



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

NON-UNION POLICIES

*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	First Tabling	Review
September 27, 2016	October 5, 2016	
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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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



R. McGuckin

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report recommends rescinding policies that apply to conditions of employment for non-union employees. The policies will be updated to reflect current practices and consolidated into a non-union employee handbook for reference. Terms and conditions of employment are also set out upon hire.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policies be rescinded.

C. BACKGROUND

1. There are a number of policies on the TCDSB policy register that apply to non-union employees' terms and conditions of employment (APPENDIX A). These include:
 - 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. All of the abovementioned policies have not been reviewed since approval 20 to 30 years ago.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Given the fact that the policies are very dated, many do not align with current practices and procedures.
2. Upon review of other school boards' policy registers, no other school boards have included non-union terms and conditions of employment as policies.
3. The policies relating to non-union staff are better suited as part of an employee handbook that non-union staff can reference.

E. METRICS AND ACCOUNTABILITY

1. The recommendations in this report will be monitored and assessed by policy development staff and relevant Human Resources Department staff.
2. Further reporting to the Board will be brought as deemed necessary.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Once the policies are rescinded from the policy register, they will be updated and consolidated into an employee handbook.
2. The updated employee handbook will be communicated and sent to all non-union staff and available on the TCDSB Employee Portal.
3. Relevant stakeholder engagement includes senior staff from the Human Resources team.

G. STAFF RECOMMENDATION

1. Staff recommends that the following policies be rescinded 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. Staff recommends that once the policies are rescinded from the policy register, they be updated and consolidated into an employee handbook.