ADMINISTRATIVE
PROFESSIONAL
TECHNICAL
(APT)
SALARIED EMPLOYEE INFORMATION

The Administrative/Professional/Technical (APT) Salaried Employee Information will be reviewed periodically and could be changed subject to the exigencies of the business.
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I. General Description
This group consists of administrative, professional and technical specialists. Employees in the APT group carry out specialized tasks requiring considerable expertise in their field. The nature of their work is such that they have access to considerable confidential operational, financial and employee information, they work in an environment where considerable latitude in the use of expertise is required or their duties and responsibilities fall within the parameters of The Public Service Employee Relations Act (PSERA).

II. General Terms
1. Salary
Salary will be paid monthly with a mid-month advance by Direct Deposit. Statutory and optional deductions will be made from monthly salary.

2. Health and Wellness Plan Benefits
SAIT’s comprehensive medical, dental, accident and life insurance benefits include:
   a.) Dental Plan coverage is paid for by SAIT and an Employee is eligible to participate after six (6) continuous months of service;
   b.) Group Life Insurance is mandatory and coverage is paid for by SAIT
   c.) Accidental Death and Dismemberment coverage matches basic group life insurance;
   d.) Optional Life Insurance is available and may be purchased by the Employee;
   e.) Dependent Life Insurance is available and may be purchased by the Employee;
   f.) Long Term Disability Insurance coverage is mandatory and coverage is paid for by the Employee;
   g.) Enhanced Benefit Plan - Extended Health Care coverage is mandatory and coverage is paid for by SAIT;
      i. 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);
   h.) For those employees that have Extended Health Care there is a Health Spending Account or a Taxable Spending Account.

3. Pension
Local Authorities Pension Plan (LAPP) participation is mandatory for all salaried permanent full-time employees and may be available to permanent salaried part-time employees.

Participation in LAPP or SAIT’s Defined Contribution Registered Pension Plan (DCRPP) may be available for temporary salaried employees.

For more information about employee benefits, please visit SAITNOW.ca and click on the “My Benefits” tab.
4. **Vacation**

Vacation leave entitlement with pay shall be earned as follows and may be advanced prior to earning:

a.) An employee who has completed fewer than twelve (12) full months’ service as of December 31st, one and two thirds (1 2/3) workdays’ vacation for each calendar month worked from the commencement of service, provided that employment has commenced:
   i. On or before the fifteenth (15th) day of any month, vacation entitlements shall be earned from the first (1st) day of that month; or
   ii. On or after the sixteenth (16th) day of any month, vacation entitlements shall be earned at half the monthly rate.

b.) An employee who has completed more than twelve (12) full months’ service shall earn the following:
   i. Twenty (20) work days upon completion of twelve (12) full calendar months;
   ii. Twenty (20) work days plus three (3) additional vacation days upon completion of three (3) years of service;
   iii. For each year of service completed after three (3) years, an employee will earn one (1) additional vacation day, up to a maximum of ten (10) extra vacation days for ten (10) years of service, for a total of thirty (30) vacation days.

Vacation leave may be split into separate periods but it is recommended that all employees take at least one period of ten (10) consecutive vacation days in each calendar year.

5. **Unused Vacation Leave**

a.) Vacation is allocated to employees with the belief that each Employee needs an extended holiday away from work. Employees are encouraged to use all their vacation allowance in the year it is eligible. Consequently, Employees will be able to request carryover of vacation only if circumstances warrant and are approved by the appropriate Vice President.

b.) An employee shall receive pay in lieu of unused vacation leave to which they are entitled on termination.

c.) An employee who moves from one compensation group to another compensation group with different accrual rates may be required to accept a cash-out of accumulated vacation credits, 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.*

