

## APG# HR09 – Compensation Program for Non-Unionized Employees

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### 1. PREAMBLE

The Sudbury Catholic District School Board has established for its non-unionized employees a compensation program commensurate with knowledge, skill, responsibilities and working conditions. In order to retain services of well-qualified, experienced and competent personnel, the Board maintains a competitive compensation program, which complies with current legislation.

### 2. SCOPE

The scope of the APG includes the non-unionized positions within the School Board, with the exception of Senior Administration, Principals, and Vice-Principals.

### 3. DEFINITIONS

- 3.1. **Casual:** Casual employees do not have regularly scheduled hours of work and there is no guarantee of hours. They are offered work when the need arises, typically on a daily basis.
- 3.2. **Long-Term Assignment:** fifteen (15) or more consecutive work days in the same assignment.
- 3.3. **Gross Wages:** Gross wages includes all wages except for vacation pay.
- 3.4. **Years of Service** (for vacation purposes): The length of employment from the most recent date of hire (first day worked). Two successive periods of employment that are not more than thirteen (13) weeks apart shall be added together and treated as one period of employment. Both active employment and inactive employment will be included.

### 4. GUIDELINES

The non-unionized positions are evaluated according to the Board's Gender Neutral Job Evaluation Program.

Supervisors, in consultation with Human Resources, create job descriptions for new positions. Supervisors will also review job descriptions periodically and revise as appropriate.

#### 4.1 Job Evaluations or Reviews of Salary Initiated by the Supervisor

When a new position is created or when the duties of an existing position change significantly, the supervisor will consult with the appropriate Human Resources' representative to ensure all documentation is complete for the job evaluation process.

#### **4.2 Job Evaluations or Reviews of Salary Initiated by an Incumbent**

Employee requests for a review of the salary for their position will be accepted in February of each year.

If an employee believes that there have been substantive changes to their position, they will contact their supervisor and outline how they believe their position has changed. The supervisor will review the job description with the employee and ensure it accurately reflects the current expectations of the position. When there are substantive changes to the job description, the supervisor will complete a Job Evaluation Reconsideration form in consultation with the employee.

#### **4.3 Casual Positions**

Every casual position will have an hourly rate of pay.

#### **4.4 Long-Term Assignments (LTA)**

When a casual employee works in a long-term assignment (LTA), they will move one step on the grid with each year of completed service in that position, subject to evidence of satisfactory performance through the performance appraisal process.

When an employee works in a LTA, they will be compensated with recognition for all hours worked in that position since the most recent date of hire.

#### **4.5 Job Evaluation Process:**

Once the supervisor has consulted with Human Resources to ensure all supporting documentation is complete (e.g. a Job Evaluation Questionnaire, a Job Evaluation Reconsideration form, or other supporting documentation), the supervisor will review the new or revised job description and any other supporting documentation with the appropriate Supervisory Officer. The Supervisory Officer will initiate the Job Evaluation Process in consultation with Human Resources.

The job will be evaluated by a Committee consisting of a Supervisory Officer, the Human Resources Services representative, and two Non-Union employee representatives. The supervisor or appropriate Supervisory Officer / designate will attend the Committee meeting to describe the position and/or any changes to the position.

The Committee's recommendation on a salary level is then submitted to the Director of Education for review/approval.

For incumbent initiated evaluations, all increases to the job level will be retroactive to February 1<sup>st</sup> of the year in which the request was submitted. Any decrease to the job level will be effective the first workday of the week following the Director's approval of the change in salary level.

The appropriate supervisor will meet with affected employee(s) to communicate results of the job evaluation process and follow up in writing.

### **5. Compensation Practices**

The following compensation practices are to be followed:

- 5.1 A new employee will be placed at step 1 of the salary level of the position unless they have previous related and relevant experience. The Supervisory Officer of the position may make a recommendation, which must be approved by the Director of Education.

5.2 When an employee is promoted within the Board, they will be appointed in the salary level of the new position at a step which will ensure a minimum increase of 5% in their salary.

5.3 When an employee is demoted, he or she will be appointed at step 1 of the salary level of the new position. However, previous related and relevant experience may be considered when determining salary step. No demotion will occur without the prior approval of the Director of Education.

5.4 Annual merit increments are effective on the employee's anniversary date in their position. Employees will move one step on the five-step grid based on satisfactory performance as determined through the performance appraisal process. Performance appraisals, once reviewed and signed by the Supervisory Officer, are forwarded to the Human Resources department, who will process any step increases based on satisfactory performance.

## **6. Vacation Practices**

6.1. The vacation year is defined as September 1<sup>st</sup> to August 31<sup>st</sup>.

6.2. Permanent staff: Vacation provisions for permanent employees are included in their terms and conditions of employment document.

6.3. Casual and temporary staff:

6.3.1. All employees who have completed less than five (5) Years of Service will receive vacation pay in the amount of four per cent (4%) of Gross Wages.

6.3.2. All employees who have completed five (5) Years of Service will receive vacation pay in the amount of six per cent (6%) of Gross Wages.

6.3.3. For staff working on a 10-month basis, vacation is taken during the school break periods (i.e. Christmas, March, and summer), per the school year calendar.

## **7. Appeal**

If an employee disagrees with the supervisor's written response or with any matter presented in this APG, the employee may appeal to the Director of Education.

## **8. References and Related Administrative Procedures and Guidelines (APGs):**

- *Pay Equity Act R.S.O. 1990*
- *Employment Standards Act 2000*
- APG [HR04 Appeal](#)