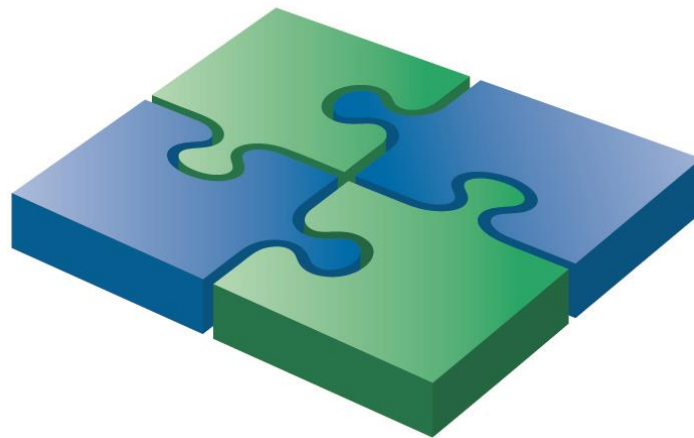


# Terms & Conditions of Employment

## Student Handbook

**For Student Employees**



**Effective Date: April 1, 2013**

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## Introduction

The Alberta Health Services (“AHS”) *Student Terms and Conditions of Employment* outlines the terms of employment for AHS Students exempt from collective bargaining. Student positions cannot do any work that would normally be assigned to a bargaining unit and classification covered by a collective agreement.

The terms and conditions contained in this document are subject to review and may be amended at periodic intervals.

The AHS *Student Terms and Conditions of Employment* replace and take precedent over any former health entity policy, procedure, and terms and conditions document relating to terms of employment.

## Guiding Principles

Our Vision, Mission and Values are core statements describing the overall purpose of our organization, how we operate, and what keeps us moving forward. It clarifies what we do, who we do it for, and why we do it.

### **Vision:**

Healthy Albertans. Healthy Communities. Together.

### **Mission:**

To provide a patient-focused, quality health system that is accessible and sustainable for all Albertans.

### **Values:**

- Compassion: We show kindness and empathy for all in our care, and for each other.
- Accountability: We are honest, principled and transparent.
- Respect: We treat others with respect and dignity.
- Excellence: We strive to be our best and give our best.
- Safety: We place safety and quality improvement at the center of all our decisions.

### **Foundational Strategies**

Using the AHS Health Plan and Business Plan as a roadmap, the foundational strategies were developed to address pressures on the health system and protect the sustainability of safe, high-quality health care delivery.

- Patient First Strategy
- Our People Strategy
- Clinical Health Research, Innovation and Analytics Strategy
- Information Management/Information Technology (IM/IT) Strategy

### **Goals**

Using the four foundational strategies, AHS will achieve the following goals:

- Build a culture of patient-, family- and community-centered care to improve patient experience.
- Improve health outcomes through clinical best practices.

- Ensure our people feel safe, healthy and valued.
- Achieve financial sustainability through operational best practices.

## Purpose and Eligibility

Student employed positions within AHS are designed to support program areas on a temporary basis with a qualified Student who is currently undertaking a related program of study. AHS provides Students with a meaningful experience that in-turn may lead to potential career opportunities within the organization upon completion and graduation of their educational program.

Student positions in accordance with these Student Terms & Conditions of Employment are not considered part of any bargaining unit. Managers must not use students to undertake work of regular AHS positions.

The following are considered as Student eligible positions for purposes of this guideline:

a. **General Post Secondary Students**

Students must be currently enrolled in a recognized certificate, diploma or a university degree program and provide proof of such enrolment to the hiring manager. General Post Secondary Students may be hired throughout the year but typically are recruited over the summer season.

b. **Co-op Students**

Eligibility for hire into Co-op work experience positions is based upon proof of enrolment in a paid work experience diploma or degree program. Hiring will be conducted in conjunction with the education institution's work experience/Co-op program.

1. The following categories of Students are **excluded** from this guideline:

a. **Residency programs (i.e. Medical Residents, Pharmacy Residents, Dental Residents, Pastoral Care Residents)** have a primary education focus to develop and refine professional competence and personal practice skills related to clinical/patient care. These programs are of a longer duration of employment than Students. Residents follow separate terms and conditions of employment that differ from Students and this guideline.

b. **Unpaid educational placement or practicum Students** are not employees and therefore not subject to this guideline.

c. **Undergrad Nursing Employees (UNE's)** are covered by the United Nurses of Alberta collective agreement and therefore not subject to this guideline.

AHS does not meet the participation requirements for the Provincial Summer Temporary Employment Program (STEP) or the Federal Canada Summer Jobs Program (CSJP) or the joint Federal-Provincial Canada-Alberta Job Grant (CAJG).

Further, AHS does not participate in the CAREERS: the Next Generation's Youth Health Internship Program.

## Employment

### Duration

Student employment positions are intended to be of a short term nature and established for period of up to four (4) months and limited to six (6) months in duration, with the exception of Co-op placements that may be extended to eight (8) months. At the end of the assignment, the manager will process the employment termination. Managers will not continue to employ Students in an active Student position once the original term of employment has expired and no further hours of work are scheduled. Assignments that would extend the Student's term beyond six (6) months in total must be discussed with HR Client Services and a new offer letter created with a new end date. Managers may re-hire former Students into subsequent Student employment positions; however, the Student will be commenced as a new hire with a new employment date.

### Recruitment

AHS strives to provide safe, healthy and harmonious working conditions for its employees. AHS is committed to diversity and equity in its employment practices. The [AHS Recruitment and Employment Practices](#) Policy is applicable to Students.

