

The Terms and Conditions of Employment

for

Wellington Catholic District School Board

Non-Affiliated and Professional/Managerial  
Employees

September 1, 2008

Article 1: Purpose

1.01 The general purpose of this document is to outline the terms and conditions of employment of the 'Non-affiliated' and 'Professional/Managerial' employees of the Board.

Article 2: Employees Covered by this Agreement

2.01 For purposes of clarity these terms and conditions refer to the following employee groups:

**Professional/Managerial**

Manager of Finance  
Supervisor of Maintenance  
Compensation & Benefits Supervisor  
Manager of Human Resources  
Human Resources Officers  
Supervisor of Custodial Services  
Supervisor of Payroll  
Environm. Health & Safety Officer  
Supervisor, Technology Support Serv.  
Financial Analyst  
Procurement & Budget Officer

**Non-Affiliated (12 Month)**

Exec.Assist. to the Director of Education  
Accounting Clerk  
Disability & Wellness Coordinator  
H.R. Administrative Assistant  
Payroll Clerk  
Human Resources Clerk  
Admin.Assist., Plant & Operations  
Admin.Assist., Supt. of Education  
Admin.Assist., Supt. of Program

- 2.02 (a) All new employees will serve a three (3) month probationary period. For part-time employees, probation will be 414 hours. The board may extend an individual employee's probationary period if deemed necessary by the Board.
- (b) An employee shall serve only one (1) probationary period with the board while continuously employed. If an employee is promoted within the Non-Affiliated or Professional/Managerial employee group(s) or transfers to any other employee group, they will not serve another probationary period with the Board. An employee, who terminated employment with the Board and returns at a later date, will be subject to another probationary period.

Article 3: Effective Period

3.01 The Terms and Conditions outlined in this document came into effect January 1, 2003 and shall be amended as a result of discussions between the parties.

- 3.02 Unless otherwise indicated, these terms and conditions shall apply equally to both Non-Affiliated and Professional/Managerial employees.
- 3.03 Any amendments to this document outside of the normal discussions between the parties, will not be implemented without prior discussion with representatives from the Non-Affiliated and Professional/Managerial Employee Group.

Article 4: Confidentiality

4.01 The Professional/Managerial and Non-Affiliated employee acknowledges that, in the course of performing and fulfilling the responsibilities and duties hereunder, the Employees may have access to and may be entrusted with confidential information concerning the present and contemplated activities of, the techniques and modes of Board operations evolved and used by the Board, the disclosure of which may be highly detrimental to the interests of the Board. The Employees further acknowledge and agree that the right to maintain the confidentiality of such information constitutes a proprietary right, which the Employer is entitled to protect. Accordingly, the Employees covenant and agree with the Employer that the Employees will not, during the continuance of this agreement, disclose any such confidential information to any person or party, nor shall the Employee use same, except as required in the normal course of the Employee's engagement hereunder, and thereafter the employee shall not disclose or make use of same.

Article 5: Benefits

5.01 (a) From the date of hire, the Board will remit the required monthly premium to an insurer on behalf of its eligible employees and their eligible dependent(s), to provide the benefits hereinafter specified:

<b>Benefit:</b>	<b>Premium Cost Covered by Employer:</b>	<b>Premium Cost Employee:</b>
Employer Health Tax: (EHT)	100%	N/A
Extended Health Care:	100%	0%
Group Life: choices of:		
1 x salary	100%	0%
2 x salary	100%	0%
3 x salary		100%

**Paramedical Services**

**Effective September 1, 2006:** (chiropractic, osteopath, podiatrist, massage therapist, acupuncturist, naturopath)  
\$500 annual maximum per insured individual per benefit year.

