



ADMINISTRATIVE PROCEDURE 415 DEFERRED SALARY LEAVE PLAN

Background

The Division will provide for a Deferred Salary Leave Plan as outlined in the Collective Agreement with the Alberta Teachers' Association, Local 11.

Procedures

The Division desires to establish, for the benefit of certain eligible employees of the Board, a plan to enable them to fund leaves of absence from employment of not less than 6 consecutive months through deferral of salary on such terms as may be set out in this administrative procedure.

It is intended that such plans qualify as "prescribed plans" within the meaning of Regulation 6801 of the Income Tax Act (Canada),

The following will set out the terms of the Deferred Salary Plan for the eligible employees of the Board of Trustees of Grande Yellowhead Public School Division No. 77.

1. DEFINITIONS

"Accrued interest" means the amount of interest earned in accordance with clause 3.3 on the monies retained by the Board on behalf of the participant, calculated from:

- 1.1 the first day any of such monies has been received by the Administrator, or
- 1.2 the last date to which interest has been paid in accordance with clause 3.9

whichever is later,

"Agreement(s)" means the agreement(s) in force from time to time between the Board and the Association.

"Association" means the Alberta Teachers' Association.

"Division" means the Board of Trustees of Grande Yellowhead Public School Division No. 77, body corporate.

"Committee" means a committee as defined by agreement between the Board and the Association.

"Contract year" means the 12-month period from September 1 to August 31.

“Current compensation amount” means the total compensation payable by the Division to the participant for the contract year, including his/her proper salary and all allowances in accordance with the agreement(s) in force.

“Deferral Period” shall be the number of years which compensation is deferred in accordance with clause 3.1 including the years referred to in clauses 4.4 and 4.5, if applicable.

“Deferred compensation amount” means the portion of the current compensation amount which is retained by the Division for a participant in each year in accordance with clause 3.1 and augmented from time to time by interest thereon calculated in accordance with clause 3.4 but less all interest paid to the participant in accordance with clause 3.8.

“Eligible teacher” means any teacher on a continuous contract and covered by the collective agreement between the Division and the Alberta Teachers’ Association.

“Eligible financial institution” means any Canadian chartered bank, any trust company authorized to carry on business in Canada and any credit union authorized to carry on business in any province in Canada, or the Treasury Branches of Alberta.

“Administrator” means an eligible financial institution as selected by the Deferred Salary Leave Committee under the agreement(s).

“Leave of absence” means the period described in clause 4.1.

“Memorandum of agreement” means the agreement described in Form 415-1 – Deferred Salary Leave Plan Memorandum of Agreement”.

“Participant” means an eligible employee who has completed a memorandum of agreement and whose application for participation in the plan has been approved by the Superintendent in accordance with clause 2.2.

“Plan” means the Deferred Salary Leave Plan set out in this agreement and includes all amendments thereto.

“Superintendent” means Superintendent of Schools or Designate.

2. APPLICATION PROCESS

Formal Application

- 2.1 In order to participate in the plan, an eligible employee must make written application by way of Form 415-01 to the Superintendent at least three months prior to the requested commencement of deferrals under the plan or at a date otherwise agreed between the Board and the Association, stating the date when the eligible employee wishes the deferrals to commence.

Approval

- 2.2 The approval of each application made under clause 2.1 shall rest in the sole discretion of the Division. The Superintendent shall, at least one month prior to

the requested commencement of deferrals under the plan or at a date otherwise agreed between the Division and the Association advise each applicant of his/her approval or disapproval of his/her application, and if the latter, an explanation therefore.

Date of Participation

- 2.3 If the Superintendent gives his/her approval in accordance with clause 2.2 the participation of the eligible employee in the plan will become effective on the date requested by the eligible employee, or if such date is not agreed to by the Superintendent then on a date which is agreed to by the Superintendent and the eligible employee.

3. FUNDING FOR LEAVE OF ABSENCE

Funding for leave of absence shall be as follows:

Compensation Deferred

- 3.1 During each year of the deferral period, the participant will receive his/her current compensation amount, less the percentage amount which the participant has specified in the Memorandum of Agreement which is to be retained by the Board and less statutory deductions and other withholdings. Such percentage amount may be varied, subject to clause 3.2 by giving written notice to the board at least three months prior to September 1 in any year for the next or subsequent years.
- 3.2 The deferral period shall not exceed six (6) years.

Maximum Percentage Deferred

- 3.3 The percentage of the annual compensation amount deferred by the participant cannot exceed thirty-three and one-third (33 1/3) per cent.

Investment of Deferred Compensation

- 3.4 The monies retained by the Division for each participant, in accordance with clause 3.1 including interest thereon (until paid out in accordance with clause 3.8) shall be pooled and shall be invested and reinvested by the Division in investments offered from time to time by the Administrator. In making such determination, the Division and members of the committee shall not be liable to any participant for any investments made which are authorized by this clause. The monies retained shall be forwarded to the Administrator within 15 calendar days.
- 3.5 The Administrator agrees to establish an investment trust account in the name of the Division as trustee for the participants for the purpose of crediting all contributions of the participants in the Plan. The Administrator agrees that the account will be used solely for such purpose.
- 3.6 The monies deposited with the Administrator are held in trust by the Board on behalf of the individual participants, and the Administrator shall keep back-up

records to enable the beneficial interest of each participant in the aggregate amount of the monies from time to time on deposit with the Administrator.

- 3.7 The Division and the Committee shall not be liable to any participant or participants for the acts or defaults of each other or any error in judgment or for any act of omission or commission in the administration or management of the monies retained, provided such monies have been invested in an institution authorized by the provision of this clause. The Division and members of the committee shall not be liable to any participant or participants for any loss suffered in respect to any investment or investments of the monies retained, whether complete loss or partial loss, either direct loss or indirect loss, provided the investment or investments were made in an institution authorized by the provisions of this clause.

