

Salaried Exempt Employee Information

(Administrative Professional & Technical, and Management)

This handbook will be reviewed periodically and is subject to change without notice

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General Terms & Guidelines

General Description

The terms and conditions outlined in this handbook are applicable to our salaried exempt employees, which include administrative, professional and technical (APT) employees as well as our management positions. This handbook is also applicable to our Executive employees, to the extent it does not conflict with the terms of their individual contracts of employment.

Probationary Period

Successful completion of a probationary period of six (6) months is required for exempt employees, unless:

- The employee took the position having already been a previous SAIT employee who completed a probationary period; or
- The requirement is waived by the relevant Vice President or the Associate Vice President Employee Services.

Pay Information

Salary

Salary will be paid semi-monthly via direct deposit. Statutory and optional deductions will be made from semi-monthly salary.

Hours of Work & Overtime

The hours of work are 37.5 hours per week. Normally, employees within the APT compensation group will not be eligible for compensation for work performed in excess of the normal hours of work; however, in order to meet operational needs requiring immediate action and response, a Manager may require an employee to work hours in excess of regularly scheduled hours. Such authorization shall be in writing.

Where the Manager has authorized such overtime, the Employee may be compensated as follows:

- At the discretion of the Manager, time off in lieu at the rate of one and a half hours per one hour of overtime worked. Such time off in lieu may be banked to be taken within a maximum of three months from the end of the pay period in which the time was earned and at a maximum of two consecutive workdays at any one time.
- In very exceptional cases, and subject to the written approval of the relevant Vice President or the Associate Vice President Employee Services, a monetary payment on a time and one-half basis may be recommended by the Manager.

Pension

Pension participation shall be governed by SAIT's policy and procedures on pension. Participation in the Local Authorities Pension Plan (LAPP) is mandatory for all salaried permanent and temporary employees.

Mandatory Training

SAIT may require employees to undergo mandatory training upon commencing work at the institution, and periodically at other times. This training may include matters related to code of ethics, conflict of interest, health and safety, and respectful work environments, amongst other subjects.

Leave Management

Vacation (HR Policy: HR.3.1)

Vacation leave entitlement with pay shall be earned as follows and may be taken prior to earning with approval from your Manager:

An employee who has completed fewer than twelve (12) full months' service as of December 31st will earn one and two thirds (1 2/3) workdays' vacation for each calendar month worked from the commencement of employment:

- On or before the fifteenth (15th) day of any month, vacation entitlements shall be earned from the first (1st) day of that month; or
- On or after the sixteenth (16th) day of any month, vacation entitlements shall be earned at half the monthly rate.

An employee service shall earn vacation as per the following:

- completed less than two (2) years of service earns 6.25 hours per pay.
- completed more than two (2) years of service earns 7.19 hours per pay
- completed more than three (3) years of service earns 7.50 hours per pay
- completed more than four (4) years of service earns 7.81 hours per pay
- completed more than five (5) years of service earns 8.12 hours per pay
- completed more than six (6) years of service earns 8.44 hours per pay
- completed more than seven (7) years of service earns 8.75 hours per pay
- completed more than eight (8) years of service earns 9.06 hours per pay
- completed more than nine (9) years of service earns 9.37 hours per pay

Employees must complete a Leave Report through Employee Self-Serve to report vacation days taken. It is not necessary to file a Leave Report for the days the campus is closed (statutory holidays or days in lieu, and designated floating holidays).

Unused Vacation Leave

Employees are encouraged to use all their vacation allowance as it is earned and to keep balances low, particularly as SAIT approaches its March 31 fiscal year end. Managers may require employees to take vacation where balances are too high.

- An employee shall receive pay in lieu of unused vacation to which they are entitled upon termination.
- An employee who moves from one compensation group to another compensation group with different accrual rates may be required to accept a pay-out of accumulated vacation credits with AVP of Employee Services approval, if the retention of these credits is likely to cause an excess of vacation in the following year.

For further details, please refer to the HR.3. 1. 1 Vacation Procedure on SAIT.ca.

