



Policy Section: **Personnel/Employee Matters**

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

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Policy Statement

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

Rationale

These positions are not covered by agreement or contract.

Guidelines

A. **DEFINITIONS**

Management – 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 – Facility Planning & Development; Finance Manager; General Manager, Transportation Services; Human Resources Manager, Assistant Manager – Facility Operations & Maintenance; Mental Health Leader;

Professional – Individual contributors or team members with responsibility in a professional discipline or technical specialty. Positions include: Payroll & Benefits Officer; Procurement & 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; FNMI Graduation Coach; Transportation Officer.

Support – Individual contributors who delivery clerical and administrative support to the Board. Positions include: Accounting Technician; Board LUA and Trillium/OnSIS Coordinator; Administrative Assistant, Executive Assistant.

Casual/Part-Time Staff – Lunch Hour Supervisor, Student Nutrition Program Provider, Markers, Home Instructor, Students, DRTCC Services I & 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.

Cross Reference:
Policy 702, Employee Performance Appraisal
Policy 710, Attendance Support
Policy 712, Employee Hiring and Promotion

Date Approved: October 12, 1999
Revised: Apr 8/03; Nov 9/04; Sep 1/05;
June 13/06; Oct 14/08; May 12/09;
June 8/10; Oct 11/11; Oct 8/13; Apr 12/16;
Nov 14/17; Oct 9/18; May 12/2020;

Review by: 2024



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B. COMPENSATION

It is the policy of the Board 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 Grid adopted by the Board to be effective September 1, 2019, and on a go forward basis in accordance with the term/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:
 - a) Staff Compensation for other Boards of similar size;
 - b) Staff Compensation for other Boards in Northwestern Ontario;
 - c) Compensation for similar positions in the local and provincial market where such positions are recruited from those markets;
 - d) Internal comparisons within the Board to employee groups (bargaining units, policy, personal services contracts);
 - e) 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);
 - f) Local, regional and provincial wage increase trends;
 - g) Other factors including the financial capacity of the Board.
4. The Human Resources Department, shall as part of its mandate, be responsible for compensation adjustments for all staff covered by this policy in accordance with the Budget approved by the Board.
5. Compensation proposals and recommendations, together with support information, will be submitted by the Human Resources Department to the Senior Administration Group for review.

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