

Education Entities
Non-Union Compensation Framework

Education Entities
Non-Union Compensation Framework
Version 1.0
June 2023
Department of Finance and Treasury Board
Province of Nova Scotia

Table of Contents

1.0	Compensation Framework Overview	1
2.0	Employee Appointment Types	3
3.0	Job Content and Evaluation.....	5
4.0	Pay Plan	8
5.0	Step Increases.....	13
6.0	Placement in Salary Range Upon Hire or Changes In Job Assignment.....	14
7.0	Acting Pay	17
8.0	Temporary Assignments.....	19
9.0	Leaves	21
10.0	Time Worked	24
11.0	Benefits and Pension Provisions.....	26
12.0	Prohibited Forms of Compensation	27
14.0	Personal Services Contracts	28
	Schedule A – Placement of Jobs by Band – As of May 2023	30
	Schedule B – Current Placement of Schools – May 2023.....	44
	Schedule C – Pay Plan.....	53
	Schedule D – Step Increase Guide Chart	74
	Schedule E – Salary Rating Guide	75
	Schedule F – Loan of Service Template	77
	Schedule G – Secondment Agreement (Administrator).....	78
	Schedule H – Secondment Template (non-Administrator)	81
	Schedule I – Personal Services Contract Template (Director with Teaching Certificate).....	84
	Schedule J – Personal Services Contract Template (Director without Teaching Certificate).....	90
	Schedule K – Personal Services Contract (Regional Executive Director).....	96
	Schedule L – Director Contract (with Teaching Certificate) – French	106
	Schedule M – Director Contract (without Teaching Certificate) – French	112
	Schedule N – Personal Services Contract (Superintendent)	119

1.0 Compensation Framework Overview

This document establishes the requirements for managing compensation for non-union, including PSAANS, employees at the Nova Scotia Education Entities – including but not limited to base pay, hours of work, and vacation entitlement.

This Compensation Framework was approved by the Treasury and Policy Board on June 21, 2023. In the event of any conflict, the provisions of any Act or regulations, or the PSAANS MOU prevail over this Compensation Framework.

1.1 Application

The framework applies to all non-unionized employees of the Nova Scotia Education Entities. It applies to casual employees (including Administrator substitutes) for salary only.

1.2 Guiding Principles

The Education Entities Compensation Framework is designed and managed according to the following principles:

- Creating a Compensation Framework with consistent and equitable compensation and practices between education entities and employment groups.
- Is consistent with the recommendations of the Raise the Bar Report developed by Avis Glaze to create an integrated, aligned, and coherent education system.
- Creating a framework which is centrally managed and clearly articulates government's expectations when it comes to total compensation in the education sector.
- Compensation will be managed in a fiscally responsible manner.
- Is consistent with legislative and regulatory requirements.

1.3 Definitions

In this Compensation Framework,

- "Administrator" means an administrator as defined in the *Public School Administrators Employment Relations Act*;

- “Campus school” means a school where a principal and/or vice-principal have responsibility for more than one school or building, whether the buildings are co-located or are on separate sites;
- “Civil Service” means the civil service of Nova Scotia as defined in the *Civil Service Act*;
- “Common Services Bureau” means the Nova Scotia Education Common Services Bureau as established under the *Education Act*;
- “CSAP” means the Conseil scolaire acadien provincial;
- “Department” means the Department of Education and Early Childhood Development;
- “Deputy Minister” means the Deputy Minister of the Department of Education and Early Childhood Development;
- “Education Entity” means a regional centre for education or the Conseil scolaire acadien provincial;
- “Executive Council” means the Executive Council as defined in the *Executive Council Act*.
- “Personal Services Contract” means a contract as set out in this framework that is approved by the Executive Council and is exempt from the Personal Services Contract Regulations
- “PSAANS” means the Public School Administrators Association of Nova Scotia as established under the *Public School Administrators Employment Relations Act*;
- “PSAANS MOU” means the Memorandum of Understanding between the Minister of Education and Early Childhood Development and PSAANS dated June 29, 2022, and any addendum or successor agreement thereto;
- “Red-circled” means that the employee will maintain their currently salary, and will not receive pay plan adjustments or step increases until the maximum of the pay band meets or exceeds the red-circled salary.
- “Regional centre for education” means a regional centre for education constituted under the *Education Act*;
- “Regional Executive Director” means the position of “Regional Executive Director of Education” as defined in the *Education Act*;
- “School Year” means a 12 month period from August 1 to July 31;
- “Superintendent” means the superintendent of schools for CSAP as defined in the *Education (CSAP) Act*.

2.0 Employee Appointment Types

The Education Entities use the following employee appointment types as operational requirements permit:

Casual/Substitute

Casual/substitute employees are employees who are hired either on a day-to-day basis or other temporary need during a school year.

The terms and conditions of employment for casual/substitute employees are consistent with the Nova Scotia Labour Standards Code. The Minister and PSAANS may agree to greater benefits for Administrators than those provided in the Labour Standards Code.

Term

Term employees (other than those on Personal Services Contracts for a defined period) have an established end date on appointment that does not exceed five years. Subsequent term appointments may allow a cumulative appointment of more than five years however each term cannot exceed the five-year maximum.

Part-time and part-year Term appointments exist. A part-time or part-year employee's service is prorated in accordance with the percentage of hours or days required for full-time Term employment in the position that the employee works in the position part-time or part-year.

The total compensation package for term employees is determined in accordance with this framework.

Employees who are in acting or temporary appointments in accordance with Sections 7.0 and 8.0 are not Term employees.

Permanent

Employees appointed to a permanent position (other than those who are appointed under a Personal Services Contract on a permanent basis) are appointed without a set end date and their total compensation package is determined in accordance with this framework.

Permanent part-time and part-year appointments may be offered at the discretion of the employer. A part-time or part-year employee's service is prorated in accordance with the percentage of hours or days required for full-time employment in the position that the employee works in the position part-time or part-year.

Personal Services Contract

Personal services contracts are used where the employee works in a position which will not be provided the standard Education Entities total compensation package for non-union employees as contained in this framework. Personal Services Contracts are reserved for appointments to senior management positions, including but not limited to Regional Executive Directors (REDs), Superintendent, and Directors.

The total compensation package available to employees under a Personal Services Contract is outlined in Section 14.0 of this framework titled “Personal Services Contracts”. The contract terms may be tailored within the parameters of Section 14.0 – total compensation elements may be deleted however new provisions cannot be added.

The rates of pay under personal services contracts are determined using this framework and cannot be altered unless approved separately through the Personal Services Contract Regulations.

A contract may be renewed at the end of its term, provided the parties agree and it is consistent with the terms and conditions of this framework.

Personal Services Contract templates are provided in Schedules I to N.

2.1 Probationary Period

An employee appointed to a permanent position may be subject to a probationary period of up to a maximum of 12 months.

Before an employee’s probationary period expires, the Education Entity may extend the employee’s probationary period up to a maximum of an additional 6 months.

Nothing in this section alters the probationary period of an employee hired before the effective date of this framework.

3.0 Job Content and Evaluation

3.1 Job Descriptions

The Education Entities have a standard job description template that will be used to document the core duties and responsibilities expected of all non-union jobs across the Education Entities. The template has been designed and will be used to gather relevant information needed for job evaluation.

Supervisors can contact their HR Director for further questions and to obtain a copy of the job description template and Writing Guide.

3.2 Job Evaluation and Band Structure

Job Evaluation is a systematic process for objectively determining and measuring the relative value of non-union jobs, across various functions, levels, and locations within the Education Entities. It is intended to be consistent, credible, and designed to facilitate internal equity and external competitiveness using compensable factors that are common to all jobs in the framework. Through job evaluation, we are able to establish an internal job hierarchy and group similarly valued jobs together, ensuring equal pay for work of equal value and alignment across the Education Entities for non-union work. The Job Evaluation process for the Education Entities is centrally managed by the Common Services Bureau.

The Common Services Bureau will use the Hay method of job evaluation to measure non-union jobs within the Education Entities. The Hay method considers four factors: know-how, problem solving, accountability and working conditions. Points are assigned to each factor which are summed to create an overall point score. Job evaluation measures the job, not the person.

Once job evaluation points are assigned to a job, it allows it to be placed into the band structure. The Education Entities' non-union compensation framework has 20 bands. Jobs of similar value are grouped in the same band. Each band has a point range and jobs are placed using job evaluation points.

The Education Entities' non-union compensation framework band structure is outlined below. Jobs with lower levels of complexity are in band 1 and those with the highest levels are in band 20.

Band Structure

Band	Hay Point (Min)	Hay Point (Max)
1	136	160
2	161	187
3	188	219
4	220	256
5	257	299
6	300	350
7	351	409
8	410	478
9	479	533
10	534	594
11	595	662
12	663	738
13	739	823
14	824	926
15	927	1042
16	1043	1172
17	1173	1319
18 (E1)	1320	1484
19 (E2)	1485	1671
20 (E3)	1672	1880

The REDs and Superintendents are in Bands 18 through 20. This establishes the band structure “ceiling”. No other positions can be placed in Band 18 or above.

The placement of the Education Entities’ non-union jobs into the band structure is referenced in Schedule “A”. The placement of schools in bands 11 to 14 for Principal and Vice Principals are outlined in Schedule “B”.

3.3 Job Evaluation Process

When a new job is created with the approval of the RED/Superintendent and the Department, or when an existing job is revised, the following job evaluation process will be followed for non-union jobs across the Education Entities.

Job descriptions and job evaluation will be managed centrally by the Common Services Bureau with the goal of provincial alignment.

Step 1: Prepare the Job Description

- Job descriptions will be prepared using the job description template and writing guide.
- The supervisor writes / revises the job description in consultation with the HR Department.
- Once the responsibilities are accurately reflected, the supervisor approves the description and forwards to the HR Department for final review and approval. The next level supervisor will also review the description to verify job content. The Regional Executive Director, Superintendent or designate shall approve the job description before it is forwarded to the Common Services Bureau.
- Once approved, the job description is submitted by the HR Department to the Job Evaluators at the Common Services Bureau.

Step 2: Job Review

- The Job Evaluators will review the description to develop an understanding of the work responsibilities. During this step, they may follow up with the HR Department and supervisors to clarify elements of the job.

Step 3: Job Evaluation

- With a clear understanding, the job is evaluated using the Hay Method where points are assigned. These points determine where the job is placed in the 20 bands.

Step 4: Job Evaluation Results

- Once complete and approved, the evaluation is communicated to the HR Department and supervisor – if there are questions or concerns regarding final placement, these can be discussed.

4.0 Pay Plan

Salary ranges specify minimum and maximum pay rates for all Education Entities' non-union bands.

This section explains the components of the Salary Ranges and how they are managed.

4.1 Salary Ranges

Each band has a salary range that provides a minimum and maximum rate of pay.

The minimum is the lowest amount the Education Entities will pay employees in the band and the job rate is the maximum which is reserved for staff who are fully meeting performance expectations.

The approved pay plan for non-union positions in the Education Entities is outlined in Schedule "C" attached to this document.

4.2 Salary Zones

The salary ranges are divided into three zones to manage the placement and progression of employees. Supervisors and Human Resources will use these zones to position employees upon hiring and manage their movement over time based on the Rating Guide.

The following describes the three salary zones:

	Salary Range Zone Definitions	Compa Ratio
Minimum	New/Developmental Zone <ul style="list-style-type: none">♦ Developing in the job and will likely require guidance on some of the more complex job requirements♦ Expected to be on a fast learning curve – especially at the lower end of this zone♦ New incumbents who possess the minimum qualifications for the job and have limited applicable experience	80% 87%

- Teaching and Non Teaching FTEs, excluding school-based Administrators
- School complexity, as indicated by:
 - TA/EA to student ratio
 - Span of grades

For the purpose of this section, non-teaching FTEs include: Early Childhood Educators (ECE), Educational Assistants (EA)/Teacher Assistants (TA)/ Education Program Assistants (EPA), Administrative Assistants, and Library Staff. Concierge are included in this formula for the CSAP.

4.4.1 Principal Pay Bands

Initial placements in a band are based on the number of teaching and non-teaching FTEs as defined in section 4.4 in the assigned school(s). Pay bands will be assigned as follows:

- Band 11: 0 – 16 FTEs
- Band 12: 16.1 – 36 FTEs
- Band 13: 36.1 – 88 FTEs
- Band 14: 88.1 – 229 FTEs

If the number of FTEs are within 15% of the next highest band, then the Principal will be placed into the next highest band if their assigned school(s) also meet one of the following criteria:

- EA/TA to student ratio is equal to or greater than 2.99 per 100 students
- Span of grades is from pre-primary to grade 12

4.4.2 Vice Principal Pay Bands

The default pay band for Vice Principals is Band 11. Vice Principals will be placed in Band 12 where their assigned school(s) has greater than 36.1 teaching and non-teaching FTEs as defined in section 4.4 and one of the following criteria apply:

- The total number of teaching and non-teaching FTEs is equal to or greater than 50
- EA/TA to student ratio is greater than 2.99 per 100 students
- The span of grades is from pre-primary to grade 12

4.4.3 Assessment of Schools

Schools will be assessed by the Common Services Bureau using these criteria every three years based on data from the previous school year as of September 30. Assessments will be conducted on a provincial basis.

Where a reassessment results in the school being assessed into a higher pay band, the Principal and/or Vice Principal will be moved into the new pay band.

Where a reassessment results in the school being assessed into a lower pay band, the Principal and/or Vice Principal will be red-circled as long as they remain at that school or a maximum of 12 months, whichever is less. Changes in compensation due to a reassessment will typically be effective on the first day of the school year (August 1), however, an alternate effective date may be implemented if required due to unique circumstances.

4.4.4 Reassessment in special circumstances

A school may be reassessed by the Common Services Bureau before the next scheduled three-year assessment if it is impacted by a significant change that increases or decreases the school's size. Reassessment in these situations requires the approval from/by the applicable RED or Superintendent and the Deputy Minister of the Department or their designate.

Examples of a significant change include but are not limited to significant increases or decreases in the number of grades, classrooms, or satellite sites. These may occur as one large change or through two or more smaller changes.

4.4.5 Campus Schools

When schools are being assessed, the assessor must confirm with the education entities which schools are campus schools, and which schools within the campus each Principal or Vice Principal is responsible for. Principals and Vice Principals at campus schools will be assessed using the formulas in sections 4.4.1 and 4.4.2, based on the combined information for the schools for which they are responsible. For example, if a Vice Principal is responsible for all sites at the campus school, they will be assessed using the total data for the entire campus school; and if a Vice Principal is responsible for a specific site at the campus school, they will be assessed using the school site specific data – not the entire campus school data.

4.4.6 New Schools

Where a Principal or Vice Principal is hired for a new school and paid before August 1 of the school year in which that school opens, they are not performing the normal work of the Principal or Vice Principal of an active school. These positions will be evaluated using the Hay Method by the Common Services Bureau as outlined in section 3.0 based on the responsibilities the Principal or Vice Principal will perform prior to the school opening. Specific consideration will be given to the established Principal and Vice Principal jobs in bands 11 to 14.

For the first school year that a new school is open, the Principal and Vice Principal formulas will be calculated using the projected number of FTEs, and if applicable, the projected EA to student ratio.

Following September 30 of the first school year, if a Principal or Vice Principal of a new school believes that there is a substantial change in the actual number of FTEs or the EA to student ratio as compared to the

projections, they may make a request in writing to their RED or Superintendent outlining the specific details for a reassessment as described in section 4.4.4.

4.4.7 Special Programs

Where a Principal or Vice Principal is assigned to a special program or school where the EA to student ratio or the span of grades doesn't apply, their band will be calculated based solely on the number of FTEs.

5.0 Step Increases

Step increase are available August 1 each year and based on performance for the previous 12 months (August 1 to July 31). Step increases are effective August 1 of each year and become part of an employee's bi-weekly pay starting August 1. If an employee subsequently leaves the organization, they forfeit any step increase as of the date of departure. For example, step increases paid effective August 1, 2023, are based on the 2022/23 school year. If an employee leaves on October 1, 2023, they stop receiving their bi-weekly pay as of that date and any pay increase provided as of August 1, 2023, including step increases, also cease on termination.

Eligibility

Employees who satisfy the following criteria are eligible for a step increase:

- Have worked a minimum of half their scheduled work year during the previous school year; and
- Are employed as of August 1 in the year the step increase is paid

The purpose of step increases is to move employees through their salary range as they gain experience in their jobs. It is not intended to reward employees where there are documented performance issues. Each year, managers should identify employees with documented performance issues for whom step increases should be withheld.

Leaves do not count as time worked for purposes of calculating step increase eligibility where salary is not maintained by the employer directly during the leave such as during unpaid leaves, sick leave exhausted, LTD or WCB. Deferred leave also does not count. The exception is pregnancy, parental and adoption leaves, although they are an unpaid leave, the time on these leaves will not exclude an employee's eligibility for step increases. Paid leave for Injury on Duty will also not exclude an employee's eligibility for step increases.

Each year, the Department will establish a step increase budget. A Step Increase Guide Chart is developed annually to allocate the annual step increase payments. These payments must not exceed the approved budget. See Schedule "D" for a sample Step Increase Guide Chart.

Step increases of different sizes may be provided to employees in each of the Zones outlined in Section 4.2 (New/Developmental, Seasoned, and Fully Seasoned).

6.0 Placement in Salary Range Upon Hire or Changes in Job Assignment

This section describes how salary decisions are made when a new employee is hired; when the employer makes changes to positions; or when employees change positions during their employment with the Education Entities.

6.1 New Hires

The placement of a new hire into a salary range is based on the knowledge, skills and ability the person brings to the job and their anticipated contribution. The new hire will be assessed against the:

- salary range zone definitions;
- anticipated contribution relating to the job responsibilities;
- relative knowledge, skills and contribution of job peers and their position in the range; and,
- relative position of the supervisor and any subordinates.

Subject to the factors above, an employee with the minimum qualifications who has not performed in a similar job will typically be placed in the New/Developmental Zone. Conversely, someone who is hired for their expertise and experience may require placement in a higher zone.

Process

When placing new hires, the following process will be used:

1. Assess the New Hire Against the Job

- Review the job description to assess the job requirements
- Assess the candidate's Knowledge, Skills, and Abilities (KSA) and their **anticipated contribution** against the job description.
- Read the zone descriptors and determine which zone may be appropriate - consider the above plus the employee's previous experience, resume, responses to interview questions, and reference checks as sources of information.

2. Select the Appropriate Salary Zone and Compa-Ratio

Consider the zone immediately above and below. For example, if a new hire displays most characteristics of the Seasoned Zone and some elements of the Fully Seasoned Zone, a compa-ratio at the higher end of the Seasoned Zone may be appropriate (e.g. 93%-95%). Similarly, if a new hire displays all criteria of the Seasoned Zone without displaying any elements of the Fully Seasoned Zone or Developmental Zone then placement in the middle of the Seasoned Zone is appropriate – compa-ratio of 91% or 92%.

Other assessment criteria such as the relationship to peers, supervisors and subordinates can be used at this stage to further fine tune the compa-ratio selection.

6.2 Promotions

When an employee is promoted to a job in a higher pay band, the process to determine their new rate will be applied consistent with the “New Hire” section of this document.

Their position in the new range will be reviewed relative to:

- zone definitions;
- their anticipated contribution;
- the knowledge, skills and contribution of job peers and their position in the range; and,
- supervisors and subordinates – this should be a secondary consideration and not carry significant weight in the placement decision.

Typically, an employee promoted to a higher pay band will be placed in a lower Salary Zone than their pre-promotion zone. This is because the employee is moving to a more complex job and in most cases will not meet the new job requirements to the same extent as the previous job – a lower zone is warranted. Over time, the employee should move higher in the salary range as they acquire job related knowledge and become more proficient.

As a rule, the following promotional increase guides should be followed:

- a promotional increase should not be less than 3%;
- the new Compa Ratio will typically not exceed the bottom of the Fully Seasoned Zone for the new band.

6.3 Lateral Moves

Movement to a different job in the same pay band does not normally warrant a change in salary. However, where an employee moves to a job that requires a different skill-set than their current job, the employee’s pay rate may be reviewed, and any increase is determined in accordance with the principles outlined in the New Hire section of this document.

6.4 Voluntary and Involuntary Movement to a Lower Non-Union Pay Band Under This Framework

Three possible scenarios are outlined below:

Involuntary Movement to a Lower Pay Band – Job Change

An employee who is involuntarily placed in a job in a lower pay band or whose own job is classified lower for reasons other than poor performance shall have their rate of pay maintained for a period of 12 months.

Involuntary Movement to a Lower Pay Band – Discipline and/or Performance Related

An employee who is placed in a job in a lower pay band due to discipline or poor performance shall be placed at the job rate (top step or 100% compa-ratio) for the new job in the lower pay band. If the job rate of the new position is higher than the rate received by the employee immediately before the demotion, the employee shall be placed at the highest pay rate in the new position that is lower than or equal to the rate received immediately before the demotion.

Voluntary Movement to a Lower Pay Band

An employee who voluntarily moves to a job in a lower pay band will be placed in the new lower salary range using the new hire principles. If this causes the employee to receive a rate of pay that is lower than that received immediately prior to accepting the job in the lower pay band, the employee will be placed at the next lowest rate of pay than was received immediately prior to the change in position.

