

## **EXCLUDED STAFF PERSONNEL**

### **Background**

In order to function effectively, the District hires non-teaching managerial staff and others who supervise employees and/or handle confidential matters. Such staff by role definition are excluded from membership in unions and therefore have no collective agreements.

Clear procedures for the employment of excluded staff shall be created and maintained.

### **Procedures**

1. Excluded employees include:

- Superintendent of Schools
- Secretary-Treasurer
- Assistant Superintendent
- Director of Instruction – Human Resources
- Director of Instruction – Student Services
- Assistant Secretary-Treasurer
- Manager of Payroll
- Director of Facilities
- Director of Information Technology
- Maintenance Supervisor
- Custodial Supervisor
- Human Resources Manager
- Speech Language Pathologists
- Occupational Therapist
- Executive Assistant – Superintendent
- Executive Assistant – Secretary-Treasurer
- Personnel Assistant

2. A formal performance review for all excluded staff shall be conducted by the immediate supervisor of the staff member on a bi-annual basis. A shorter, more informal review may be conducted in alternate years.
3. The Board Annual Work Plan (Policy 2, Appendix A) indicates that the Board will each September review the salaries for excluded employees. Two representatives from the excluded staff shall discuss changes to the salary grid with the Business Committee or with the full Board prior to presentation to the full Board for approval. This process may be deferred if salary adjustments are restricted by provincial controls.
4. Individual members of the excluded group are entitled to make further representation to the Business Committee or to the Board as a whole regarding grid placement.

5. Excluded employees shall receive general benefits not less than those general benefits contained in the current CUPE/Board collective agreement. General benefits shall include:
  - 5.1. Pension, medical and dental insurance, group life, salary continuance, bereavement and compassionate leaves, retirement benefits, severance pay, statutory holidays, and annual vacation leave.
  - 5.2. As collective agreements are negotiated, changes to excluded employees' benefits may occur.
6. Excluded employees shall receive fully paid sick leave to the completion of the elimination period for long term disability benefits until such time as a short term disability program is established for these employees, at which time such fully paid sick leave coverage shall cease and the terms and conditions of the short term disability benefits coverage will apply.
7. Annual vacation entitlement for each excluded employee shall be agreed with the Board and set out in the initial appointment letter. Speech Language Pathologists and Occupational Therapist are entitled to the time off normally associated with a ten-month contract. In all cases, vacation entitlements to new excluded employees shall be no less than four weeks in the first year or pro-rated for employment of less than one year.

Reference: Sections 22, 65, 85 School Act  
Employment Standards Act  
Collective Agreements

Adopted: November 2019  
Revised: June 2020