([http://www.sait.ca/about-sait/administration/policies-and-procedures/employee-services](http://www.sait.ca/about-sait/administration/policies-and-procedures/employee-services))
6. **Paid Holidays**
   a.) 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;
   
b.) Family Day;

c.) Good Friday;

d.) Easter Monday;

e.) Victoria Day;

f.) Canada Day, to be observed July 1st, or if it falls on a Saturday or Sunday, to be observed on the Monday following;

g.) August Civic Holiday;

h.) Labour Day;

i.) Thanksgiving Day;

j.) Remembrance Day, to be observed on November 11, or if it falls on a Saturday or Sunday, to be observed on the Monday following;

k.) Christmas Day to be observed on December 25, or if it falls on a Saturday or Sunday, to an alternate day designated by SAIT;

l.) Boxing Day to be observed on December 26, or if it falls on a Saturday or Sunday, on an alternate day designated by SAIT;

m.) Any day proclaimed by law to be a holiday in the Province of Alberta.

*If a holiday falls within a vacation leave, an extra day of vacation shall be granted in lieu of the paid holiday.*

7. **Christmas Leave**
   There are five Christmas leave days to be taken during the period December 15 to January 6. SAIT designates certain days during this period as closed days that are to be used in the five days of Christmas leave. This is to be taken in addition to all normal paid holidays. A completed Salaried Employee’s Absence Form (HR 11) must be submitted to the Employee’s department’s/school’s designate for entry into Banner.
8. **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 leader 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.

A completed Salaried Employee’s Absence Form (HR 11) must be submitted to Employee Services and an explanation of the volunteer activity must be provided in the comments section for tracking purposes.

9. **Performance Goals and Review**
The annual performance cycle covers the period of July 1 to June 30. Performance goals should be agreed upon with the direct leader within three months of employment and entered online into MyPerformance.

10. **Probationary Period**
Successful completion of a probationary period of six (6) months is required.

11. **Hours of Work**
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:

a.) 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.

b.) In very exceptional cases, and subject to the written approval of the Vice-President, a monetary payment on a time and one-half basis may be recommended by the Manager.

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.
12. Flex Day Program
The Flex Day Program is a benefit that provides APT salaried employees with an opportunity to access flexible workdays. The Flex Day Program is determined by SAIT and is reviewed annually.

Salaried APT 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.

Flex days are granted subject to operational requirements and pre-approval. A completed Salaried Employee’s Absence Form (HR 11) must be submitted to the Employee’s department/school designate for entry into Banner.

Please note:
a.) Flex days may be taken as full or half days;
b.) Unused flex days will not be paid out for any reason;
c.) In each quarter, a total of three flex days can be taken in any combination, such as one at a time, two at a time, or all at once, as follows:

<table>
<thead>
<tr>
<th>Month</th>
<th>Flex Days Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>January - March</td>
<td>3 full flex days or 6 half flex days (or any combination)</td>
</tr>
<tr>
<td>April - June</td>
<td>3 full flex days or 6 half flex days (or any combination)</td>
</tr>
<tr>
<td>July - September</td>
<td>3 full flex days or 6 half flex days (or any combination)</td>
</tr>
<tr>
<td>October - December</td>
<td>3 full flex days or 6 half flex days (or any combination)</td>
</tr>
</tbody>
</table>

For further details, please refer to the HR 3.10.1 Flex Day Program Procedure on SAIT.ca. (http://www.sait.ca/about-sait/administration/policies-and-procedures/employee-services)

13. 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 Return to Work Coordinator. A completed Salaried Employee’s Absence Form (HR 11) must be submitted to the Employee’s department’s/school’s designate for entry into Banner.

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.
14. 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. 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 (DM 13) must be submitted to Employee Services.

General illness leave will not exceed 80 consecutive workdays and shall be granted as follows:

a.) 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 70 workdays of the illness;

b.) 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 70 workdays of the illness;

c.) 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 65 workdays of the illness;

d.) 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 55 workdays of the illness;

e.) 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 45 workdays of the illness;

f.) 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 35 workdays of the illness;

g.) 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 20 workdays of the illness.