An employee who requests the Employer's approval to move to another position, whether on a temporary or permanent basis, and the Employer approves the request, the employee shall receive, not less than the salary they would have received had they not moved to the new position for a period of one year. After the initial one year period, the employee shall receive the salary applicable to the new position.

7.0 Acting Pay

7.1 Acting Pay for Administrator Appointments

Acting Pay for appointments up to 6 months in duration, which may be extended as per the parameters below, that assume the full duties of a job in a higher pay band which is normally filled by an Administrator shall be paid according to the terms of the PSAANS MOU:

- If it is known at the outset that an assignment will last longer than ten consecutive working days, the assignment will be filled on an Acting basis. An individual appointed on an Acting basis will be considered an Administrator and will receive Acting pay retroactive to the first day they commenced the assignment.
- Assignments that are anticipated to last ten or less consecutive working days will be filled on an In-Charge basis. The incumbent is not eligible to receive Acting pay.
- If an assignment that was anticipated to last less than ten consecutive is extended beyond ten working days, the In-Charge assignment will be converted to an Acting Assignment. Acting Pay will be calculated retroactive to the first day the individual commenced the assignment.

Acting appointments may be extended beyond the 6 months where circumstances unanticipated at the commencement of the assignment and operational considerations require an extension.

Acting Pay will be paid according to the Band of the position as the employee is doing the full scope of the job they are acting in. The temporary incumbent will be assessed and paid within the Band according to the method described in section 6.1 (New Hires). In no circumstances will the Acting Pay be lower than the temporary incumbent's usual rate of pay.

7.2 Acting Pay for Non-Administrator Assignments

Acting pay may be considered where the employee will perform the principal duties (not the full scope) of an existing job in a higher pay band due to a short-term vacancy or temporary absence. Typical examples include situations where a vacancy exists due to a retirement and the recruitment of a full-time replacement is in progress, or a temporary absence exists due to a leave. The decision to appoint an employee on an acting basis during an absence is an operational decision to be made on a case-by-case basis.

Acting Pay Eligibility Criteria:

- Assignments are expected to last up to 6 months in duration. Any assignment that is expected to exceed six months may be dealt with through a temporary reclassification;
- Acting appointments may be extended beyond the 6 months where circumstances unanticipated at the commencement of the assignment and operational considerations require an extension;
- Employees must be temporarily assigned to perform the principal duties of a job in a higher pay band for 10 or more consecutive working days;
- The job the employee is acting in must be an established job and classified through the job evaluation process.

Determining the Acting Pay Amount

The following will apply to employees receiving Acting Pay in addition to the salary of their current position:

- Acting in a job classified one pay band higher - the employee will receive up to 5.0%;
- Acting in a job classified two or more pay bands higher – the employee will receive up to 10.0%;
- The employee's combined regular salary and Acting amount will not exceed the job rate (compa-ratio 100% or top step) for the job in the higher pay band; and,
- The exact Acting Pay amount will be determined using the salary zone descriptors to rate the employee against the job and selecting the appropriate step or compa ratio – similar to rating a new hire. The Acting percentage is determined by calculating the difference between this value and the employee's regular bi-weekly – though the value cannot exceed the maximums outlined above.

8.0 Temporary Assignments

Management can assign temporary duties to employees. Where an employee is temporarily assigned to perform the principle duties of a job assigned to a higher pay band or is temporarily assigned to a different job, the employee should not receive any more or less compensation than if they were assigned to the job on a full-time basis. These responsibilities may or may not warrant additional compensation.

The following options are applicable for temporary assignments.

8.1 Temporary Assignment – Reclassification

Temporary Reclassifications will be used where a temporary assignment is expected to last for a longer duration (typically 4 to 24 months).

There are two types of temporary reclassifications:

1. Into an Existing Classified Job

In this situation, an employee performs the regular duties of an existing higher classified job due to a vacancy or a temporary absence.

2. Into a New Job Requiring Classification

In this situation, an employee is assigned new temporary responsibilities to their current job or moves to a new temporary job that is unclassified. This requires the job responsibilities be documented and submitted for job evaluation.

Prior to an employee commencing the assignment, the job must be described using a job description or job profile.

Length of Reclassification

A temporary reclassification:

- should not exceed 24 months unless there are exceptional circumstances;
- may be used as an alternative to Acting Pay for vacancies or temporary absences that are less than 4 months;
- that will exceed the original approved period, should be re-approved by the appropriate parties prior to the end of the original assignment.

Placing the Employee in the Salary Range

If the temporary job is classified in:

- a **higher pay band**, the employee shall be placed in the salary range using the Promotion principles;
- the **same pay band**, the employee shall be placed in the new salary range using the Lateral Transfer principles;
- a **lower pay band**, the employee will maintain their current rate of pay.

Approvals

The Director of Human Resources needs to approve all temporary assignments with reclassification.

8.2 Temporary Assignment – Secondment & Loan of Service

Secondments and loans of service are used to voluntarily move an employee into a short-term opportunity with the civil service or other education-sector organization for a specified period to undertake duties and responsibilities in accordance with agreed-upon terms and conditions.

Secondments will typically be for a minimum of six months, but may be for a shorter period with approval from the education entity.

Type of Arrangement	Compensation Treatment	How Compensation is Determined	Time Period
Secondment Used where employee has successfully applied to a posted position	The employee will be placed on the civil service or education-sector organization pay grid for the position they are seconded into. Except for salary, all benefits will continue.	Follow the salary practice of the civil service or education-sector organization position while maintaining other benefits, work year, and entitlements according to this framework	Up to 24 months, but may be extended with approval of the Deputy Minister
Loan of Service Used for special project assignments where the project opportunity is not posted	The employee's current salary and benefits under this framework will continue	Maintain current education entities compensation practice including salary, benefits, work year, and entitlements	Up to 24 months, but may be extended with approval of the Deputy Minister

Approvals

The EECD HR Committee needs to approve all secondments and loans of service to the civil service. All secondments and loans of service require approval of the Education Entity.

The contract for a loan of service is included at Schedule F. The contract for an administrator secondment is included at Schedule G. The contract for a non-administrator secondment is at Schedule H.

9.0 Leaves

The vacation entitlements set out in sections 9.1 to 9.4 do not apply to PSAANS members whose work year is outlined in section 10 of the PSAANS MOU.

9.1 Vacation

An employee is entitled to receive vacation leave with pay at the following applicable rates:

Up to Six Years' of Service – Three weeks (or 6% vacation pay for part-year employees)

- (a) during the first six years of service (72 months), an employee receives three weeks vacation calculated at the rate of 1 1/4 days for each month of service;

Six Plus Years' of Service – Four Weeks (or 8% vacation pay for part-year employees)

- (b) after the first six years of service (72 months), an employee receives four weeks vacation calculated at the rate of 1 2/3 days for each month of service;

Fourteen Plus Years' of Service – Five Weeks (or 10% vacation pay for part-year employees)

- (c) after 14 years of service (156 months), an employee receives five weeks vacation calculated at the rate of 2 1/12 days for each month of service; and

Nineteen Plus Years' of Service – Six Weeks (or 12% vacation pay for part-year employees)

- (d) after 19 years of service (228 months), an employee receives six weeks vacation calculated at the rate of 2 1/2 days for each month of service.

Vacation entitlements will be replenished on August 1 of each year. In the year an employee is hired, they will receive a pro-rated amount of their vacation entitlement for the period from the date of hire to July 31. Any Education Entity not currently replenishing vacation banks on August 1 will transition to this schedule by August 1, 2024.

Where an employee who is employed with one Education Entity leaves their employment to take a position with another Education Entity, that employee will maintain their years of service for the purpose of vacation entitlement.

When this framework comes into effect, existing employees will retain their current vacation entitlements unless the vacation entitlements within this Framework are greater than their current vacation entitlement. Existing employees with greater vacation entitlements will continue to move through the vacation entitlement progression of their Education Entity's previous non-union terms until August 31, 2024. Effective September 1, 2024, all non-union employees' vacation entitlements will progress according to this framework. Any employee whose existing vacation entitlement as of September 1, 2024 is greater than the vacation to which they would be entitled under this framework will not accrue additional vacation until the vacation thresholds in this framework exceed their existing vacation entitlement.

9.2 Vacation for New Hires

Where new hires do not have service at the education entities but have previous experience with other employers, the following credits shall be provided where clear evidence is available:

Six Plus Years Related Experience – Four Weeks (or 8% vacation pay for part-year employees)

- (a) Four weeks annual vacation may be provided on hire if the new hire has over 6 years experience and is able to demonstrate they received 20 days vacation with their last Employer immediately preceding the Education Entities.

Fourteen Plus Years Related Experience – Five Weeks (or 10% vacation pay for part-year employees)

- (b) Five Weeks annual vacation may be provided on hire if the new hire has over 14 years experience and is able to demonstrate they received 25 days vacation at their last employer immediately preceding Education Entities.

Nineteen Plus Years' of Service – Six Weeks (or 12% vacation pay for part-year employees)

- (c) Six Weeks annual vacation may be provided on hire if the new hire has over 19 years experience and is able to demonstrate they received 30 days vacation at their last employer immediately preceding the Education Entities.

Credit is to be approved by the Director of Human Resources prior to inclusion in employment offer letter.

9.3 Vacation Banks

An employee may carry over up to a maximum of 10 days of vacation leave entitlement.

As of the date of implementation of this framework, vacation banks that are greater than 10 days will be transitioned to 10 days. The plan to transition these vacation banks will be determined post the implementation of this framework.

9.4 Unused Vacation

Unused vacation beyond the 10 days an employee is entitled to carry over each year will be lost. Unused vacation will not be paid out.

An employee who is unable to take vacation within the vacation year due to illness or injury leave shall be entitled to carry over their unused vacation to the subsequent year. Any vacation time not used by the end of that year will be lost.

On leaving the Education Entities, an employee must be compensated for any vacation leave entitlement the employee has earned but not used in their vacation bank.

9.5 Statutory Holidays

An employee is entitled to the following paid holidays:

- New Year's Day
- Heritage Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- First Monday in August
- Labour Day
- National Day of Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- Any other day proclaimed by the Federal or Provincial Government as a holiday

For employees of CSAP, National Acadian Day is also a paid holiday.

Christmas Eve and New Year's Eve may be treated as paid holidays in whole or in part. The hours of work on these days will be decided annually, at the discretion of each Education Entity, based on operational requirements.

9.6 Other Types of Leave

Administrators are entitled to other leaves as per the terms of the PSAANS MOU and the Public School Administrators Employment Relations Regulations.

All other employees are entitled to leaves as per the terms of employment of the Education Entity with which they are employed.

10.0 Time Worked

10.1 Hours of work

Administrators, managers, and supervisors shall devote such time as may reasonably be required to meet their professional responsibilities.

For all other employees, the regular hours of work are 70 hours bi-weekly.

In unique situations, where operational requirements dictate a regular bi-weekly schedule beyond 70 hours, an education entity may request approval for a position or group of positions to work a regular bi-weekly schedule more than 70 hours. For clarity, this does not apply to administrators, managers, and supervisors, and the entity must have the written approval of the Deputy Minister of the Department or their designate before any new work schedule can be implemented.

10.2 Part-Time Employment

Any part-time employment at the Education Entities must be consistent with the following:

1. Part time is available to Term or Permanent Length appointments;
2. It must be determined as operationally feasible by the Education Entity;
3. The period of the appointment is calculated in calendar months or years - not hours worked. For example, an employee appointed for a 6-month term working 80% full-time is deemed to be a 6-month appointment;
4. The employee's bi-weekly pay is pro-rated based on the regular work schedule. For example, an employee works 80% full time and the regular bi-weekly rate is \$1,500 - the part time rate is 80% of \$1,500 ($\$1,500 \times .80 = \$1,200$ bi-weekly);
5. Calculations for service, vacation, and other leaves will be based on the employee's percentage of full-time hours;
6. Part-time employees are entitled to paid holidays as outlined in Section 9.5 consistent with the *Labour Standards Code*: The employee will receive holiday pay if they were entitled to receive pay for at least 15 of the 30 calendar days before the holiday and have worked their last scheduled shift before the holiday and the first scheduled shift after the holiday.

10.3 Overtime for Non Administrators

Employees may be eligible for overtime provided it is approved in advance by the RED or their designate. Overtime for managers and supervisors will only be granted as time off in lieu.

11.0 Benefits and Pension Provisions

For Administrators, participation in group benefits and pension plan shall be according to the terms of the PSAANS MOU and the Public School Administrators Employment Relations Regulations.

For all other employees, participation in group benefits and pension plans shall be according to the terms of employment of the Education Entity in which they are employed.

If any education entity wishes to change their benefit or pension plan, such change will require approval of the Department.

12.0 Prohibited Forms of Compensation

The following forms of compensation are prohibited:

1. Variable pay
2. Signing bonuses
3. Club memberships fees, excluding professional memberships required for the position, and excluding memberships covered under an employee wellness plan
4. Any paid leave or variation thereof such as “pay in lieu” not covered by this framework or the terms of employment of the Education Entity in which they are employed

14.0 Personal Services Contracts

The Personal Services Contract Regulations under the *Public Service Act* and the corporate Personal Services Contract Policy set out requirements for establishing personal services contracts with senior management employees of the Education Entities.

A personal services contract, as defined in the regulations and policy, is an agreement that establishes an employment relationship between an individual and an Education Entity or the Department whether the terms are in writing or not, and includes an amendment of or extension to such an agreement.

An Education Entity must not begin recruiting an individual to enter into a personal services contract with total annualized compensation of more than \$75,000 unless the proposed terms of the personal services contract, including compensation, are approved in accordance with the regulations and policy. A personal services contract that falls within a compensation framework that has been approved by the Executive Council is exempt from the regulations.

Education Entities Personal Services Contracts – Exempt from the Regulations

The following outlines the criteria for all personal services contracts with senior management employees of the Education Entities approved per this compensation framework:

- 1) The Standard Employment Contracts of Service attached to this framework as Schedules I to N shall be used for all personal services contracts with no modifications except as provided below:

- a) **Base salary**

- The base salary for an employee will be determined using the relevant sections of this framework relating to job evaluation and salary rating.

- b) **Vacation**

- The standard vacation entitlement for REDs and Superintendents is 30 days.

- The standard vacation entitlement for Directors and other senior management is 25 days, with an increase to 30 days if they have over 19 years of experience.

- c) **Benefits**

- Participation in the following as permitted by the specific plan:

1. Insured Health Benefits
 2. Life Insurance Program

- d) **Pension Plan**

- Participation in the applicable pension plan.

e) Sick Leave

Twenty days per school year, August 1 to July 31.

f) Professional Fees

Professional fees may be included in personal services.

Any personal services contract that varies from the standard education entities contract template cannot be approved under the terms of this framework and is required to proceed through the standard approval process outlined in the Personal Services Contract Regulations.

Schedule A – Placement of Jobs by Band – As of May 2025

Job #	Job Title	Band	Region	Position Count
517	After School Program Leader	1	TCRCE	1
699	Food Service Worker	1	TCRCE	19
622	Music Support Program Assistant	1	SRCE	0
691	Préposé(e) au comptoir de prêts du CPRP - Receptionist (Library Loan Counter)	1	CSAP	1
657	Pre-Primary Support Worker	1	TCRCE	5
450	Receptionist / Secretary	1	SRCE	2
490	Security Guard	1	HRCE	3
561	Clerk, HR Health & Abilities, HRCE	2	HRCE	0
220	Clerk, Human Resources (reports to Recruitment Mgr)	2	HRCE	4
110	Finance Assistant	2	AVRCE	3
567	Head After School Program Leader	2	TCRCE	1
219	HR Clerk / Receptionist (2)	2	HRCE	1
218	HR Clerk, Professional Development	2	HRCE	0
652	Human Resources Assistant (CAR/CRC)	2	AVRCE	2
651	Payroll Assistant	2	AVRCE	1
175	Human Resources Assistant Reception	2	AVRCE	1
248	Operations Assistant	2	AVRCE	3
347	Programs & Services Secretary	2	AVRCE	1
375	Adjointe administrative - Admin Assistant to Co-ordinator of Programs	3	CSAP	1
345	Admin Assistant, African Canadian & Mi'kmaw Education Services	3	AVRCE	1
246	Admin Assistant, Property Services	3	AVRCE	1
344	Admin Assistant, Technology Education	3	AVRCE	0
174	Administrative Assistant, Human Resources	3	AVRCE	3
680	Administrative Assistant, ISP	3	SRCE	1
155	Assistant Registrar, Excel	3	HRCE	2
571	Coordinator of Homestay	3	HRCE	8
698	Food Service Lead	3	TCRCE	15
430	Homestay Coordinator	3	SSRCE	6
572	Homestay Coordinator	3	TCRCE	5
346	International Student Program Admin Assistant	3	AVRCE	1
633	Programs & Services Administrative Assistant (French & Programs)	3	AVRCE	1
656	Programs & Services Administrative Assistant (Student Services)	3	AVRCE	1
655	Regional Centre for Education Admin Assistant	3	AVRCE	1
342	School Secretary	3	AVRCE	49
315	Secretary Dispatch	3	SRCE	0

Job #	Job Title	Band	Region	Position Count
247	Transportation Administrative Assistant	3	AVRCE	1
706	Tuteur(-trice) - Tutor	3	CSAP	3
163	Accounts Payable Officer	4	SRCE	2
137	Adjointe administrative - Admin Assistant to the Director of Finance	4	CSAP	1
272	Adjointe administrative - Admin Assistant to the Director of Operations	4	CSAP	1
374	Adjointe administrative - Admin Assistant to the Director of Programs	4	CSAP	1
202	Adjointe administrative - Admin Assistant to the HR Director	4	CSAP	1
472	Adjointe administrative - Admin Assistant to the Regional Director (Central)	4	CSAP	1
471	Adjointe administrative - Admin Assistant to the Regional Director (North)	4	CSAP	1
473	Adjointe administrative - Admin Assistant to the Regional Director (South)	4	CSAP	1
183	Human Resources Assistant	4	CBVRCE	2
530	Administrative Assistant to Dir. HR	4	TCRCE	1
225	Administrative Assistant	4	SRCE	2
314	Administrative Assistant	4	SRCE	3
414	Administrative Assistant	4	SRCE	3
716	Administrative Assistant, Information Access & Privacy	4	HRCE	0
304	Administrative Assistant, Operations	4	HRCE	1
397	Administrator- Pre-Primary	4	HRCE	1
153	Administrator, Excel	4	HRCE	4
618	African Canadian Student Support Worker	4	SRCE	1
653	Agent(e) d'appui et d'accompagnement des élèves Afro -Néo-Écossais et de descendance africaine - Student Support Officer for African Nova Scotian Students and Students of African Descent	4	CSAP	2
136	Commis a la comptabilite - priorité comptes payables (2) - Accounting Clerk	4	CSAP	1
109	Executive Assistant to Director of Finance	4	AVRCE	1
184	Executive Assistant to HRD	4	CBVRCE	1
253	Executive Assistant to Director of Operations	4	CBVRCE	1
325	Executive Assistant to Director of Operations	4	SSRCE	2
428	Executive Assistant to Director of Programs	4	SSRCE	1
504	Executive Assistant to Directors of Programs & Students Services and System Supervisor	4	CCRCE	1
267	Executive Assistant to Ops Director	4	CCRCE	0
121	Executive Assistant to the Director of Finance	4	CBVRCE	1
358	Executive Assistant to the Director of Programs	4	CBVRCE	1
130	Executive Assistant, Financial Services	4	CCRCE	1
196	Executive Assistant, Human Resource Services	4	CCRCE	1
600	Facility Support Supervisor	4	SSRCE	1

Job #	Job Title	Band	Region	Position Count
197	Human Resources Assistant	4	CCRCE	1
466	Intervenant(e) ÉcolesPlus - Schools Plus Facilitator (Worker) / Community Outreach Worker	4	CSAP	14
642	Intervenant(e) en appui aux technologies éducatives - Educational Technology Support Facilitator	4	CSAP	0
463	Intervenant(e) en Soutien aux Élèves - Child and Youth Practitioner	4	CSAP	13
470	Intervenant(e) en Soutien Parental - Parent Support Facilitator (Parent Navigator)	4	CSAP	1
399	Parent Navigator	4	HRCE	3
551	Parent Navigator	4	CCRCE	2
108	Payroll Specialist	4	AVRCE	1
341	Program Data Analyst	4	AVRCE	1
162	Purchasing Assistant (Buyer)	4	SRCE	1
154	Registrar, Excel	4	HRCE	1
666	Transportation Supervisor	4	TCRCE	1
713	Travailleur(-euse) d'établissement dans l'écoles – School Settlement Worker	4	CSAP	0
705	Tuteur(-trice) et responsable de la validation d'acquis - élèves plurilingues allophones - Tutor Responsible for Validating Acquired Skills (Multilingual Allophone Students)	4	CSAP	1
494	Adjointe administrative de la Direction Générale - Admin Assistant Superintendent	5	CSAP	1
302	Administrator, IT Help Desk	5	HRCE	2
135	Agent(e) - Paie (2) - Payroll Officer	5	CSAP	3
711	Agent(e) du personnel Recrutement - Personnel Officer Recruitment	5	CSAP	0
151	Analyst, Budget	5	HRCE	3
152	Analyst, Finance	5	HRCE	1
244	Assistant Custodial Supervisor (2)	5	AVRCE	3
575	Building Management Supervisor	5	HRCE	6
265	Custodial Foreman	5	CCRCE	5
243	Executive Assistant to Director of Operations	5	AVRCE	1
173	Executive Assistant to HR Director	5	AVRCE	1
340	Executive Assistant to the Programs Director	5	AVRCE	1
437	Executive Assistant to the Regional Executive Director	5	CBVRCE	1
440	Executive Assistant, RED Office	5	CCRCE	1
449	Executive Assistant, RED Office	5	SRCE	1
446	Executive Assistant, RED Office	5	HRCE	2
664	Human Resources Personnel Officer	5	CBVRCE	1
245	Information Technology Technicians	5	AVRCE	11
106	Lead Payroll Specialist	5	AVRCE	1
523	Maintenance Planner	5	TCRCE	1