**Dental: 2 years less than the current ODA fee guide**

**Effective September 1, 2007:**

2005 ODA Fee Schedule	Level I and II	100%	0%
	Level III	100%	0%
	Level IV	50%	50%

**Effective September 1, 2007:**

- Level III (major restorative plan...) \$1,750 annual maximum
- Level IV (dependent orthodontia...) at 50% co-insurance with \$1,750 lifetime maximum.
- 50/50 premium contribution on Level IV

**Long Term Disability:**

66 2/3 of insured earnings to a maximum of \$6,600.00                      100%                      0%

All benefits outlined above are compulsory. In the event of spousal coverage, exemption may be claimed for Extended Health Care and Dental.

**Vision Care:**

**Effective September 1, 2007:**

- Optical expenses benefits to include the cost of eyeglasses (contacts) and or laser eye surgery for the insured employee, spouse and dependents, if applicable, subject to a \$500 maximum per family, and \$250 single, benefit every 24 month period.

Reimbursement to the employee on submission of receipt and copy of prescription in the employee's name.

**Hearing Aids:**

**Effective July 1, 2003:**

Prescribed by an Ear/Nose/Throat Specialist up to a maximum of \$500 over a period of (5) benefit years.

Full-time employees premiums are covered as indicated above.

Part-time employees, regularly employed 50% or more, are covered with premiums pro-rated accordingly.

Part-time employees regularly working less than 50% per week are not entitled to the benefits provided.

- 5.02 (a) It is the responsibility of the employee to advise the payroll department of any changes in status for purposes of eligibility. Upon remittance of the required premium, the Board shall be relieved of liability to an employee and their dependent(s) with respect to such benefits.

For the above mentioned benefits the Board will pay 95% of the required premium in effect as of January 1, for each eligible employee. The Board will deduct the balance of the premium cost, for each eligible employee, from the employee's pay each month.

In the event the Board is notified by a carrier of a benefit plan that the cost of the premiums will be increased, the Board shall meet with the Employees as soon as possible, but in no event in less than thirty days after such notification, to discuss possible option with respect to premium costs and/or benefit reductions.

- 5.03 All of the benefits that form part of this agreement shall be as more particularly described and set forth in the respective benefit plans and insurance policies, which shall be available for inspection by the Employees upon request. The Board may at any time substitute another carrier for any plan provided that the benefits conferred thereby are not less than the plans existing at the commencement of the agreement.

5.04 OMERS:

The Board agrees to deduct the necessary contributions from the pay of each eligible employee for the Ontario Municipal Employees' Retirement System. The Board will contribute an amount of money equal to the employee's deduction for the OMERS plan in accordance with the governing legislation for the basic plan. The OMERS plan is a mandatory condition of employment for all new full-time and continuous part time employees commencing on their date of hire.

5.05 Extension of Benefit Coverage at Retirement

As part of the retirement package for the Non-affiliated and Professional/Managerial employees, the Board shall provide "Extended Health Care and Dental benefits for eligible retirees equal to the basic benefit level in effect for active employees" with the exception of LTD and a reduced Group Life to a maximum of one times earnings.

An eligible retiree is determined by the following criteria:

- a) an employee must have a combination of age plus service to attain a 75 factor

**OR**

- b) the employee has reached the age of eligibility for an unreduced pension from OMERS

The benefit coverage shall be extended from the actual date of retirement up to the earlier of ten (10) years of coverage or to the age of 65.

**Letter of Intent Re. Benefits Beyond Age 65:**

Non-Affiliated employees and Professional/Managerial employees who continue to work beyond the age of 65 shall be entitled to benefits with the exception of Long Term Disability and Group Life Insurance. The parties agree to meet to discuss Long Term Disability and Group Life benefit provisions for employees working beyond the age of 65 and health and dental benefits for employees working beyond the age of 70.

Article 6: Leaves

**Bereavement Leave:**

- 6.01 (a) For the purpose of mourning and attending the funeral, an employee shall be granted up to five (5) days without loss of pay at the time of the death of a parent, brother, sister, husband, wife, son, daughter, step-child, daughter-in-law, son-in-law or grandchild.
- (b) For the purpose of mourning and attending the funeral, an employee shall be granted up to three (3) days without loss of pay at the time of the death of a stepparent, current mother-in-law, and current father-in-law.
- (c) For the purpose of mourning and attending a funeral of a relative not specified in 6.01 (a) or (b) above, employees shall be granted up to a maximum of two (2) days, subject to the Director or designate.

