



**Northern Gateway**  
Public Schools

**CENTRAL SERVICES STAFF  
TERMS OF EMPLOYMENT ADDENDUM**

Effective September 1, 2024

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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, 2024**

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

Step	0	1	2	3	4	5	6
Annualized Rate	\$57,522.24	\$59,765.28	\$62,033.52	\$64,252.80	\$66,448.44	\$68,716.56	\$70,937.40

**EXECUTIVE ASSISTANT  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$59,765.28	\$61,092.72	\$62,394.96	\$63,699.00	\$65,001.24	\$66,352.56	\$67,680.00

**PAYROLL CLERK  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$55,182.00	\$57,443.88	\$58,897.08	\$60,754.56	\$62,612.28	\$64,494.96	\$66,376.44

**RECEPTIONIST  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$37,208.04	\$38,818.20	\$40,380.48	\$41,991.12	\$43,577.40	\$45,211.80	\$46,822.32

**OFFICE ASSISTANT  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$44,010.00	\$46,125.00	\$48,216.24	\$50,331.60	\$52,422.84	\$54,561.96	\$56,677.08

**COMMUNICATIONS OFFICER  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$59,690.40	\$61,648.20	\$62,712.12	\$64,280.04	\$65,887.08	\$67,534.44	\$69,222.48

**COMMUNICATIONS DESIGNER  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$48,956.04	\$51,303.96	\$53,651.52	\$55,971.96	\$58,319.76	\$60,667.80	\$63,043.32

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

Step	0	1	2	3	4	5	6
Annualized Rate	\$48,929.28	\$50,764.44	\$52,533.36	\$54,368.28	\$56,159.52	\$57,950.40	\$59,785.56

**COMPUTER TECHNICIAN  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$46,751.04	\$48,977.28	\$51,244.32	\$53,470.80	\$55,697.04	\$57,923.16	\$60,190.20

**SYSTEMS ANALYST  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$70,518.96	\$71,576.76	\$72,722.04	\$73,958.28	\$75,289.56	\$76,720.08	\$78,254.40

**SYSTEMS INTEGRATION ANALYST  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$83,615.40	\$84,869.64	\$86,227.56	\$87,693.36	\$89,271.84	\$90,968.04	\$92,787.24

**SENIOR SYSTEMS ANALYST  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$96,711.72	\$98,162.40	\$99,732.96	\$101,428.32	\$103,254.12	\$105,215.76	\$107,320.08

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