Job #	Job Title	Band	Region	Position Count
266	Operations Administrator	5	CCRCE	2
161	Personnel Officer	5	SRCE	2
229	Personnel Officer	5	SSRCE	2
603	Personnel Officer	5	TCRCE	2
643	Planificateur(-trice) de transport - Transportation Planner	5	CSAP	1
604	Procurement Analyst	5	TCRCE	0
107	Procurement Buyer	5	AVRCE	1
299	Router	5	HRCE	3
568	Staffing Supervisor - Custodial	5	HRCE	2
570	Supervisor of School Safety - Agent(e) de la conciergerie et de l'entretien	5	CSAP	2
563	Supervisor of School Safety	5	TCRCE	1
520	Supervisor Property Services (Custodial)	5	TCRCE	1
323	Supervisor Property Services	5	SSRCE	2
469	Technicien(ne) en Informatique - IT Technician	5	CSAP	5
303	Technology Support Analyst	5	HRCE	28
324	Transportation Officer (Routing Tech)	5	SSRCE	1
605	Transportation Planner	5	TCRCE	1
675	Transportation Router	5	CCRCE	1
626	Transportation Router	5	SRCE	1
595	Transportation Support Specialist	5	HRCE	1
120	Accountant- School Services	6	CBVRCE	1
167	Accounts Payable Supervisor	6	SSRCE	1
525	Administrative Assistant (RED & Programs)	6	TCRCE	1
215	Administrator, AESOP	6	HRCE	1
216	Administrator, Compensation and Benefits	6	HRCE	2
217	Administrator, Human Resources	6	HRCE	5
201	Agente - Ressources humaines - HR Officer	6	CSAP	2
708	Assistant Supervisor, Fleet	6	AVRCE	1
129	Business Manager	6	CCRCE	4
128	Buyer	6	CCRCE	1
148	Buyer	6	HRCE	1
119	Buyer, Procurement	6	CBVRCE	1
434	Communications/FOIPOP Officer	6	AVRCE	1
467	Conseiller ou Conseillère en Informatique - IT Advisor	6	CSAP	2
242	Education Systems Specialist	6	AVRCE	2
455	Executive Assistant and Communications Officer to the Regional Executive Director	6	SSRCE	1
659	Financial Services Officer	6	AVRCE	1
581	Human Resources Administrator, Health & Abilities	6	HRCE	2

Job #	Job Title	Band	Region	Position Count
616	Human Resources Generalist	6	CCRCE	2
195	Information Systems Programmer	6	CCRCE	2
588	Operations Analyst	6	HRCE	1
502	Program Financial Analyst	6	CCRCE	1
660	Regional Accounting Services Officer	6	AVRCE	0
623	Safety Advisor	6	SRCE	0
624	School Based Funds Accountant	6	SRCE	0
594	Specialist, Compensation & Benefits	6	HRCE	1
213	Specialist, Health & Abilities	6	HRCE	2
150	Specialist, Regional Accounting Services	6	HRCE	3
301	Specialist, Security/Communications	6	HRCE	2
214	Specialist, Workplace Injury	6	HRCE	0
105	Staff Accountant	6	AVRCE	1
297	Supervisor Maintenance	6	HRCE	7
149	Supervisor, Accounting	6	HRCE	1
118	Accountant / External / Internal	7	CBVRCE	1
495	Secrétaire corporative du conseil - Corporate Secretary	7	CSAP	1
134	Agent(e) - Comptabilité - Accounting Officer/Manager	7	CSAP	3
295	Application Support/Database Administrator	7	HRCE	2
606	Assistant Manager NSISP	7	CBVRCE	1
224	Assistant Manager of Human Resources	7	SRCE	1
357	Database Manager	7	CBVRCE	2
191	Employee Benefits Manager	7	CCRCE	1
192	Employee Health Manager	7	CCRCE	1
433	Executive Assistant to the RED	7	AVRCE	1
688	Food Service Facilitator	7	CCRCE	1
704	Gestionnaire du programme des élèves internationaux -Manager ISP	7	CSAP	1
339	International Student Program Manager	7	AVRCE	2
426	International Student Program Manager	7	SSRCE	1
620	Manager NSISP	7	SRCE	1
298	Network, Security and Infrastructure Specialist	7	HRCE	3
644	Poste agente principale aux ressources humaines - Senior Officer, Human Resources	7	CSAP	1
707	Pre-Primary Lead	7	Provincial	21
487	Program Manager, International Services	7	HRCE	1
501	Program Manager, ISP (International Students Program)	7	CCRCE	1
488	Project Manager, International Services	7	HRCE	1
689	Program Lead, School Food	7	Provincial	8
690	Program Manager, International Services	7	TCRCE	1

Job #	Job Title	Band	Region	Position Count
562	Project Manager, ISP	7	CCRCE	1
147	Recreational Programmer, Excel	7	HRCE	6
695	Responsable de la prématernelle - Manager, Pre-Primary	7	CSAP	1
634	School Food Program Facilitator	7	AVRCE	1
396	School Nutritionist	7	HRCE	0
560	Specialist, IT	7	AVRCE	4
115	Supervisor, Accounts Payable	7	CBVRCE	1
294	Supervisor, Computers for Schools	7	HRCE	0
146	Supervisor, Payroll	7	HRCE	1
296	Supervisor, School Technology	7	HRCE	4
114	Assistant Coordinator of Finance	8	CBVRCE	1
311	Assistant Manager of Facilities	8	SRCE	1
312	Assistant Manager of Fleet Maintenance	8	SRCE	1
313	Assistant Manager of Transportation Services	8	SRCE	1
631	Before and After School Program Manager	8	AVRCE	1
685	Conseiller en gestion des données et de l'accès à la recherche - Consultant, Data Management and Research Access	8	CSAP	1
693	Conseiller(-ère) en communications et initiatives	8	CSAP	0
241	Custodial Supervisor	8	AVRCE	1
395	Data Analyst, Programs and System Services	8	HRCE	1
599	Facilitator - Before & After School Program	8	SSRCE	1
260	Facilities Manager	8	CCRCE	4
166	Finance Officer	8	SSRCE	1
171	Human Resources Manager	8	AVRCE	1
236	Information Technology Supervisor	8	AVRCE	1
701	Information Technology Supervisor	8	TCRCE	0
252	Manager Area Operations	8	CBVRCE	6
602	Manager Before and After School Program	8	TCRCE	1
615	Manager Before and After School Program	8	CCRCE	1
519	Manager of Human Resources	8	TCRCE	1
518	Manager of Transportation	8	TCRCE	1
322	Manager Property Services	8	SSRCE	1
609	Manager, Before and After School Program	8	CBVRCE	1
621	Manager, Before and After School Program	8	SRCE	1
291	Manager, Energy	8	HRCE	1
586	Manager, Performance & Quality Assurance	8	HRCE	2
293	Manager, Regulatory Compliance	8	HRCE	1
673	Planning Specialist (HRCE/EECD Partnership)	8	HRCE	0
611	Planning Specialist	8	HRCE	2

Job #	Job Title	Band	Region	Position Count
292	Project Coordinator, Capital	8	HRCE	1
650	Property Services Supervisor Building	8	AVRCE	0
648	Property Services Supervisor Electrical	8	AVRCE	2
649	Property Services Supervisor Mechanical	8	AVRCE	1
239	Property Services Supervisor	8	AVRCE	1
237	Property Services Supervisor	8	AVRCE	2
645	Responsable de la rétention et du recrutement des apprenants - Learner Recruitment and Retention Manager	8	CSAP	3
646	Responsable des programmes de garde scolaire - School Daycare Programs Manager	8	CSAP	1
647	Responsable du transport - Transportation Manager	8	CSAP	1
696	Responsable de la programmation et de l'animation culturelle - Manager, Cultural Programming and Activities	8	CSAP	0
263	Safety Manager	8	CCRCE	1
425	SchoolsPlus Associate Facilitator	8	SSRCE	0
289	Specialist, Communication	8	HRCE	1
320	Supervisor of Information Technology Systems	8	SSRCE	1
522	Supervisor Trades & Regulations	8	TCRCE	1
288	Supervisor, Transportation	8	HRCE	3
240	Transportation Compliance Officer	8	AVRCE	0
261	Transportation Foreman	8	CCRCE	4
321	Transportation Manager - Personnel Manager	8	SSRCE	1
262	Transportation Manager (Bus Planner)	8	CCRCE	1
629	Transportation Supervisor Fleet	8	AVRCE	0
630	Transportation Supervisor Special	8	AVRCE	1
667	Transportation Supervisor	8	CBVRCE	1
238	Transportation Supervisor	8	AVRCE	4
113	Agent, Purchasing	9	CBVRCE	1
500	Assistant Manager, Technology Infrastructure	9	CCRCE	1
200	Conseiller(ère) en gestion de talents - Talent Management Advisor	9	CSAP	2
692	Conseillère en Immigration & Communications - Advisor, Immigration and HR Communications	9	CSAP	2
465	Consultant(e) en éducation à la petite enfance - Early Childhood Education Consultant	9	CSAP	2
207	Consultant, Labor Relations	9	HRCE	1
206	Consultant, Respectful Workplace	9	HRCE	1
576	Coordinator, Regional Operations	9	HRCE	1
319	Health & Safety Manager	9	SSRCE	1
189	HR Manager	9	CCRCE	3
628	Human Resources Generalist	9	AVRCE	1

Job #	Job Title	Band	Region	Position Count
228	Human Resources Generalist	9	SSRCE	0
209	Human Resources Manager	9	HRCE	4
582	Lead, SchoolsPlus Para Professional Development	9	HRCE	1
587	Leader, Mi'kmaw Culture and Language	9	HRCE	2
158	Manager Financial Reporting and Analysis	9	SRCE	1
290	Manager Maintenance	9	HRCE	2
159	Manager of Financial Services	9	SRCE	1
223	Manager of Human Resources and Employee Data	9	SRCE	1
160	Manager of Information Technology	9	SRCE	1
310	Manager of Occupational Health & Safety Programs	9	SRCE	1
210	Manager, Compensation & Benefits	9	HRCE	1
506	Manager, Financial Services	9	TCRCE	1
181	Manager, HR	9	CBVRCE	1
585	Manager, Human Resource Services	9	HRCE	2
671	Manager, Information Technology	9	SSRCE	2
208	Manager, Occupational Health & Safety	9	HRCE	1
528	Manager, Occupational Health & Safety	9	TCRCE	1
286	Manager, Prop Services - Custodial	9	HRCE	1
211	Manager, Recruitment Services	9	HRCE	1
287	Manager, School Technology	9	HRCE	2
564	Manager, Special Project	9	HRCE	0
285	Manager, VoIP & Network Infrastructure	9	HRCE	1
682	Newcomer Support Social Worker	9	AVRCE	1
679	Newcomer Support Social Worker	9	CBVRCE	1
683	Newcomer Parent Facilitator	9	CCRCE	1
182	Occupational Health and Safety / Employee Benefits Officer	9	CBVRCE	1
172	Occupational Health and Safety Officer	9	AVRCE	1
445	Officer, Communications	9	HRCE	1
259	Project Manager (IT focus)	9	CCRCE	1
258	Project Manager, Property Services	9	CCRCE	1
133	Responsable des achats - Procurement Manager	9	CSAP	1
464	Responsable ÉcolesPlus - Schools Plus Manager	9	CSAP	6
270	Responsable Regional aux Operations - Regional Operations Manager	9	CSAP	3
550	School Plus Facilitator	9	CCRCE	8
569	Schools Plus Facilitator	9	CBVRCE	11
412	Schools Plus Facilitator	9	SRCE	7
424	SchoolsPlus Facilitator	9	SSRCE	4
338	SchoolsPlus Facilitator	9	AVRCE	6
514	SchoolsPlus Facilitator	9	TCRCE	8

Job #	Job Title	Band	Region	Position Count
212	Supervisor, HRIS	9	HRCE	1
703	Assistant Coordinator, Transportation	10	AVRCE	1
235	Assistant Coordinator of Property Services	10	AVRCE	1
284	Assistant Coordinator	10	HRCE	0
638	Conseiller(ère) en appui aux comportements et en santé mentale - Behavioural Support and Mental Health Advisor	10	CSAP	2
188	Employee Health & Attendance Support Manager	10	CCRCE	1
580	Facilitator, African Canadian Education Services	10	HRCE	3
190	Human Resources Administrator	10	CCRCE	2
589	Lead SchoolsPlus Facilitator	10	AVRCE	1
543	Manager assistive technology	10	SSRCE	1
157	Manager of Purchasing	10	SRCE	1
584	Manager, Capital	10	HRCE	1
144	Manager, Excel	10	HRCE	2
205	Manager, Health & Abilities	10	HRCE	1
556	Manager, Pre-primary Program	10	HRCE	1
678	Manager of Information Technology	10	CBVRCE	1
610	Payroll Manager	10	CBVRCE	1
674	Schools Plus Lead Facilitator	10	SSRCE	1
676	SchoolsPlus Lead	10	CBVRCE	1
613	SchoolsPlus Lead Facilitator	10	CCRCE	2
672	SchoolsPlus Lead	10	SRCE	0
677	SchoolsPlus Lead Facilitator	10	TCRCE	1
687	SchoolsPlus Professional Practice Lead	10	HRCE	1
591	Accounting Manager Financial Services	11	HRCE	1
607	Communications/Public Relations Manager	11	CBVRCE	1
493	Conseiller_ère-projets-speciaux - Coordinator of Special Projects	11	CSAP	1
448	Coordinator of Communications	11	SRCE	1
596	Coordinator of Communications	11	SSRCE/TCRCE	1
257	Coordinator of Health & Safety	11	CCRCE	1
102	Coordinator of Procurement	11	AVRCE	1
686	Coordonnateur de l'insertion professionnelle - Coordinator Professional Orientation Project	11	CSAP	0
684	Coordonnateur(trice) provincial du développement et communautaire - Provincial Coordinator, School and Community Development	11	CSAP	1
103	Financial Analyst	11	AVRCE	1
125	Manager of Budgets & School Financial Services	11	CCRCE	1
145	Manager, Budgets & Financial Planning	11	HRCE	1
165	Manager of Finance	11	SSRCE	1

Job #	Job Title	Band	Region	Position Count
126	Manager of Financial Reporting	11	CCRCE	2
141	Manager, Payroll	11	HRCE	1
143	Manager, Regional Accounting Services	11	HRCE	1
124	Payroll Manager	11	CCRCE	0
127	Purchasing Manager	11	CCRCE	1
592	Purchasing Manager	11	HRCE	1
485	Vice-Principal	11	HRCE	384
573	Clinical Supervisor	12	HRCE	0
439	Communications Manager	12	CCRCE	1
536	Coordinator African Canadian Education Services	12	TCRCE	1
421	Coordinator French Second Language Programs	12	SSRCE	1
534	Coordinator French Second Language Programs	12	TCRCE	1
537	Coordinator Mi'kmaw Services / Education	12	TCRCE	1
362	Coordinator of African Canadian Education / Services	12	CCRCE	1
332	Coordinator of African Canadian Education Services	12	AVRCE	1
453	Coordinator of African Canadian Education Services	12	SSRCE	1
408	Coordinator of African Canadian Education	12	SRCE	1
363	Coordinator of Assessment and Instruction	12	CCRCE	1
590	Coordinator of Assessment and Mathematics	12	TCRCE	1
334	Coordinator of Equity and School Support Services	12	AVRCE	1
112	Coordinator of Finance	12	CBVRCE	1
101	Coordinator of Financial Services	12	AVRCE	1
636	Coordinator of French and Programs	12	AVRCE	1
627	Coordinator of French Programs	12	SRCE	1
658	Coordinator of French Second Language (FSL) Programs and Support Programs	12	CBVRCE	1
597	Coordinator of HR	12	SSRCE	2
222	Coordinator of Human Resources	12	SRCE	1
170	Coordinator of Human Resources	12	AVRCE	2
409	Coordinator of Information Technology & Student Discipline & Science	12	SRCE	1
232	Coordinator of Information Technology	12	AVRCE	1
329	Coordinator of International Students Program and Special Projects	12	AVRCE	1
541	Coordinator of Labour Relations	12	TCRCE	1
331	Coordinator of Educational Technology and SIS	12	AVRCE	1
364	Coordinator of Literacy	12	CCRCE	2
702	Coordinator of Literacy and Assessment	12	AVRCE	1
365	Coordinator of Mathematics	12	CCRCE	1
333	Coordinator of Mi'kmaw Services / Education	12	AVRCE	1
454	Coordinator of Mi'kmaw Services / Education	12	SSRCE	1

Job #	Job Title	Band	Region	Position Count
366	Coordinator of Mi'kmaw Services/Education	12	CCRCE	1
410	Coordinator of Mi'kmaw Services/Education	12	SRCE	1
508	Coordinator of NSISP and Community Learning	12	TCRCE	1
317	Coordinator of Operations (Property)	12	SSRCE	1
318	Coordinator of Operations (Trans)	12	SSRCE	1
654	Coordinator of Programs (P-12) and Curriculum	12	TCRCE	1
668	Coordinator of Programs (P-6)	12	SSRCE	1
598	Coordinator of Programs and Assessment	12	SSRCE	1
330	Coordinator of Student Success Planning and Mathematics	12	AVRCE	1
256	Coordinator of Property Services	12	CCRCE	1
233	Coordinator of Property Services	12	AVRCE	1
255	Coordinator of Pupil Transportation	12	CCRCE	1
700	Coordinator of Technology	12	TCRCE	0
420	Coordinator of Technology Integration & Assessment	12	SSRCE	1
234	Coordinator of Transportation	12	AVRCE	1
714	Coordinator of Transportation	12	CBVRCE	0
521	Coordinator Property Services	12	TCRCE	1
422	Coordinator Quality Instruction	12	SSRCE	0
532	Coordinator Student Information Systems & Technology Integration	12	TCRCE	3
529	Coordinator Student Transportation	12	TCRCE	1
352	Coordinator, African Canadian	12	CBVRCE	1
140	Coordinator, Excel	12	HRCE	1
250	Coordinator, Facilities Management	12	CBVRCE	1
180	Coordinator, HR (CUPE)	12	CBVRCE	1
179	Coordinator, HR (NSTU)	12	CBVRCE	1
281	Coordinator, Information Technology	12	HRCE	1
482	Coordinator, International Student Prog.	12	HRCE	1
498	Coordinator, ISP (International Students Program)	12	CCRCE	1
507	Coordinator, Literacy	12	TCRCE	1
351	Coordinator, Mi'kmaw	12	CBVRCE	2
407	Coordinator, NS International Student Program/NSVS	12	SRCE	0
283	Coordinator, Prop Services - Custodial	12	HRCE	1
282	Coordinator, Prop Services - Maintenance	12	HRCE	1
578	Coordinator, SchoolsPlus	12	HRCE	1
280	Coordinator, Transportation	12	HRCE	1
459	Coordonnateur(trice) - Diversité culturelle et droits de la personne - Cultural Diversity & Human Rights Coordinator	12	CSAP	1
492	Coordonnateur(trice) aux Communications - Coordinator of Communications	12	CSAP	1

Job #	Job Title	Band	Region	Position Count
132	Coordonnateur(trice) aux Finances - Coordinator of Finance	12	CSAP	1
199	Coordonnateur(trice) aux Ressources Humaines - HR Coordinator	12	CSAP	1
637	Coordonnateur(-trice) de l'innovation pédagogique - Educational Innovation Coordinator	12	CSAP	1
640	Coordonnateur(-trice) des opérations - Operations Coordinator	12	CSAP	1
458	Coordonnateur(trice) des services aux Mi'kmaq - Coordinator Mi'kmaq Services	12	CSAP	1
669	Coordonnateur(trice) du développement pédagonumérique virtuel - Coordinator, Virtual Pedagogy Development	12	CSAP	1
641	Coordonnateur(trice) ÉcolesPlus - SchoolsPlus Coordinator	12	CSAP	1
372	Coordonnateur(trice) en intégration des technologies - Coordinator of Technology	12	CSAP	1
373	Coordonnateur(trice) en littératie - Coordinator of Literacy	12	CSAP	1
380	Facilitator, Curriculum Implementation	12	HRCE	1
381	Facilitator, Literacy Implementation	12	HRCE	2
383	Facilitator, Mathematics Implementation	12	HRCE	1
697	Facilitator, Mathematics Implementation Elementary	12	HRCE	1
484	Facilitator, Staffing and Resources	12	HRCE	1
382	Facilitator, Student Services	12	HRCE	4
418	Literacy Coordinator	12	SSRCE	1
308	Manager of Facilities Maintenance	12	SRCE	2
309	Manager of Student Transportation	12	SRCE	1
497	Manager, Technology Infrastructure	12	CCRCE	1
481	Principal	12	HRCE	386
593	Regional Coordinator SchoolsPlus Integrated Services	12	HRCE	1
387	Regional Coordinator, African Canadian Education	12	HRCE	1
386	Regional Coordinator, Mi'kmaq Education Services	12	HRCE	1
614	SchoolsPlus Integrated Service Regional Coordinator	12	CCRCE	1
625	SchoolsPlus Integrated Service Regional Coordinator	12	SRCE	1
635	SchoolsPlus Integration Services Regional Coordinator	12	AVRCE	1
123	Coordinator of Financial Services	13	CCRCE	1
187	Coordinator of Human Resources	13	CCRCE	1
419	Coordinator of Nova Scotia International Student Programs (NSISP), School Advisory Council Lead and Family of Schools Supervisor	13	SSRCE	1
670	Coordinator of Performance Evaluation and Principal Support, Pre-Primary and Family of Schools Supervisor	13	SSRCE	1
361	Coordinator of Programs	13	CCRCE	1
328	Coordinator of Student Services	13	AVRCE	1
406	Coordinator of Student Services	13	SRCE	1
417	Coordinator of Student Services	13	SSRCE	1
401	Coordinator of Youth Pathways/Family of Schools	13	SRCE	1

