

**Job Evaluation: Non-Union Administrative/Clerical Jobs H.C.01**

<b>Date Approved:</b> 16 Dec 93	<b>Date of Review:</b> 19 Jan 07	<b>Dates of Amendment:</b>
<b>Cross Reference:</b>		

**Policy:**

The Toronto Catholic District School Board requires that all non-union administrative/clerical jobs must undergo formal job evaluation by the authorized job evaluation committee. The resulting evaluation will determine the salary grade assignment for the job.

**Regulations:**

1. The Deloitte-Touche Job Evaluation System will be used for the evaluation of jobs.

## Job Change: Non-Union Administrative/Clerical Jobs H.C.02

<b>Date Approved:</b> 16 Dec 93.	<b>Date of Review:</b> 19 Jan 07	<b>Dates of Amendment:</b>
<b>Cross Reference:</b>  H.C. 05 -Probationary Period (Non- Union)		

### Policy:

In order to ensure equitable and fair compensation of employees, all jobs that have experienced significant change will undergo job evaluation to facilitate salary grade assignment.

### Regulations:

1. Since jobs are dynamic and hence continually evolving, they may over time experience natural change and thereby necessitate re-evaluation and perhaps reclassification.
2. The Human Resources Department may recognize a changed job, or the request to initiate the job change process may come from either the incumbent or the immediate supervisor.
3. The Job Change Process will involve the changing or the rewriting of the job description. The operating department may submit the job description changes or the Human Resources Department may conduct a job audit resulting in a rewritten job description.
4. Once the changed job description has been finalized, the Human Resources Department will arrange a job evaluation meeting for the purpose of evaluating the changed job.

5. In the case of an upward reclassification of the job, the incumbent will be reclassified to the higher grade by using the Promotion Policy. In the event of a downward reclassification, the incumbent will retain his/her salary or move to the maximum of the new salary range if his/her current salary is higher. The effective date of the reclassification will be the Monday following the date of evaluation.

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**JOB EVALUATION APPEAL: NON-UNION  
ADMINISTRATIVE/CLERICAL JOBS H.C.03**

<b>Date Approved:</b> 16 Dec 93	<b>Date of Review:</b> 19 Jan 07	<b>Dates of Amendment:</b>
<b>Cross Reference:</b>		

**Policy:**

**Regulations:**

1. The period of appeal is 30 days from the date of evaluation. The appeal should be submitted in writing, to the Human Resources Department, complete with factors under appeal and rationale for appeal.
2. The Job Evaluation Committee will convene within 60 days of the original evaluation to address the appeal.
3. The request for a final appeal must come from the incumbent within 30 days of the appeal decision. The final appeal is addressed by the office of the Director.
4. In addition to providing written submissions for both the first level of appeal and the final appeal, the incumbent may, if he/she wishes, present the appeal in person on the day of the appeal evaluation.
5. Should either the first level of appeal or the final appeal be successful for the incumbent, the job re- classification will be retroactive to the date of the original evaluation.

Jobs that have undergone evaluation may have their evaluation appealed by the incumbent(s). In cases where there is no incumbent in the job, the immediate supervisor may appeal the job evaluation.

## Department Reorganization: Non-Union Administrative/Clerical Jobs H.C.04

<b>Date Approved:</b> 16 Dec 93	<b>Date of Review:</b> 19 Jan 07	<b>Dates of Amendment:</b>
<b>Cross Reference:</b>		

### **Policy:**

Department reorganizations that result in changes to job(s) and job evaluations; increase or decrease in the number of staff; realignment of staff and staff Human Resources; and departmental focus, must, prior to implementing organizational change, seek approval from the Director's Council.

### **Regulations:**

1. The reorganization proposal will be presented to the Director's Council using a standard format.
2. The reorganization proposal will provide complete and itemized information eg: present and proposed organization charts; present and proposed job titles; provide all proposed job descriptions; outline budgetary impacts; impact on staff; etc.
3. Following approval by the Director's Council, the department will forward the approved document to the Human Resources Department. The Human Resources Department will ensure the finalization of job descriptions (if required) and the job evaluation of all changed and new jobs.
4. The Human Resources Department will ensure the recruitment/ reassignment (posting) of staff, following job evaluations.

