

**Alberta Advance Academy School Employee Contract**  
**Contract made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_**

Between:

**Alberta Advance Academy**  
**hereinafter referred to as Alberta Advance Academy**  
**hereinafter referred to as the “Board”**  
**And**

\_\_\_\_\_ of  
**hereinafter referred to as the “Employee”**

Street , City  Prov. , PIN

**WHEREAS:**

The Board refers to the Alberta Advance Academy, which runs an accredited Charter School under the name of Alberta Advance Academy, at **10435-76 Street NW, Edmonton, AB, Canada T6A3B1.**

The employee is a teacher, who has a valid Alberta Teaching Certificate (ATC) or valid Interim Professional Certification (IPC), allowing him/her to obtain a teaching position with the Board.

The Board and the Employee have agreed to enter an employment relationship for their mutual benefit.

**THE PARTIES AGREE AS FOLLOWS:**

**This Contract of Employment also includes** the policies, guidelines, regulations, and practices established by Alberta Advance Academy for its employees so they may understand the principles by which Alberta Advance Academy operates.

All employees shall follow these policies, guidelines, regulations and practices, and failure to do so by the employee may result in verbal reprimand, written reprimand, remediation, suspension and/or termination of employment.

The terms and conditions of this Employment contract will follow these policies and guidelines. Please carefully read the policies and guidelines as these are an integral part of the Employment Contract.

\*Please carefully read and **initial** each page at the spaces provided.

\*Please carefully read the policies and guidelines stated in this contract. By signing this contract, you acknowledge that you have read, understood, and will abide by these policies and guidelines.

**THE FOLLOWING ARE THE TERMS AND CONDITIONS OF THE CONTRACT OF EMPLOYMENT,  
BETWEEN THE ALBERTA ADVANCE ACADEMY AND THE EMPLOYEE OF ALBERTA  
ADVANCE ACADEMY.**

**CONTRACTUAL POLICIES, GUIDELINES AND RULES FOR EMPLOYEES:**

The following guidelines, covering policies, regulations and practices, have been established in order to provide employees with a common understanding of Alberta Advance Academy’s basic expectations.

(The Teacher Code of **Professional Conduct** applies to ALL staff and Teachers).

**1. Job Performance:**

- (a) An Employee shall perform all the job duties and responsibilities, assigned by the principal, in a diligent, efficient and conscientious manner, maintaining the highest possible standard of quality and cleanliness throughout the performance of all of their assigned activities. **A teacher may be assigned to any teaching duties on a given day.**

**2. Outside Work:**

- a) Due to possible conflict of interest, protection of children and the reputation of Alberta Advance Academy, an Employee shall not take up any voluntary work and/or secondary employment, without first obtaining approval from the Board of Alberta Advance Academy.

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### 3. Personal Conduct:

- a) An Employee shall conduct himself/herself in a responsible, safe, and proper manner always to ensure his/her own, their co-workers, and the students' health and safety.
- b) An Employee must be forgiving in nature if trespassed against by students, parents, or staff. Alberta Advance Academy expects the employee to be diplomatic, politically correct, and without anger or aggression towards all they encounter as Alberta Advance Academy Society employees.
- c) Any wrongdoer must be approached kindly and reminded of wrongdoing. If the behaviour doesn't change or is not accepted, then do what is in your jurisdiction. Disappointment can be shown but anger is not to be resorted to. Always be calm, cool, and collected. In cases of any unresolved dispute, let the case go to next higher person in command.
- d) An Employee is expected to maintain reasonable health standards and take precaution against illness and injury.
- e) An Employee has the right, and the school is committed to providing a work environment that promotes respect, equality among all the individuals and freedom from any form of discrimination and/or sexual harassment.

### 4. Personal Information:

- a) An Employee is responsible for updating any changes in his/her personal information, such as address, phone numbers, banking information and marital status, with the payroll department.
- b) An appropriate form will need to be filled, if clarification of this change is required.

### 5. An Employee shall keep his/her room clean during the day. **Preparation:**

- a) Teachers are expected to be fully prepared prior to the commencement of each teaching day.
- b) All the subjects must be fully planned, i.e., divided into units, topics, and subtopics, prior to commencement of classes.
- c) Supporting materials e.g. worksheets, must be ready before class.
- d) Teachers must keep their bulletin boards tidy, and cubbies properly used. No bags, shoes, gloves, books etc. should be on the hallway floor.