Job #	Job Title	Band	Region	Position Count
531	Coordinator Student Services	13	TCRCE	1
444	Coordinator, Communications	13	HRCE	1
402	Coordinator, Family of Schools - Literacy and Gaelic	13	SRCE	1
403	Coordinator, Family of Schools - Mathematics and Provincial Assessment	13	SRCE	1
404	Coordinator, Family of Schools - SSP (Student Success Plans)	13	SRCE	1
405	Coordinator, Family of Schools and Programs & Policy	13	SRCE	0
350	Coordinator, Literacy	13	CBVRCE	1
353	Coordinator, P - 12	13	CBVRCE	1
608	Coordinator, Program Partnerships	13	CBVRCE	1
355	Coordinator, Programs Technology Integration and Principal Support	13	CBVRCE	1
354	Coordinator, Student Services	13	CBVRCE	1
370	Coordonnateur(trice) des services éducatifs - Coordinator of Education Services	13	CSAP	1
457	Coordonnateur(trice) du secteur de l'apprentissage et des services inclusifs - Coordinator, Learning Sector and Inclusive Services	13	CSAP	1
505	Co-ordinator of Financial Services	14	TCRCE	1
360	Coordinator of Student Services	14	CCRCE	0
139	Coordinator, Financial Services	14	HRCE	0
204	Coordinator, Human Resources	14	HRCE	1
681	Coordinator, Strategic Planning, Projects, and Partnerships	14	HRCE	0
443	Corporate Secretary	14	HRCE	1
496	Family of Schools Supervisor	14	CCRCE	5
715	Family of Schools Supervisor	14	TCRCE	0
694	School Supervisor	14	AVRCE	2
480	Supervisor, Elementary Achievement	14	HRCE	5
665	Supervisor, Secondary Achievement	14	HRCE	3
378	Coordinator, Elementary Achievement	15	HRCE	1
577	Coordinator, Programs (Secondary Achievement)	15	HRCE	1
379	Coordinator, Student Services	15	HRCE	1
579	Coordinator, System Services (Elementary Achievement)	15	HRCE	1
131	Direction des Finances - Director of Finance	15	CSAP	1
269	Direction des opérations - Director of Operational Services	15	CSAP	1
198	Direction des Ressources Humaines - Director Human Resources	15	CSAP	1
475	Direction Régionale - Regional Director - Central	15	CSAP	1
476	Direction Régionale - Regional Director - North	15	CSAP	1
477	Direction Régionale - Regional Director - South	15	CSAP	1
100	Director of Financial Services	15	AVRCE	1
111	Director of Financial Services	15	CBVRCE	1
156	Director of Financial Services	15	SRCE	1

Job #	Job Title	Band	Region	Position Count
164	Director of Financial Services	15	SSRCE/TCRCE	1
169	Director of Human Resources	15	AVRCE	1
178	Director of Human Resources	15	CBVRCE	1
221	Director of Human Resources	15	SRCE	1
226	Director of Human Resources	15	SSRCE	1
230	Director of Human Resources	15	TCRCE	1
307	Director of Operational Services	15	SRCE	1
231	Director of Operational Services	15	AVRCE	1
249	Director of Operational Services	15	CBVRCE	1
326	Director of Operational Services	15	TCRCE	1
316	Director of Operational Services	15	SSRCE	1
400	Director of Programs & Student Services	15	SRCE	1
416	Director of Programs & Student Services	15	SSRCE	1
431	Director of Programs & Student Services	15	TCRCE	1
369	Direction des services éducatifs - Director of Education Services	16	CSAP	0
122	Director of Financial Services	16	CCRCE	1
186	Director of Human Resources	16	CCRCE	1
254	Director of Operational Services	16	CCRCE	1
327	Director of Programs & Student Services	16	AVRCE	1
349	Director of Programs & Student Services	16	CBVRCE	1
359	Director of Programs & Student Services	16	CCRCE	1
474	Director, School Administration	16	CCRCE	1
138	Director, Finance	17	HRCE	1
203	Director, HR	17	HRCE	1
275	Director, Operations	17	HRCE	1
478	Director, Programs and System Services - Elementary	17	HRCE	1
377	Director, Programs and System Services – Secondary	17	HRCE	1
442	Senior Staff Advisor	17	HRCE	1
436	Regional Education Director	18	CBVRCE	1
432	Regional Executive Director	18	AVRCE	1
447	Regional Executive Director	18	SRCE	1
452	Regional Executive Director	18	SSRCE	1
456	Regional Executive Director	18	TCRCE	1
491	Directeur général - Superintendent	19	CSAP	1
438	Regional Executive Director	19	CCRCE	1
441	Regional Executive Director	20	HRCE	1

Schedule B – Current Placement of Schools – August 1, 2025

Region	School	Principal Band	Vice Principal Band
AVRCE	Aldershot Elementary School	13	12
AVRCE	Annapolis East Elementary School	13	12
AVRCE	Annapolis West Education Centre	13	11
AVRCE	Avon View High School	13	12
AVRCE	Berwick & District School	13	11
AVRCE	Bridgetown Regional Community School	13	12
AVRCE	Brooklyn District Elementary School	13	12
AVRCE	Cambridge & District Elementary School	12	
AVRCE	Central Kings Rural High School	13	12
AVRCE	Champlain Elementary School	12	
AVRCE	Clark Rutherford Memorial School	12	
AVRCE	Coldbrook & District School	13	11
AVRCE	Dr. Arthur Hines Elementary School	12	
AVRCE	Dwight Ross Elementary School	13	
AVRCE	Evangeline Middle School	12	11
AVRCE	Falmouth District School	12	
AVRCE	Gaspereau Valley Elementary School	12	
AVRCE	Glooscap Elementary School	13	11
AVRCE	Hantsport School	12	11
AVRCE	Highbury Education Centre /Kings County Adult High	11	
AVRCE	Horton High School	13	12
AVRCE	Kings County Academy	13	12
AVRCE	Kingston & District School	13	12
AVRCE	L. E. Shaw Elementary School	12	
AVRCE	Lawrencetown Consolidated School	12	
AVRCE	Lawrencetown Education Centre	11	
AVRCE	Middleton Regional High School	13	11
AVRCE	New Minas Elementary School	13	12
AVRCE	Northeast Kings Education Centre	13	12
AVRCE	Pine Ridge Middle School	13	11
AVRCE	Port Williams Elementary School	13	11
AVRCE	Somerset & District Elementary School	12	
AVRCE	St. Mary's Elementary School	12	
AVRCE	Three Mile Plains District School	12	
AVRCE	West Hants Education Centre and Windsor Adult High	11	
AVRCE	West Hants Middle School	13	12

AVRCE	West Kings District High School	13	12
AVRCE	Windsor Elementary School	12	11
AVRCE	Windsor Forks District School	12	
AVRCE	Wolfville School	12	11
CBVRCE	Baddeck Academy	13	11
CBVRCE	Boularderie Elementary	11	
CBVRCE	Bras d'Or Complex	12	11
CBVRCE	Breton Education Center	13	12
CBVRCE	Brookland Elementary	13	12
CBVRCE	Cabot School	12	11
CBVRCE	Cape Smokey Elementary	11	
CBVRCE	CBVRSB Adult School	11	
CBVRCE	Coxheath Elementary	12	11
CBVRCE	Cusack Elementary	13	12
CBVRCE	Donkin School	12	
CBVRCE	Dr. TL Sullivan Middle School	13	11
CBVRCE	Ferrisview Elementary	13	12
CBVRCE	Glace Bay Elementary	13	12
CBVRCE	Glace Bay High School	13	12
CBVRCE	Greenfield Elementary	14	12
CBVRCE	Harbourside Elementary	13	12
CBVRCE	JB Croak Elementary	12	11
CBVRCE	Jubilee Elementary	13	12
CBVRCE	Malcolm Munroe Middle School	13	11
CBVRCE	Marion Bridge Elementary	11	
CBVRCE	Memorial High School	13	12
CBVRCE	Middle River Elementary	11	
CBVRCE	Mountainview Elementary	12	11
CBVRCE	North Highlands Elementary	12	
CBVRCE	Oceanview Education Center	13	11
CBVRCE	Rankin School of the Narrows	12	11
CBVRCE	Riverside Elementary	12	11
CBVRCE	Riverview High School	13	12
CBVRCE	Robin Foote Elementary	12	
CBVRCE	Sherwood Park Middle School	13	11
CBVRCE	Shipyard Elementary	13	12
CBVRCE	St. Anne Elementary	13	11
CBVRCE	Sydney Academy High School	13	12
CBVRCE	Sydney Mines Middle School	12	11
CBVRCE	Sydney River Elementary School	12	11
CBVRCE	Tompkins Elementary	12	11
CBVRCE	Whitney Pier Memorial Middle School	12	11

CCRCE	A. G. Baillie Memorial School	13	12
CCRCE	Advocate District School	11	
CCRCE	Alternative Education School	11	
CCRCE	Amherst Regional High School	13	12
CCRCE	Bible Hill Consolidated Elem School	12	11
CCRCE	Bible Hill Junior High School	12	11
CCRCE	Brookfield Elementary School	12	
CCRCE	Central Colchester Junior High School	12	11
CCRCE	Chiganois Elementary School	12	
CCRCE	Cobequid Cons Elementary School	12	
CCRCE	Cobequid District Elementary School	11	
CCRCE	Cobequid Educational Centre	14	12
CCRCE	Cumberland North Academy	12	11
CCRCE	Cyrus Eaton Elementary School	11	
CCRCE	Debert Elementary School	12	
CCRCE	Dr. W. A. MacLeod Elementary School	13	11
CCRCE	E. B. Chandler Junior High School	12	11
CCRCE	Elmsdale District Elementary School	13	11
CCRCE	Enfield District Elementary School	12	11
CCRCE	F. H. MacDonald Academy	13	12
CCRCE	G. R. Saunders Elementary School	12	11
CCRCE	Great Village Elementary School	11	
CCRCE	Hants East Rural High School	13	12
CCRCE	Hants North Rural High School / Kennetcook District Elementary	13	12
CCRCE	Harmony Heights School	13	11
CCRCE	Hilden Elementary School	12	
CCRCE	Junction Road Elementary School / West End Memorial School	12	11
CCRCE	Maple Ridge Elementary School	12	11
CCRCE	McCulloch Educational Centre	12	11
CCRCE	New Glasgow Academy	13	12
CCRCE	North Nova Education Centre	13	12
CCRCE	North River Elementary School	12	
CCRCE	Northport Consolidated Elementary	11	
CCRCE	Northumberland Regional High	13	12
CCRCE	Oxford Regional Education Centre	13	12
CCRCE	Parrsboro Regional Elementary School	12	
CCRCE	Parrsboro Regional High School	11	
CCRCE	Pictou Academy	12	11
CCRCE	Pugwash District High School	12	11
CCRCE	Rawdon District School	12	
CCRCE	Redcliff Middle School	13	12
CCRCE	River Hebert District School	12	11

CCRCE	Riverside Education Centre	13	11
CCRCE	Salt Springs Elementary School	11	
CCRCE	Scotsburn Elementary School	11	
CCRCE	Shubenacadie District Elementary School	12	11
CCRCE	South Colchester Academy	13	11
CCRCE	Spring Street Academy	13	11
CCRCE	Springhill Junior-Senior High School	12	11
CCRCE	Tatamagouche Regional Academy	13	12
CCRCE	Thorburn Consolidated School	12	11
CCRCE	Trenton Elementary School	12	
CCRCE	Trenton Middle High School	11	
CCRCE	Truro Elementary School	13	12
CCRCE	Truro Middle School	13	11
CCRCE	Uniacke District School	13	11
CCRCE	Upper Stewiacke Elementary School	11	
CCRCE	Valley Elementary School	12	11
CCRCE	Wallace Consolidated School	11	
CCRCE	Walter Duggan Consolidated School	13	12
CCRCE	West Colchester Consolidated School	12	
CCRCE	West Highlands School	12	11
CCRCE	West Pictou Consolidated School	13	11
CCRCE	Winding River Consolidated School	12	11
CSAP	Centre scolaire de la Rive-Sud	13	12
CSAP	Centre scolaire Étoile de l'acadie	13	12
CSAP	École acadienne de Pomquet	13	12
CSAP	École acadienne de Truro	13	12
CSAP	École Beaubassin	13	12
CSAP	École Beau-Port	13	12
CSAP	École Belleville	12	11
CSAP	École Bois-Joli	13	12
CSAP	École des Beaux-Marais	13	11
CSAP	École du Carrefour	13	11
CSAP	École du Grand-Portage	13	11
CSAP	École Joseph-Dugas	12	
CSAP	École Mer et Monde	13	12
CSAP	École Notre-Dame de l'Acadie	12	11
CSAP	École Pubnico-Ouest	12	
CSAP	École Rose-des-Vents	13	12
CSAP	École secondaire de Clare	13	11
CSAP	École secondaire de Par-en-Bas	13	11
CSAP	École secondaire du Sommet	13	12
CSAP	École secondaire Mosaïque	13	11

CSAP	École Stella-Maris	12	
CSAP	École Belle-Baie	11	
CSAP	École Wedgeport	12	
HRCE	A. J. Smeltzer Junior High School	12	11
HRCE	Admiral Westphal Elementary School	12	
HRCE	Alderney School	12	
HRCE	Ash Lee Jefferson School	13	11
HRCE	Astral Drive Elementary School	13	11
HRCE	Astral Drive Junior High School	13	11
HRCE	Atlantic Memorial-Terence Bay School	13	12
HRCE	Atlantic View School	12	11
HRCE	Auburn Drive High School	13	12
HRCE	Basinview Drive Community School	13	12
HRCE	Bay View High School	13	12
HRCE	Beaver Bank-Monarch Drive School	13	12
HRCE	Beaverbank-Kinsac Elementary School	12	11
HRCE	Bedford & Forsyth Education Centres	13	11
HRCE	Bedford South School	14	12
HRCE	Beechville Lakeside Timberlea Jr Elem.	13	12
HRCE	Beechville Lakeside Timberlea Sr Elem.	13	12
HRCE	Bel Ayr School	12	11
HRCE	Bell Park Academic Centre	13	11
HRCE	Bicentennial School	13	11
HRCE	Brookhouse School	13	12
HRCE	Brookside Junior High School	12	11
HRCE	Burton Ettinger School	13	12
HRCE	Caldwell Road Elementary School	12	11
HRCE	Caledonia Junior High School	12	11
HRCE	Caudle Park Elementary School	12	11
HRCE	Cavalier Drive Elem-Jr High School	13	11
HRCE	Central Spryfield School	13	12
HRCE	Charles P. Allen High School	14	12
HRCE	Chebucto Heights Elementary School	13	12
HRCE	Citadel High School	14	12
HRCE	Clayton Park Junior High School	13	11
HRCE	Colby Village Elementary School	12	11
HRCE	Cole Harbour District High School	13	11
HRCE	Colonel John Stuart Elementary School	12	11
HRCE	Crichton Park School	12	11
HRCE	Cunard Junior High School	12	11
HRCE	Dartmouth High School	13	12
HRCE	Dartmouth South Academy	13	12

HRCE	Duc D'Anville Elementary School	13	12
HRCE	Dutch Settlement Elementary School	12	
HRCE	East St. Margaret's Elementary School	11	
HRCE	Eastern Passage Education Centre	13	11
HRCE	Eastern Shore Consolidated High	13	12
HRCE	Elizabeth Sutherland School	13	12
HRCE	Ellenvale Junior High School	13	11
HRCE	Eric Graves Memorial Junior High School	12	11
HRCE	Fairview Heights School	13	12
HRCE	Fairview Junior High School	13	12
HRCE	Five Bridges Junior High School	13	12
HRCE	George Bissett Elementary School	12	11
HRCE	Georges P. Vanier Junior High School	13	12
HRCE	Gorsebrook Junior High School	12	11
HRCE	Graham Creighton Junior High School	12	11
HRCE	Grosvenor-Wentworth Park Elem School	13	12
HRCE	Halifax Central Junior High School	11	11
HRCE	Halifax Regional Arts	13	12
HRCE	Halifax West High School	14	12
HRCE	Hammonds Plains Consolidated School	13	12
HRCE	Harbour View School	13	12
HRCE	Harold T. Barrett Junior High School	12	11
HRCE	Harrietsfield Elementary School	12	11
HRCE	Harry R. Hamilton Elementary School	13	12
HRCE	Hawthorn School	12	11
HRCE	Herring Cove Junior High School	12	11
HRCE	Highland Park Junior High School	11	11
HRCE	Hillside Park Elementary School	12	11
HRCE	Holland Road Elementary School	12	11
HRCE	Horizon Elementary School	13	11
HRCE	Humber Park Elementary School	12	11
HRCE	Ian Forsyth School	13	12
HRCE	Inglis Street School	12	11
HRCE	Island View High School	13	11
HRCE	J. L. Ilsley High School	13	12
HRCE	John MacNeil School	13	12
HRCE	John Martin Junior High School	12	11
HRCE	John W. MacLeod-Fleming Tower School	13	11
HRCE	Joseph Giles Elementary School	12	11
HRCE	Joseph Howe School	13	12
HRCE	Kingswood Elementary School	13	11
HRCE	LeMarchant-St. Thomas School	13	11

HRCE	Leslie Thomas Junior High School	12	11
HRCE	Lockview High School	13	12
HRCE	Madeline Symonds Middle School	12	11
HRCE	Marine Drive Academy	13	12
HRCE	Michael Wallace School	12	11
HRCE	Millwood Elementary School	13	12
HRCE	Millwood High School	13	12
HRCE	Mount Edward School	12	11
HRCE	Musquodoboit Rural High School	12	11
HRCE	Musquodoboit Valley Education Centre / Upper Musquodoboit Consolidated School	12	11
HRCE	Nelson Whynder Elementary School	11	11
HRCE	Ocean View Elementary School	13	12
HRCE	O'Connell Drive Elementary School	12	11
HRCE	Oldfield Consolidated School	12	
HRCE	Oxford School	13	12
HRCE	Oyster Pond Academy	13	12
HRCE	Park West School	13	12
HRCE	Porters Lake Elementary School	13	12
HRCE	Portland Estates Elementary School	13	11
HRCE	Prince Andrew High School	13	12
HRCE	Prospect Road Elementary School	12	11
HRCE	Ridgecliff Middle School	13	11
HRCE	Robert K. Turner Elementary School	11	
HRCE	Rockingham School	13	11
HRCE	Rockingstone Heights School	13	12
HRCE	Rocky Lake Elementary	12	11
HRCE	Rocky Lake Junior High School	13	12
HRCE	Ross Road School	13	11
HRCE	Sackville Heights Elementary School	13	11
HRCE	Sackville Heights Junior High School	13	12
HRCE	Sackville High School	13	12
HRCE	Saint Mary's Elementary	11	
HRCE	Sambro Elementary School	11	
HRCE	Seaside Elementary School	12	11
HRCE	Shannon Park School	13	12
HRCE	Shatford Memorial Elementary School	11	
HRCE	Sir Charles Tupper School	12	11
HRCE	Sir Robert Borden Junior High School	12	11
HRCE	Smokey Drive Elementary School	13	11
HRCE	South Woodside School	12	11
HRCE	Springvale School	12	11

