



Policy Section: **Personnel/Employee Matters**

700

Policy Name: **Non-Union Staff Terms and Conditions of Employment**

704

Policy Statement

It is the policy of the Keewatin-Patricia District School Board (KPDSB) that the terms and conditions of employment for all positions of the KPDSB not covered by Collective Agreements or individual personal services contracts shall be established by the KPDSB.

Rationale

These positions are not covered by agreement or contract.

Definitions

“Management” is managers and supervisors with formal people management accountabilities, including responsibility for hiring, termination, conducting performance appraisals, guiding the work of others, and managing resources. Positions include Assistant Manager of Facility Planning and Development, Finance Manager, General Manager, Transportation Services, Human Resources Manager, Assistant Manager of Facility Operations and Maintenance, and Mental Health Leader.

“Professional” is an individual contributor(s) or team member(s) with responsibility in a professional discipline or technical specialty. Positions include Payroll and Benefits Officer, Procurement and Payables Officer, Speech Language Pathologist, Applied Behavioural Analysis Leader, Events Service Coordinator, Human Resources Officer, Learning Technology Administrator, Student Counsellor, Aboriginal Family Case Manager, Communications and Strategic Branding Officer (Communications and Media Administrator), Database Administrator, First Nations, Métis, and Inuit (FNMI) Graduation Coach, and Transportation Officer.

“Support” is an individual contributor(s) who delivers clerical and administrative support to KPDSB. Positions include Accounting Technician, KPDSB LUA and Trillium/OnSIS Coordinator, Administrative Assistant, and Executive Assistant.

Cross Reference
Policies
702, Employee Performance Appraisal
710, Attendance Support

Date Adopted: 12/10/1999
Dates Revised: 08/04/2003; 09/11/2004; 01/09/2005;
13/06/2006; 14/10/2008; 12/05/2009; 08/06/2010; 11/10/2011;
08/11/2013; 12/04/2016; 14/11/2017; 09/10/2018; 12/05/2020

Review By: 2024

“**Casual/Part-Time Staff**” positions include Lunch Hour Supervisor, Student Nutrition Program Provider, Markers, Home Instructor, Students, DRTCC Services I and II, DRTCC Student, Academic Tutor, Student Success Support Staff, HCSA Support Coach, Summer Learning Program Staff, Casual and replacement staff Education Assistants, Early Childhood Educators, Administrative Assistants, Library, Site Monitor, Clerical, and other staff necessary to replace absent personnel, as well as other similar casual positions.

Compensation

It is the policy of the KPDSB to establish salary, benefits, and working conditions that are fair and competitive in accordance with the following guidelines:

1. Salaries for all classifications of employees covered by this Policy will be in accordance with the Non-Union Salary Grid and the Casual/Part-Time Salary Grid adopted by the KPDSB to be effective September 1, 2019, and on a go-forward basis in accordance with the term, or duration, of the current Collective Agreements, or as per Ministry Legislation.
2. Compensation changes shall be effective September 1.
3. Compensation changes may consider, where appropriate, factors such as:
 - Staff compensation for other Boards of similar size;
 - Staff compensation for other Boards in Northwestern Ontario;
 - Compensation for similar positions in the local and provincial markets where such positions are recruited from those markets;
 - Internal comparisons within the KPDSB to employee groups (i.e., Bargaining Units, policy, personal service contracts, etc.);
 - Other relevant information as may be available (i.e., O.A.S.B.O., O.P.S.O.A., O.P.S.B.A. survey (if available), etc.);
 - Local, regional, and provincial wage increase trends; and/or
 - Other factors including the financial capacity of the KPDSB.
4. The Human Resources Department shall, as part of this mandate, be responsible for compensation adjustments for all staff covered by this policy in accordance with the Budget approved by the KPDSB.
5. Compensation proposals and recommendations, together with support information, will be submitted by the Human Resources Department to the Senior Administration Team for review.