



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

<b>Date Approved:</b> November 24, 2016	<b>Date of Next Review:</b> November 2021	<b>Dates of Amendments:</b>
<b>Cross References:</b> Rescinding and consolidating: <i>Job Evaluation: Non-Union Administrative/Clerical Jobs H.C.01</i> <i>Job Change: Non-Union Administrative/Clerical Jobs H.C.02</i> <i>Job Evaluation Appeal: Non-Union Administrative/Clerical Jobs H.C.03</i> <i>Department Reorganization: Non-Union Administrative/Clerical Jobs H.C.04</i> <i>Probationary Period (Non-Union) H.C.05</i> <i>Compassionate Leave (Non-Union) H.M.03</i> <i>Sick Leave Plan (Non-Union) H.M.06</i> <i>Vacation for Non-Union Administrative/Clerical Employees H.M.22</i> <i>Benefits For Non-Union Administrative/Clerical Employees H.M.29</i> <i>Overtime For Non-Union Administrative/Clerical Employees H.S.07</i> <i>Group Life Insurance I.02</i>		
<b>Appendix:</b> 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.



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**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: [https://www.tcdsb.org/Board/Policies/Documents/Non-Union-Employee-Handbook\\_2018.pdf](https://www.tcdsb.org/Board/Policies/Documents/Non-Union-Employee-Handbook_2018.pdf)

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

**Evaluation and Metrics:**

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