Statutory Holidays

The following is a list of statutory paid holidays that SAIT allows:

- New Year's Day, to be observed on January 1st or if it falls on a Saturday or on a Sunday, to be observed on an alternate day designated by SAIT;
- Family Day;
- Good Friday;
- Easter Monday;
- Victoria Day;
- Canada Day, to be observed July 1st, or if it falls on a Saturday or Sunday, to be observed on the Monday following;
- August Civic Holiday
- Labour Day;
- Thanksgiving Day;
- Remembrance Day, to be observed on November 11, or if it falls on a Saturday or Sunday, to be observed on the Monday following;
- Christmas Day to be observed on December 25, or if it falls on a Saturday or Sunday, to on an alternate day designated by SAIT;
- Boxing Day to be observed on December 26, or if it falls on a Saturday or Sunday, on an alternate day designated by SAIT;
- Any day proclaimed by law to be a holiday in the Province of Alberta.

Flex Day Program (HR Policy: HR.3.1.10)

The Flex Day Program is a benefit that provides exempt employees with an opportunity to access flexible workdays. The Flex Day Program is determined by SAIT and is reviewed annually. Exempt employees are entitled to a total of twelve (12) flex days per calendar year (prorated for those commencing employment after the first of the month and for those working less than 1.0 FTE).

Please note:

- Flex days may be taken as full or half days;
- Unused flex days will not be paid out for any reason and will be forfeit at the end of the calendar year;
- Employees are encouraged to use their flex days throughout the year in consultation with their leader. Our recommendation is to use one per month or three per quarter. However, this is at the discretion of the leader.

Employees must complete a Leave Report through Employee Self-Serve to report the days chosen. It is not necessary to file a Leave Report for the days the campus is closed (statutory holidays or days in lieu, and designated floating holidays).

For further details, please refer to the HR 3.10. 1 Flex Day Program Procedure on SAIT.ca.

Winter Leave

In addition to the three (3) statutory holidays which occur at this time of year, SAIT will normally designate two (2) or three (3) additional floating holidays in order to make up a minimum of one full week during which the campus will be closed. The exact number of designated floating days depends upon the days on which the statutory holidays fall.

Exempt employees are entitled to five (5) days in addition to the statutory holidays. This is composed of the two (2) or three (3) designated floating days during which the campus is closed, as well as two (2) or three (3) flex days (depending on the year).

- In a year with only two (2) designated floating days, exempt employees will receive three (3) flex days
- In a year with three (3) designated floating days, exempt employees will receive two (2) flex days.

Each calendar year, the additional flex days will be added to the allotment otherwise available to all exempt employees. These days can be used at any time throughout the calendar year. Should an employee not take these additional days, they will be forfeited and will not carry forward into January.

Employees must complete a Leave Report through Employee Self-Serve to report the additional flex days taken. It is not necessary to file a Leave Report for the days the campus is closed (statutory holidays or days in lieu, and designated floating holidays).

Volunteer Time off Program

SAIT believes in community involvement and encourages employees to spend time volunteering within the community. APT employees are given two (2) paid days per year to volunteer for an initiative of their choosing. Volunteer days can be taken in half days or full days, subject to operational requirements and Manager approval. Volunteer time does not have to be allocated to a registered charity, for example, food drive, daycare/school, senior's home, ski swap, book sale, fundraising, etc.

Employees must complete a Leave Report through Employee Self-Serve to report the volunteer days chosen.

Court Leave

Court Leave at the Employee's basic rate of pay will be granted if an employee is required to appear in court in their capacity as a SAIT employee on behalf of SAIT, if an employee is summoned or subpoenaed as a juror or in the selection of a jury, or if an employee is summoned or subpoenaed as a witness in a legal action in which the Employee has no interest.

If an employee is requesting Court Leave, a copy of the summons or subpoena must be provided. Any payment received by the Employee for attending court shall be assigned to and paid to SAIT.

Employees must complete a Leave Report through Employee Self-Serve to report the court days taken.