### 6. Reporting to Work:

- a) An Employee shall report to work at 8:15 AM after 4:15 PM, on each of the 5 working days in a week.
- b) A Regular day for the secretary is from 7:30 am to 4:30 pm.
- c) A Regular day for Teachers and Teacher Assistants is from 8:15 am to 4:15 pm.
- d) A Regular day for Maintenance personnel is from 7:30 am to 3:30 pm.
- e) One day's salary is your salary divided by 200 days in case of absence.
- f) 1 hr. = 1/8<sup>th</sup> of the day: 2 hrs. = 1/4<sup>th</sup> of the day: 3 hrs. = 3/8<sup>th</sup> of the day and so on.
- g) The school honours all statutory holidays in the calendar year. See: School Calendar

### 7. Absence from Work:

- a) An Employee shall give advance notice citing the reason, if he/she will be absent from work for any number of days. This information is documented. A general Sub folder containing plans and work for students marked as **(SUB FOLDER)** must always be left with the VP for the substitute teacher.

### 8. Reporting Late or Leaving early or leaving for a duration of time during the working day:

- (a) An Employee must follow the same call-in procedure as for an absence. **Report to VP and the Office.** See clause 5 for missed days. He/she must also fill in a late form at the office, upon arriving at school.
- (b) An Employee shall give the time when he/she expects to report for work along with the reason for being late. It is the fundamental obligation of all employees to report regularly and on time for work, and in a fit condition.
- (c) An Employee shall fill an appropriate form, if he/she is leaving, even a minute early or leaving for any amount of time, during the working day.

### 9. Vacations:

A teacher's salary is annual. Teachers receive vacation during the winter and the summer and at specified times throughout the school year. Salaried positions have no vacation pay.

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### 10. Teachers are not entitled to **Absence Due to Illness:**

- a) Two consecutive days off, or days off preceding and/or following a holiday or weekend (see clause 9), due to illness requires a doctor's note before you can return to work. Give the doctor's note to the secretary. This note will be added to your personnel file.
- b) Failure to follow this procedure will result in pay for that day being withheld, until the doctor's note is received.
- c) All employees shall have a total of 5 paid sick days, derived from one day for each two-month period. If not used, the employee shall be paid for unused days at the rate of \$50 per day.

### 11. **Paid statutory days are included in regular salary with the following exceptions:**

- a) If the statutory day falls within the first thirty days of an employee's employment: or
- b) If an Employee misses the day before or the day after a statutory holiday, without previously arranging to have the time off, with their supervisor (an approved leave of absence); or  
Note: If an Employee is unable to attend work on either the day before or after statutory holiday because of sickness. A doctor's note must be provided immediately upon returning to work; or
- c) If an Employee is a part—time employee and has not worked in five out of nine previous weeks.

### 12. **Maternity/Parental Leave:**

- a) Maternity and/or Parental leave is allowed for a period of 12 months.
- b) If an Employee has worked for less than 90 days for this school, he/she is not eligible for maternity leave.
- c) Fathers are entitled to parental leave as per Alberta Employment Standards Regulations and/or Employment Insurance Regulations.

### 13. **Bereavement Leave:**

- a) Paid leave of a maximum of 3 days is for full-time employees and a maximum of 1 day is for part-time employees. Leave must be taken at the time of the death or the funeral services.
- b) This leave can only be obtained if it is an immediate member of an Employee or his/her spouse's immediate family. (Immediate family includes your spouse, children, your and your spouse's parents, grand parents, and siblings).
- c) Proof of bereavement —death certificate, obituary, etc., may be requested by the Board as proof.

### 14. **School Property:**

- (a) Vandalizing school property such as equipment, machines, building structure will result in corrective action by the Board and appropriate charges may be laid.
- (b) All school property must be returned at the end of an employee's employment, or the cost of unreturned items will be deducted from an Employee's final pay cheque, that includes the Keys, plan book, register, long-term and short-term plans, and materials purchased with school funds.
- (c) All property bought with School funds is the property of the school. As many materials frequently 'disappear' at the end of the year, please safeguard them professionally because they are subject to auditing and must be returned.
- (d) Removing any school property from the premises, unless authorized by management, will be considered as theft, and will result in corrective action by the Board and appropriate charges may be laid.

