



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

Policy Type: Executive Limitations - EL-8 **Page 1 of 2**

Policy Title: Staff Compensation **Date: April 7, 2021**

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 7, 2021

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. We have to remain within parameters of government policies regarding increases for performance. All travel claims are reimbursed as per provincial policy 113 and travel policy AD-2801.

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 for management/non-union positions. 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 for management/non-union positions. 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

1

There are two components to the Council's assessment of a monitoring report:

- 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.

on all staff evaluations and each state if there is a step increase – 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. For CUPE and PSAC (Public Service Alliance of Canada), employees in offices up to a 4 step annual re-earnable can be given beyond control point maximum. Collective agreements dictate pay for most ASD-S employees (teachers, administrators, EAs, custodians, bus drivers).

Each education centre has a Payroll Supervisor and a team of clerks, depending on the size of the Education Centre. St. Stephen Education Centre has one clerk, Hampton Education Centre has 2 and the Saint John Education Centre has 3. We have also assigned Lori Munn, Human Resources Officer, as the lead Human Resources Officer over all three payroll offices to ensure consistent practices across the District.

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 for District staff and for teachers; EAs and school administrative assistants it is done by a Human Resources Officer so we have consistency across ASD-S and within the employee group. Human Resources does not approve leaves for custodians, these are with Facilities. 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). New supervisors receive direction on approving absences and expenses.

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 my vacation on AESOP. Very few days have been taken since March 2020.

The Superintendent has a corporate credit card and it is reconciled by the Executive Assistant and signed by the Superintendent. It is approved by the Director of Finance and Administration. Hotel rooms and meals cannot be put on the District card so in reality, it has very limited usage - mainly meeting expenses if food is picked up. Very few expenses have been claimed since spring 2020.

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