Managers shall review the recruitment and on-boarding process in advance with HR Client Services. Each Student will receive an AHS offer letter and must return a copy to the hiring manager verifying their acceptance. All standard AHS on-boarding processes shall be followed including but not limited to obtaining an original satisfactory Police Information Check including Vulnerable Sector Search, verification of personal information, health assessment, and proof of current and active enrolment in an accredited educational institution. Students are required to complete AHS orientation for new employees.

### Probation

All new students are considered probationary during their employment and will be clearly specified in the AHS letter of offer.

## Classification and Position Descriptions

Managers shall contact their HR Business Partnerships Advisor to set up any new Student employment positions. Job codes will be assigned by Job Evaluation and may require completion of a PAR form as appropriate. Job duties shall be clearly established by the hiring manager and reviewed with the Student during the recruitment and on-boarding process.

## Position Status

Students shall be hired on a temporary basis, the duration of which shall be four (4) to six months (6), with the exception of Co-op placements that may be extended to eight (8) months. As student employment positions are intended to be short term in nature, they shall not be filled on a regular/permanent basis.

## Working Environment

### Hours of Work

Students generally work 7.75 paid hours per day. Actual work schedules can vary according to business needs and service requirements, within the bounds of Alberta Employment Standards legislation.

### Conduct

Students shall follow all AHS policies including but not limited to [AHS Conflict of Interest Bylaw](#), [AHS Code of Conduct](#), [AHS Health & Safety and Abuse & Harassment](#) policies, and departmental policies and procedures.

### Security of Property

All AHS property (including supplies, materials, equipment, vehicles, buildings, etc.) and Information Technology resources, including the internet and electronic forms of communications (email), are intended for AHS business purposes.

Students are responsible for the security and protection of AHS property and Information Technology resources that they are entrusted. Students shall exercise careful judgement when using the internet, intranet, email or other [AHS IT resources](#).

## Performance

### Performance Pay

Students shall not be eligible for performance pay during any period of their employment in a Student position.

### Professional Credentials and Memberships

Students are not eligible for reimbursement of any professional credentials or membership fees.

## Total Compensation

### Compensation

AHS recognizes the importance of attracting, retaining, and motivating employees. AHS' total compensation program for Students will ensure market competitiveness.

Rates of pay for Student positions will be developed and reviewed annually by AHS Compensation and posted on Insite. The rate of pay will be included in the AHS offer letter to the Student. Managers are expected to follow the salary ranges within the criteria developed for consistency and audit purposes.

Students **are not** eligible for acting assignments, shift premiums, on-call, call-back, or AHS Northern Incentives Program.

### Overtime

Under exceptional circumstances when overtime is required and authorized by their manager, Students will be eligible for overtime pay for hours worked in excess of eight (8) hours per day and forty-four (44) hours in a week. Overtime will be paid at one and one half times (1.5X) the Student's regular rate of pay. Managers should first consider utilizing flex time arrangements when overtime is necessary.

### Pay Periods

On your designated pay days, AHS Payroll Services deposits pay directly into your bank account or, when required, will issue an off-cycle payment. The [AHS Payroll Practices](#) Policy (1127) outlines AHS' payment and payroll responsibilities.

## Benefits

### Coverage

Students shall not be eligible for any AHS benefit plans, including flex benefits, salary continuance (sick time) and pension (LAPP). The student classifications are designed to automatically exclude eligibility and enrolment in the AHS benefit plans.

### Vacation and Statutory Holiday Pay

Provisions for vacation and general (statutory) holiday pay in accordance with Alberta Employment Standards legislation will apply to Students. Students shall be paid in lieu for statutory holidays at a rate of three point six percent (3.6%) of their basic rate of pay on each pay date. Students shall also receive vacation pay in lieu of paid time off at a rate of four percent (4.0%) of their basic rate of pay on each pay date.

Students who are required to work a regularly assigned shift on a statutory holiday shall receive one and one half times (1.5X) their regular rate of pay for time worked for that day. In addition, an alternate day off with pay will be scheduled.

The following general (statutory) holidays shall be recognized in accordance with Alberta Employment Standards legislation:

- New Year's Day
- Alberta Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

Students **are not** eligible for a “floater” statutory holiday.

Managers may grant a Student time off for the Civic Holiday (the first Monday in August) and Boxing Day, however, will be time coded as an unpaid day.

### Personal leave Days

Students **are not** eligible for personal leave days.



## Unpaid Time Off

Managers may utilize flex time arrangements or periods of unpaid time off for Students to be absent from work and also attend to personal commitments and appointments. Managers need to exercise discretion in providing unpaid leaves as certain student programs require students to work a minimum amount of hours.

## Ending Employment Relationship

### Resignation/Termination

Students shall provide a minimum of one (1) week notice of resignation in writing to their immediate supervisor.

All keys and other AHS property must be returned on the Student's last day of employment.

The employment relationship between AHS and the Student may be terminated:

- in accordance with the [AHS Progressive Discipline](#) Procedure (1116-05)
- in accordance with the [AHS Non-Disciplinary Termination](#) Procedure (1116-03)
- by AHS at any time, upon providing reasonable notice or pay in lieu of notice in accordance with the Alberta Employment Standards Code and applicable jurisprudence

### Employment Transfers

When Students are recruited into regular established in-scope or non-union exempt positions following their Student employment position, their terms and conditions shall be in accordance with the applicable collective agreement or AHS Senior Leadership, Non-Union Exempt Employee Terms & Conditions of Employment as well as AHS Salary Management Guidelines as appropriate.

### Break in Service

The date the Student commenced employment with AHS will be considered as the hire/service date. Where there is a break in employment greater than three months in accordance with Alberta Employment Standards legislation, former service with AHS will not be re-connected to the new employment.