### 15. **Telephone Calls:**

- a) No personal telephone calls will be accepted by the office receptionists. It is an employee's responsibility to inform his/her friends and family of this policy.
- b) An Employee is expected to do his/her personal business from home.
- c) If it is an emergency call (family illness/injury, accident etc.) a message will be passed on to the respective employee.
- d) No personal time on phone or computers while you are teaching or supervising.
- e) No teaching from your phone. Leave phone on silent until your lunch break or other break.
- f) If you are on computer, then the computer must be displayed on the wall for all to see.
- g) Your eyes are always on your students: teaching, supervising, subbing.
- h) Do not leave students unsupervised even for a moment. Call office for emergencies.

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### 16. Personal Cellular Phones and Pagers:

- a) An Employee should keep his/her personal cell phone and/or pager on silent mode during teaching times and should not attend to any calls or messages unless it is an emergency notified through the office.
- b) An Employee may only use his/her cell phone and/or pager during his/her spare time.
- c) An Employee shall not use his/her personal cell phone and/or pager, while in the class, irrespective of what the students are doing. During tests, a teacher shall strictly supervise the students.
- d) The only approved usage is if you are calling Alberta Advance Academy office, or to report an emergency.

### 17. Smoking, Drinking and Drug Use:

- a) Smoking, Drinking and Drug use is strictly prohibited on the school premises.
- b) An Employee should be in a completely sober condition, while on the school premises.

### 18. Visitors:

- a) Visitors and guests of employees are only permitted on the school premises, if authorization is received in advance, from the principal.
- b) Ex-employees are visitors, and they must get authorization in advance, from the principal, to visit the school.

### 19. Unprofessional Conduct:

- a) Any negative or damaging remarks about fellow employees or the administration will not be tolerated.
- b) Any negative or damaging remarks about Alberta Advance Academy will not be tolerated.
- c) Any negative or damaging remarks about parents or the community at large will not be tolerated.
- d) Always talk to the parents respectfully, politely and answer all their queries or concerns professionally.
- e) Insubordination is completely unacceptable. The Board, Principal, Vice Principal, Administrative Secretary, Team Leaders, and Supervisors are to be respected and always obeyed.
- f) Physical or mental harassment of anyone will not be tolerated. Charges may be laid immediately, without warning.
- g) Not enforcing school policies, or giving children unapproved leeway, will be considered insubordination.
- h) Professional teaching and assessment of students as per curriculum and Board policies is a must.
- i) Discriminating amongst children or holding any enmity against children will be considered unprofessional conduct.
- j) Teachers must remain in their classrooms in the morning or the afternoon, before and after classes. These are designated Parent Visiting times. A TA or a teacher shall never leave students unsupervised.

### 20. Grievances:

- a) Any grievances must be given in writing to the school Principal and filed professionally.
- b) If unsatisfied with the action taken by the principal, grievances must be directed to the Board.
- c) If still unsatisfied with the action taken by the Board, then the grievance may be addressed to the Minister of Education.
- d) If the grievance is against the principal, then clause 20(b) and/or (c), applies.

### 21. Probation Period:

- a) All new employees shall be on a three-month probationary period.
- b) Performance appraisals will be done each month by an employee's supervisor, and he/she will evaluate an employee's attitude, aptitude, attendance, punctuality, quality of work, ability to work with others and ability to take instructions from the supervisors.
- c) If not successful at fulfilling employment duties during the 90 days probationary period, an employee may be released without 30-day notice and without 30 day pay.
- d) After successful completion of the probation period, an Employee will be placed either as permanent full-time on a year-to-year contractual basis or as a permanent part-time employee.

### 22. Injury:

- a) The Alberta Advance Academy takes all necessary precautions and measures to maintain a safe and healthy environment at the school.
- b) The employees are expected to stay cautious of any extraordinary conditions and should take necessary precautions to avoid any injury to themselves and/or to the children. The Alberta Advance Academy does

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not take responsibility for conditions and injury which would have been avoided with reasonable caution and precautions.

- c) If an employee is injured on the school premises, he/she shall complete the appropriate injury reports and notify the School Administration, as soon as practically possible. The School Administration will notify the WCB as necessary.
- d) If a child is injured on the school premises, a teacher on duty, or a responsible supervisor for overseeing the child shall complete an injury report and shall inform the School Administration, as soon as practically possible.