Payment of Accrued Interest

- 3.8 The Division will pay annually any accrued interest payable to each Participant under the Plan, in accordance with the instructions specified in clause 5 of Form 415-01 Deferred Salary Leave Plan Memorandum of Agreement.

Reporting to Participants

- 3.9 The Division shall make an annual report to each participant as to the deferred compensation amount held as at June 30.
- 3.10 The Administrator shall supply the Division by February 28th of each calendar year with a T5 Statement of Investment Income for each Participant as required by Revenue Canada (Taxation) for the preceding taxation year.

4. TAKING OF LEAVE OF ABSENCE

The taking of a leave of absence shall be governed by the following provisions:

Minimum Length of Leave

- 4.1 The leave of absence shall be for a full school year.

Manner of Payment During Leave

- 4.2 The time and manner of payment to the participant during the leave of absence shall be consistent with those of the agreement(s). Each instalment shall be approximately one-twelfth of the monies excluding interest held by the Eligible Investor for the Participant in accordance with clause 3.1 as determined at the beginning of the Leave of Absence. In no event shall payment be made more frequently than monthly.

Amount of Payment During Leave

- 4.3 The total of the payment to be made to a participant in accordance with clause 4.2 during a leave of absence shall be the deferred compensation amount retained by the Division, but less any deductions made by the Division under

clause 4.8.1 and any monies required by law to be paid by the Division for or on behalf of a participant. The participant shall not receive any salary from the Board during the leave other than the deferred compensation amount.

Board's Right to Refuse Leave

- 4.4 If the Board is unable to obtain a suitable replacement for a participant for the period of a leave of absence specified in the Memorandum of Agreement, the Board, upon not less than six (6) month's notice prior to the scheduled date for the commencement of the leave, may in its discretion defer the leave of absence on one occasion only for one year.

In such case, the participant may choose to remain in the plan or may withdraw from the plan.

Participants Right to Defer Leave

- 4.5 Notwithstanding the period of leave specified in the Memorandum of Agreement, a participant may, on one occasion only, with the consent of the Superintendent given not less than six (6) month's notice prior to the scheduled date for the commencement of the leave, postpone such leave for one year.

Leave of Absence

- 4.6 The leave of absence shall immediately follow the deferral period.

Service Commitment

- 4.7 The participant shall have a service commitment with the Board for a period not less than the period of leave.

Fringe Benefits

- 4.8 The provisions of fringe benefits will be as follows:
- 4.8.1 Pursuant to Article 13.6 of the Collective agreement, during a leave of absence, the responsibility for payment of premiums for fringe benefits for a participant shall be payable by the participant. The participant is obligated to pay 100% of the cost of any fringe benefit during the leave of absence. The Division shall pay such cost on behalf of the participant on his/her request and deduct the monies so paid from the monies otherwise payable to the participant during the leave of absence;
- 4.8.2 While a participant is enrolled in the Plan, any applicable health and welfare benefits computed with reference to salary shall be structured according to the current compensation amount.

5. WITHDRAWAL

Termination of Employment

- 5.1 A participant who ceases to be employed by the Board also terminates participation in the plan.

Withdrawal from Plan

- 5.2 A participant may withdraw from the plan upon extenuating circumstances, such as financial hardship and upon giving written notice of withdrawal not less than six (6) months prior to the date on which the leave of absence is to commence and with the permission of the Board.

Payment

- 5.3 Upon termination of employment and/or withdrawal from the plan, the Division shall pay to the participant the deferred compensation amount, including any unpaid interest within sixty (60) days. Upon such payment being made the Division shall have no further liability to the participant.

Upon Death

- 5.5 Should a participant die, the Division shall within sixty (60) days of notification of such death arrange with the Administrator for the payment of any deferred compensation amount retained at the time of death to the participant's estate, subject to the Division receiving any necessary clearances and proofs normally required for payment to estates.

6. SUSPENSION FROM AND/OR REINSTATEMENT IN PARTICIPATION IN THE PLAN

- 6.1 A participant may, on one occasion while he/she is participating in the plan, give notice to the Division that the participant wishes to suspend his/her participation in the plan.
- 6.1.1 Suspension may only occur for a period of one year, effective September 1 which immediately follows such notice; and
- 6.1.2 The Division shall pay the current compensation amount to the participant as if he/she were not participating in the plan for the year; and
- 6.1.3 The amounts previously retained by the Division and interest thereon in accordance with clause 3.3, less all interest paid to the participant in accordance with clause 3.9, shall continue to be held by the Division until the participant withdraws from the plan or takes a leave of absence.
- 6.2 If a participant has given notice in accordance with clause 6.1, the participant's participation in the plan shall be reinstated commencing on September 1 which immediately follows the year in which his/her participation has been suspended. However, the Deferral Period shall include the year of suspension and will not be extended as a consequence of the suspension.

7. AMENDMENT OF THE PLAN

- 7.1 The Plan may be amended or terminated in accordance with the Division's policy on Administrative Procedure development. Any amendment(s) shall be binding upon all present and future participants.

8. GENERAL

Administration

- 8.1 Direct internal administrative expenses of this plan incurred by the Division shall be borne by the Division. External charges, such as may be incurred by bank fees and charges for the administration of the investment component of the plan shall be paid by the participant;
- 8.2 The composition of the Deferred Salary Plan committee is determined under Article 13.4 of the Collective Agreement;
- 8.3 The assignment on return from leave will be determined by the Deputy Superintendent; and
- 8.4 The salary and benefits after the leave shall be dealt with by the collective agreement.

Developed: January 13, 2010