



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION:
POLICY NAME: NON-UNION EMPLOYEE HANDBOOK
POLICY NO: H.M. 02

Date Approved: November 24, 2016	Date of Next Review: November 2021	Dates of Amendments:
--	--	-----------------------------

Cross References:

Rescinding and consolidating:

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

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

Job Evaluation Appeal: Non-Union Administrative/Clerical Jobs H.C.03

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

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

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

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

Vacation for Non-Union Administrative/Clerical Employees H.M.22

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

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

Group Life Insurance I.02

Appendix Non-Union Employee Handbook

Purpose:

To inform non-union employees of various entitlements to their employment through the Non-Union Employee Handbook.

Scope and Responsibility:

This policy applies to all non-union employees, subject to individual terms and conditions of employment. The Director is responsible for this policy with support from the Human Resources department.



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION:

POLICY NAME: NON-UNION EMPLOYEE HANDBOOK

POLICY NO: H.M. 02

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Inspiring and Motivating Employees

Policy:

The Non-Union Employee Handbook contains information pertaining to employment entitlements for non-union employees at the TCDSB, subject to individual terms and conditions of employment. The following is a link to the handbook: (HYPERLINK TO BE INSERTED)

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. Employee satisfaction surveys regarding transparency of employment entitlements and results brought to Board on an annual basis.