



Northern Gateway
Public Schools

**CENTRAL SERVICES STAFF
TERMS OF EMPLOYMENT ADDENDUM**

Effective January 1, 2018

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1. APPLICATION

1.01 The clauses of this addendum shall apply to the Executive members, Assistant Secretary-Treasurer, Director of Information Technology, Network Administrator, 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 (not applicable to Executive members, Assistant Secretary-Treasurer, Director of Information Technology, Network Administrator and Director of Learning Services)

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 JANUARY 1, 2018**

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

Step	0	1	2	3	4	5	6
Annualized Rate	\$51,455.03	\$53,461.57	\$55,490.36	\$57,475.76	\$59,439.90	\$61,468.70	\$63,455.21

**EXECUTIVE ASSISTANT
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$53,461.57	\$54,648.98	\$55,814.01	\$56,980.28	\$58,145.31	\$59,353.98	\$60,541.39

**PAYROLL CLERK
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$49,361.64	\$51,384.93	\$52,684.96	\$54,346.59	\$56,008.35	\$57,692.48	\$59,375.37

**RECEPTIONIST
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$33,283.41	\$34,723.88	\$36,121.45	\$37,562.04	\$38,981.12	\$40,443.12	\$41,883.69

**OFFICE ASSISTANT
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$39,368.06	\$41,260.13	\$43,130.81	\$45,022.87	\$46,893.43	\$48,807.00	\$50,699.07

**COMMUNICATIONS OFFICER
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$55,668.69	\$57,404.34	\$58,354.38	\$59,761.17	\$61,204.50	\$62,684.37	\$64,182.51

COMMUNICATIONS DESIGNER
(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$43,792.44	\$45,892.69	\$47,992.81	\$50,068.46	\$52,168.71	\$54,268.96	\$56,393.93

OFFICE ASSISTANT TO DIRECTOR OF TRANSPORTATION
(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$43,768.59	\$45,410.19	\$46,992.51	\$48,634.01	\$50,236.02	\$51,838.03	\$53,479.63

COMPUTER TECHNICIAN
(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$41,820.03	\$43,811.46	\$45,839.43	\$47,830.86	\$49,822.29	\$51,813.72	\$53,841.69

NETWORK TECHNICIAN
(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$53,179.09	\$54,372.43	\$55,588.03	\$56,714.24	\$57,885.21	\$59,099.81	\$60,293.16

NETWORK ANALYST
(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$64,312.30	\$65,691.69	\$67,078.38	\$68,473.23	\$69,887.74	\$71,314.61	\$72,746.54

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

**CENTRAL SERVICES STAFF
EFFECTIVE SEPTEMBER 1, 2018**

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

Step	0	1	2	3	4	5	6
Annualized Rate	\$51,969.58	\$53,966.19	\$56,045.26	\$58,050.52	\$60,034.30	\$62,083.39	\$64,089.76

**EXECUTIVE ASSISTANT
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$53,996.19	\$55,195.47	\$56,372.15	\$57,550.08	\$58,726.76	\$59,947.52	\$61,146.80

**PAYROLL CLERK
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$49,855.26	\$51,898.78	\$53,211.81	\$54,890.06	\$56,568.43	\$58,269.40	\$59,969.12

**RECEPTIONIST
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$33,616.24	\$35,071.12	\$36,482.66	\$37,937.66	\$39,370.93	\$40,847.55	\$42,302.53

**OFFICE ASSISTANT
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$39,761.74	\$41,672.73	\$43,562.12	\$45,473.10	\$47,362.36	\$49,295.07	\$51,206.06

**COMMUNICATIONS OFFICER
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$53,928.52	\$55,697.22	\$56,658.71	\$58,075.12	\$59,527.02	\$61,015.20	\$62,540.37

COMMUNICATIONS DESIGNER

(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$44,230.36	\$46,351.62	\$48,472.74	\$50,569.14	\$52,690.40	\$54,811.65	\$56,957.87

OFFICE ASSISTANT TO DIRECTOR OF TRANSPORTATION

(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$44,206.28	\$45,864.29	\$47,462.44	\$49,120.35	\$50,738.38	\$52,356.41	\$54,014.43

COMPUTER TECHNICIAN

(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$42,238.23	\$44,249.57	\$46,297.82	\$48,309.17	\$50,320.51	\$52,331.86	\$54,380.11

NETWORK TECHNICIAN

(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$53,710.88	\$54,916.15	\$56,143.91	\$57,281.38	\$58,464.06	\$59,690.81	\$60,896.09

NETWORK ANALYST

(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$64,955.42	\$66,348.61	\$67,749.16	\$69,157.96	\$70,586.62	\$72,027.76	\$73,474.01

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

**CENTRAL SERVICES STAFF
EFFECTIVE FEBRUARY 1, 2019**

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

Step	0	1	2	3	4	5	6
Annualized Rate	\$52,489.28	\$54,536.15	\$56,605.71	\$58,631.03	\$60,634.64	\$62,704.22	\$64,730.66

**EXECUTIVE ASSISTANT
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$54,536.15	\$55,747.42	\$56,935.87	\$58,125.58	\$59,314.03	\$60,547.00	\$61,758.27

**PAYROLL CLERK
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$50,353.81	\$52,417.77	\$53,743.93	\$55,438.96	\$57,134.11	\$58,852.09	\$60,568.81

**RECEPTIONIST
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$33,952.40	\$35,421.83	\$36,847.49	\$38,317.04	\$39,764.64	\$41,256.03	\$42,725.56

**OFFICE ASSISTANT
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$40,519.36	\$42,089.46	\$43,997.74	\$45,927.83	\$47,835.98	\$49,788.02	\$51,718.12

**COMMUNICATIONS OFFICER
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$54,467.81	\$56,254.19	\$57,225.30	\$58,655.87	\$60,122.29	\$61,625.35	\$63,165.77

COMMUNICATIONS DESIGNER
(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$44,672.66	\$46,815.14	\$48,957.47	\$51,074.83	\$53,217.30	\$55,359.77	\$57,527.45

OFFICE ASSISTANT TO DIRECTOR OF TRANSPORTATION
(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$44,648.34	\$46,322.93	\$47,937.06	\$49,611.55	\$51,245.76	\$52,879.97	\$54,554.57

COMPUTER TECHNICIAN
(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$42,660.61	\$44,692.07	\$46,760.80	\$48,792.26	\$50,823.72	\$52,855.18	\$54,923.91

NETWORK TECHNICIAN
(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$54,247.99	\$55,465.31	\$56,705.35	\$57,854.19	\$59,048.70	\$60,287.72	\$61,505.05

NETWORK ANALYST
(12 mos)

Step	0	1	2	3	4	5	6
Annualized Rate	\$65,604.97	\$67,012.10	\$68,426.65	\$69,849.54	\$71,292.49	\$72,748.04	\$74,208.75

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