



**Northern Gateway**  
Public Schools

**CENTRAL SERVICES STAFF  
TERMS OF EMPLOYMENT ADDENDUM**

Effective September 1, 2020

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**1. APPLICATION**

1.01 The clauses of this addendum shall apply to the Deputy and Assistant Superintendent, Secretary-Treasurer, Assistant Secretary-Treasurer, Directors of Transportation and Maintenance, Director of Information Technology, Network Administrator and 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**

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 SEPTEMBER 1, 2020**

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

Step	0	1	2	3	4	5	6
Annualized Rate	\$53,015.53	\$55,082.89	\$57,173.27	\$59,218.82	\$61,242.48	\$63,332.88	\$65,379.56

**EXECUTIVE ASSISTANT  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$55,082.89	\$56,306.31	\$57,506.64	\$58,708.31	\$59,908.58	\$61,154.06	\$62,377.49

**PAYROLL CLERK  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$50,858.60	\$52,943.29	\$54,282.70	\$55,994.76	\$57,706.81	\$59,442.00	\$61,176.00

**RECEPTIONIST  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$34,292.88	\$35,776.94	\$37,216.84	\$38,701.32	\$40,163.28	\$41,669.59	\$43,153.96

**OFFICE ASSISTANT  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$40,561.92	\$42,511.35	\$44,438.72	\$46,388.27	\$48,35.64	\$50,287.12	\$52,236.55

**COMMUNICATIONS OFFICER  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$55,013.92	\$56,818.15	\$57,798.84	\$59,243.91	\$60,725.01	\$62,243.28	\$63,799.08

**COMMUNICATIONS DESIGNER  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$45,120.48	\$47,284.44	\$49,448.16	\$51,586.78	\$53,750.64	\$55,914.70	\$58,103.99

**OFFICE ASSISTANT TO DIRECTOR OF TRANSPORTATION  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$45,095.88	\$46,787.27	\$48,417.48	\$50,108.76	\$51,759.62	\$53,410.08	\$55,101.48

**COMPUTER TECHNICIAN  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$43,088.27	\$45,140.04	\$47,229.54	\$49,281.50	\$51,333.23	\$53,385.00	\$55,474.49

**SYSTEMS ANALYST  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$64,994.02	\$65,968.97	\$67,024.41	\$68,163.84	\$69,390.84	\$70,709.22	\$72,123.36

**SENIOR SYSTEMS ANALYST  
(12 mos)**

Step	0	1	2	3	4	5	6
Annualized Rate	\$89,134.56	\$90,471.62	\$91,919.14	\$93,481.69	\$95,164.47	\$96,972.48	\$98,911.95

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