



**Northern Gateway**  
Public Schools

**CENTRAL SERVICES STAFF  
TERMS OF EMPLOYMENT ADDENDUM**

Effective September 1, 2023

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**1. APPLICATION**

1.01 The clauses of this addendum shall apply to the Deputy and Assistant Superintendent, Secretary-Treasurer, Assistant Secretary-Treasurer, Directors of Transportation and Maintenance, Director of Information Technology, Network Administrator and Director of Learning Services and Central Services support staff.

**2. REST PERIODS**

2.01 Employees shall normally receive one (1) twenty (20) minute paid rest period during the work period following the meal break, time to be established jointly with the staff.

2.02 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.

**3. PAID HOLIDAYS**

3.01 An employee shall be granted one (1) additional day off with pay during the Christmas Season (a total of five (5) consecutive calendar days).

**4. STEP**

4.01 The Superintendent/designate, in consultation with the supervisor, shall determine placement on the grid based on relevant training and/or experience relating to the position. Each step represents one (1) year of training and/or experience.

**CENTRAL SERVICES STAFF  
EFFECTIVE SEPTEMBER 1, 2023**

**FINANCE ASSISTANT  
HUMAN RESOURCES/PAYROLL LIAISON  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$55,846.82	\$58,024.52	\$60,226.63	\$62,381.40	\$64,513.12	\$66,715.11	\$68,871.25

**EXECUTIVE ASSISTANT  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$58,024.52	\$59,313.36	\$60,577.73	\$61,843.67	\$63,108.01	\$64,419.93	\$65,708.76

**PAYROLL CLERK  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$53,574.69	\$55,770.73	\$57,181.67	\$58,985.10	\$60,788.66	\$62,616.50	\$64,443.10

**RECEPTIONIST  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$36,124.32	\$37,687.61	\$39,204.39	\$40,768.14	\$42,308.21	\$43,894.92	\$45,458.52

**OFFICE ASSISTANT  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$42,728.16	\$44,781.61	\$46,811.83	\$48,865.68	\$50,895.94	\$52,972.76	\$55,026.28

**COMMUNICATIONS OFFICER  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$57,951.90	\$59,852.61	\$60,885.57	\$62,407.80	\$63,968.08	\$65,567.40	\$67,206.25

**COMMUNICATIONS DESIGNER  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$47,530.13	\$49,809.70	\$52,088.89	\$54,341.82	\$56,621.14	\$58,900.83	\$61,207.04

**OFFICE ASSISTANT TO DIRECTOR OF TRANSPORTATION  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$47,504.23	\$49,285.97	\$51,003.27	\$52,784.76	\$54,523.80	\$56,262.48	\$58,044.23

**COMPUTER TECHNICIAN  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$45,389.36	\$47,550.70	\$49,751.76	\$51,913.41	\$54,074.75	\$56,236.09	\$58,437.08

**SYSTEMS ANALYST  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$68,465.00	\$69,492.01	\$70,603.91	\$71,804.17	\$73,096.64	\$74,485.52	\$75,975.16

**SYSTEMS INTEGRATION ANALYST  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$81,180.00	\$82,397.72	\$83,716.09	\$85,139.10	\$86,671.68	\$88,318.40	\$90,084.72

**SENIOR SYSTEMS ANALYST  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$93,894.82	\$95,303.29	\$96,828.12	\$98,474.03	\$100,246.73	\$102,151.20	\$104,194.20

Casual employees shall be paid on Step 0 of the grid of the position being filled.