HRCE	St. Agnes School	12	11
HRCE	St. Catherine's School	13	12
HRCE	St. Joseph's-Alexander McKay School	13	12
HRCE	St. Margaret's Bay Elementary School	13	11
HRCE	St. Stephen's School	13	11
HRCE	Sunnyside Elementary School-(Eaglewood)	12	11
HRCE	Sycamore Lane Elementary School	13	12
HRCE	Tantallon Junior Elementary	12	11
HRCE	Tantallon Senior Elementary	12	11
HRCE	Waverley Memorial Elementary School	12	11
HRCE	West Bedford High School	13	12
HRCE	West Bedford School	14	12
HRCE	Westmount School	13	12
HRCE	William King Elementary School	12	11
HRCE	Woodlawn High School	13	12
SRCE	Antigonish Education Centre	13	12
SRCE	Bayview Education Centre	12	11
SRCE	Cape Breton Highlands Education Centre/Academy and Pleasant Bay	13	12
SRCE	Chedabucto Education Centre/Guysborough Academy	13	12
SRCE	Dalbrae Academy	12	11
SRCE	Dr. John Hugh Gillis Regional	13	12
SRCE	East Antigonish Education Centre/Academy	13	12
SRCE	East Richmond Education Centre	13	11
SRCE	Fanning Education Centre/Canso Academy	12	11
SRCE	Felix Marchand Education Centre	12	
SRCE	HM MacDonald Elementary	11	
SRCE	Inverness Education Centre/Academy	13	12
SRCE	Richmond Education Centre/Academy	13	12
SRCE	St. Andrew Junior School	13	12
SRCE	St. Andrews Consolidated	12	11
SRCE	St. Marys Education Centre/Academy	13	11
SRCE	Strait Area Education Recreation Centre	12	11
SRCE	Tamarac Education Centre	13	12
SRCE	Whycocomagh Education Centre	12	
SSRCE	Aspotogan Consolidated Elem	12	
SSRCE	Bayview Community School / SSRCE Alternate Programs (Mahone Bay)	13	11
SSRCE	Big Tancook Elementary	11	
SSRCE	Bluenose Academy	13	12
SSRCE	Bridgewater Elementary	13	12
SSRCE	Bridgewater Jr. High	12	11

SSRCE	Chester Area Middle School	12	11
SSRCE	Chester District Elem	13	11
SSRCE	Dr. JC Wickwire Academy	13	12
SSRCE	Forest Heights Community Sch	13	12
SSRCE	Hebbville (5-9 building)		11
SSRCE	Hebbville (Mid Level Connect Centre)		11
SSRCE	Hebbville Academy	13	
SSRCE	Hebbville Academy (PP-4 building)		11
SSRCE	Liverpool Reg High / Queens Adult High	12	11
SSRCE	New Germany Elementary	12	11
SSRCE	New Germany Rural High	12	11
SSRCE	New Ross Consol	12	
SSRCE	Newcombville Elementary	12	
SSRCE	North Queens Community School / Greenfield Elem	13	11
SSRCE	Park View Education Centre / Lunenburg Adult High	13	12
SSRCE	Pentz Elementary	11	
SSRCE	Petite Riviere Elem	11	
SSRCE	South Queens Middle	12	11
SSRCE	West Northfield Elementary	12	
TCRCE	Barrington Municipal High School	13	11
TCRCE	Carleton Consolidated School	11	
TCRCE	Clark's Harbour Elementary School	12	11
TCRCE	Digby Elementary School	13	12
TCRCE	Digby Neck Consolidated School	11	
TCRCE	Digby Regional High School	12	11
TCRCE	Drumlin Heights Cons School	13	12
TCRCE	Evelyn Richardson Mem Elem School	11	
TCRCE	Forest Ridge Academy	13	
TCRCE	Hillcrest Academy	13	12
TCRCE	Islands Consolidated School	12	11
TCRCE	Lockeport Elementary	11	
TCRCE	Lockeport Regional High	11	
TCRCE	Maple Grove Education Centre	13	12
TCRCE	Meadowfields Education Centre	13	11
TCRCE	Plymouth School	13	11
TCRCE	Port Maitland Consolidated School	12	
TCRCE	Shelburne Regional High School	12	11
TCRCE	St. Mary's Bay Academy	12	11
TCRCE	Weymouth Consolidated School	12	11
TCRCE	Yarmouth Cons Mem High School	13	12
TCRCE	Yarmouth Elementary School	13	12

Schedule C – Pay Plan

Bi-weekly

Approximate Annual

Effective Date: August 1, 2025

Band	Minimum	Maximum
	80%	100%
1	\$1,459.19	\$1,823.97
2	\$1,603.64	\$2,004.56
3	\$1,762.40	\$2,202.99
4	\$1,936.87	\$2,421.07
5	\$2,128.63	\$2,660.78
6	\$2,339.37	\$2,924.21
7	\$2,570.94	\$3,213.69
8	\$2,825.47	\$3,531.85
9	\$3,105.22	\$3,881.54
10	\$3,412.61	\$4,265.76
11	\$3,750.49	\$4,688.10
12	\$4,121.78	\$5,152.22
13	\$4,418.53	\$5,523.17
14	\$4,736.69	\$5,920.87
15	\$5,077.73	\$6,347.15
16	\$5,443.32	\$6,804.13
17	\$5,835.20	\$7,294.01
18	\$6,127.00	\$7,658.75
19	\$6,433.32	\$8,041.65
20	\$6,755.02	\$8,443.77

Band	Minimum	Maximum
	80%	100%
1	\$37,939	\$47,423
2	\$41,695	\$52,119
3	\$45,822	\$57,278
4	\$50,359	\$62,948
5	\$55,344	\$69,180
6	\$60,824	\$76,029
7	\$66,844	\$83,556
8	\$73,462	\$91,828
9	\$80,736	\$100,920
10	\$88,728	\$110,910
11	\$97,513	\$121,891
12	\$107,166	\$133,958
13	\$114,882	\$143,602
14	\$123,154	\$153,943
15	\$132,021	\$165,026
16	\$141,526	\$176,907
17	\$151,715	\$189,644
18	\$159,302	\$199,128
19	\$167,266	\$209,083
20	\$175,631	\$219,538

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

1

	Minimum	Maximum
Approx. Annual	\$37,939	- \$47,423
Bi-weekly	\$1,459.19	- \$1,823.97
Hourly	\$20.85	- \$26.06

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$37,939	\$1,459.19	\$20.85
81%	\$38,413	\$1,477.43	\$21.11
82%	\$38,887	\$1,495.66	\$21.37
83%	\$39,361	\$1,513.89	\$21.63
84%	\$39,836	\$1,532.15	\$21.89
85%	\$40,310	\$1,550.38	\$22.15
86%	\$40,784	\$1,568.62	\$22.41
87%	\$41,258	\$1,586.84	\$22.67
88%	\$41,733	\$1,605.10	\$22.93
89%	\$42,207	\$1,623.34	\$23.19
90%	\$42,681	\$1,641.58	\$23.45
91%	\$43,156	\$1,659.83	\$23.71
92%	\$43,630	\$1,678.06	\$23.97
93%	\$44,104	\$1,696.30	\$24.23
94%	\$44,578	\$1,714.54	\$24.49
95%	\$45,053	\$1,732.79	\$24.75
96%	\$45,526	\$1,751.01	\$25.01
97%	\$46,001	\$1,769.26	\$25.28
98%	\$46,475	\$1,787.49	\$25.54
99%	\$46,949	\$1,805.74	\$25.80
100%	\$47,423	\$1,823.97	\$26.06

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

2

	Minimum	Maximum
Approx. Annual	\$41,695	- \$52,119
Bi-weekly	\$1,603.64	- \$2,004.56
Hourly	\$22.91	- \$28.64

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$41,695	\$1,603.64	\$22.91
81%	\$42,216	\$1,623.71	\$23.20
82%	\$42,737	\$1,643.74	\$23.48
83%	\$43,258	\$1,663.78	\$23.77
84%	\$43,780	\$1,683.83	\$24.05
85%	\$44,301	\$1,703.88	\$24.34
86%	\$44,822	\$1,723.92	\$24.63
87%	\$45,343	\$1,743.97	\$24.91
88%	\$45,864	\$1,764.01	\$25.20
89%	\$46,386	\$1,784.06	\$25.49
90%	\$46,907	\$1,804.10	\$25.77
91%	\$47,428	\$1,824.16	\$26.06
92%	\$47,949	\$1,844.19	\$26.35
93%	\$48,470	\$1,864.24	\$26.63
94%	\$48,992	\$1,884.29	\$26.92
95%	\$49,513	\$1,904.34	\$27.20
96%	\$50,034	\$1,924.37	\$27.49
97%	\$50,555	\$1,944.43	\$27.78
98%	\$51,076	\$1,964.47	\$28.06
99%	\$51,598	\$1,984.52	\$28.35
100%	\$52,119	\$2,004.56	\$28.64

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

3

	Minimum	Maximum
Approx. Annual	\$45,822	- \$57,278
Bi-weekly	\$1,762.40	- \$2,202.99
Hourly	\$25.18	- \$31.47

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$45,822	\$1,762.40	\$25.18
81%	\$46,395	\$1,784.41	\$25.49
82%	\$46,967	\$1,806.44	\$25.81
83%	\$47,540	\$1,828.47	\$26.12
84%	\$48,113	\$1,850.50	\$26.44
85%	\$48,686	\$1,872.54	\$26.75
86%	\$49,259	\$1,894.56	\$27.07
87%	\$49,831	\$1,916.59	\$27.38
88%	\$50,404	\$1,938.63	\$27.69
89%	\$50,977	\$1,960.65	\$28.01
90%	\$51,550	\$1,982.69	\$28.32
91%	\$52,122	\$2,004.71	\$28.64
92%	\$52,695	\$2,026.74	\$28.95
93%	\$53,268	\$2,048.76	\$29.27
94%	\$53,841	\$2,070.80	\$29.58
95%	\$54,414	\$2,092.84	\$29.90
96%	\$54,986	\$2,114.86	\$30.21
97%	\$55,559	\$2,136.89	\$30.53
98%	\$56,132	\$2,158.91	\$30.84
99%	\$56,705	\$2,180.96	\$31.16
100%	\$57,278	\$2,202.99	\$31.47

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

4

	Minimum	Maximum
Approx. Annual	\$50,359	- \$62,948
Bi-weekly	\$1,936.87	- \$2,421.07
Hourly	\$27.67	- \$34.59

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$50,359	\$1,936.87	\$27.67
81%	\$50,988	\$1,961.08	\$28.02
82%	\$51,617	\$1,985.28	\$28.36
83%	\$52,247	\$2,009.49	\$28.71
84%	\$52,876	\$2,033.70	\$29.05
85%	\$53,506	\$2,057.91	\$29.40
86%	\$54,135	\$2,082.13	\$29.74
87%	\$54,765	\$2,106.33	\$30.09
88%	\$55,394	\$2,130.55	\$30.44
89%	\$56,024	\$2,154.76	\$30.78
90%	\$56,653	\$2,178.98	\$31.13
91%	\$57,283	\$2,203.18	\$31.47
92%	\$57,912	\$2,227.39	\$31.82
93%	\$58,542	\$2,251.60	\$32.17
94%	\$59,171	\$2,275.81	\$32.51
95%	\$59,801	\$2,300.02	\$32.86
96%	\$60,430	\$2,324.23	\$33.20
97%	\$61,059	\$2,348.44	\$33.55
98%	\$61,689	\$2,372.65	\$33.90
99%	\$62,318	\$2,396.86	\$34.24
100%	\$62,948	\$2,421.07	\$34.59

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

5

	Minimum	Maximum
Approx. Annual	\$55,344	- \$69,180
Bi-weekly	\$2,128.63	- \$2,660.78
Hourly	\$30.41	- \$38.01

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$55,344	\$2,128.63	\$30.41
81%	\$56,036	\$2,155.24	\$30.79
82%	\$56,728	\$2,181.84	\$31.17
83%	\$57,420	\$2,208.45	\$31.55
84%	\$58,111	\$2,235.05	\$31.93
85%	\$58,803	\$2,261.67	\$32.31
86%	\$59,495	\$2,288.28	\$32.69
87%	\$60,187	\$2,314.88	\$33.07
88%	\$60,878	\$2,341.48	\$33.45
89%	\$61,570	\$2,368.08	\$33.83
90%	\$62,262	\$2,394.71	\$34.21
91%	\$62,954	\$2,421.32	\$34.59
92%	\$63,646	\$2,447.92	\$34.97
93%	\$64,338	\$2,474.53	\$35.35
94%	\$65,029	\$2,501.13	\$35.73
95%	\$65,721	\$2,527.74	\$36.11
96%	\$66,413	\$2,554.36	\$36.49
97%	\$67,105	\$2,580.96	\$36.87
98%	\$67,797	\$2,607.57	\$37.25
99%	\$68,488	\$2,634.17	\$37.63
100%	\$69,180	\$2,660.78	\$38.01

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

6

	Minimum	Maximum
Approx. Annual	\$60,824	- \$76,029
Bi-weekly	\$2,339.37	- \$2,924.21
Hourly	\$33.42	- \$41.77

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$60,824	\$2,339.37	\$33.42
81%	\$61,584	\$2,368.61	\$33.84
82%	\$62,344	\$2,397.85	\$34.26
83%	\$63,104	\$2,427.09	\$34.67
84%	\$63,865	\$2,456.33	\$35.09
85%	\$64,625	\$2,485.58	\$35.51
86%	\$65,385	\$2,514.81	\$35.93
87%	\$66,145	\$2,544.05	\$36.34
88%	\$66,906	\$2,573.31	\$36.76
89%	\$67,666	\$2,602.54	\$37.18
90%	\$68,426	\$2,631.77	\$37.60
91%	\$69,187	\$2,661.04	\$38.01
92%	\$69,947	\$2,690.27	\$38.43
93%	\$70,707	\$2,719.51	\$38.85
94%	\$71,468	\$2,748.75	\$39.27
95%	\$72,228	\$2,778.01	\$39.69
96%	\$72,988	\$2,807.23	\$40.10
97%	\$73,748	\$2,836.48	\$40.52
98%	\$74,508	\$2,865.71	\$40.94
99%	\$75,269	\$2,894.96	\$41.36
100%	\$76,029	\$2,924.21	\$41.77

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

7

	Minimum	Maximum
Approx. Annual	\$66,844	- \$83,556
Bi-weekly	\$2,570.94	- \$3,213.69
Hourly	\$36.73	- \$45.91

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$66,844	\$2,570.94	\$36.73
81%	\$67,680	\$2,603.09	\$37.19
82%	\$68,516	\$2,635.22	\$37.65
83%	\$69,351	\$2,667.36	\$38.11
84%	\$70,187	\$2,699.49	\$38.56
85%	\$71,023	\$2,731.64	\$39.02
86%	\$71,858	\$2,763.77	\$39.48
87%	\$72,694	\$2,795.91	\$39.94
88%	\$73,529	\$2,828.03	\$40.40
89%	\$74,364	\$2,860.17	\$40.86
90%	\$75,200	\$2,892.31	\$41.32
91%	\$76,036	\$2,924.45	\$41.78
92%	\$76,871	\$2,956.59	\$42.24
93%	\$77,706	\$2,988.71	\$42.70
94%	\$78,542	\$3,020.86	\$43.16
95%	\$79,378	\$3,053.00	\$43.61
96%	\$80,214	\$3,085.14	\$44.07
97%	\$81,049	\$3,117.26	\$44.53
98%	\$81,884	\$3,149.40	\$44.99
99%	\$82,720	\$3,181.55	\$45.45
100%	\$83,556	\$3,213.69	\$45.91

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

8

	Minimum	Maximum
Approx. Annual	\$73,462	- \$91,828
Bi-weekly	\$2,825.47	- \$3,531.85
Hourly	\$40.36	- \$50.46

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$73,462	\$2,825.47	\$40.36
81%	\$74,381	\$2,860.80	\$40.87
82%	\$75,299	\$2,896.11	\$41.37
83%	\$76,217	\$2,931.44	\$41.88
84%	\$77,136	\$2,966.76	\$42.38
85%	\$78,054	\$3,002.06	\$42.89
86%	\$78,972	\$3,037.39	\$43.39
87%	\$79,890	\$3,072.70	\$43.90
88%	\$80,809	\$3,108.02	\$44.40
89%	\$81,727	\$3,143.35	\$44.91
90%	\$82,645	\$3,178.66	\$45.41
91%	\$83,564	\$3,213.99	\$45.91
92%	\$84,482	\$3,249.30	\$46.42
93%	\$85,400	\$3,284.60	\$46.92
94%	\$86,318	\$3,319.94	\$47.43
95%	\$87,237	\$3,355.26	\$47.93
96%	\$88,155	\$3,390.57	\$48.44
97%	\$89,073	\$3,425.89	\$48.94
98%	\$89,991	\$3,461.21	\$49.45
99%	\$90,910	\$3,496.53	\$49.95
100%	\$91,828	\$3,531.85	\$50.46

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

9

	Minimum	Maximum
Approx. Annual	\$80,736	- \$100,920
Bi-weekly	\$3,105.22	- \$3,881.54
Hourly	\$44.36	- \$55.45

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$80,736	\$3,105.22	\$44.36
81%	\$81,745	\$3,144.04	\$44.91
82%	\$82,754	\$3,182.86	\$45.47
83%	\$83,764	\$3,221.68	\$46.02
84%	\$84,773	\$3,260.49	\$46.58
85%	\$85,782	\$3,299.30	\$47.13
86%	\$86,791	\$3,338.12	\$47.69
87%	\$87,800	\$3,376.93	\$48.24
88%	\$88,810	\$3,415.76	\$48.80
89%	\$89,819	\$3,454.57	\$49.35
90%	\$90,828	\$3,493.37	\$49.91
91%	\$91,837	\$3,532.19	\$50.46
92%	\$92,846	\$3,571.01	\$51.01
93%	\$93,855	\$3,609.82	\$51.57
94%	\$94,865	\$3,648.65	\$52.12
95%	\$95,874	\$3,687.46	\$52.68
96%	\$96,883	\$3,726.27	\$53.23
97%	\$97,892	\$3,765.09	\$53.79
98%	\$98,901	\$3,803.90	\$54.34
99%	\$99,911	\$3,842.72	\$54.90
100%	\$100,920	\$3,881.54	\$55.45

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

10

	Minimum	Maximum
Approx. Annual	\$88,728	- \$110,910
Bi-weekly	\$3,412.61	- \$4,265.76
Hourly	\$48.75	- \$60.94

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$88,728	\$3,412.61	\$48.75
81%	\$89,837	\$3,455.27	\$49.36
82%	\$90,946	\$3,497.92	\$49.97
83%	\$92,055	\$3,540.58	\$50.58
84%	\$93,165	\$3,583.25	\$51.19
85%	\$94,273	\$3,625.90	\$51.80
86%	\$95,382	\$3,668.55	\$52.41
87%	\$96,491	\$3,711.21	\$53.02
88%	\$97,601	\$3,753.88	\$53.63
89%	\$98,710	\$3,796.54	\$54.24
90%	\$99,819	\$3,839.19	\$54.85
91%	\$100,928	\$3,881.84	\$55.45
92%	\$102,037	\$3,924.50	\$56.06
93%	\$103,146	\$3,967.17	\$56.67
94%	\$104,255	\$4,009.81	\$57.28
95%	\$105,364	\$4,052.48	\$57.89
96%	\$106,474	\$4,095.14	\$58.50
97%	\$107,583	\$4,137.79	\$59.11
98%	\$108,692	\$4,180.45	\$59.72
99%	\$109,801	\$4,223.11	\$60.33
100%	\$110,910	\$4,265.76	\$60.94

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

11

	Minimum	Maximum
Approx. Annual	\$97,513	- \$121,891
Bi-weekly	\$3,750.49	- \$4,688.10
Hourly	\$53.58	- \$66.97

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$97,513	\$3,750.49	\$53.58
81%	\$98,732	\$3,797.37	\$54.25
82%	\$99,950	\$3,844.24	\$54.92
83%	\$101,170	\$3,891.14	\$55.59
84%	\$102,389	\$3,938.02	\$56.26
85%	\$103,607	\$3,984.90	\$56.93
86%	\$104,826	\$4,031.77	\$57.60
87%	\$106,045	\$4,078.65	\$58.27
88%	\$107,264	\$4,125.54	\$58.94
89%	\$108,483	\$4,172.41	\$59.61
90%	\$109,702	\$4,219.30	\$60.28
91%	\$110,920	\$4,266.17	\$60.95
92%	\$112,140	\$4,313.06	\$61.62
93%	\$113,358	\$4,359.94	\$62.28
94%	\$114,578	\$4,406.83	\$62.95
95%	\$115,796	\$4,453.71	\$63.62
96%	\$117,015	\$4,500.58	\$64.29
97%	\$118,234	\$4,547.46	\$64.96
98%	\$119,453	\$4,594.36	\$65.63
99%	\$120,672	\$4,641.22	\$66.30
100%	\$121,891	\$4,688.10	\$66.97

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

12

	Minimum	Maximum
Approx. Annual	\$107,166	- \$133,958
Bi-weekly	\$4,121.78	- \$5,152.22
Hourly	\$58.88	- \$73.60

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$107,166	\$4,121.78	\$58.88
81%	\$108,506	\$4,173.30	\$59.62
82%	\$109,845	\$4,224.82	\$60.35
83%	\$111,185	\$4,276.34	\$61.09
84%	\$112,524	\$4,327.86	\$61.83
85%	\$113,864	\$4,379.39	\$62.56
86%	\$115,204	\$4,430.91	\$63.30
87%	\$116,543	\$4,482.44	\$64.03
88%	\$117,883	\$4,533.96	\$64.77
89%	\$119,222	\$4,585.47	\$65.51
90%	\$120,562	\$4,637.00	\$66.24
91%	\$121,902	\$4,688.52	\$66.98
92%	\$123,241	\$4,740.04	\$67.71
93%	\$124,581	\$4,791.56	\$68.45
94%	\$125,920	\$4,843.08	\$69.19
95%	\$127,260	\$4,894.61	\$69.92
96%	\$128,599	\$4,946.13	\$70.66
97%	\$129,939	\$4,997.66	\$71.40
98%	\$131,278	\$5,049.17	\$72.13
99%	\$132,618	\$5,100.69	\$72.87
100%	\$133,958	\$5,152.22	\$73.60