6.02 **Personal Days: (Effective September 1, 2008)**

In every 12 month period commencing September 1 - August 31, a regular full-time employee who has successfully completed his/her probationary

period, shall be granted 3 paid personal days. These days are to be scheduled subject to operational requirements and supervisory approval. Unused days may not be carried over into the subsequent year, nor will unused days be paid out upon termination of employment. Employees who commence regular full-time employment after September 1 in any given year, and have successfully completed his/her probationary period, will have 3 days prorated accordingly, based on .25 days per month of employment between the date of hire and August 31. That is, an employee who commenced employment on March 1<sup>st</sup> will be entitled to 1.5 days (6 months x .25 days). Part-time employees shall be credited on a pro-rated basis in accordance with their regularly scheduled hours of work.

#### 6.03 **Jury/Witness Duty**

An employee's salary shall be paid when the employee is absent from duty for jury duty or duty as a witness when the employee has been summoned by subpoena. The employee shall pay to the Board any fees, exclusive of traveling allowances and living expenses received as a juror or witness.

#### 6.04 **Employee Funded Leave**

(a) By January 31 of any given year, an employee with three or more years seniority wanting to participate in the Employee Funded Leave Plan shall apply in writing to the Director. The employee shall receive approval no later than March 31<sup>st</sup> of the year of application. Each Non-Affiliated and Professional/Managerial Employee permitted to participate in the Plan shall enter into an Agreement with the Board, which form of agreement shall be mutually satisfactory to the parties.

(b) Upon approval and beginning September 1, an employee shall receive eighty per cent (80%) of their current pay during each of the first four (4) years of the Plan. The remaining twenty per cent (20%) shall be retained by the School Board, in trust, and shall accumulate interest.

(c) During his/her leave of absence, the employee shall not be entitled to sick leave benefits. The employee's sick leave credits shall be maintained but not accumulated during his/her leave of absence.

(d) Income tax, U.I. and C.P.P. deductions shall be calculated based only on the eighty per cent (80%) earnings paid to the employee. OMERS Pension Plan and employee benefits deductions shall be calculated on 100 per cent

(100%) earnings in accordance with the Plan. A statement indicating the status of the employee's account shall be provided to the employee each September of the Plan. The employee shall accept full responsibility for any problems, which might arise, through participation in the Plan, with Revenue Canada, OMERS Pension Plan or the carriers of any employee benefit plan.

(e)The employee's Leave of Absence shall commence on September 1 of the fifth year, at which time the employee shall receive forty per cent (40%) including the accumulated interest of the accumulated funds, with the appropriate deductions for employee benefits at 100% cost to the employee and income tax pro-rated accordingly. The remainder of the funds and interest shall be paid to the employee on the following January 1.

(f)An employee shall maintain but not accumulate seniority during his/her leave of absence. Upon completion of a leave of absence, the employee shall return to his/her former position, or a comparable one in terms of work setting, level of responsibility and equivalent remuneration.

(g)An employee may choose to withdraw from the Plan:

- i) at any time with the consent of the School Board,
- ii) at the end of the second or third year of the Plan,
- iii) at the end of the fourth year of the plan provided the School Board has not engaged a replacement,
- iv) at the time of withdrawal of funds from the plan the Board will withhold \$300.00 to cover administrative costs.

(h)The employer agrees to make every effort to find a replacement for the employee prior to their Leave of Absence. In the event that a suitable replacement is not found, the employee may be required to defer his/her Leave up to a maximum of two years. An employee may be requested by the School Board to withdraw from the plan in the event that a suitable replacement is not found during the deferred period. The employee shall be reimbursed for any costs incurred by the employee as a result of said cancellation of Leave by the School Board.

