

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

POLICY

POLICY #520 Excluded Staff Personnel

RATIONALE

In order to function effectively, the Board hires non-teaching managerial staff and others who supervise employees and/or handle confidential matters. Such staff by role definition are excluded from membership in unions and therefore have no collective agreements.

POLICY

Clear regulations for the employment of excluded staff shall be created and maintained.

ADOPTED: November 8, 1999

Reviewed/Revised: June 10, 2013
Statutory Reference:

REGULATIONS AND PROCEDURES

POLICY #520 Excluded Staff Personnel

1. Excluded employees include:
 - Superintendent of Schools
 - Secretary-Treasurer
 - Assistant Superintendent
 - Director of Instruction – Curriculum
 - Director of Instruction – Student Services
 - Director of Finance
 - Manager of Payroll and Accounting
 - Director of Facilities
 - Director of Information Technology
 - Maintenance Supervisor
 - Custodial Supervisor
 - Human Resources Officer
 - Speech Language Pathologists
 - Executive Assistant – Secretary-Treasurer
 - Executive Assistant – Superintendent
 - Personnel Assistant
2. A formal performance review for all excluded staff shall be conducted by the immediate supervisor of the staff member on a bi-annual basis. A shorter, more informal review may be conducted in alternate years.
3. The Board shall each June review the salaries for excluded employees. Two representatives from the excluded staff shall discuss changes to the salary grid with the Finance and Management Committee or with the full Board prior to presentation to the full Board for approval. This process may be deferred if salary adjustments are restricted by provincial controls.
4. Individual members of the excluded group are entitled to make further representation to the Finance and Management Committee or to the school board as a whole regarding grid placement.
5. Excluded employees shall receive general benefits not less than those general benefits contained in the current CUPE/school board collective agreement. General benefits shall include:
 - pension, medical and dental insurance, group life, salary continuance, bereavement and compassionate leaves, retirement benefits, severance pay, statutory holidays, and annual vacation leave.

As collective agreements are negotiated, changes to excluded employees' benefits may occur.

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6. Excluded employees shall receive fully paid sick leave to the completion of the elimination period for long-term disability benefits.
7. Annual vacation entitlement for each excluded employee shall be agreed with the Board and set out in the initial appointment letter. Speech Language Pathologists are entitled to the time off normally associated with a ten-month contract. In all cases, vacation entitlements to new excluded employees shall be no less than four weeks in the first year or pro-rated for employment of less than one year.

ADOPTED: November 8, 1999

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July 31, 2013

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