

## **Administrative Procedure 430**

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### **430 - INITIAL GRID PLACEMENT OF NON-CERTIFICATED STAFF**

#### **Background**

In the recruitment of non-certificated staff initial placement on a wage scale or grid above the category minimum may be appropriate. Such placement shall be made in a consistent and equitable manner.

#### **Regulations**

1. Initial placement of employees within a wage category shall be done in accordance with these procedures.
2. These procedures may be amended from time to time, but it is recognized and acknowledged that affected employee groups will first be provided an opportunity to comment prior to any changes to the procedures being implemented.

#### **Procedures**

1. When an individual is newly hired, the individual making the hiring decision shall provide a recommendation to the Secretary-Treasurer as to placement within the wage category based on the criteria outlined in this policy.
2. A final decision regarding placement within the wage category shall be made jointly by the Secretary-Treasurer and Deputy Superintendent. The decision reached may be appealed once only, to the Superintendent who shall make the final decision.
3. The following criteria shall be used in determining wage category placement for employees:
  - 3.1 Prior experience must be deemed to be relevant to the position being filled by the employee.
  - 3.2 In order to be recognized for the purposes of this administrative procedure, no more than three years shall have elapsed since the experience was earned.
  - 3.3 Starting salaries shall be adjusted by applying the following formula:
    - 3.3.1 An employee with 24 to 35 months of recognized prior experience shall have the starting salary rate advanced to the second increment.
    - 3.3.2 An employee with 36 to 47 months of recognized prior experience shall have the starting salary rate advanced to the third increment.
    - 3.3.3 An employee with 48 or more months of recognized prior experience shall have the starting salary rate advanced to the fourth increment.

- 3.4 Related education must be deemed to be relevant to the position being filled by the employee
  - 3.5 In order to be recognized for the purpose of this procedure, related education must be substantiated by a recognized certificate or similar documentation.
  - 3.6 Starting salaries shall be adjusted by an additional salary increment for each year of related education to a maximum of two salary increments
  - 3.7 In no case shall an employee's starting wage be increased past the next to highest salary increment at initial placement.
4. The employee is responsible for providing written documentation from former employers confirming hours of work and positions held during the former employment.
  5. Documentation confirming prior experience shall be provided within the first three months of employment.
  6. Increments recognizing prior experience shall be paid from the date of hire, provided the employee has produced the necessary documentation outlined above.

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