(i) In the event of:

- i) withdrawal from the plan
- ii) termination of the employee
- iii) death of the employee

all retained funds including accumulated interest shall be paid to the employee or their estate within sixty (60) days.

#### Article 7: Vacation

- 7.01 (a) For the purposes of this Article, 12 Month Non-Affiliated Employees in grade 1, 2, 3 and 4 shall have vacation entitlement based on the length of service up to June 30 of the current year.
- (b) For the purpose of this Article, an employee who as a part of his/her initial offer of employment has been granted vacation a rate, which exceeds the provisions outlined in 7.02 below, will earn vacation from his/her start date to June 30 prorated accordingly. On his/her initial July 1<sup>st</sup> vacation allotment, she/he will be credited with the appropriate number of weeks/days vacation as provided for in the employee's offer of employment.

As a result of above, the employee will progress to the next level of vacation entitlement only after they have completed the required number of years within that increment. That is, if the employee was hired with 4 weeks (20 days) vacation (i.e. credit for 7 years but less than 11 years of service), they will move to 5 weeks (25 days) upon completion of 4 years of service; and to 6 weeks (30 days) upon completion of 5 additional years of service.

Unless there is a better provision already in place for employees hired between July 1, 2007 and June 30, 2008, then the above provision will apply to them at this time.

- (c) Vacation pay will not normally be granted to an employee during his/her probationary period as defined in 2.02 (a).
- (d) A Non-Affiliated or Professional/Managerial employee may draw up to ten (10) vacation days in advance. In such cases, the employee will sign-off acknowledging that if he/she terminates his/her employment prior to completing the service requirement to earn such days, an appropriate deduction shall be made from his/her final pay cheque.
- 7.02 **Effective September 1, 2008**, 12 month employees shall be granted vacation on the following basis:

<u>Years of Service</u>	<u>Entitlement</u>
Less than 1 year	1 day per month of service
1 year but less than 2 years	10 days
2 years but less than 7 years	15 days
7 years but less than 11 years	20 days
11 years but less than 16 years	25 days
16 years or more	30 days

7.03 Hourly rated employees shall be granted vacation on the following basis:

<u>Years of Service</u>	<u>Vacation</u>
Less than 3 years	4% of earnings
3 years but less than 8 years	6% of earnings
8 years but less than 12 years	8% of earnings
12 years but less than 17 years	10% of earnings
17 years or more	12% of earnings

An employee working less than full-time shall have their vacation entitlement prorated in accordance with Article 7.03 above.

7.04 Employees who commence employment on or before the 15<sup>th</sup> of the month, will receive a full month of credit for vacation purposes. Employees who commence employment after the 15<sup>th</sup> of the month, will receive ½ month of credit for vacation purposes.

7.05 Anniversary Date - Transition Year

Where an employee's anniversary date falls after June 30 and said anniversary occurs in the employee's transition year whereby the employee would move to the next level of vacation entitlement, the employee shall not be required to wait

until the following June 30 to receive additional vacation, and instead, said employee shall receive increased vacation as follows:

<b>Date of Anniversary falls in (quarter):</b>	<b>Salaried Employees Additional Days</b>	<b>Hourly Employees Additional %</b>
First (July, Aug., Sept.)	4	1.6%
Second (Oct., Nov., Dec.)	3	1.2%
Third (Jan., Feb., March)	2	0.8%
Fourth (April, May, June)	1	0.4%

7.06 Beginning in the month following the employee’s anniversary date, an employee entitled to additional vacation under this article shall receive the appropriate earned vacation in day(s) off by June 30 of the following year at a time mutually agreed upon by the employee and their immediate supervisor.

7.07 In scheduling vacations, the Board will consider the wishes of employees, but reserves the right to schedule vacations in accordance with operating requirements.

