp.ca or https://www.compassionnet.ca/