Special Leaves

Employees not on leave of absence shall be granted, upon approval by your Manager, special leave at their basic rate of pay. The circumstances under which special leave is granted, subject to the following clauses and the corresponding maximum number of workdays, is as follows:

- Illness within the immediate family- four (4) days;
 - Illness within the immediate family leave shall be granted for the purpose of making arrangements for the caring of the person that is ill. Immediate family shall mean parents, legal guardian, spouse/partner (including common-law), and children.
- Bereavement- three (3) days;
 - Bereavement leave shall be granted in the event of the death of Employee's spouse/partner (including common-law), or any of the following relations of an Employee or spouse/partner (including common-law), parents, parents-in-law, Legal guardian, grandparents, grandchildren, children, siblings or the spouse/partner of any of the foregoing.
- Travel time for illness within the immediate family for bereavement- two (2) days;
 - Travel time for illness within the immediate family for bereavement shall mean for travel where long distances or isolated areas are involved. Administration of estate shall apply only when an Employee has been designated as an executor of the estate for the deceased.
- Administration of estate - two (2) days;
- Moving household effects - one (1) day;
 - Moving of household effects shall apply to an Employee who maintains a self-contained household and who changes the place of residence, which requires moving household effects during normal working hours.
- Disaster conditions - two (2) days;
 - Disaster Conditions shall apply for a critical condition which requires an Employee's personal attention in a disaster (including but not limited to fire or flood) which cannot be served by others, or attended to by the Employee at a time when normally off duty.
- Examination(s) for course(s) approved by the Employer - as required;
- Funerals as pallbearer or mourner - one (1) day;
 - Mourning shall be granted where operational requirements permit, subject to approval by the Employer.

If an employee commences employment after July 1, the Employee will be eligible for a maximum of five (5) Special Leave Days. For each subsequent calendar year of employment, the Employee shall be eligible for a maximum of ten (10) Special Leave Days. Each day or portion of a day, of special leave used, within a calendar year of employment, shall be deducted from the remaining special leave entitlement for that calendar year of employment.

- Birth or adoption proceedings of an employee's child - one (1) day;
- Formal hearing to become Canadian Citizen - one (1) day;
- Recognized religious days - as required.

The maximum length specified above for each circumstance shall not be exceeded. However, leave under

each provision may be granted for separate occurrences more than once within a calendar year, provided that the total special leave granted does not exceed ten (10) working days per calendar year, unless additional special leave is approved by the relevant Vice President or the Associate Vice President Employee Services.

Minimum two (2) weeks' notice would be ideal for special leave, where possible. Employees are encouraged to give as much notice as possible to allow for flexibility in making alternative arrangements, if required.

Employees must complete a Leave Report through Employee Self-Serve to report the special leave days chosen.

[Four for Five Deferred Salary Leaves \(HR Policy: HR.3.7.1\)](#)

The Four for Five Deferred Salary leave is intended to provide an opportunity for exempt employees to take 12 months away from SAIT for personal development and growth. For further details, please refer to the HR 3.7.1 Four for Five Deferred Salary Procedure on [SAIT.ca](#).

Sick Leave

[Casual Illness Leave](#)

Casual illness means a non-occupational illness/injury which causes an employee to be absent from work for three (3) consecutive working days or less. An employee shall be eligible for a maximum of ten (10) workdays (within a calendar year) of casual illness leave with pay. An employee who has commenced employment on or after July 1st shall be eligible for a maximum of five (5) workdays of casual illness leave with pay within the calendar year. Proof of illness may be requested for any time lost due to casual illness/injury, as determined by the Ability Management Coordinator.

Employees must complete a Leave Report through Employee Self-Serve to report the casual illness days taken.

If an employee is ill at work or requires time off for the purposes of attending a dental, physiotherapy, optical or medical appointment, provided the Employee has been given prior authorization by the Employer and works one hour in a half day that the Employee is absent for those purposes, such absence shall neither be charged against the casual illness entitlement, nor shall a deduction in pay be made for the time lost in the half day in which the Employee became ill or attended the appointment.

[General Illness Leave](#)

General Illness means a non-occupational illness/injury that causes the Employee to be absent from work for a period of more than three (3) consecutive workdays, or more than 10 casual illness days in a calendar year. General Illness leave shall be in addition to any Casual Illness leave entitlements. The Employee shall provide a medical certificate for any General Illness leave, as determined by the Return to Work Coordinator. A completed Salaried Employee's General Sick Leave/WCB Form must be submitted to Employee Services by your Leader.