7.08 Ontario legislation requires that all employees take at least two weeks vacation per year when so entitled. With advance written approval of the Supervisor, an employee may carry over a maximum of 10 days unused vacation to the following year. An employee should take carryover vacation within ten months of the start of the year. In circumstances where an employee has accumulated in excess of 10 days and is unable to schedule the vacation, Human Resources will work with the employee and his/her supervisor, to develop a mutually agreeable plan to schedule and utilize that excess carryover. Where necessary, this plan may incorporate up to 3 calendar years to eliminate the excess accumulated vacation.) Staff will be expected to use all remaining vacation days prior to commencing regular retirement or employee-initiated retirement, unless in doing so, has detrimental impact on the date the employee will receive his/her initial pension cheque. In such cases, the remaining vacation days (after scheduling) will be cashed out.

**6.08 Social Contract Buy-out:**

In accordance with the Board’s agreement made during the “Social Contract” regarding hours of work and vacation. An additional 5 days vacation shall be granted to the following employees:

Monika Harendarz  
Diana Karkut  
Terry Smydo  
Connie Ippolito  
Sue McDevitt  
Susan Paoli

These additional 5 days are available effective July 13, 2006. These days are to be scheduled with the employee's supervisor and are non-accumulating. Unused days may not be carried forward to a subsequent year, nor is there a payout of unused days on termination of employment with the Board. An individual letter of guarantee shall be issued to named employees identifying their right to the above.

#### Article 8: Statutory Holidays

8.01 (a) All full-time salaried and hourly rated employees shall receive the following holidays without loss of pay:

New Years Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	New Years' Eve

1 Floater day (to be scheduled during the Christmas period)

8.02 In the event that Christmas Eve falls on a working day, that day shall be a paid holiday for any employee who would otherwise be scheduled to work.

8.03 (a) i) In order for a full-time employee to qualify for a paid holiday and receive payment, such employee must work the regular day of work preceding and following the holiday.

ii) If an employee is absent due to illness or injury, the employee shall be paid for all holidays and shall not lose a sick leave credit for a holiday during time of illness while the employee qualifies for sick leave benefits. Absence due to illness or injury must be verified by reasonable medical evidence provided through a detailed physician

statement, in a form which will be supplied by the Board, if, in the opinion of the Board, a particular case requires such action.

- iii) If a paid holiday occurs when an employee is on an authorized leave, s/he shall receive the holiday pay. For the purpose of this article, "authorized leave" shall be defined to mean permission for absence the day prior to or immediately following the paid holiday.
  - (b) A full-time salaried or hourly rated employee who qualifies for a holiday shall be paid one (1) day at his/her normal rate of pay.
  - (c) Part-time employees who meet the requirements of Article 8.03 (a) above shall be paid for all holidays defined in Articles 8.01 and 8.02 on a pro-rated basis in accordance with the percentage of time they are regularly scheduled to work.
- 8.04 When a holiday falls within the vacation period of an employee, it shall be added to the end of their holiday, or scheduled at a mutually agreed upon time.

#### Article 9: Sick Leave

- 9.01 (a) On September 1 of each year, the Board shall grant each salaried and hourly rated full-time employee who has successfully completed his/her probationary period, with two (2) sick leave credits per month for each month in which the employee is scheduled to work between September 1 and August 31 of the current year.
- (b) Part-time employees shall be credited on a pro-rated basis in accordance with their regularly scheduled hours of work. Any permanent alteration in a part-time employee's regular work schedule shall result in the appropriate adjustment for the balance of the year to said employee's sick leave credits. In the case of a term assignment, sick leave credits may be earned to a maximum of 2 days per month upon completion of each given month of service throughout the term of the assignment.
  - (c) Probationary employees will receive one (1) day of sick leave with pay for each month of his/her probationary period. Such days will not be carried forward. Upon successful completion of his/her probationary period, the employee shall receive two sick leave credits for each month in which the

employee is scheduled to work between completion of his/her probationary period and August 31.