### 23. Extra-Curricular Activities:

- a) Extra-curricular activities include Running Clubs, Chess clubs, Pen pals, Yearbook Club, various fund-raising events, organizing PD events, Cultural Events etc.
- b) All employees are expected to participate in the Evening Special Days, such as two Open Houses, one 'Meet the Teacher Evening', and four Report Card Meetings, which may last until 6 PM. The Winter Concert (December), Vaisakhi Concert (April) and Graduation Days may last until 9 pm. The Visakhi Parade happens on a weekend and teachers will be expected to be present, at least for the beginning of the event.
- c) Teachers are expected to supervise events such as concerts or the Graduation days. Teachers are the keepers of the children. Misbehaving, loud children reflect badly on staff and the school. Teachers must supervise the children and maintain proper discipline among the children.
- d) The Homework Club runs Monday through Thursday from 3:40 pm to 4:15 pm. The homeroom or assigned teachers must help the children.
- e) Parents may meet with teachers between 8:15 am to 8:55 am, Monday to Friday and between 3:40 pm to 4:15 pm, Monday to Thursday during Homework Club time. If the questions and/or concerns of the parents cannot be answered within that time, teachers shall make an appointment for some other day with parents.

### 24. Tutoring:

- a) A Homeroom Teacher or a Content Teacher Must Not charge money to tutor children attending the school during his/her contract term, due to professional conduct and conflict of interest concerns.

### 25. Cooperation:

- a) An Employee shall fully cooperate with the School Board, Administration, Parents, and support staff.

### 26. Positivity: (see also Clause #3)

- a) Being positive is good for everyone! Any environment that has clashing egos is not healthy. One must learn to be flexible and forgiving as a professional. Yesterday's altercations should not affect today's work. Learn to live with people because that's what you are teaching the children. They can see your behavior.

### 27. Privacy Issues:

- a) An Employee may be filmed, photographed, pictured, or recorded while performing his/her duties to promote the school and its goals on TV, internet, Radio, Newspaper, or other media.
- b) By signing this Contract, you give consent that your images or sound may be recorded, while you are an employee of Alberta Advance Academy, and may be used to promote the school and its goals on TV, Internet, Radio, Newspaper, or other media anytime.

28. All Policies regarding Long-term planning, Unit Planning, Lesson Planning, Teacher Assessments, PD, school meetings, parent-teacher days after school etc. must be followed with due diligence.

29. Due diligence should be followed during transition between terms as to NOT giving students free time while marking. Marking and report cards are part of preparation time and (as we have very limited) extracurricular activities.

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### THE PARTIES HAVE AGREED TO THE FOLLOWING:

#### 30. General duration of the Contract:

- a) From second last Monday of August, of the present signed year to the second last Sunday of August, of the next year.

This includes reporting for work 5 days in advance of the start of the teaching year.

#### 31. Validity of the Contract:

- a) The Contract is valid as long as acceptable professional behavior is demonstrated by the teacher and student numbers stay stable at 90% of the previous year.

#### 32. Renewal of the Contract:

- a) A renewal notice of Contract will be given by the School Board prior to June 30th.
- b) The Board shall have absolute discretion in whether to renew the Contract and the Board shall not be obliged to provide reasons for not renewing the Contract of an employee.
- c) If an employee does not receive the Renewal Contract by June 30th, then the existing contract expires at the end of the term or at the end of the month of August, whichever occurs earlier.
- a) The Employee acknowledges that he/she will abide by the policies and guidelines, as may be established by the Board from time to time.
- b) The Employee acknowledges that he/she has received a copy of this Agreement and agrees to be bound by its terms.
- c) Furthermore, the Employee acknowledges that this Contract of Employment shall only be valid if the student numbers do not fall below 90% of the previous year.

#### 33. Termination of the Contract by Board:

- a) The Board may terminate this Contract by serving a minimum 30-day written notice to an Employee. A notice period may include a working period and / or suspension with pay before the stated termination period.
- b) In terminating the Contract or a designation, the board may or may not specify the reasons for termination and terminate the contract with 'services not needed' any longer clause.
- c) The contract can be terminated by the employer due to a variety of reasons, such as, but not limited to, misbehavior, misconduct of an employee, school facing budgetary problems, employee facing criminal charges, insubordination, poor planning or teaching, etc.

#### 34. Termination of the Contract by Employee:

- a) An Employee may only terminate this Contract by serving a minimum of 30 days of written notice to the Board.
- b) The notice of 30 days shall not include a period of vacation of 14 days or more.
- c) Resignations during a school year should be infrequent and for strong reasons only, such as urgent personal circumstances or intolerable working conditions.
- d) Resignations for trivial or frivolous reasons are not in the best interests of children or of education generally and are strongly discouraged.
- e) When a teacher accepts a position, it is expected that more enticing subsequent offers will be rejected.
- f) Any resignation shall be strictly in accordance with the terms and conditions of this contract.
- g) If a teacher resigns during the school year, without any strong reasons, the Board may notify other Boards if asked about being under contract with Alberta Advance Academy, which may affect the employee's future employment.
- h) Resignation prior to having rendered service under a contract is particularly discouraged. In such a case, the board may not release an employee from the contract but grant an unpaid leave of absence.

