

# NON-UNION EMPLOYEE HANDBOOK

*Created September 2017*

*Disclaimer: All provisions in this handbook are subject to legislation which may change over time as well as to individual employee contracts which may set out different terms of employment.*



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## NON-UNION MANAGEMENT & ADMINISTRATIVE POSITIONS

The following non-union positions are covered by this handbook:

<b>Title</b>	<b>Grade</b>
Sr. Coordinator	5
Coordinator	6
Sr. Manager	7
Manager	8
Supervisor	9
Officer	10
Sec 1/Admin Assistant	11
Secretary 2	12
Secretary 3	13

## PROBATIONARY PERIOD AND PROMOTION

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.
4. Subject to legislative restrictions, effective each January 1<sup>st</sup>, all non-union employees will receive a four (4) percent salary experience increase until such time that the employee has reached the maximum of the salary band.
5. Newly hired or newly promoted employees who are still on probation at the time of the January 1<sup>st</sup> experience increase will not receive such increase until the following January 1<sup>st</sup> increase.
6. Further wage increases may be applied to the salary grids from time to time, outside of the January 1<sup>st</sup> experience increases, when salary grid rates have been approved by the Board or through legislative provisions.

## VACATION

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

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.

## SICK LEAVE PLAN

The permanent non-union administration personnel shall be provided the same sick leave plan as the teachers, subject to applicable governing legislation.

## COMPASSIONATE LEAVE

1. The TCDSB shall grant to an employee requiring leave by reason of a death in the immediate family (spouse, parent, parent-in-law, child, grandparent, grandchild, brother or sister, son-in-law, daughter-in-law, and, in special circumstances recognized by the Director, a former legal guardian, ward or fiancé) up to five working days without loss of pay.
2. The TCDSB shall grant an employee a leave of absence of up to two days with pay to attend the funeral of an uncle, aunt, niece, nephew, brother-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 Non-Personal Illness days.

## OVERTIME

All employees required to work beyond the normal hours prescribed for the position held shall be compensated.

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.

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.



## JOB EVALUATION

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

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

## JOB CHANGE

In order to ensure equitable and fair compensation of employees, all jobs that have experienced significant change as determined by the Human Resources Department will undergo job evaluation to facilitate salary grade assignment.

1. Since jobs are dynamic and hence continually evolving, they may over time experience natural change and thereby necessitate re-evaluation and perhaps reclassification (upward or downward).
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, requiring the collection of work data, as well as the facilitation of interviews that include the incumbent(s) and the supervisor(s), 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 procedures. In the event of a downward reclassification, the incumbent will retain his/her salary and will be “red-circled”/frozen until such time that the new salary range reaches such salary level. The effective date of the reclassification will be the Monday following the date of evaluation.

## JOB EVALUATION APPEAL

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.
6. 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

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.

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. Where reorganization contemplates the reclassification of any jobs, the Director's Council will submit to Human Resources the proposal for Compensation review prior to approval.
4. Following approval by the Director's Council, the Director will forward the approved document to the Human Resources Department for implementation. The Human Resources Department will ensure the finalization of job descriptions (if required) and the job evaluation of all changed and new jobs.
5. The Human Resources Department will ensure the recruitment/reassignment (posting) of staff, following job evaluations.

## BENEFITS

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

The TCDSB will continue to provide benefits in accordance with the existing benefit plans until the “Participation Date” of the provincial Employee Life and Health Trust (ELHT). Employees will participate in an ELHT providing life, health and dental benefits to eligible employees. Subsequent to the Participation Date, the Board will cease to provide such benefits.

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

## LONG TERM DISABILITY

For non-union management and administrative employees in grades 5 to 13, participation in the Long Term Disability (L.T.D.) plan is a condition of employment. The Board assumes the organization of the management group L.T.D. plan with a benefit equal to 75% of insurable income, and pays 100% premiums for non-union management and administrative employees in grades 5 to 13.