- 9.02 The maximum accumulation of the reserve in any year shall be ten (10) times the number of days of sick leave credit given to the employee on September 1<sup>st</sup> of that year, that is, 240 days.
- 9.03 An employee ill/injured as the result of an occupational injury or disease shall report said injury within three (3) working days to the Human Resources Department. An employee absent as a result of an occupational injury or disease shall be required to produce a medical certificate within the first ten (10) days of absence.
- 9.04 An employee who has been given a leave of absence with or without pay for any reason or an employee who is laid off shall not accumulate any sick leave credit for the period of such absence. Notwithstanding the above, an employee shall be eligible to accumulate sick leave credits where the period of the leave of absence does not exceed twenty (20) consecutive working days or if the employee is on maternity/parental leave.
- 9.05 Each employee shall be allowed to utilize his/her sick leave credits for up to three (3) consecutive working days without a doctor's certificate. The Board reserves the right to request reasonable medical evidence, provided through a detailed physician statement, in a form which will be supplied by the Board, if in the opinion of the Board, a particular case requires such actions.
- 9.06 (a) An employee shall first draw from their annual sick leave credits and second from their sick leave reserve upon depletion of their annual credits.
- (b) The employee shall withdraw up to a maximum credit equivalent to their current hourly rate times their regularly scheduled hours of work per day.
- 9.07 An employee who is eligible to participate in the LTD plan shall utilize sick leave credits only to the end of the waiting period required by the Plan.
- 9.08 In a case where an employee is reimbursed by a third party for loss of salary or wages due to an accident, the employee shall be required to repay the Board the amount of monies received by said employee from the Board under the sick leave provisions. The Board after receipt of such repayment shall credit the employee's sick leave credit to the extent applicable.

- 9.09 (a) When an employee is unable to work due to illness, the employee must notify their Supervisor at the beginning of their scheduled day of work. In the event of an extended illness, an employee shall notify their Supervisor of their progress on a regular basis.
- (b) When an employee becomes aware, in advance, of a scheduled medical procedure which will result in their absence from work, said employee is requested to notify the Disability and Wellness Coordinator, Human Resources Department, within a reasonable period of time of their pending absence from work.

9.10 Access to Sick Leave Credits shall be as follows:

All Non-Affiliated and Professional Managerial employees shall report any absence due to illness directly to his/her immediate supervisor (or designate).

#### Article 10: Retirement Gratuity

10.01 Is available to those hired into the Non-Affiliated group prior to December 31, 1994 or on transfer from another employee group, with a vested interest in a plan, to this group after that date, with or without contracted conditions

- after 10 years of service
- 50% (maximum of 120 days) of accumulated sick leave (maximum 240 days) based on the employee's daily rate of pay (annual salary/260 work days) on the employee's date of retirement or death.

10.02 Nothing in this agreement will impact the document entitled "A Guarantee" and signed by the Chair of the Board, Director of Education and eligible employees."

#### Article 11: Compensatory Leave

11.01 (a) The Board recognizes the contribution of those 12-month Professional/Managerial employees (Grade 5, 6, 7 and 8) who are assigned to the Administration Office of the board, and who are not eligible for overtime pay, but are required on occasion, to work longer hours than may be a reasonable expectation of his/her position.

Normally, this may be a result of special projects and/or assignments that have an impact on the employee's regular workload.

- (b) The employee's senior supervisor, at his/her discretion, may approve the banking of compensatory time. Such time will be earned at the equivalent amount of time worked (i.e. 1 hour for 1 hour)
- (c) Time off using compensatory time, shall be subject to operational requirements and supervisory approval, which shall not be unreasonably withheld. Professional/managerial employees may elect to utilize compensatory time to cover days off between Christmas and New Year and during any other period of Central Office shutdown (e.g. Summer shutdown)

