



Northern Gateway
Public Schools

**SCHOOL BASED SUPPORT STAFF
TERMS OF EMPLOYMENT ADDENDUM**

Effective August 30, 2023

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1. APPLICATION

1.01 The clauses of this addendum shall apply to all School Based Support Staff.

2. ATTENDANCE

2.01 An employee classified as an Education Assistant shall report to his duties regardless of the absence of any students.

3. POSITION TERMINATION (excluding Education Assistants)

3.01 The Board shall give a permanent employee a minimum of two (2) months prior written notice that his position is to be terminated.

4. REST PERIODS

4.01 Employees are entitled to at least 30 minutes of rest break in each shift longer than five (5) consecutive hours of work.

4.02 A meal period of not more than one (1) hour shall be granted to an employee at approximately the mid-point of each work day. Such meal period shall be without pay.

5. SALARY PAYMENT

5.01 Payment of earnings will be as follows:

- (a) School year calendar hours are paid actual.
- (b) School year calendar hours are pensionable and will be paid from September to June.
- (c) All July hours are non-pensionable and will be included on June's pay.
- (d) Support Staff returning the next school year will have their benefits triple deducted in June.
- (e) All August hours worked prior to the school year calendar are non-pensionable and will be paid less applicable Tax, CPP and EI on the regular pay day in August.

6. HIRE DATES

6.01 Employees laid off in June and re-hired prior to November 1 will be entitled to the following:

- (a) Original hire date will remain the same.
- (b) Vacation pay will be accrued based on the original hire date.
- (c) Days accumulated in storage banks will be based on the original hire date.

7. NOTICE OF RETURN TO WORK

7.01 Notice of return to work in September shall be issued by the Principal by the 15th day of June.

SCHOOL BASED SUPPORT STAFF EFFECTIVE AUGUST 30, 2023

SECRETARY PAY GRID

| Step | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-----------|--------------------------------------|---------|---------|---------|---------|---------|---------|---------|
| Level B-1 | \$18.82 | \$19.69 | \$20.56 | \$21.45 | \$22.31 | \$23.16 | \$23.99 | \$25.02 |
| Level B-2 | \$19.93 | \$20.35 | \$21.81 | \$22.80 | \$23.70 | \$24.65 | \$25.48 | \$26.64 |
| Level B-3 | \$23.13 | \$24.12 | \$25.11 | \$26.12 | \$27.08 | \$28.06 | \$29.05 | \$30.05 |
| Level C | Add \$1.35 to current grid placement | | | | | | | |

LEARNING COMMONS FACILITATOR PAY GRID

| Step | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-----------|--------------------------------------|---------|---------|---------|---------|---------|---------|---------|
| Level B-1 | \$18.56 | \$19.39 | \$20.21 | \$20.99 | \$21.81 | \$22.63 | \$23.53 | \$24.53 |
| Level B-2 | \$19.99 | \$20.88 | \$21.74 | \$22.61 | \$23.50 | \$24.32 | \$25.32 | \$26.44 |
| Level B-3 | \$23.19 | \$24.13 | \$25.10 | \$26.02 | \$27.00 | \$27.92 | \$28.91 | \$29.84 |
| Level C | Add \$1.35 to current grid placement | | | | | | | |

EDUCATION ASSISTANT PAY GRID HOME LIAISON WORKER PAY GRID

| Step | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-----------|--------------------------------------|---------|---------|---------|---------|---------|---------|---------|
| Level B-1 | \$17.54 | \$18.25 | \$18.84 | \$19.47 | \$20.07 | \$20.75 | \$21.37 | \$22.35 |
| Level B-2 | \$18.60 | \$19.25 | \$19.86 | \$20.50 | \$21.10 | \$21.74 | \$22.37 | \$23.36 |
| Level B-3 | \$21.58 | \$22.29 | \$22.93 | \$23.65 | \$24.31 | \$25.02 | \$25.67 | \$26.33 |
| Level C | Add \$1.35 to current grid placement | | | | | | | |

TECHNICAL ASSISTANT PAY GRID

| Step | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-----------|---------------------------------------|---------|---------|---------|---------|---------|---------|---------|
| Level B-1 | \$19.36 | \$20.47 | \$21.58 | \$22.73 | \$23.80 | \$24.93 | \$26.05 | \$27.23 |
| Level B-2 | \$22.35 | \$23.44 | \$24.57 | \$25.68 | \$26.81 | \$27.92 | \$29.04 | \$30.18 |
| Level B-3 | \$23.67 | \$24.85 | \$26.02 | \$27.23 | \$28.40 | \$29.60 | \$30.78 | \$31.98 |
| Level C | Add \$1.35 to current grid placement. | | | | | | | |

FNMI LIAISON PAY GRID

| Step | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-----------|--------------------------------------|---------|---------|---------|---------|---------|---------|---------|
| Level B-1 | \$20.69 | \$21.44 | \$22.20 | \$23.00 | \$23.82 | \$24.74 | \$25.66 | \$26.64 |
| Level B-2 | \$21.80 | \$22.59 | \$23.41 | \$24.23 | \$25.11 | \$26.05 | \$27.04 | \$28.05 |
| Level B-3 | \$25.07 | \$25.96 | \$26.92 | \$27.88 | \$28.90 | \$29.97 | \$31.10 | \$32.24 |
| Level C | Add \$1.32 to current grid placement | | | | | | | |

PRE-K FACILITATOR PAY GRID

| Step | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-------------|---------|---------|---------|---------|---------|---------|---------|---------|
| Hourly Rate | \$24.81 | \$25.16 | \$25.57 | \$26.02 | \$26.48 | \$26.99 | \$27.51 | \$28.11 |

UNCERTIFIED CLASSROOM SUPERVISOR

Effective August 30, 2023 (rates include vacation pay)

\$109.96 per full day

\$54.98 per full half day

The level of a position is determined by applying the criteria in the Northern Gateway Public Schools Classification Guide.

The Superintendent/designate, in consultation with school administrators or site supervisors, shall determine placement on the appropriate grid based on relevant training qualification and/or experience in a related field.

Only years of work experience relevant to the responsibilities of the position will be recognized.

The following criteria shall be used to determine the level of education.

- (a) Education must be relevant to the responsibilities of the position.
- (b) A Diploma or a Certificate of Successful Completion from a recognized educational institution or a certificate granting organization acceptable to the Superintendent/Designate is required to verify the number of hours of training.
- (c) Certificates with an expiry date will not be recognized.

B1-Level shall apply to those with 0-199 hours of relevant education.

B2-Level shall apply to those with 200-499 hours of relevant education.

B3-Level shall apply to those with 500 or more hours of relevant education. A practicum component shall be included for Education Assistant positions.

Each step represents one (1) year of experience.

Casual employees shall be paid as 0 years of experience depending on the position being filled.

When an employee moves from one classification to another, his wage rate shall be determined in accordance with training and experience.

An employee is required to provide the Board appropriate documents that confirm relevant training and experience for his current position. If such documents are provided within sixty (60) calendar days of the date of hire, grid placement shall be effective the date of hire. If an employee fails to provide such documents within the time specified, grid placement shall be at the lowest point on the grid applicable to the position's level of classification. When documentation is provided after sixty (60) calendar days, changes to placement on the grid shall become effective the first month following receipt of such documents.