

<b>NON-UNION PERSONNEL</b>	<b>3200</b>
<b>COMPENSATION FOR ADMINISTRATIVE AND EDUCATIONAL SUPPORT PERSONNEL (AESP)</b>	<b>3210</b>

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**1. Rationale**

The Simcoe County District School Board (SCDSB) is committed to providing a competitive compensation package to its administrative and educational support personnel (AESP). In addition, the board provides a system of compensation for AESP employees which will be reviewed and adjusted as positions are changed, created or eliminated.

**2. Policy**

It is the policy of the SCDSB that funds be allocated in the annual budget for the payment of compensation and that compensation for AESP shall be based upon the SCDSB Job Classification Schedule as updated and amended from time to time.

**3. Guidelines**

3.1 Job Classification Schedule

Each AESP position will be evaluated and assigned a level and a salary range as per the Job Classification Schedule.

3.2 Salary Ranges

3.2.1 Each level of the Job Classification Schedule will be assigned a salary range consisting of a minimum salary, three intermediate steps, and a maximum salary.

3.2.2 The initial placement of an individual at a step within the salary range will be determined by previous experience and special skills or knowledge brought to the position.

3.2.2.1 A recommendation for salary range step placement will be made by the Human Resources Officer in consultation with the hiring manager.

3.2.2.2 Approval of salary range step placement will be given by the Superintendent of Human Resource Services or designate.

3.2.3 Progression through the salary range steps will be determined by years of satisfactory performance and experience.

3.3 Economic Adjustments

Administrative Council will recommend to the Board economic adjustments to be made to the salary range steps on the Job Classification Schedule.

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3.4 Job Evaluation Committee

- 3.4.1 The Job Evaluation Committee shall consist of managers or superintendents depending upon the position(s) under consideration.
- 3.4.2 The Job Evaluation Committee shall evaluate positions for placement on the Job Classification Schedule for:
  - 3.4.2.1 all new positions, prior to advertising; and,
  - 3.4.2.2 an existing position which, in the opinion of the supervisor, has changed sufficiently to require re-evaluation.
- 3.4.3 The resulting recommendation will be reported to Administrative Council.
- 3.4.4 Upon approval, Human Resource Services will communicate the results.

3.5 Appeals

- 3.5.1 A re-evaluation may be filed to appeal the evaluation of a position, supported by the appropriate superintendent.
- 3.5.2 The Job Evaluation Committee will re-evaluate the position and the resulting recommendation will be reported to Administrative Council.
- 3.5.3 Upon approval, Human Resource Services will communicate the results.

3.6 Employee Benefits

AESP employees will be offered benefit plans as outlined in the Employee Handbook.

**4. Administrative Procedures**

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

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