**Probationary Period (Non-Union) H.C.05**

<b>Date Approved:</b> 25 Jul 70	<b>Date of Review:</b> 19 Jan 07	<b>Dates of Amendment:</b> 17 Feb 94; 23 Jan 86
<b>Cross Reference:</b>		

**Policy:**

1. All new employees who are not on contract will serve a probationary period of six (6) months.
2. Each non-union employee who is not on contract who is promoted to a higher grade and/or position will serve a probationary period of not more than three (3) months in the new position.
3. An employee who is promoted to a higher job classification shall receive a four (4) percent increase or the minimum of the salary range, whichever is higher.

### **Compassionate Leave (Non-Union) H.M.03**

#### **Policy**

1. The TCDSB shall grant to an employee requiring leave by reason of a death in the immediate family (spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, grandchild or grandparent) up to five working days without loss of pay for the purpose of attending the funeral.
2. The TCDSB shall grant an employee a leave of absence of up to two days with pay to enable him to attend the funeral of an uncle, aunt, brother-in-law, son-in-law, daughter-in-law or sister-in-law of the employee.
3. The Director of Education may grant up to seven hours leave with pay to an employee to attend a funeral as a mourner.
4. In cases where an employee is obliged to attend a funeral of an immediate family member beyond the time allowed for compassionate leave, or to attend to a dying immediate family member, the Director of Education shall be allowed to use discretion in allowing additional time to be deducted from the accumulated sick leave.

*BM p 34, 23 Jan 86; BM p 38, Jan 68.*

## **Sick Leave Plan (Non-Union) H.M.06**

### **Policy**

The permanent non-union administration personnel shall be provided the same sick leave plan as the teachers prorated on a twelve month basis.

*BM p 188, 16 Oct 86; BM, Mar 66*

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## **VACATION FOR NON-UNION ADMINISTRATIVE/CLERICAL EMPLOYEES H.M.22**

### **Policy**

All non-union administrative/clerical employees shall be entitled to vacation with pay.

### **Regulations:**

1. The vacation time shall be at least equivalent to that of other Toronto Catholic District School Board unionized employee groups.
2. All vacation entitlement to this group will be reviewed on an annual basis upon the recommendation of the Director of Education.

*BM p 115, 19 May 88; BM p 1126, Jul 70.*

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## **Benefits For Non-Union Administrative/Clerical Employees H.M.29**

### **Policy**

Notwithstanding other considerations, employee benefits will be provided to non-union administrative/clerical employees which are at least equivalent to other Toronto Catholic District School Board unionized employee groups.

### **Regulation:**

1. All benefits to this group will be reviewed on an annual basis upon the recommendation of the Director of Education.

*BM p 115, 19 May 88.*

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## **Overtime For Non-Union Administrative/Clerical Employees H.S.07**

### **Policy**

All non-union administrative/clerical employees required to work beyond the normal hours prescribed for the position held shall be compensated.

### **Regulations For Non-Supervisory Personnel:**

1. All overtime shall be subject to the prior approval of the department head, or equivalent and in accordance with the Employment Standards Act.
2. The compensation for overtime shall be at least equivalent to that of other Toronto Catholic District School Board unionized employee groups.

### **Regulations For Supervisory Personnel:**

1. Officers, supervisors, and managers will be compensated for a "call out" according to a rate to be determined annually.
2. "Call out" is defined as the requirement of return to work by an employee who, after completion of the scheduled work day, is recalled for a period which is not contiguous to the preceding scheduled hours of work.
3. In lieu of other compensation, supervisory personnel may be granted time off with remuneration up to a maximum of five (5) days within the current year, subject to the approval of the Director of Education.
4. "Supervisory personnel" is defined as salaried non-union staff at, or above, the level of officer.

*BM p 124, 16 Jun 88.*

## **Group Life Insurance I.02**

### **Policy**

The TCDSB shall provide Group Life Insurance and Accidental Death Benefits for its employees.

Regulations:

#### **1. Amended Future Dividends**

The amended future dividends of the Group Life Insurance shall be applied as a reduction to the annual premium and shall not be transferred to the deposit fund.

#### **2. Early Retirement**

a) Group life insurance coverage shall be offered to all non-union non-teaching employees who retire prior to their retirement date which is on or before the 31 August following their 65th birthday.

b) Such coverage shall be no more than the amount the employee had prior to the early retirement date.

c) The full cost of such extended coverage shall be the responsibility of the retiree.

d) The full group life insurance coverage shall reduce to \$5,000.00 when the retiree attains the retirement date, which is on or before the 31 August following their 65th birthday, and a paid up policy in the amount of \$5,000.00 shall be provided at that time, in accordance with the existing provisions of the Group Life Insurance contract.

*BM P 213, 24 Nov 86; BM p 188, Feb 69.*