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

13

	Minimum	Maximum
Approx. Annual	\$114,882	- \$143,602
Bi-weekly	\$4,418.53	- \$5,523.17
Hourly	\$63.12	- \$78.90

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$114,882	\$4,418.53	\$63.12
81%	\$116,318	\$4,473.76	\$63.91
82%	\$117,754	\$4,529.00	\$64.70
83%	\$119,190	\$4,584.23	\$65.49
84%	\$120,626	\$4,639.46	\$66.28
85%	\$122,062	\$4,694.68	\$67.07
86%	\$123,498	\$4,749.92	\$67.86
87%	\$124,934	\$4,805.15	\$68.65
88%	\$126,370	\$4,860.39	\$69.43
89%	\$127,806	\$4,915.62	\$70.22
90%	\$129,242	\$4,970.85	\$71.01
91%	\$130,678	\$5,026.08	\$71.80
92%	\$132,114	\$5,081.31	\$72.59
93%	\$133,550	\$5,136.54	\$73.38
94%	\$134,986	\$5,191.77	\$74.17
95%	\$136,422	\$5,247.01	\$74.96
96%	\$137,859	\$5,302.25	\$75.75
97%	\$139,294	\$5,357.47	\$76.54
98%	\$140,730	\$5,412.69	\$77.32
99%	\$142,166	\$5,467.93	\$78.11
100%	\$143,602	\$5,523.17	\$78.90

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

14

	Minimum	Maximum
Approx. Annual	\$123,154	- \$153,943
Bi-weekly	\$4,736.69	- \$5,920.87
Hourly	\$67.67	- \$84.58

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$123,154	\$4,736.69	\$67.67
81%	\$124,694	\$4,795.91	\$68.51
82%	\$126,233	\$4,855.11	\$69.36
83%	\$127,772	\$4,914.32	\$70.20
84%	\$129,312	\$4,973.52	\$71.05
85%	\$130,851	\$5,032.73	\$71.90
86%	\$132,390	\$5,091.93	\$72.74
87%	\$133,930	\$5,151.14	\$73.59
88%	\$135,469	\$5,210.35	\$74.43
89%	\$137,009	\$5,269.56	\$75.28
90%	\$138,548	\$5,328.78	\$76.13
91%	\$140,087	\$5,387.98	\$76.97
92%	\$141,627	\$5,447.21	\$77.82
93%	\$143,167	\$5,506.41	\$78.66
94%	\$144,706	\$5,565.62	\$79.51
95%	\$146,245	\$5,624.82	\$80.35
96%	\$147,785	\$5,684.03	\$81.20
97%	\$149,324	\$5,743.23	\$82.05
98%	\$150,864	\$5,802.45	\$82.89
99%	\$152,403	\$5,861.65	\$83.74
100%	\$153,943	\$5,920.87	\$84.58

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

15

	Minimum	Maximum
Approx. Annual	\$132,021	- \$165,026
Bi-weekly	\$5,077.73	- \$6,347.15
Hourly	\$72.54	- \$90.67

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$132,021	\$5,077.73	\$72.54
81%	\$133,671	\$5,141.21	\$73.45
82%	\$135,321	\$5,204.67	\$74.35
83%	\$136,972	\$5,268.14	\$75.26
84%	\$138,622	\$5,331.61	\$76.17
85%	\$140,272	\$5,395.09	\$77.07
86%	\$141,923	\$5,458.56	\$77.98
87%	\$143,573	\$5,522.03	\$78.89
88%	\$145,223	\$5,585.49	\$79.79
89%	\$146,873	\$5,648.96	\$80.70
90%	\$148,523	\$5,712.43	\$81.61
91%	\$150,173	\$5,775.90	\$82.51
92%	\$151,824	\$5,839.37	\$83.42
93%	\$153,474	\$5,902.85	\$84.33
94%	\$155,124	\$5,966.32	\$85.23
95%	\$156,775	\$6,029.79	\$86.14
96%	\$158,425	\$6,093.26	\$87.05
97%	\$160,076	\$6,156.75	\$87.95
98%	\$161,726	\$6,220.22	\$88.86
99%	\$163,376	\$6,283.68	\$89.77
100%	\$165,026	\$6,347.15	\$90.67

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

16

	Minimum	Maximum
Approx. Annual	\$141,526	- \$176,907
Bi-weekly	\$5,443.32	- \$6,804.13
Hourly	\$77.76	- \$97.20

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$141,526	\$5,443.32	\$77.76
81%	\$143,296	\$5,511.37	\$78.73
82%	\$145,064	\$5,579.39	\$79.71
83%	\$146,833	\$5,647.42	\$80.68
84%	\$148,603	\$5,715.49	\$81.65
85%	\$150,372	\$5,783.52	\$82.62
86%	\$152,141	\$5,851.56	\$83.59
87%	\$153,910	\$5,919.61	\$84.57
88%	\$155,679	\$5,987.64	\$85.54
89%	\$157,448	\$6,055.69	\$86.51
90%	\$159,217	\$6,123.72	\$87.48
91%	\$160,986	\$6,191.78	\$88.45
92%	\$162,755	\$6,259.81	\$89.43
93%	\$164,524	\$6,327.86	\$90.40
94%	\$166,293	\$6,395.90	\$91.37
95%	\$168,062	\$6,463.93	\$92.34
96%	\$169,831	\$6,531.97	\$93.31
97%	\$171,600	\$6,600.00	\$94.29
98%	\$173,370	\$6,668.07	\$95.26
99%	\$175,139	\$6,736.10	\$96.23
100%	\$176,907	\$6,804.13	\$97.20

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

17

	Minimum	Maximum
Approx. Annual	\$151,715	- \$189,644
Bi-weekly	\$5,835.20	- \$7,294.01
Hourly	\$83.36	- \$104.20

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$151,715	\$5,835.20	\$83.36
81%	\$153,612	\$5,908.16	\$84.40
82%	\$155,508	\$5,981.09	\$85.44
83%	\$157,405	\$6,054.04	\$86.49
84%	\$159,301	\$6,126.98	\$87.53
85%	\$161,198	\$6,199.91	\$88.57
86%	\$163,094	\$6,272.86	\$89.61
87%	\$164,991	\$6,345.79	\$90.65
88%	\$166,887	\$6,418.74	\$91.70
89%	\$168,784	\$6,491.68	\$92.74
90%	\$170,680	\$6,564.61	\$93.78
91%	\$172,577	\$6,637.56	\$94.82
92%	\$174,473	\$6,710.50	\$95.86
93%	\$176,369	\$6,783.43	\$96.91
94%	\$178,266	\$6,856.38	\$97.95
95%	\$180,162	\$6,929.31	\$98.99
96%	\$182,059	\$7,002.25	\$100.03
97%	\$183,955	\$7,075.19	\$101.07
98%	\$185,852	\$7,148.14	\$102.12
99%	\$187,748	\$7,221.09	\$103.16
100%	\$189,644	\$7,294.01	\$104.20

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

18

	Minimum	Maximum
Approx. Annual	\$159,302	- \$199,128
Bi-weekly	\$6,127.00	- \$7,658.75
Hourly	\$87.53	- \$109.41

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$159,302	\$6,127.00	\$87.53
81%	\$161,293	\$6,203.59	\$88.62
82%	\$163,285	\$6,280.18	\$89.72
83%	\$165,276	\$6,356.76	\$90.81
84%	\$167,267	\$6,433.36	\$91.91
85%	\$169,258	\$6,509.94	\$93.00
86%	\$171,250	\$6,586.53	\$94.09
87%	\$173,241	\$6,663.11	\$95.19
88%	\$175,232	\$6,739.70	\$96.28
89%	\$177,224	\$6,816.29	\$97.38
90%	\$179,215	\$6,892.87	\$98.47
91%	\$181,206	\$6,969.46	\$99.56
92%	\$183,197	\$7,046.05	\$100.66
93%	\$185,189	\$7,122.64	\$101.75
94%	\$187,180	\$7,199.22	\$102.85
95%	\$189,171	\$7,275.80	\$103.94
96%	\$191,162	\$7,352.40	\$105.03
97%	\$193,154	\$7,428.99	\$106.13
98%	\$195,145	\$7,505.57	\$107.22
99%	\$197,136	\$7,582.16	\$108.32
100%	\$199,128	\$7,658.75	\$109.41

Non-Bargaining Pay Plan
Effective Date: August 1, 2025

19

	Minimum	Maximum
Approx. Annual	\$167,266	- \$209,083
Bi-weekly	\$6,433.32	- \$8,041.65
Hourly	\$91.90	- \$114.88

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$167,266	\$6,433.32	\$91.90
81%	\$169,357	\$6,513.74	\$93.05
82%	\$171,448	\$6,594.17	\$94.20
83%	\$173,539	\$6,674.57	\$95.35
84%	\$175,630	\$6,755.00	\$96.50
85%	\$177,721	\$6,835.42	\$97.65
86%	\$179,811	\$6,915.82	\$98.80
87%	\$181,902	\$6,996.24	\$99.95
88%	\$183,993	\$7,076.65	\$101.10
89%	\$186,084	\$7,157.06	\$102.24
90%	\$188,175	\$7,237.49	\$103.39
91%	\$190,265	\$7,317.90	\$104.54
92%	\$192,356	\$7,398.32	\$105.69
93%	\$194,447	\$7,478.74	\$106.84
94%	\$196,538	\$7,559.16	\$107.99
95%	\$198,629	\$7,639.59	\$109.14
96%	\$200,720	\$7,720.00	\$110.29
97%	\$202,811	\$7,800.41	\$111.43
98%	\$204,902	\$7,880.83	\$112.58
99%	\$206,992	\$7,961.23	\$113.73
100%	\$209,083	\$8,041.65	\$114.88


Non-Bargaining Pay Plan
Effective Date: August 1, 2025

20

	Minimum	Maximum
Approx. Annual	\$175,631	- \$219,538
Bi-weekly	\$6,755.02	- \$8,443.77
Hourly	\$96.50	- \$120.63

Compa-Ratio	Annual	Bi-weekly	Hourly
80%	\$175,631	\$6,755.02	\$96.50
81%	\$177,826	\$6,839.46	\$97.71
82%	\$180,021	\$6,923.88	\$98.91
83%	\$182,217	\$7,008.33	\$100.12
84%	\$184,412	\$7,092.76	\$101.33
85%	\$186,607	\$7,177.21	\$102.53
86%	\$188,803	\$7,261.65	\$103.74
87%	\$190,998	\$7,346.08	\$104.94
88%	\$193,194	\$7,430.52	\$106.15
89%	\$195,389	\$7,514.95	\$107.36
90%	\$197,584	\$7,599.40	\$108.56
91%	\$199,780	\$7,683.83	\$109.77
92%	\$201,975	\$7,768.27	\$110.98
93%	\$204,170	\$7,852.69	\$112.18
94%	\$206,366	\$7,937.15	\$113.39
95%	\$208,561	\$8,021.59	\$114.59
96%	\$210,757	\$8,106.02	\$115.80
97%	\$212,952	\$8,190.47	\$117.01
98%	\$215,147	\$8,274.89	\$118.21
99%	\$217,343	\$8,359.33	\$119.42
100%	\$219,538	\$8,443.77	\$120.63

Schedule D – Sample Step Increase Guide Chart

Step Increase Guide Chart	
Position in Salary Range (Compa Ratio)	
Performance Rating	 80-100
	Meets Expectations3.0%
	Does Not Meet0.0%

Schedule E – Salary Rating Guide

Education Entity Salary Rating Guide

For New Hires, Lateral Transfers, Promotions, Reclassifications and Voluntary Demotions

Process

1. Review the job description to assess the job requirements at the job rate (the job description describes the fully seasoned zone)
2. Assess the candidate's Knowledge, Skills and Abilities (KSA) and their **anticipated contribution** against the job description. Consider all relevant aspects of the job. E.g. If a candidate is being rated for a management position, they should be rated on their management KSAs not solely on their technical knowledge.
3. Determine the ZONE - start with the new/developmental zone and assess the candidate against each subsequent zone descriptor.

NEW/DEVELOPMENTAL ZONE (Compa-Ratio 80-87)

<ul style="list-style-type: none"> ○ Qualified candidates with limited applicable experience ○ Will likely require guidance on some complex assignments and are expected to meet most or all performance objectives ○ Expected to be on fast learning curve at the lower end of this zone 	80
	81
	82
	83
	84
	85
	86
	87

SEASONED ZONE (Compa-Ratio 88-95)

<ul style="list-style-type: none"> ○ Candidates with moderate levels of knowledge, skill, and ability ○ Will meet most or all performance objectives but may require guidance to complete more complex assignments ○ Expected to progress to the fully seasoned zone 	88
	89
	90
	91
	92
	93
	94
	95

FULLY SEASONED ZONE (Compa-Ratio 96-100)

<ul style="list-style-type: none"> ○ Meets all job requirements and may exceed some ○ History of sustained performance at the full job level ○ Full demonstration of job competencies ○ Greatly exceeds minimum qualifications and possesses all KSA's 	96
	97
	98
	99
	100

Remember to consider their anticipated contribution against all job components

4. Select the compa ratio
 - Consider the zone above and/or below to determine whether the candidate should be placed in the top, bottom or middle of the zone
 - At this stage, relativity to peers, subordinates and direct manager can be used to fine tune the compa ratio within the zone.
5. Record your rating and rationale in the attached form.

Education Entity Salary Rating Rationale

For New Hires, Lateral Transfers, Promotions, Reclassifications and Voluntary Demotions

Competition #: _____

Candidate Name: _____

Job Title: _____ Pay Band: _____

Position #: _____ Job ID: _____ Department: _____

In the space below, please record the selected zone and compa ratio.

Zone: _____

Compa –Ratio: _____

Supporting Rationale:

Explain your choice of zone and compa-ratio. This is the anticipated contribution based on the candidate's knowledge, skills, abilities, and previous experience measured against the salary zones and job requirements. Please include relativity considerations: peer, manager or subordinate.

Rater

Print Name

Title

Signature

Date

Attach any supporting documentation and file in the employee's personnel file.

Schedule F – Loan of Service Template

Loan of Service Agreement: EMPLOYEE NAME

This letter confirms mutual agreement that the XXX Regional Centre for Education (“Regional Centre”) will support the Department of Education and Early Childhood Development (“EECD”) in a project focusing on responsibilities associated with XXX. The Regional Centre agrees that XXX will begin work on this project beginning on XXX and will end on XXX.

This employee will retain their employment status and related compensation with the Regional Centre. The time worked will be considered recognized service for pension purposes and the employee will retain all rights and benefits currently afforded them via his employment contract with the Regional Centre.

There will be no financial cost to the Regional Centre for this arrangement. The financial reimbursement from EECD will cover the applicable salary, the employer’s share of mandatory and voluntary benefit costs, telephone and travel expenses as well as WCB premiums (if applicable) while working on this provincial opportunity. The Regional Centre will invoice EECD on a quarterly basis and will include supporting documentation such as the name of the project, the person’s name and line items above.

This agreement may be terminated by any of the parties with 30 days’ notice to the other parties.

Regional Executive Director of Education

Date

XXX Regional Centre for Education

Executive Director XXXX

Date

Department of Education and Early

Childhood Development

Name of Employee

Date

Schedule G – Secondment Agreement (Administrator)

Secondment Agreement (Administrator)

This Secondment Agreement is effective on XXX and sets out the agreed terms and conditions for the Secondment

of: XXX (“Employee”)

From: XXXX (“Entity”)

To: Department of Education and Early Childhood Development (“Department”)

The Parties agree that:

1. PURPOSE AND SCOPE

1.1 The Employee is seconded to the Department from the Entity to assume responsibilities as the **XXX**, the particulars of which are described in more detail in Appendix A.

1.2 Appendix A forms part of this Agreement.

2. DURATION

2.1 It is agreed that the Employee will assume the responsibilities with the Department on XXX and continue until XXX inclusive, unless earlier terminated pursuant to section 6 of this Agreement or extended in accordance to paragraph 2.2.

2.2 A party may propose a change to this Agreement including extension (up to a maximum of two (2) years) of the Agreement with at least at least thirty (30) days’ notice to all parties and any amendment to the Agreement, including an extension requires the mutual written agreement of all parties.

3. EMPLOYMENT INFORMATION

3.1 It is agreed that for the duration of this Agreement, the Employee is an employee of the Entity but will be responsible to the Department for the completion of the assigned duties of **NAME OF POSITION**, reporting to and under the supervision of **NAME OF IMMEDIATE SUPERVISOR**. The Department shall have supervisory control and provide such specific directions to the Employee as the [**SUPERVISOR**] considers reasonable and necessary for carrying out the purposes of the secondment.

3.2 For greater certainty, the Employee is not, by this agreement or otherwise, an employee of the civil service as defined in the *Civil Service Act*.

3.3 For the term of the Secondment, the Employee will report and be accountable to the Department.

4. FINANCIAL ARRANGEMENTS, SALARY AND BENEFITS

It is agreed that for the duration of the Secondment, the Employee will receive the following:

- a) A salary of \$XXX per year and any increases the Employee would normally be entitled to in accordance with XXX.
- b) Except as otherwise provided in this Agreement, benefits (not including salary as set out in clause 4(a)) normally accrued or accruing to the Employee as an administrator, as an employee of the Entity, as a member of the Public School Administrators Association of Nova Scotia ("PSAANS"), and, where applicable, as a Director under contract with the Education Entity. For greater clarity, the employee's salary under clause 4(a) shall be used where salary is required for the calculation of benefits and pension.
- c) There shall be no financial cost to the Entity related to the Secondment. The Entity shall continue to pay the Employee and related benefits through its regular processes for the entire secondment. The Department will reimburse the Entity for the Employee's applicable salary, administrative allowance (if applicable), the employer's share of mandatory and voluntary benefit costs, and pension contributions.
- d) The Employee will suffer no loss of service or accumulative sick leave, except in accordance with the applicable terms and conditions of the Employee's employment; and
- e) The Employee's years of service with the Department will be credited as years of service with the Education Entity for the purpose of Section 4 of the *Teachers' Pension Plan Regulations*.

5. EMPLOYMENT RECORDS

The Department agrees to maintain all records related to the Secondment and the employment of the Employee during the term of this Agreement, including but not limited to information regarding sick leave use and other benefits. The Department will transfer all employment records relating to the Employee to the Education Entity upon the termination of the Secondment.

6. WORK SCHEDULE AND VACATION

It is agreed that during the secondment, the Employee is a 12-month employee, working seven (7) hours per day (thirty-five (35) hours per week) and shall have four (4) weeks' vacation per year with the vacation year being April 1 to March 31. Up to five (5) days' vacation may be carried over from one year to the next but the total vacation carryover shall not exceed five (5) days. Vacation leave for the Employee will be approved in writing by the supervisor. There will be no payout of vacation entitlement.

7. TERMINATION OF AGREEMENT

- 7.1 This agreement may be terminated by any of the parties with thirty (30) days' notice to the other parties.

7.2 Upon termination of this Agreement, the Employee will be reinstated to the position held immediately prior to the Agreement, or to a position mutually agreed upon by the Employee and the Education Entity in accordance with the terms of the applicable terms and conditions of the Employee's employment.

8. BINDING POLICIES

The Employee is not a civil servant, but agrees to be bound by the principles and purposes of all of the following:

- a) *Values, Ethics and Conduct: A Code for Nova Scotia's Public Servants*, as prepared by the Public Service Commission, as amended from time to time,
- b) the Government of Nova Scotia's Conflict of Interest Policy, as amended from time to time,
- c) the Conflict of Interest Act,
- d) the *Freedom of Information and Protection of Privacy Act*,
- e) the Government of Nova Scotia's Privacy Policy, as amended from time to time.

9. PERFORMANCE APPRAISAL

The Employee will have an annual performance appraisal in accordance with Department policy performed by their immediate supervisor on or before the anniversary date of this Secondment Agreement.

10. DISPUTE RESOLUTION

Any disputes arising from the interpretation or implementation of this Agreement will be resolved only by consultation among the Parties, who shall in good faith resolve the matter.

Regional Executive Director/Superintendent
NAME OF EDUCATION ENTITY

Date: _____

Department of Education and Early
Childhood Development

Date: _____

Employee

Date: _____

Schedule H – Secondment Template (non-Administrator)

Secondment Agreement (Non-Union)

This Secondment Agreement is effective on XXX and sets out the agreed terms and conditions for the Secondment

of: XXX (“Employee”)

From: XXXX (“Entity”)

To: Department of Education and Early Childhood Development (“Department”)

The Parties agree that:

1. PURPOSE AND SCOPE

1.1 The Employee is seconded to the Department from the Entity to assume responsibilities as the **XXX**, the particulars of which are described in more detail in Appendix A.

1.2 Appendix A forms part of this Agreement.

2. DURATION

2.1 It is agreed that the Employee will assume the responsibilities with the Department on XXX and continue until XXX inclusive, unless earlier terminated pursuant to section 6 of this Agreement or extended in accordance to paragraph 2.2.

