

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Compensation System for Non-
Teaching Staff

PER #09

Revised: February 2024

Background

The Board's Policy for [Compensation and Benefits for Non-teaching Staff](#) states "... the Superintendent shall establish for each school year remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement."

Certified teachers employed by Christ The Redeemer (CTR) Catholic School Division as teachers are covered by the Collective Agreement between CTR Catholic and the Alberta Teachers' Association (ATA). Non-teaching staff shall be covered by this procedure. For the purposes of pay, non-teaching staff can be categorized into three groups: support staff; managers and supervisors; and senior administrators. This procedure outlines how compensation levels are determined for support staff, managers and supervisors and senior administrators.

Procedures

1. General

CTR Catholic shall endeavor for pay to be competitive with school boards of similar size based on student enrolment. Remuneration shall be reviewed every three years (2026, 2029, 2032) or under exceptional circumstances at the direction of the Superintendent or designate. The goal is for the compensation to be competitive. The review will take place by the end of November, and increases, if applicable, will become effective retroactive to September 1st of that year. Employees will be paid monthly, via direct deposit into their bank account, on the 25th day of the month or the last day of instruction in the month, whichever comes first.

2. Support Staff

2.1 Pay Grid – A pay grid will be established for each support staff position.

2.2 Initial Placement on the Pay Grid – The initial placement on the pay grid for all new hires will be based on the employee's previous experience in the same or similar job. The Human Resources Coordinator will make a determination based on this procedure and any exceptions will require the approval of the Superintendent in charge of Human Resources. Placement will be determined as follows:

2.2.1 New hires will be given credit on a 1 to 1 ratio for experience in the same job in a K – 12 school environment. Therefore, an employee hired as a cleaner, who has three years' experience as a cleaner in a K – 12 school environment will be placed at step 3 on the pay grid; and

2.2.2 New hires will be given credit on a .5 to 1 basis for experience in the same job or a very similar job in a non K – 12 environment. Therefore, an employee hired as a cleaner, who has four years' experience as a cleaner in a hotel will be placed at step 2 on the grid (4 X .5 = 2).

- 2.3 Appeal of Placement on Pay Grid – Should an employee feel their initial placement on the pay grid is not in accordance with this procedure, they may appeal the placement within fourteen calendar days of hire, by writing to the Superintendent in charge of Human Resources and clearly stating reasons for appeal. The Superintendent in charge of Human Resources will rule on the appeal within ten working days of receipt of the appeal. Should the employee disagree with the ruling of the Superintendent in charge of Human Resources they may make a final appeal to the Superintendent within fourteen calendar days of receipt of the original ruling.
- 2.4 Pay Adjustments – Full-time employees will move one step up the grid on an annual basis. Part-time employees will move up the grid once they accumulate hours of work equal to 70% of a full-time employee. For example, a full-time educational assistant may work 6.0 hours per day for 192 days; or a total of 1152 hours per year. 70% of 1152 = 807. In this example, a part-time educational assistant will need to accumulate 807 hours of work to be eligible to move up a step on the pay grid.
- 2.5 Adjustment Date – Eligible employees move up the pay grid on either September 1st or February 1st.
- 2.5.1 For full-time employees the adjustment date will be either September 1st or February 1st whichever falls furthest from the date of hire. Therefore, a full-time employee hired on October 1st would move up the pay grid on September 1st each year they continue to work full-time.
- 2.5.2 For part-time employees the adjustment date will be either September 1st or February 1st whichever comes first once the employee has accumulated 70% of a full-time employee's hours of work.
- 2.6 Employees hired as Educational Assistants are placed on the Educational Assistant, or the Certified Educational Assistant, grid according to their education background as indicated in their application documents. The Certified Educational Assistant grid recognizes a diploma or certificate from an accredited institution, which includes between 600 to 800 program hours, and may include a practical component, or an equivalent level of education. Educational Assistants undertaking coursework who wish to have their credentials reviewed will provide their certificate, transcripts, and the Request for Review of Education for Grid Placement form (available through the Human Resources Coordinator) to the Superintendent of Human Resources by June 1st of the year for the change of grid to be effective the following September 1st.

3. Managers, Supervisors and Senior Administration

- 3.1 Salary – Annual salaries for managers and supervisors shall be determined by an analysis of similar positions in school jurisdictions of similar size in the province. Adhering to the timeline of this procedure in section 1.0, the Human Resources Coordinator will secure and compile the data and work with the Superintendent in charge of Human Resources to make recommendations about annual salaries with the goal of ensuring that salaries are competitive to average salaries in boards of similar size. The Superintendent in charge of Human Resources will make salary recommendations to the Superintendent at the beginning of the school year that honors the desired outcome of Board Policy #22 is met; i.e. “the Superintendent will seek to ensure staff feels CTR Catholic remuneration and benefit programs are just and competitive.” Therefore, the desired outcome of this procedure is a compensation system for CTR Catholic non-teaching staff that our staff perceives as just and competitive.”
- 3.2 Salary Adjustment – Any changes to senior administrators' annual salary, as approved by the Superintendent, shall take effect retroactively to September 1st of the same school year.