#### Article 12: Time in Lieu/Overtime

- 12.01 (a) Non-Affiliated employees (Grade 1, 2, 3 and 4) who are requested by his/her supervisor to work beyond his/her regularly scheduled hours, shall receive one and one half (1.5) times his/her regular hourly rate or the equivalent amount of time off at the rate of time and one half (1.5) for all hours worked.
- (b) Time off using banked overtime (lieu time) shall be subject to operational requirements and supervisory approval, which shall not be unreasonably withheld. Non-affiliated staff may elect to utilize lieu time to cover days off between Christmas and New Year and during any other period of Central Office shutdown (e.g. Summer shutdown)

#### Article 13: Compensation

- 13.01 Salary compensation shall be in accordance with the attached schedule (A).
- 13.02 Promotions: When an employee is promoted as a result of job competition or reclassification, the employee will receive a 5% promotional increase to his/her current salary, or will be placed at Step 2 of the new salary grade, whichever is greater. If the employee's new salary falls between steps, the employee will be moved to the next step on the grid at that time.
- 13.03 Demotions: When an employee elects to apply for and is awarded a voluntary demotion, the employee will earn no more than Level 5 of the lower salary grade.

When an employee is demoted as a result of the reclassification of his/her position, the employee will retain his/her current salary/hourly rate, and if this exceeds Step 5 of the lower salary grade, the employee's salary/hourly rate will be "red-circled" and managed appropriately.

- 13.04 With the prior approval of the employee's Supervisor, and provided annual membership dues have been budgeted for in advance, the Board will pay for annual professional memberships which are relevant to the position the employee holds at that time.

#### Article 14: Flex Time

- 14.01 (a) Annually, senior administration, shall determine the Hours of Operation for the Board Office during traditional school holiday periods.
- (b) Requests to work flexible hours at any other time of the year must be forwarded to Executive Council for consideration and approval.

#### Article 15: Working Conditions Review

- 15.01 The "Terms of Employment for Professional/Managerial and Non-Affiliated Employees" will be reviewed prior to September 1, 2012. A meeting will be held prior to April 1<sup>st</sup> of the review year.

#### Schedule "A": Salary Grid

##### Adjustments

September 1, 2008: 3% adjustment to all grades and levels

September 1, 2009: 3% adjustment to all grades and levels

September 1, 2010: 3% adjustment to all grades levels

September 1, 2011: 3% adjustment to all grades and levels

**NON-AFFILIATED & PROFESSIONAL MANAGERIAL  
EMPLOYEE GRID**

**September 1, 2008**

<b>STEP</b>	<b>1</b> Start	<b>2</b> 12 Months	<b>3</b> 24 Months	<b>4</b> 36 Months	<b>5</b> 48 Months Max.
<b>GRADE</b>					
<b>1</b>	\$33,458	\$35,549	\$37,640	\$39,731	\$41,822
<b>2</b>	\$37,175	\$39,499	\$41,822	\$44,145	\$46,469
<b>3</b>	\$41,357	\$43,942	\$46,527	\$49,112	\$51,697
<b>4</b>	\$46,469	\$49,373	\$52,277	\$55,182	\$58,086
<b>5</b>	\$52,045	\$55,298	\$58,551	\$61,804	\$65,056
<b>6</b>	\$59,480	\$63,198	\$66,915	\$70,633	\$74,350
<b>7</b>	\$67,845	\$72,085	\$76,325	\$80,565	\$84,806
<b>8</b>	\$76,674	\$81,466	\$86,258	\$91,050	\$95,842

**September 1, 2009**

<b>STEP</b>	<b>1</b> Start	<b>2</b> 12 Months	<b>3</b> 24 Months	<b>4</b> 36 Months	<b>5</b> 48 Months Max.
<b>GRADE</b>					
<b>1</b>	\$34,461	\$36,615	\$38,769	\$40,923	\$43,077
<b>2</b>	\$38,290	\$40,684	\$43,077	\$45,470	\$47,863
<b>3</b>	\$42,598	\$45,260	\$47,923	\$50,585	\$53,248
<b>4</b>	\$47,863	\$50,854	\$53,846	\$56,837	\$59,829
<b>5</b>	\$53,607	\$56,957	\$60,307	\$63,658	\$67,008
<b>6</b>	\$61,265	\$65,094	\$68,923	\$72,752	\$76,581
<b>7</b>	\$69,880	\$74,247	\$78,615	\$82,982	\$87,350
<b>8</b>	\$78,974	\$83,910	\$88,846	\$93,781	\$98,717