#### 35. Termination of the Contract by Employee/employer at the end of the year:

- a) The Employee/employer must agree for the following School year contract, time agreeable to the board.

#### 36. Acceptance:

## **Alberta Advance Academy School Employee Contract**

- a) The Employee acknowledges that he/she has had sufficient time to review the policies, guidelines, terms, and conditions of this Contract of Employment.
- b) The Employee acknowledges that he/she understands and will abide by the policies, guidelines, terms, and conditions of this Contract of Employment.

**37. Time is of the essence:**

- a) Time shall be of the essence of this Contract and of every part hereof and no extension or variation of this Contract shall operate as a waiver of this provision.

**38. Severability:**

- a) If any provision or part of this Contract shall be deemed void or invalid by a court of competent jurisdiction, the remaining provisions or parts shall be and remain in full force and effect.

**39. Entire Agreement:**

- a) This document constitutes the entire Contract between the parties with respect to the teacher's employment with the school for the academic year herein stated and all other Contracts either oral or in writing are hereafter void and unenforceable.

**40. Modification of Agreement:**

- a) Any modification to this Contract must be in writing and signed by the parties or it shall have no effect and shall be void.

**41. Governing Law:**

- a) This Contract shall be construed in accordance with the laws of the Province of Alberta.

**42. Notices**

- a) All notices, requests, demands or other communications (collectively, "Notices") by the terms hereof required or permitted to be given by one party to the other, or to any other person shall be given in writing by personal delivery or by registered mail, postage prepaid or by facsimile transmission to such other party as follows:

To the Board:           **Alberta Advance Academy**  
                                  **10435-76 Street NW, Edmonton, AB, T6A3B1, Canada**  
                                  +1 780 466 7733                                   [officeAAA@shaw.ca](mailto:officeAAA@shaw.ca)

**43. :**

- a)

# Alberta Advance Academy School Employee Contract

To the Employee:

Salutation: \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ PIN: \_\_\_\_\_

Cell Phone#(\_\_\_\_)-(\_\_\_\_)-(\_\_\_\_) Other Phone# (\_\_\_\_)-(\_\_\_\_)-(\_\_\_\_)

Emergency Contact Name: \_\_\_\_\_ Phone# (\_\_\_\_)-(\_\_\_\_)-(\_\_\_\_)

Email: \_\_\_\_\_ Date of Birth: Year: \_\_\_\_\_ Month \_\_\_\_\_ Day: \_\_\_\_\_

Certificate# \_\_\_\_\_ Permanent: \_\_\_\_ Temporary: \_\_\_\_ Expiry Date: \_\_\_\_\_ Prov: Alberta

SIN: \_\_\_\_\_ AHS#: \_\_\_\_\_ ABDL: \_\_\_\_\_

IN WITNESS WHEREOF this Contract has been executed by the parties to it, the day, month, and year first written.

NOTE: The cheques are for dates from 22<sup>nd</sup> of each month to the 21<sup>st</sup> of the next month and paid on the last day of that next month! Example: First pay cheque includes work from August 22<sup>nd</sup> to Sept. 21<sup>st</sup> but paid on September 30<sup>th</sup>. It continues for the next 11 cheques until August 30<sup>th</sup> of the contractual year. 12 cheques. Starting Salaries are **\$45,000.00** per annum as per increments by funding.

I \_\_\_\_\_, am agreeing for the salary of \$ \_\_\_\_\_ per year for the year of 2025 – 2026. Vacation pay is included.

from 18<sup>th</sup> August, 2025 to 17<sup>th</sup> August, 2026 . or

from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_ .

**SIGNED, SEALED AND DELIVERED**, in the presence of:

Both:

Signatures: \_\_\_\_\_

Signatures: \_\_\_\_\_

Employee: \_\_\_\_\_

Witness: Mr. Jagwinder Singh Sidhu, Principal

One of:

Signatures: \_\_\_\_\_

Signatures: \_\_\_\_\_

Board Treasurer: Mrs. Sukhwant Kaur Gill

Admin Secretary: Mrs. Kulvinder Kaur Thiara

Signatures: \_\_\_\_\_

Signatures: \_\_\_\_\_

Board Member: \_\_\_\_\_

Board Member: \_\_\_\_\_