



REPORT TO

REGULAR BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON NON-UNION POLICIES & NON-UNION EMPLOYEE HANDBOOK POLICY (H.M.02)

For I know the plans I have for you,” declares the LORD, “plans to prosper you and not to harm you, plans to give you hope and a future.

Jeremiah 29:11

Created, Draft

November 8, 2016

First Tabling

November 24, 2016

Review

Maria Rizzo, Chair, Governance and Policy Committee

Caitlin Kavanagh, Sr. Manager, Employee Relations & Policy Development

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Members of the Committee:

Maria Rizzo, Chair
 Nancy Crawford, Vice Chair
 Jo-Ann Davis, Trustee Ward 9
 Angela Kennedy, Ex-Officio
 Frank D'Amico, Ex-Officio

A. EXECUTIVE SUMMARY

This report recommends rescinding policies that apply to conditions of employment for non-union employees (see APPENDIX A) from the policy register as they are outdated and many do not align with current practices and procedures. The policies will be updated to reflect current practices and consolidated into a non-union employee handbook for reference. The new policy, Non-Union Employee Handbook (H.M.02) attached as APPENDIX B consolidates the policies and provides a hyperlink to the new handbook.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends policies to be rescinded and consolidated into a new policy.

C. APPENDIX

1. APPENDIX A: Policies that apply to conditions of employment for non-union employees.
2. APPENDIX B: Non-Union Employee Handbook policy (H.M.02).

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendations of the Governance and Policy Committee and:

1. Approve rescinding the following policies from the policy register:
 - a. Job Evaluation: Non-Union Administrative/Clerical Jobs H.C.01
 - b. Job Change: Non-Union Administrative/Clerical Jobs H.C.02
 - c. Job Evaluation Appeal: Non-Union Administrative/Clerical Jobs H.C.03
 - d. Department Reorganization: Non-Union Administrative/Clerical Jobs H.C.04
 - e. Probationary Period (Non-Union) H.C.05
 - f. Compassionate Leave (Non-Union) H.M.03
 - g. Sick Leave Plan (Non-Union) H.M.06

- h. Vacation for Non-Union Administrative/Clerical Employees H.M.22
 - i. Benefits For Non-Union Administrative/Clerical Employees H.M.29
 - j. Overtime For Non-Union Administrative/Clerical Employees H.S.07
 - k. Group Life Insurance I.02
2. Approve the Non-Union Employee Handbook policy (H.M.02) as proposed in APPENDIX B.