**September 1, 2010**

<b>STEP</b>	<b>1</b> Start	<b>2</b> 12 Months	<b>3</b> 24 Months	<b>4</b> 36 Months	<b>5</b> 48 Months Max.
<b>GRADE</b>					
<b>1</b>	\$35,495	\$37,714	\$39,932	\$42,151	\$44,369
<b>2</b>	\$39,439	\$41,904	\$44,369	\$46,834	\$49,299
<b>3</b>	\$43,876	\$46,618	\$49,360	\$52,103	\$54,845

<b>4</b>	\$49,299	\$52,380	\$55,461	\$58,542	\$61,624
<b>5</b>	\$55,215	\$58,666	\$62,117	\$65,567	\$69,018
<b>6</b>	\$63,103	\$67,046	\$70,990	\$74,934	\$78,878
<b>7</b>	\$71,976	\$76,475	\$80,973	\$85,472	\$89,970
<b>8</b>	\$81,343	\$86,427	\$91,511	\$96,595	\$101,697

**September 1, 2011**

<b>STEP</b>	<b>1</b> Start	<b>2</b> 12 Months	<b>3</b> 24 Months	<b>4</b> 36 Months	<b>5</b> 48 Months Max.
<b>GRADE</b>					
<b>1</b>	\$36,560	\$38,845	\$41,130	\$43,415	\$45,700
<b>2</b>	\$40,622	\$43,161	\$45,700	\$48,239	\$50,778
<b>3</b>	\$45,192	\$48,017	\$50,841	\$53,666	\$56,490
<b>4</b>	\$50,778	\$53,951	\$57,125	\$60,299	\$63,472
<b>5</b>	\$56,871	\$60,426	\$63,980	\$67,534	\$71,089
<b>6</b>	\$64,996	\$69,058	\$73,120	\$77,182	\$81,244
<b>7</b>	\$74,136	\$78,769	\$83,403	\$88,036	\$92,669
<b>8</b>	\$83,783	\$89,020	\$94,256	\$99,493	\$104,729

New employees will normally be hired at Level 1 of the salary grade, however based on prior experience, and after consultation with the Compensation & Benefits Supervisor or designate, may be hired up to Step 3.

**Letter of Agreement #1 - Vacation**

The parties agree to meet to discuss the implementation of the new clause 7.08 with regard to employees who currently have a vacation carry over balance, which exceeds the limits outlined in the new clause 7.08. Options to be discussed will included but not be limited to:

1. Scheduling their vacation carry over (to be used prior to December 31,2009)
2. Cashing out of the unused portion of their vacation in excess of the 10 day maximum  
- including the timing of such payout as well as the calculation of the value.

## **Letter of Agreement #2 – Summer Central Office Shutdown**

In order to ensure that no employee is penalized as a result of the board's decision to shut down for a period of one to two weeks as of July 2009, the following shall apply:

1. Effective July 1, 2009, employees will be credited with their July 1, 2008 to June 30, 2009 vacation entitlements and receive in advance of their accrual their July 1, 2009 to June 30, 2010 vacation entitlement.
2. As of July 1, 2009, annual vacation entitlements will be received in advance of their accrual.
3. If an employee terminates their employment prior to the end of their vacation year, appropriate deductions will be made from their final pay cheque.

**SIGNED THIS 6<sup>TH</sup> DAY OF OCTOBER, 2008 AT GUELPH, ONTARIO**

**For the Wellington Catholic District School Board**

**For the "Non-Affiliated" and "Professional/managerial" Employees Group**