



**POLICY:**  
**SUBJECT:**

**GCBA**  
**WAGE AND SALARIES AND**  
**CLASSIFICATION STRUCTURES**

**APPROVAL DATE:** December 8, 1987  
**REVISION DATE:** September 8, 1992

**November 3, 2003**

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## **1. WAGE AND SALARY POLICY - GENERAL**

Officials and other employees of the Board shall be paid such salaries or wages as may be established by resolution of the Board from time-to-time.

- 1.1 The Division shall establish wages and salaries taking into account salaries of other organizations in the community which employ comparable classifications to those employed in the Division.
- 1.2 The Division shall maintain internal equity with regard to wages and salaries, based on the individual positions, authority and responsibilities when compared to other positions.
- 1.3 The Division shall negotiate wages and salaries paid to employees, from time-to-time, as dictated by their collective agreements and/or arrangements made with the Division.
- 1.4 The Chief Superintendent shall appoint a management committee for the purpose of carrying on negotiations with the bargaining agents for the respective groups of employees in the Division.

## **2. CLASSIFICATIONS AND WAGE AND SALARY STRUCTURES**

- 2.1 The Division shall maintain current job descriptions for all positions existing within the Division.
- 2.2 The Division shall maintain appropriate wage and salary structures for all union exempt personnel employed by the Division.
- 2.3 Movement from one increment level to the next higher level in the Administrative Salary 1-20 and union exempt classes shall be made on the yearly anniversary of the appointment of the employee to their position.
- 2.4 An individual who has a concern regarding his/her classification may request a review according to the established procedures.
- 2.5 When a review for a reclassification results in a reclassification upward, the employee shall move to the next step on the new salary grid which provides for a full increment.

## **3. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS**

- 3.1 Where provisions regarding wages and salaries and classification structures exist within a collective agreement, they shall apply.



**ADMINISTRATIVE RULE/  
PROCEDURE GCBA-R**  
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Regulations governing procedures and operations for the wages, salaries and classification structures as determined by the Chief Superintendent.

**1. Contract Negotiations**

- 1.1 Any notice received from an Association or Union representing any group of employees proposing amendments to a collective agreement, or proposing a collective agreement be entered into, will be placed before the Board as an item of Official Correspondence.
- 1.2 Pursuant to the policy of the Board, the communication will be referred to the appropriate Management Committees.
- 1.3 The management committee will develop the Division's response to the proposed amendments.
- 1.4 The Management Committee will meet with the Board to receive directions and guidelines for the collective bargaining process.
- 1.5 The Management Committee will then meet with the employee representatives to negotiate the agreement. As the negotiations proceed, the Management Committee will keep the Board of Trustees informed as to the progress being made.
- 1.6 When the Management Committee reports to the Board of Trustees that accord has been reached on matters under negotiation, the Management Committee will set forth in detail the basis upon which mutual agreement was reached.
- 1.7 If the Management Committee and the employee representatives cannot reach agreement on any point under negotiation, full details will be reported to the Board of Trustees.
- 1.8 The Management Committee may from time-to-time as it may deem advisable, recommend to the Board of Trustees that the Board meet with an employee negotiations committee.

**2. Administrative Salaries**

- 2.1 Salaries, working conditions and fringe benefits for persons employed in Administrative Salary Group 1-10 shall be negotiated by the Chief Superintendent with recommendation to the Board of Trustees.
- 2.2 As of June 15, 1993, salaries, working conditions and fringe benefits for the Administrative Salary Classes 11-20 shall be negotiated by representatives of the Administrative 11-20 group and the Finance/Personnel Committee for recommendation to the Board of Trustees.

**3. Reclassification of Positions**

- 3.1 If an employee wishes to request a review of their classification the employee shall make such request in writing, to the employee's immediate Supervisor or Department Head. The request shall be accompanied by a completed "Job Classification Questionnaire", which is available from the Human Resources Department.
- 3.2 The Supervisor or Department Head shall discuss the request with the employee within one week after the receipt of the request. Following the discussion, the Supervisor or Department Head shall respond to the request in writing. If the employee wishes to proceed further with the request, the steps to be followed are as indicated below.



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3.3 The employee shall submit a written request to the Director of Human Resources.

3.4 The request shall be acknowledged.

3.5 The Director of Human Resources or designee shall review the classification after consultation with the appropriate representative of the department concerned as set forth in Step 1.

If the Director of Human Resources or designee feel that a change is not justified, the Director of Human Resources or designee shall meet with the employee concerned to explain the basis for the decision.

If the Director of Human Resources feels that a reclassification is justified, a recommendation to this effect shall be made to the Chief Superintendent.

3.6 If the Chief Superintendent agrees that a reclassification is justified, a recommendation in this regard shall be made to the Board of Trustees.

If the Chief Superintendent feels that a change is not justified, the employee concerned shall be advised to this effect by the Director of Human Resources.

**4. Establishment of New Positions**

4.1 When a new position is established, the Department Head and/or Supervisor in consultation with the Human Resources Department will develop a job description detailing duties, responsibilities and educational and experience requirements.

4.2 The job description shall be forwarded to the Human Resources Department where it shall be evaluated and an appropriate salary range classification identified for the position.

4.3 A recommendation shall then be presented to the Board for approval of the classification.