2.2 A party may propose a change to this Agreement including extension (up to a maximum of two (2) years) of the Agreement with at least at least thirty (30) days’ notice to all parties and any amendment to the Agreement, including an extension requires the mutual written agreement of all parties.

3. EMPLOYMENT INFORMATION

3.1 It is agreed that for the duration of this Agreement, the Employee is an employee of the Entity but will be responsible to the Department for the completion of the assigned duties of **NAME OF POSITION**, reporting to and under the supervision of **NAME OF IMMEDIATE SUPERVISOR**. The Department shall have supervisory control and provide such specific directions to the Employee as the [SUPERVISOR] considers reasonable and necessary for carrying out the purposes of the secondment.

3.2 For greater certainty, the Employee is not, by this agreement or otherwise, an employee of the civil service as defined in the *Civil Service Act*.

3.3 For the term of the Secondment, the Employee will report and be accountable to the Department.

4. FINANCIAL ARRANGEMENTS, SALARY AND BENEFITS

It is agreed that for the duration of the Secondment, the Employee will receive the following:

- f) A salary of \$XXX per year and any increases the Employee would normally be entitled to in accordance with XXX.
- g) Except as otherwise provided in this Agreement, benefits (not including salary as set out in clause 4(a)) normally accrued or accruing to the Employee as an employee of the Entity, and, where applicable, as a Director under contract with the Education Entity. For greater clarity, the employee's salary under clause 4(a) shall be used where salary is required for the calculation of benefits and pension.
- h) There shall be no financial cost to the Entity related to the Secondment. The Entity shall continue to pay the Employee and related benefits through its regular processes for the entire secondment. The Department will reimburse the Entity for the Employee's applicable salary, the employer's share of mandatory and voluntary benefit costs, and pension contributions.
- i) The Employee will suffer no loss of service or accumulative sick leave, except in accordance with the applicable terms and conditions of the Employee's employment; and
- j) The Employee's years of service with the Department will be credited as years of service with the Education Entity.

5. EMPLOYMENT RECORDS

The Department agrees to maintain all records related to the Secondment and the employment of the Employee during the term of this Agreement, including but not limited to information regarding sick leave use and other benefits. The Department will transfer all employment records relating to the Employee to the Education Entity upon the termination of the Secondment.

6. WORK SCHEDULE AND VACATION

It is agreed that during the secondment, the Employee is a 12-month employee, working seven (7) hours per day (thirty-five (35) hours per week) and shall have four (4) weeks' vacation per year with the vacation year being April 1 to March 31. Up to five (5) days' vacation may be carried over from one year to the next but the total vacation carryover shall not exceed five (5) days. Vacation leave for the Employee will be approved in writing by the supervisor. There will be no payout of vacation entitlement.

7. TERMINATION OF AGREEMENT

- 7.1 This agreement may be terminated by any of the parties with thirty (30) days' notice to the other parties.
- 7.2 Upon termination of this Agreement, the Employee will be reinstated to the position held immediately prior to the Agreement, or to a position mutually agreed upon by the Employee and the Education Entity in accordance with the terms of the applicable terms and conditions of the Employee's employment.

8. BINDING POLICIES

The Employee is not a civil servant, but agrees to be bound by the principles and purposes of all of the following:

- f) *Values, Ethics and Conduct: A Code for Nova Scotia's Public Servants*, as prepared by the Public Service Commission, as amended from time to time,
- g) the Government of Nova Scotia's Conflict of Interest Policy, as amended from time to time,
- h) the Conflict of Interest Act,
- i) the *Freedom of Information and Protection of Privacy Act*,
- j) the Government of Nova Scotia's Privacy Policy, as amended from time to time.

9. PERFORMANCE APPRAISAL

The Employee will have an annual performance appraisal in accordance with Department policy performed by their immediate supervisor on or before the anniversary date of this Secondment Agreement.

10. DISPUTE RESOLUTION

Any disputes arising from the interpretation or implementation of this Agreement will be resolved only by consultation among the Parties, who shall in good faith resolve the matter.

Regional Executive Director/Superintendent
NAME OF EDUCATION ENTITY

Date: _____

Department of Education and Early
Childhood Development

Date: _____

Employee

Date: _____

Schedule I – Personal Services Contract Template (Director with Teaching Certificate)

Director of XXX Contract of Employment

BETWEEN:

THE XXX REGIONAL CENTRE FOR EDUCATION, a body corporate
(the “Regional Centre”)

– and –

XXX
(the “Employee”)

The Parties agree as follows:

Term of Agreement

1. The Regional Centre will regularly employ the Employee as **Director of XXX** effective XXX unless terminated as provided in this Agreement.

Services

2. The Employee shall, subject to the conditions in this Agreement and consistent with the *Education Act* and regulations and the applicable policies of the Regional Centre, be the **Director of XXX** of the Regional Centre, with overall responsibility for the efficient operation of the Department of **XXX** and supervision of all employees in the Department of **XXX**. The Employee’s specific accountabilities are set out in more detail in Appendix “A” to this Agreement.

Supervision

3. The Employee will carry out the employment duties in a collaborative working relationship, under the direction of, and directly responsible to, the Regional Executive Director for the Regional Centre.

Payment

- 4.1 The Employee shall be initially placed at compa-ratio of XXX% in band XXX (annual salary of \$XXX to be paid in bi-weekly amounts) in accordance with the Compensation Framework for Non-Union Employees at the Nova Scotia Education Entities.
- 4.2 There shall be deducted from the sums referred to in Paragraph 4.1 all deductions required by the laws of Canada or the Province of Nova Scotia, which deductions shall include where applicable: Worker's Compensation premiums, Employment Insurance premiums, Income Tax, Canada Pension Plan contributions, etc.
- 4.3 The Employee shall be reimbursed for expenses in accordance with Regional Centre policies where those expenses are necessarily incurred in the discharge of the duties of the **Director of XXX**.
- 4.4 The Employee shall not incur any expenses that may be or are intended to be a charge against the Regional Centre except in strict accordance with the Regional Centre's policies and procedures, and will not enter into any agreements that shall purport to bind the Regional Centre in any manner whatsoever except in strict accordance with the Regional Centre's policies and procedures and/or the expressed authorization of the Regional Centre and any such contracts improperly entered into by the Employee shall not be binding on the Regional Centre.

Benefits

- 5.1 The Employee shall initially be entitled to five (5) weeks vacation per year, with two (2) weeks maximum carryover to the subsequent vacation year. Upon achieving nineteen (19) years of service, the employee shall instead be entitled to six (6) weeks vacation per year, with two (2) weeks maximum carryover to the subsequent vacation year. Vacation shall include Christmas vacation and spring vacation as defined in the *Ministerial Education Act Regulations*.
- 5.2 The Employee shall be entitled to the school holidays as defined in the *Ministerial Education Act Regulations* and any other holiday benefits enjoyed by non-bargaining unit employees of the Regional Centre.
- 5.3 In accordance with the *Public School Administrators Employment Relations Act*, the Employee shall continue to participate in the NSTU pension, health, dental and insurance plans on the same terms and conditions as a unionized teacher in the Teachers Provincial Agreement.
- 5.4 Sick leave shall be in accordance with the Memorandum of Understanding between the Minister and the Public School Administrators Association of Nova Scotia, as amended from time to time.
- 5.6 The Employee shall be entitled to reimbursement for travel in the performance of duty, based on submitted claims, paid in accordance with the Provincial kilometrage rate.

- 5.7 The Employee is entitled to five (5) days annually for professional development, to be approved by the Regional Executive Director. No accumulation of this entitlement is to occur. The Employee may apply to the Regional Executive Director to request up to three (3) additional days for professional development. The Regional Centre will pay the Employee for the Employee's reasonable expenses related to the Employee's attendance at professional development-related conferences, workshops, etc. in accordance with Regional Centre policy.
- 5.8 The Employer shall pay reasonable fees for the Employee's membership in professional organizations approved by the Regional Executive Director, the total cost of which must not exceed \$2,000 annually.
- 5.9 The Regional Centre will provide to the Employee the following electronic office supports:
- (i) One laptop computer
 - (ii) Software and hardware upgrades to be provided as required in the discretion of the Regional Centre
 - (iii) One cellular phone

The Employee shall be responsible for all costs related to any personal use of such equipment.

Performance Appraisal

6. The Employee shall have a performance appraisal performed annually by the Regional Executive Director prior to step increases being provided pursuant to the Compensation Framework.

Liability and Confidentiality

- 7.1 The Regional Centre will defend, negotiate or settle claims or changes made against the Employee and indemnify the Employee from personal liability, provided the Regional Centre is satisfied that the claim arises out of, and within the performance of, this Agreement and is not based on fraudulent, criminal or negligent activity.
- 7.2 The Employee shall treat as confidential during, as well as after the term of this Agreement, any information of a character confidential to the affairs of the Regional Centre or the Department of Education and Early Childhood Development or the Minister, to which the Employee becomes privy as a result of the Employee acting in accordance with this Agreement.

Intellectual Property

- 8.1 All materials produced in the performance of this Agreement, including all copyrights and all patents, trademarks and works in progress, are the property of the Regional Centre.

- 8.2 The Regional Centre reserves the right to publish or release in whole, or in part, or not to release at all, or to use or not use as the Regional Centre in its discretion seems fit or to publish an amended version of any research, reports, papers, materials, audio-visual materials, or information forming part of or produced in the performance of this Agreement.

Termination

- 9.1 This Agreement may be terminated at any time by either Party without previous notice if the other party fails to carry out the terms of this Agreement.
- 9.2 Nothing in this Agreement limits the Employer's ability to terminate this Agreement for just cause and without notice or payment in lieu of notice.
- 9.3 In the event this Agreement is terminated by the Regional Centre for reasons other than just cause, the Employee shall elect either:
- a) to be treated in accordance with for the Memorandum of Understanding between the Minister and the Public School Administrators Association of Nova Scotia, as amended from time to time; or
 - b) the Regional Centre shall pay the Employee the sum equivalent to three (3) months' salary within the first year of service or one (1) month's salary for each year of service, whichever is greater, to a maximum of eighteen (18) months' salary. Salary for this purpose is the rate of salary at the time of termination.
- 9.4 In the event that this agreement is terminated by the Employee, the Employee shall provide at least ninety (90) days' notice in writing to the Regional Executive Director.

General

- 10.1 This Agreement shall be construed and interpreted in accordance with the laws of this Province of Nova Scotia.
- 10.2 If any provision of this Agreement shall be found illegal or unenforceable, the remainder of the Agreement shall remain in full force and effect and the illegal or unenforceable term of provision shall be deemed removed from the Agreement.
- 10.3 There is no term or provision in this Agreement that shall be deemed to be waived and no breach excused unless such waiver or consent is in writing and signed by the Party who is alleged to have waived or consented.
- 10.4 This written Agreement constitutes the whole agreement between the Parties unless modified in writing and signed by both Parties.
- 10.5 Any discretionary authority or right under this Agreement is not subject to the expectations, reasonable or otherwise, of the Parties to the contract and any action taken under a discretionary provision is deemed to be an exercise in good faith.

- 10.6 Any amendment or modification to this Agreement except as required by law must be in writing and signed by the parties or it shall be void and have no effect.
- 10.7 References to the *Education Act* refers to the Schedule A of the *Education Reform Act*, S.N.S. 2018, c.1 and all Regulations made under the *Act* as may be amended from time-to-time.
- 10.8 Reference to “Regional Executive Director” refers to the position of “Regional Executive Director” as defined in the *Education Act*.
- 10.9 Reference to the “Minister” refers to the “Minister of Education and Early Childhood Development”.

SIGNED this _____ of XXX, 20__
in the presence of

Witness

XXX, Regional Executive Director,
XXX

Witness

XXX, Employee

APPENDIX “A”

The specific accountabilities of the **Director of XXX** include:

A XXX department, which has functions in all of the following categories:

(i) XXX

(ii) XXX

(iii) XXX

(iv)

Schedule J – Personal Services Contract Template (Director without Teaching Certificate)

Director of XXX Contract of Employment

BETWEEN:

THE XXX REGIONAL CENTRE FOR EDUCATION, a body corporate
(the “Regional Centre”)

– and –

XXX
(the “Employee”)

The Parties agree as follows:

Term of Agreement

- 1.1 The Regional Centre will employ the Employee as **Director of XXX** effective XXX, 20__ unless terminated as provided in this Agreement.

Probationary Period

- 2.1 The Employee will be required to complete a twelve (12) month probationary period to enable an effective transition. During this period, the Employee will work with their supervisor to establish goals, review progress and provide feedback with the aim of ensuring success in the role. A determination to grant regular /permanent status will be made as part of the performance appraisal process following successful completion of the probation period.

Services

- 3.1 The Employee shall, subject to the conditions in this Agreement and consistent with the *Education Act* and regulations and the applicable policies of the Regional Centre, be the **Director of XX** of the Regional Centre, with overall responsibility for the efficient operation of the Department of XXX and supervision of all employees in the Department of XXX. The Employee’s specific accountabilities are set out in more detail in Appendix “A to this Agreement.

Supervision

- 4.1 The Employee will carry out the employment duties in a collaborative working relationship, under the direction of, and directly responsible to, the Regional Executive Director for the Regional Centre.

Payment

- 5.1 The Employee shall be initially placed at compa-ratio of XXX% in band XXX (annual salary of XXX, to be paid in bi-weekly amounts) in accordance with the Compensation Framework for Non-Union Employees at the Nova Scotia Education Entities.
- 5.2 There shall be deducted from the sums referred to in Paragraph 5.1 all deductions required by the laws of Canada or the Province of Nova Scotia, which deductions shall include where applicable: Worker's Compensation premiums, Employment Insurance premiums, Income Tax, Canada Pension Plan contributions, etc.
- 5.3 The Employee shall be reimbursed for expenses in accordance with Regional Centre policies where those expenses are necessarily incurred in the discharge of the duties of the **Director of XXX**.
- 5.4 The Employee shall not incur any expenses that may be or are intended to be a charge against the Regional Centre except in strict accordance with the Regional Centre's policies and procedures, and will not enter into any agreements that shall purport to bind the Regional Centre in any manner whatsoever except in strict accordance with the Regional Centre's policies and procedures and/or the expressed authorization of the Regional Centre and any such contracts improperly entered into by the Employee shall not be binding on the Regional Centre.

Benefits

- 6.1 The Employee shall initially be entitled to five (5) weeks vacation per year, with two (2) weeks maximum carryover to the subsequent vacation year. Upon achieving nineteen (19) years of service, the employee shall instead be entitled to six (6) weeks vacation per year ,with two (2) weeks maximum carryover to the subsequent vacation year. Vacation shall include Christmas vacation and spring vacation as defined in the *Ministerial Education Act Regulations*.
- 6.2 The Employee shall be entitled to the school holidays as defined in section 2 of the *Ministerial Education Act Regulations* and any other holiday benefits enjoyed by non-bargaining unit employees of the Regional Centre.
- 6.3 The Employee shall be entitled to health, dental and life insurance in accordance with Regional Centre benefits for non-union personnel.
- 6.4 The Employee shall be entitled to twenty days of sick leave per school year.

- 6.5 The Employee shall continue to be entitled to enrollment in the pension plan provided to non-union employees of the Regional Centre.
- 6.6 The Employee shall be entitled to reimbursement for travel in the performance of duty, based on submitted claims, paid in accordance with the Provincial kilometrage rate.
- 6.7 The Employee is entitled to five (5) days annually for professional development, to be approved by the Regional Executive Director. No accumulation of this entitlement is to occur. The Employee may apply to the Regional Executive Director to request up to three (3) additional days for professional development. The Regional Centre will pay the Employee for the Employee's reasonable expenses related to the Employee's attendance at professional development-related conferences, workshops, etc. in accordance with Regional Centre policy.
- 6.8 The Employer shall pay reasonable fees for the Employee's membership in professional organizations approved by the Regional Executive Director, the total cost of which must not exceed \$2,000 annually.
- 6.9 The Regional Centre will provide to the Employee the following electronic office supports:
- (iv) One laptop computer
 - (v) Software and hardware upgrades to be provided as required in the discretion of the Regional Centre
 - (vi) One cellular phone

The Employee shall be responsible for all costs related to any personal use of such equipment.

Performance Appraisal

- 7.1 The Employee shall have a performance appraisal performed annually by the Regional Executive Director prior to step increases being provided pursuant to the Compensation Framework.

Liability and Confidentiality

- 8.1 The Regional Centre will defend, negotiate or settle claims or changes made against the Employee and indemnify the Employee from personal liability, provided the Regional Centre is satisfied that the claim arises out of, and within the performance of, this Agreement and is not based on fraudulent, criminal or negligent activity.
- 8.2 The Employee shall treat as confidential during, as well as after the term of this Agreement, any information of a character confidential to the affairs of the Regional Centre or the Department of Education and Early Childhood Development or the Minister, to which the Employee becomes privy as a result of the Employee acting in accordance with this Agreement.

Intellectual Property

- 9.1 All materials produced in the performance of this Agreement, including all copyrights and all patents, trademarks and works in progress, are the property of the Regional Centre.
- 9.2 The Regional Centre reserves the right to publish or release in whole, or in part, or not to release at all, or to use or not use as the Regional Centre in its discretion seems fit or to publish an amended version of any research, reports, papers, materials, audio-visual materials, or information forming part of or produced in the performance of this Agreement.

Termination

- 10.1 This Agreement may be terminated at any time by either Party without previous notice if the other party fails to carry out the terms of this Agreement.
- 10.2 Nothing in this Agreement limits the Employer's ability to terminate this Agreement for just cause and without notice or payment in lieu of notice.
- 10.3 In the event this Agreement is terminated by the Regional Centre for reasons other than just cause, the Regional Centre shall pay the Employee the sum equivalent to three (3) months' salary within the first year of service or one (1) month's salary for each year of service, whichever is greater, to a maximum of eighteen (18) months' salary. Salary for this purpose is the rate of salary at the time of termination.
- 10.4 In the event that this agreement is terminated by the Employee, the Employee shall provide at least ninety (90) days' notice in writing to the Regional Executive Director.

General

- 11.1 This Agreement shall be construed and interpreted in accordance with the laws of this Province of Nova Scotia.
- 11.2 If any provision of this Agreement shall be found illegal or unenforceable, the remainder of the Agreement shall remain in full force and effect and the illegal or unenforceable term of provision shall be deemed removed from the Agreement.
- 11.3 There is no term or provision in this Agreement that shall be deemed to be waived and no breach excused unless such waiver or consent is in writing and signed by the Party who is alleged to have waived or consented.
- 11.4 This written Agreement constitutes the whole agreement between the Parties unless modified in writing and signed by both Parties.
- 11.5 Any discretionary authority or right under this Agreement is not subject to the expectations, reasonable or otherwise, of the Parties to the contract and any action taken under a discretionary provision is deemed to be an exercise in good faith.
- 11.6 Any amendment or modification to this Agreement except as required by law must be in writing and signed by the parties or it shall be void and have no effect.

- 11.7 References to the *Education Act* refers to the Schedule A of the *Education Reform Act*, S.N.S. 2018, c.1 and all Regulations made under the *Act* as may be amended from time-to-time.
- 11.8 Reference to “Regional Executive Director” refers to the position of “Regional Executive Director” as defined in the *Education Act*.
- 11.9 Reference to the “Minister” refers to the “Minister of Education and Early Childhood Development”.

SIGNED this _____ of XXX, 2020.
in the presence of

Witness

XXX, Regional Executive Director,
XXX Regional Centre for Education

Witness

XXX, Employee

APPENDIX “A”

The specific accountabilities of the **Director of XXX** include:

A XXX department, which has functions in all of the following categories:

- a. XXX
- b. XXX
- c. XXX

Schedule K – Personal Services Contract (Regional Executive Director)

REGIONAL EXECUTIVE DIRECTOR OF EDUCATION CONTRACT

THIS AGREEMENT made the _____ day of _____, 20____, but with effect as and from _____.

BETWEEN

The Province of Nova Scotia, represented by the Department of Education and Early Childhood Development hereinafter referred to as the “Department”

PARTY OF THE FIRST PART

- and -

_____, hereinafter referred to as the “Employee”

PARTY OF THE SECOND PART

WHEREAS the *Education Act* describes certain particulars of the role and responsibilities of a “Regional Executive Director of Education”;

AND WHEREAS a Regional Executive Director of Education, including the Employee, is a member of the Public School Administrators Association of Nova Scotia (“PSAANS”) and has all rights and entitlements of such members pursuant to the *Public School Administrators Employment Relations Act* (“*Administrators Act*”) except as amended herein to provide greater benefits.

AND WHEREAS a Regional Executive Director of Education is the Chief Executive Officer of an assigned Regional Centre for Education (“Regional Centre”) and is relied upon to advance the best practices in management, maximize efficiency, and direct the greatest possible amount of resources to services for students;

AND WHEREAS a Regional Executive Director of Education will play a pivotal role in the inclusive and student-centered, reformed P-12 Nova Scotia public education system which promotes supportive community involvement, diversity, professionalism of the teaching staff, safe educational environment, excellence, innovation, and student success;

AND WHEREAS the Employee has agreed to perform the services of “Regional Executive Director of Education” in accordance with the *Education Act* and the terms set out in this personal services agreement (the “Agreement”);

THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements herein contained, and consistent with the purpose, objectives, and provisions of the *Education Act*, the Parties covenant and agree as follows:

1. Term

The term of this Agreement shall be effective from the ____ day of _____, 20__ to the ____ day of _____, 20__ unless earlier terminated pursuant to Clause 10 of this Agreement or extended by mutual consent in writing.

