



**COUNCIL POLICY
COMPLIANCE MONITORING FORM
~ EXECUTIVE REPORT ~**

Policy Type: Executive Limitations - EL-8

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Policy Title: Staff Compensation

Date: April 11, 2017

I hereby present my monitoring report on your Executive Limitations policy **Staff Compensation** according to the schedule established. I certify that the information contained in this report is true, and represents compliance with all aspects of the policy unless specifically stated otherwise, since the policy was adopted on October 10, 2012.

Superintendent
April 11, 2018

I. Interpretation:

This policy means that all non-bargaining employees are paid in accordance with the pay band for their position on the organization chart and the step where they fall on the band. All unionized employees are paid according to their Collective Agreement. All persons employed must be treated consistently. The policy also states that the Superintendent may not change her own compensation and benefits. This would also include travel claims. We have to remain within parameters of government policies regarding increases for performance.

II. Evidence:

When new hires are done for Office of the Superintendent and positions in the Education Centres, the Director of Human Resources drafts the letter of hire and we decide on salary. The pay band is determined by the position as classified provincially, and there is some discretion with step depending on experience and previous salary. There are times when the supervisor of the new hire is included in the discussion. The letter of hire comes from the Superintendent for positions on the organization chart with the exception of IT which is provincial, the Healthy Learners Nurses and the Director of Early Childhood. I sign off on all staff evaluations and each state if there is a step increase –

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- i. Assessment of whether the Superintendent has made a **reasonable interpretation** of the Council's policy; and
- ii. Assessment of whether the Superintendent actually has **demonstrated achievement** of a reasonable interpretation of the policy.

wages remain frozen for those non-union staff who are at Control Point Maximum on their pay band. For those who are not, there is a maximum two step increase. Collective agreements dictate pay for most ASD-S employees.

Administrator (Principal and Vice Principal) 5 year contract letters of hire are done by the Superintendent; teacher letters of hire are completed by the Directors of Schools.

All staff complete requests for absence through the AESOP on-line system. These are approved by direct supervisors and for teachers and EAs, it is done by a Human Resources Officer so we have consistency. For those who report to me, I approve (Directors, Alignment Champion, Supervisor of Data and Accountability, Community Engagement Coordinator, International Student Coordinator, School to Work Transition Coordinator and Executive Assistant). I approve mileage and travel expenses for staff who report to me. In turn, each supervisor does the same for those who report to them (through the on-line I-Expense program).

The Director of Human Resources takes the lead in discussions with DEC about the salary of the Superintendent. The Director of Finance and Administration approves the expense claims of the Superintendent, and the Director of Human Resources approves leave of absence requests for vacation on AESOP.

The Superintendent has a corporate credit card and it is reconciled by the Executive Assistant and signed by the Superintendent. Hotel rooms and meals cannot be put on the District card so in reality, it has very limited usage.

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