

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Non-Teaching Employees Providing
Notice of Resignation PER #20

Revised: September 2024

Background

The Board's Policy for [Compensation and Benefits for Non-teaching Staff](#) states "the Superintendent shall establish, for each school year, remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement".

Certificated teachers employed by Christ The Redeemer Catholic Schools ("CTR Catholic") as teachers are covered by the Education Act (see the [Education Act](#) for details). Non-teaching staff shall be covered by this procedure. This procedure outlines the process for terminating employment with CTR Catholic.

Procedures

1. General Termination Procedures

- 1.1. Employees wishing to terminate their employment with CTR Catholic are required to provide written notice of their intentions. Employees who have worked for CTR for two years or more must provide a minimum of two weeks' notice in accordance with labor standards. If their contract of employment specifies different terms regarding resignation, they must adhere to those terms. The notice should be addressed to their supervisor, with a copy to Human Resources, and include the date written/delivered and their intended termination date.
- 1.2. The notice period shall not include vacation time as the employee will be required to be present during the transition period required for recruitment, selection and training of new staff.
- 1.3. Failure to provide proper notice as outlined in the Alberta Employment Standards may deem the employee 'ineligible for re-hire' with CTR Catholic.
- 1.4. Employees who have worked less than two years, or those still considered probationary, are not required to provide two weeks' written notice but are asked to provide as much notice as possible. Employees with several years of seniority, or who are in specialized positions, are asked to provide more than two weeks' notice, when possible, to allow for recruitment, selection and training of new staff.

2. Earnings

- 2.1. **Attendance Tracking** - For all employees, attendance periods are tracked from the 16th of one month to the 15th of the next; pay is made by direct deposit on the 25th of the month.
- 2.2. **Hourly Paid Employees** - For hourly paid employees all approved hours accounted for are paid on the 25th of the month.
- 2.3. **Salaried Employees** - For all employees paid a year-round, monthly salary earnings are accrued from the 1st day to the last day of each month for pay made by direct deposit on the 25th of the month. In the case where earnings are paid but not earned (e.g. employee has been paid an entire month but

terminated prior to month end) monies owing to CTR Catholic will be recovered from any sources available and are ultimately the responsibility of the employee.

- 2.4. **ROE** - A Record of Employment (ROE) will be completed for all terminating employees following their final pay. The CTR Payroll department will submit an electronic copy, and it can be accessed by the employee through Service Canada.

3. **Vacation Accrual**

- 3.1. **Vacation Entitlement** - Vacation hours are accumulated monthly as outlined in PER #04, Vacation Benefit, and indicated in hours on the employees' pay statement. Employees may consider their annual accrual when planning their vacations and on approval go into a deficit or negative accrued hours situation. All vacation hours should be used in the in the year earned. Carry-over of unused vacation requires the approval of the supervising manager and the Superintendent or their designate. Upon termination all vacation time owing will be paid out to the employee.
- 3.2. **Unused Vacation** - Vacation entitlements earned but not taken by the employee will be paid on their final cheque.

4. **Benefits**

- 4.1. **Benefits** – Alberta School Employee Benefit Plan (ASEBP) Benefits offered to employees of CTR Catholic will end with the employee's last paid day. It is the responsibility of the terminating employee to ensure that all claims are submitted within each plan's specifications, and alternate benefit providers are arranged.

5. **Pension**

- 5.1. If the terminating employee has contributed to the Local Authorities Pension Plan (LAPP), LAPP will be in contact with the employee regarding their options.
- 5.2. If the terminating employee has contributed to the Alberta Teachers' Retirement Fund (ATRF), the employee must contact ATRF regarding their options.