



**Northern Gateway**  
Public Schools

**MAINTENANCE, CUSTODIAL &  
TRANSPORTATION STAFF  
TERMS OF EMPLOYMENT ADDENDUM**

Effective September 1, 2016

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**1. APPLICATION**

1.01 The clauses of this addendum shall apply to all Maintenance, Custodial and Transportation Staff.

**2. DRIVER'S LICENSE PROVISION (Excluding Custodians)**

2.01 An employee shall inform the Board immediately in writing of any suspension, withdrawal, or revocation of his driver's license, or of any restrictions which may be imposed upon his driver's license.

2.02 An employee shall, on the date of hire, provide the Board a current abstract of his driving record. Thereafter, an employee shall, upon request of the immediate supervisor, allow access to his driving record and abstract materials and shall grant any consent which may be necessary to allow the immediate supervisor to obtain the same at the employer's expense.

2.03 Without restricting the circumstances which may be deemed to provide "just cause" for termination, any contravention of clause 2.01 or non-compliance with clause 2.02 shall be grounds for termination for "just cause".

**3. WHMIS AND TDG**

3.01 As a condition of employment, an employee shall hold certificates in WHMIS (Workplace Hazardous Materials Information System) and TDG (Transportation of Dangerous Goods).

**4. REST PERIODS**

4.01 Maintenance, Custodial and Transportation Staff shall normally receive two (2) fifteen minute paid rest periods in each work period in excess of four (4) hours, one (1) period to be granted before the meal break and one (1) to be granted after.

4.02 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.

**5. CALL-OUT COMPENSATION (not applicable to Directors of Maintenance and Transportation)**

5.01 When an employee receives an authorized call-out, the employee shall receive time and one half for time worked, excluding security call-outs.

5.02 The security call-out rate shall be \$50.00 per call-out.

**6. DIVISION VEHICLES (Excluding Custodians)**

6.01 Where required, the Directors of Maintenance and Transportation shall provide an employee with a vehicle for the purpose of carrying out the responsibilities and duties of his position.

6.02 An employee may only take a division vehicle home upon the approval of his immediate supervisor.

**7. APPRENTICESHIP PROGRAM (Maintenance and Transportation – excluding Custodians)**

7.01 Subject to prior approval of his immediate supervisor, an employee shall be allowed time off without salary and with or without benefits to participate in an apprenticeship program. On completion the employee will return to the same position for which he was hired. Should any new positions arise within the Division, the employee shall follow the hiring procedures as outlined in Board Policy and apply through open competition.

**8. PAID HOLIDAYS**

8.01 An employee shall be granted one (1) additional day off with pay during the Christmas Season (a total of five (5) consecutive calendar days).

**9. SAFETY CLOTHES/COVERALLS/SAFETY WORK BOOT ALLOWANCE(Maintenance, Mechanic, Bus Shop Assistant – excluding Custodians)**

9.01 At the discretion of the Director, an employee may be reimbursed up to a maximum of \$250.00 per annum upon submission of receipts for expenses incurred in replacing safety work boots, coveralls and safety clothes. An employee may carry over any balance up to two (2) years including the current year.

**10. TOOL ALLOWANCE (Mechanic only)**

10.01 Effective September 1, 2016, a five hundred (\$500.00) per year tool allowance for journeyman mechanics shall be made by the employer, and such employees shall maintain a tool kit to at least the minimum standards prescribed by the department which shall be subject to periodic inspection. The allowance shall be paid on the September pay cheque. The Employer will provide to journeyman mechanics specialty tools as required.

**11. STEP (not applicable to Director of Maintenance and Transportation)**

11.01 The Superintendent/designate, in consultation with the supervisor, shall determine placement on the grid based on relevant training and experience relating to the position. Each step represents one (1) year of training and/or experience.

## School Maintenance Staff Grid Effective September 1, 2016

### Carpenter\*/Plumber/\*Electrician\*

Step	0	1	2	3	4
Annualized Rate	\$69,748.63	\$71,828.12	\$73,862.39	\$75,919.35	\$77,953.56

\$1.20/hr more per supervisory hours  
\*Journeyman ticket required

### Carpenter\*\*

Step	0	1	2	3	4
Annualized Rate	\$61,842.91	\$63,922.39	\$65,956.74	\$68,013.60	\$70,047.95

\$1.20/hr more per supervisory hours  
\*\*Journeyman ticket not required

### Mechanic\*

Step	0	1	2	3	4
Annualized Rate	\$69,748.63	\$71,828.12	\$73,862.39	\$75,919.35	\$77,953.56

\$1.20/hr more per supervisory hours  
\*Journeyman ticket required

### Painter\*

Step	0	1	2	3	4
Annualized Rate	\$61,842.91	\$63,922.39	\$65,956.74	\$68,013.60	\$70,047.95

\*Journeyman ticket required

### Painter\*\*

Step	0	1	2	3	4
Annualized Rate	\$54,315.94	\$56,011.19	\$57,706.45	\$59,446.83	\$61,119.58

\*\*Journeyman ticket not required

### Handyman

Step	0	1	2	3	4
Annualized Rate	\$45,374.44	\$46,971.46	\$48,524.24	\$50,076.62	\$51,625.38

## Office Assistant to the Director of Maintenance

Step	0	1	2	3	4	5	6
Annualized Rate	\$50,021.24	\$51,897.36	\$53,705.73	\$55,581.72	\$57,412.59	\$59,243.46	\$61,119.58

## Bus Shop Assistant

Step	0	1	2	3
Annualized Rate	\$40,030.62	\$40,731.34	\$41,409.42	\$42,132.74

## Assistant to the Director of Transportation

Step	0	1	2	3	4	5	6
Annualized Rate	\$52,552.93	\$54,429.05	\$56,259.92	\$58,113.29	\$59,921.67	\$61,775.16	\$63,628.53

## Custodial Staff

Step	0	1	2	3	4	5	6
Annualized Rate	\$38,086.73	\$39,375.12	\$40,618.31	\$41,884.10	\$43,149.89	\$43,566.94	\$45,684.59

## Coordinator of Health & Safety Services

Step	0	1	2	3	4	5	6
Annualized Rate	\$51,661.73	\$53,621.40	\$55,656.64	\$57,768.63	\$59,960.73	\$62,236.28	\$64,598.36

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

Casual Custodial Employees: \$14.13 - \$16.47/hr