General illness leave will not exceed 120 consecutive workdays and shall be granted as follows:

- Illness commencing within the first month of the first year of employment, there will be no salary for the first 10 workdays of illness and, thereafter, 70% of normal salary for the next 110 workdays of the illness;
- Illness commencing in the first year of employment, but following the first month of employment, there will be 100% of normal salary for the first 10 workdays of illness and 70% of normal salary for the next 110 workdays of the illness;
- Illness commencing in the 2nd year of employment, there will be 100% of normal salary for the first 15 workdays of illness and 70% of normal salary for the next 105 workdays of the illness;
- Illness commencing in the 3rd year of employment, there will be 100% of normal salary for the first 25 workdays of illness and 70% of normal salary for the next 95 workdays of the illness;
- Illness commencing in the 4th year of employment, there will be 100% of normal salary for the first 35 workdays of illness and 70% of normal salary for the next 85 workdays of the illness;
- Illness commencing in the 5th year of employment, there will be 100% of normal salary for the first 45 workdays of illness and 70% of normal salary for the next 75 workdays of the illness;
- Illness commencing in the 6th or any subsequent years of employment, there will be 100% of normal salary for the first 60 workdays of illness and 70% of normal salary for the next 60 workdays of the illness.

General Illness leave can be utilized more than once in an employment year. If there is more than one general illness leave in the same employment year, time taken at 100% of normal salary will be reinstated at 70% of normal salary. This reinstatement shall occur when the absence is less than 120 consecutive work days, and where the employee has not taken any general illness leave for the same or related illness during the first ten (10) consecutive workdays following a return to full hours of work.

When a day designated as a paid holiday falls within a period of General Illness, it shall be counted as a day of General Illness.

[Maternity/Parental/Adoption Leave](#)

An Employee may be granted leave without pay for maternity, parental or adoption leave. For further information, please refer to the HR.3. 6.1 Maternity, Parental and Adoption Leave Procedure on SAIT.ca.

Employee Performance and Development

[Performance Management](#)

Your Manager will engage in ongoing performance conversations with you, including setting goals and discussing progress

[Employee Development Opportunities](#)

SAIT offers various programs for employees and you are encouraged to speak with your leader regarding your development plans.

Health and Wellness Plan Benefits

SAIT's comprehensive medical, dental, accident and life insurance benefits include:

- Dental Plan coverage is paid for by SAIT and an Employee is eligible to participate after six (6) continuous months of service;
- Group Life Insurance is mandatory and coverage is paid for by SAIT;
- Accidental Death and Dismemberment coverage matches basic group life insurance;
- Optional Life Insurance is available and may be purchased by the Employee;
- Dependent Life Insurance is available and may be purchased by the Employee;
- Long Term Disability Insurance coverage is mandatory and coverage is paid for by the Employee;
- Enhanced Benefit Plan - Extended Health Care coverage is mandatory and coverage is paid for by SAIT;
- Standard Benefit Plan - Extended Care Coverage is optional and is cost shared with the Employee. (Note: The Standard Benefit Plan is only available to employees hired prior to July 1, 2003);
- All employees who have Extended Health Care have the option of a Health Spending Account or a Taxable Spending Account which can be selected once per benefit year during the open enrollment period.

Benefits plans and providers may change from time-to-time in SAIT's sole discretion.

Health and Safety

SAIT is committed to employee safety and requires employees to complete mandatory training as part of our onboarding process as well as for ongoing mandatory training throughout your SAIT career. You will be directed to complete these trainings as part of our health and safety orientation.

Workers' Compensation Supplement

Where an employee sustains an injury in the course of his or her duties and, as a result, is eligible to receive compensation pursuant to the Workers' Compensation Act, the employee shall be paid their regular full salary as Workers' Compensation Supplement as follows:

- Up to 60 workdays if the injury occurs during the first five years of employment;
- Up to 90 workdays if the injury occurs during the sixth to tenth years of employment inclusive;
- Up to 120 workdays if the injury occurs during the eleventh or subsequent year of service.

Resignation

An Employee is required to provide the Employer with a minimum of two (2) weeks' prior written notice of resignation if they wish to resign in good standing.

An Employee who is absent from their employment and who has not informed the Employer shall after three (3) consecutive workdays of unauthorized absence, be considered to have abandoned their position and will be deemed to have resigned, unless it is subsequently shown by the Employee and accepted by the Employer that special circumstances prevented the Employee from reporting to work.

The date of resignation shall be the last day of work. Vacation leave may be used as part of the notice period.

An employee may not withdraw a resignation tendered, nor may a resignation accepted be rescinded. Exceptions will be at the discretion of the Associate Vice President Employee Services or the relevant Vice President or President.