General Illness leave can be utilized more than once in a calendar year. Any unused entitlement of 100% of normal salary from the first leave will remain at 100% while the days already used at 100% will be reinstated at 70% of normal salary. This shall only occur where an employee has not taken any general illness leave for the same or related illness during the first ten (10) consecutive workdays following their return to 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.
15. **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, he or she shall be paid his or her regular full salary as Workers' Compensation Supplement as follows:

a.) Up to 60 workdays if the injury occurs during the first five years of employment;

b.) Up to 90 workdays if the injury occurs during the sixth to tenth years of employment inclusive; or

c.) Up to 120 workdays if the injury occurs during the eleventh or subsequent year of service.

16. **Court Leave**

Court Leave at the Employee’s basic rate of pay will be granted for the following situations:

a.) If an employee is required to appear in court in their capacity as a SAIT employee on behalf of SAIT;

b.) If an employee is summoned or subpoenaed as a juror or in the selection of a jury;

c.) 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 attached to the absence form. A completed Salaried Employee's Absence Form (HR 11) must be submitted to the Employee's department/school's designate for entry into Banner. Any payment received by the Employee for attending court shall be paid to SAIT.

17. **Maternity Leave/Parental Leave/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. ([http://www.sait.ca/about-sait/administration/policies-and-procedures/employee-services](http://www.sait.ca/about-sait/administration/policies-and-procedures/employee-services))*

18. **Special Leave**

Employees not on leave of absence shall be granted, upon application, special leave at his or her 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:

a.) Illness within the immediate family - four (4) days;

b.) Bereavement - three (3) days;

c.) Travel time for illness within the immediate family or bereavement - two (2) days;

d.) Administration of estate - two (2) days;
e.) Moving household effects - one (1) day;
f.) Disaster conditions - two (2) days;
g.) Examination(s) for course(s) approved by the Employer - as required;
h.) Funerals as pallbearer or mourner - one (1) day;
i.) Birth or adoption proceedings of an employee’s child - one (1) day;
j.) Formal hearing to become Canadian Citizen - one (1) day;
k.) 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 Vice-President(s).

Two (2) weeks’ notice is required for leave requested under section (e), (g), (j) and (k). Employees are encouraged to give as much notice as possible to allow for flexibility in making alternative arrangements.

For purposes of determining eligibility for special leave, the following provisions shall apply:

a.) 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 (including common-law), and children.

b.) Bereavement leave shall be granted in the event of the death of Employee’s spouse (including common-law), or any of the following relations of an Employee or spouse (including common-law), parents, parents-in-law, legal guardian, grandparents, grandchildren, children, siblings or the husband or wife of any of the foregoing.

c.) 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.

d.) Moving of household effects shall apply to an Employee who maintains a self-contained household and who changes the place of residence, which necessitates moving household effects during normal working hours.

e.) 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.
f.) 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.

A completed “Salaried Absence Form (HR11) must be submitted to the Employee’s departments/school’s designate for entry into Banner.

19. Resignation
An Employee is required to provide the Employer with a minimum four (4) weeks prior written notice of resignation if he or she wishes to resign in good standing.

An Employee who is absent from his or her employment and who has not informed the Employer shall after three (3) consecutive workdays of such unauthorized absence, be considered to have abandoned his or her 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 the place of 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 Dean/Director/Associate Vice President/Vice President or President.

20. Other Perks
a.) U-Pass (Universal Calgary Transit Pass): SAIT subsidizes the cost of the pass in order to offer salaried staff an affordable and environmentally-friendly travel alternative to and from campus.

The U-Pass can be purchased for Fall (September – December), Winter (January – April), and Spring/Summer (May – August) semesters.

b.) The Wellness Centre: To support active living that helps maintain and improve your health and wellness, the SAIT Wellness Centre offers a great variety of services that include; weight room featuring full cardio and weight lifting equipment, six (6) squash courts, etc.

For more information on these and other employee perks, please refer to SAITNOW.ca and click on the “My Life at SAIT” tab. (http://www.sait.ca/about-sait/administration/policies-and-procedures/employee-services)