At least six (6) months prior to the expiry of the initial term of this Agreement under Clause 1.1, and at least six (6) months prior to the expiry of any extended term of this Agreement thereafter, the Employee and the Employer shall meet to discuss whether the term of this Agreement will be extended. If mutual consent to an extension of the term of this Agreement is not reached by three (3) months prior to the scheduled expiry, the Employee may elect over the following thirty (30) days to accept a demotion as in the same manner provided for under Clause 10.2(a) below, effective immediately following expiry of the Agreement.

2. **Position and Duties**

Position: The Employee agrees to, subject to the conditions herein contained and consistent with the *Education Act*, provide services as the Chief Executive Officer known as the “Regional Executive Director of Education” of the _____ Regional Centre for Education.

General Duties: The Employee shall:

Demonstrate educational, administrative, and managerial leadership including a high level of personal initiative, a strong results orientation and a decisive but approachable managerial, leadership style which involves employees in decision-making, and which serves to attract, motivate, and retain high performing staff. Superior capabilities are also required in interpersonal relations, consultation, collaboration and communication.

Have overall accountability for the efficient management and operation of the Regional Centre office and the public schools in the school region including program delivery, support services, financial administration, systems administration, technological innovations, management and supervision of all regional employees and relations with government, stakeholders, the public, and the media.

At all times act in accordance with the *Education Act*, and all applicable provincial and Regional Centre policies and, in particular, be bound by the principles and purposes of all of the following:

- (i) *Values, Ethics and Conduct: A Code for Nova Scotia's Public Servants*, as prepared by the Public Service Commission, as amended from time to time;
- (ii) the Government of Nova Scotia's Conflict of Interest Policy, as amended from time to time;
- (iii) the *Conflict of Interest Act*;
- (iv) the *Freedom of Information and Protection of Privacy Act*; and
- (v) the Government of Nova Scotia's Privacy Policy, as amended from time to time.

2.2 **Specific Accountabilities:** The Employee shall:

Provide educational leadership for the region, focusing on a quality education, enhanced community involvement and efficient service delivery, and report

annually on the educational outcomes of students and schools in the school region of the assigned Regional Centre.

Ensure the province-wide goals of the education system are effectively reached through cooperation with the Department and other departments and agencies.

Encourage schools to take on increased responsibility for accountability and decision-making at the local school level by working closely with principals, school advisory councils, and/or others, and by monitoring school improvement and accountability plans reported annually to the Deputy Minister.

Provide centralized services for public schools that are most efficiently and effectively delivered on a region-wide basis.

Facilitate Regional Centre affairs by attending such meetings as appropriate and by assisting the Regional Centre in the establishment and maintenance of a strategic plan leading to appropriate policy development in human resources, finance and operations, including transportation and maintenance, programs and student services, technology and innovation, management issues, and evaluating and reporting to the Deputy Minister on student achievement

Oversee the development and implementation of policies set by the Minister and report annually in writing to the Deputy Minister on the carrying out of those policies. Direct all information and communication to and from the Deputy Minister.

Ensure efficient delivery of services by establishing and monitoring procedures to communicate policy and expectations to employees and communities.

Ensure effective human resources systems are in place, and negotiate and administer all collective agreements on behalf of the Regional Centre.

Demonstrate management leadership by efficiently operating the Regional Centre office and the schools in the region, by overseeing management and supervision of all personnel employed in the region based on a results and a client focus, and by advising the Deputy Minister on the employment, retention, and dismissal of teachers and other personnel employed in the system.

Ensure a safe, orderly, and supportive learning environment in all the schools in the region.

Demonstrate vision and leadership by establishing and presenting in writing personal and professional goals and objectives to the Deputy Minister on an annual basis.

Support the requirements of the Regional Centre by performing such other duties as are prescribed by the *Education Act* and regulations or reasonably assigned by the Deputy Minister.

Promote and support a collaborative and cooperative working relationship with the Department and other departments and agencies of Government as well as other Regional Centres.

Promote efficient and effective use of Regional Centre resources to insure the maximum possible resources are directed to the classroom and services to the students.

Employer Responsibility: The Department shall provide reasonable guidance, training and resources to the Employee to support the Employee in the performance of the Employee's responsibilities under this Agreement. The Employer shall provide the Employee with access to all Departmental and Provincial policies applicable to the Employee including the legislation and policies referred to in this Agreement.

Acknowledgement: The Employee is not, by this Agreement or otherwise, an employee of the civil service as defined in the *Civil Service Act*.

3. **Supervision**

The Employee will carry out the Employee's duties in a collaborative working relationship under the direction of, and directly responsible to, the Deputy Minister and consistent with the *Education Act* and regulations.

4. **Salary and Benefits**

Salary: The Employee shall be paid for services at the rate of \$_____ per annum, to be paid in bi-weekly amounts. Future adjustments to compensation shall be made in accordance with the Compensation Framework for Non-Union Employees of the Nova Scotia Education Entities.. Notwithstanding the forgoing, the Employee's salary shall:

not be less than what the Employee would otherwise be entitled to receive in accordance with *Administrators Act* or Terms and Conditions of Employment for Administrators; and

be increased in an amount at least commensurate with increases otherwise provided to PSAANS members in accordance with the *Administrators Act* or Terms and Conditions of Employment for Administrators.

Benefits: In accordance with the *Administrators Act*, the Employee is entitled to participate in the NSTU pension, health, dental and insurance plans on the same terms as applicable to a unionized teacher in the Teachers' Provincial Agreement or, at the Employee's option, be paid an amount equivalent to the employer's contribution for said benefits. In addition, the Employee shall be entitled to the following additional benefits:

At the Employee's option and total contribution, the Employee shall be entitled to enroll in the Regional Centre's Life Insurance Policy that covers employees of the Regional Centre, or, if applicable, the NSTU Group Insurance Plan.

The Employee shall be entitled to sick leave on the same terms as contained in the Memorandum of Understanding between the Minister and PSAANS, as amended from time to time.

The Employee shall receive remuneration for kilometres travelled in the performance of his/her duties. This remuneration will be based on submitted claims and shall be paid in accordance with the applicable Provincial kilometrage rate.

The Employee's yearly membership fees to approved professional organizations shall be paid by the Department, the total cost of which is not to exceed \$3,000.00. Professional organizations for which dues may be paid include:

- (i) Association of Nova Scotia School Educational Administrators
- (ii) Canadian Education Association
- (iii) Canadian Association of School Administrators
- (iv) Canadian Educational Leadership Network (an arm of the Conference Board of Canada)
- (v) Canadian Association of School Boards
- (vi) American School Administrators Association
- (vii) American School Executives
- (viii) Phi Delta Kappa
- (ix) Canadian Association for the Practical Study of Law in Education
- (x) Local Chambers of Commerce or Boards of Trade if approved by the Deputy Minister in writing in advance;
- (xi) other professional organizations approved by the Deputy Minister in writing in advance.

The Employee is entitled to five (5) Professional Development days annually. No accumulation is to occur. The Employee may apply to the Deputy Minister to request up to three (3) additional days for Professional Development.

Reasonable expenses relating to the Employee's attendance at Professional Development related conferences, workshops, etc., will be paid in accordance with Department Policy and Procedure.

The Department will provide to the Employee the following electronic productivity / office supports:

- (xii) one laptop computer;
- (xiii) one cellular phone; and
- (xiv) Software and hardware upgrades to be provided as required in the discretion of the Department.

The Employee shall be responsible for additional costs incurred by the Employer as a result of the Employee's personal use of such equipment.

Expenses: Without limiting anything set out in Clause 4.2 above, the Employee shall be reimbursed for expenses necessarily incurred in the discharge of the duties of the Employee in the same amounts as those that would be paid to employees of the Department in accordance with Department Policy.

The Employee shall not incur any expenses that may be, or intended to be, a charge against the Regional Centre except in strict accordance with the policies and procedures; and will not enter into any agreements that shall purport to bind the Regional Centre in any manner whatsoever except in strict accordance with Department Policy, applicable laws and procedures and/or the express authorization of the Deputy Minister; and any such contracts improperly entered into by the Employee shall not be binding on the Province.

Vacation: The Employee is a 12-month employee and shall have six (6) weeks' vacation per year. Up to ten (10) days' vacation may be carried over from one year to the next but the total accumulated vacation carryover entitlement shall not exceed ten (10) days. Leave for the Employee will be approved in writing by the Deputy Minister. There will be no payout of vacation entitlement.

Holidays: The Employee shall have the statutory holiday benefits enjoyed by the non-bargaining unit employees of the Regional Centre Deductions: There shall be deducted from the sums referred to in Clause 4.1 all deductions which are required by the laws of Canada or of the Province, which deductions shall include (where applicable): Employment Insurance, Income Tax, Canada Pension Plan contributions.

Service Award: If the Employee previously accrued service respecting a service award in accordance with Article 61 of the Teachers' Provincial Agreement and is not ineligible to receive a service award under Section 15(2) of the *Teachers Professional Agreement and Classroom Improvements (2017) Act*, the Department agrees to pay the Employee, on the Employee's death or retirement, an amount equivalent to the amount the Employee would have been entitled to under Section 61 of the Teachers' Provincial Agreement if that agreement applied to the Employee.

Recognition of Statutory Rights: Without limiting any of the foregoing, it is understood that pursuant to the *Administrators Act* that the Employee is entitled to participate, on the same terms as a unionized teacher, in any benefit plan or service established, sponsored or administered or otherwise provided by the NSTU for the benefit of unionized teachers. The Department shall support giving effect to this entitlement and shall ensure fulfilment of this entitlement in respect of any benefits or services within the control of the Department.

5. Performance Appraisal

The Employee shall have an annual performance appraisal in accordance with Department Policy performed by the Deputy Minister on or before the anniversary date of this Agreement.

6. Indemnification

The Department shall defend, negotiate, or settle claims or charges made against the Employee and indemnify them from personal liability, provided the Department is satisfied that the claim arises out of and within the performance, of the services under this Agreement or otherwise assigned by the Department, Minister or Deputy, and is not based on fraudulent or criminal activity.

Whenever the Department acts pursuant to Clause 6.1, the Department shall have control of the case but shall reasonably consult with the Employee and keep the Employee informed.

7. Confidentiality

The Employee shall treat as confidential during and after, the term of this Agreement any personal information and other information of a character confidential to the affairs of the Department and the Minister to which the Employee becomes privy as a result of the Employee acting under this Agreement. In particular, the Employee shall:

review and follow all established policies, procedures and standards of the Department for ensuring the security of confidential information and shall take reasonable

precautions to protect all confidential information disclosed to the Employee from any unauthorized or inadvertent disclosure;

keep all confidential information strictly confidential, and shall not, without the prior written consent of the Department or as required to perform authorized duties, release, publish, disseminate or disclose any confidential information to any party, unless the Employee is required to do so by applicable law or in response to an order of a court of competent jurisdiction;

only use confidential information to carry out tasks in relation to the Employee's employment under this Agreement; and

report any breach of the terms of this Clause to the Department immediately upon becoming aware of such breach.

The Employee acknowledges that the Department may be harmed if any provision of this section is not complied with or performed by the Employee, and that the harm could not be compensated reasonably or adequately in damages. The Employee further acknowledges and agrees that the Department is entitled to injunctive and other equitable relief or other remedies to prevent or restrain a breach of any of the provisions of this Section by the Employee, or to enforce the terms of this section.

A violation by the Employee of section 7.1 and 7.2 may be considered just cause for termination.

Confidential information under this Agreement does not include information which the Employee can show by competent evidence

was publicly known and generally available in the public domain before it was disclosed to the Employee;

becomes publicly known and made generally available after disclosure by the Employer to the Employee through no action or inaction by the by the Employee; =

was in possession of the Employee without confidentiality restrictions at the time of disclosure by the Employer;

is independently developed by the Employee without use of a reference to the Employer's confidential information.

8. Intellectual Property

All materials produced in the performance of this Agreement including all copyrights thereto and all patents, trademarks, and works-in-progress arising whatsoever therefrom are the property of the Department.

The Department reserves the right to publish or release—in whole or in part; or not to release at all; or use or not to use as the Department in its discretion deems fit; or to publish an amended version of any research, reports, papers, materials, audio-visual materials or information forming part of or produced by the Employee or otherwise in the performance of the services and in relation to this Agreement.

9. **Disclosure of Information**

The Employee agrees that the Employer reserves the right to public or release the terms and conditions of this Agreement in whole or in part in accordance with clause 20(4)(e) of the *Freedom of Information and Protection of Privacy Act*, the Departmental Routine Access Policy, and the *Public Sector Compensation Disclosure Act*, and the same may be made public by the Employer in the Employers sole discretion.

10. **Termination**

Termination for Just Cause: This Agreement may be terminated at any time by either Party without previous notice for "just cause" as such term is understood at common law. In the event of such termination, the Employee shall be paid all accrued benefits and wages, including sums which accrued under Clause 4, up to the date of the termination which shall be in full satisfaction and discharge of all claims and demands whatsoever against the Department in respect of this Agreement.

Termination by the Employer Without Cause: In the event that this Agreement is terminated by the Department for reasons other than just cause, the Department shall provide the Employee with notice in writing and the Employee may elect only one of the following options:

elect to accept a demotion to a subordinate pensionable administrator position or a teaching or position in accordance with section 16 of the *Administrators Act*, in which case the Employee shall be reassigned, at the Department's discretion, to a teaching or subordinate administrator position at within the control of the Regional Centre the Employee serves under this Agreement; or

resign and accept severance equal to six (6) months' salary and continuation of pension, health, dental and insurance benefits for the first year of this contract, plus one (1) month's salary and continuation of pension, health, dental and insurance benefits for each additional year of employment (taking into account all service under this Agreement and any prior service as a Superintendent with a School Board in the Province, or as an administrator or unionized teacher in the Province), up to a maximum severance of eighteen (18) months' salary and pension, health, dental and insurance benefits;

Termination by the Employee Without Cause: In the event that this Agreement is terminated by the Employee other than in accordance with Clause 9.1, the Employee shall provide at least ninety (90) days' notice in writing to the Department.

11. **General**

Survival of Terms: Completion by the Employee of the services or termination of this Agreement by either Party shall in no way relieve the Employee of the duties, obligations or liabilities pursuant to Clauses 7 and 8 of this Agreement.

Assignment: The Employee shall not assign this Agreement to any other individual. However, the Employee may assign duties as contemplated in performance of services under this Agreement and applicable policies.

Applicable Law: This Agreement shall be construed and interpreted in accordance with the laws of the Province.

Severability: If any provision of this Agreement shall be found illegal or unenforceable, notwithstanding, this Agreement may in the Department's sole discretion, remain in full force and effect and such term or provision shall be deemed removed from the Agreement.

Waiver: There is no term or provision in this Agreement that shall be deemed to be waived and no breach excused, unless such waiver or consent is in writing and signed by the Party claiming to have waived or consented.

Entire Agreement / Amendment: This written Agreement constitutes the whole Agreement between the Parties unless modified in writing and signed by both Parties.

Amendment: Any amendment or modification to this Agreement except as required by law must be in writing and signed by the parties or it shall be void and have no effect.

Notices: Any notice required to be given under this agreement shall be valid if given in writing by pre-paid registered letter to the following applicable address:

To the Employer:

Deputy Minister of Education and Early Childhood Development

[address]

Halifax, Nova Scotia

To the Employee:

(employee name)

(employee address)

or to another address that is communicated in writing to the parties, and notice is deemed to have been given 2 business days after the day the letter is posted. Nothing in this agreement precludes the delivery of notices by means other than mailing.

Definitions: In addition to the defined terms set out above, the following defined terms shall apply to this Agreement:

"Department" or "employer" means the Department of Education and Early Childhood Development.

"Deputy Minister" means the Deputy Minister of Education and Early Childhood Development.

"*Education Act*" means the Schedule A of the *Education Reform Act*, S.N.S. 2018, c.1 and all Regulations made under the Act as may be amended from time-to-time.

"Regional Executive Director of Education" means the position of "Regional Executive Director of Education" as defined in the Education Act.

"Minister" means the Minister of Education and Early Childhood Development.

"NSTU" means the Nova Scotia Teachers' Union.

"Province" means the Province of Nova Scotia.

“*Public School Administrators Employment Relations Act*” or “*Administrators Act*” means Schedule A of the *Education Reform Act*, S.N.S. 2018, c.1 and all Regulations made under the Act as may be amended from time-to-time.

“Teachers Provincial Agreement” means the collective agreement between the Minister and the NSTU expiring on July 31, 2019, as may be amended or renewed.

“Terms and Conditions of Employment for Administrators” means the terms and conditions of employment in accordance with the *Administrators Act* and such additional benefits as may be directed by the Department.

In WITNESS WHEREOF the Parties have executed this Agreement the day and year first above written.

**SIGNED, SEALED AND DELIVERED
in the presence of:**

Witness

Deputy Minister

Witness

Employee

Schedule L – Personal Services Contract (Director with Teaching Certificate)
– French

**Contrat de travail pour le directeur
de XXX**

ENTRE :

LE CONSEIL SCOLAIRE ACADIEN PROVINCIAL, entité juridique
(le « CSAP »)

– et –

(l'« Employé »)

Les parties signataires conviennent des dispositions suivantes :

Modalités de l'entente

1. Le CSAP emploiera de façon régulière l'Employé en tant que **directeur de XXX** pendant la période XXX, sauf en cas de résiliation anticipée conformément aux dispositions de la présente entente.

Services

3. L'Employé sera, sous réserve des conditions établies dans la présente entente et conformément à la loi sur l'éducation, aux règlements établis en application de cette loi et aux politiques applicables du CSAP, le **directeur de XXX** du CSAP, et sera, à ce titre, globalement responsable du bon fonctionnement du département de XXX et de la supervision de tous les employés du département de XXX. Les responsabilités particulières de l'Employé sont définies dans le détail à l'annexe A de la présente entente.

Supervision

3. L'Employé exécutera les tâches de son emploi dans le cadre de relations de travail axées sur la collaboration, sous la direction du directeur général du CSAP, dont il relèvera directement.

Rémunération

- 4.1 L'Employé sera initialement rémunéré selon un coefficient de comparaison de XXX p. 100 en bande XXX (salaire annuel de XXX dollars versé sous la forme d'un paiement toutes les deux semaines), conformément aux dispositions du présent cadre de rémunération.
- 4.2 Seront déduites des sommes indiquées au paragraphe 4.1 toutes les cotisations exigées par les lois du Canada et de la province de la Nouvelle-Écosse. Ces cotisations incluront, selon ce qui est approprié, la cotisation à la Commission des accidents du travail, la prime d'assurance-emploi, l'impôt sur le revenu, la contribution au Régime des pensions du Canada, etc.
- 4.3 L'Employé se verra rembourser ses dépenses conformément aux politiques du CSAP, lorsqu'il engage ces dépenses par nécessité dans le cadre de l'exécution des tâches du **directeur de XXX**.
- 4.4 L'Employé ne pourra pas engager de dépenses pouvant être ou étant censées être facturées au CSAP, sauf dans le respect strict des politiques et procédures du CSAP, et il ne pourra pas conclure d'ententes prétendant astreindre le CSAP à des obligations, de quelque façon que ce soit, sauf dans le respect strict des politiques et procédures du CSAP ou avec l'autorisation expresse du CSAP. Les ententes que l'Employé aura conclues sans respecter les politiques et procédures du CSAP ne pourront astreindre le CSAP à des obligations.

Avantages

- 5.1 L'Employé aura initialement droit à cinq (5) semaines de vacances par an et pourra reporter au maximum deux (2) semaines de vacances d'une année à la suivante. Après dix-neuf (19) années de service, l'Employé aura droit à six (6) semaines de vacances par an et pourra reporter au maximum deux (2) semaines de vacances d'une année à la suivante. Les vacances comprendront les vacances de Noël et les vacances de printemps telles qu'elles sont définies dans le règlement ministériel établi en application de la loi sur l'éducation.
- 5.2 L'Employé aura droit aux jours fériés scolaires tels qu'ils sont définis dans le règlement ministériel établi en application de la loi sur l'éducation ainsi qu'aux autres avantages liés aux jours fériés dont bénéficient les employés ne relevant pas de l'unité de négociation du CSAP, conformément à la politique du conseil scolaire.
- 5.3 Conformément à la loi sur les relations de travail avec les administrateurs des écoles publiques (*Public School Administrators Employment Relations Act*), l'Employé continuera de participer au régime de retraite du NSTU et aux régimes d'assurance médicale, de soins dentaires et d'assurance-vie prévus, avec les mêmes modalités et conditions que celles qui s'appliquent aux enseignants syndiqués selon la *Convention collective provinciale des enseignants*.
- 5.4 Les congés de maladie seront accordés conformément au protocole d'entente entre le ministre et l'Association des administratrices et administrateurs des écoles publiques de la Nouvelle-Écosse, avec ses modifications le cas échéant.

- 5.5 L'Employé aura droit au remboursement de ses frais de déplacement lorsqu'ils sont engagés dans le cadre de l'exercice de ses fonctions. Il devra présenter des demandes de remboursement de ces frais, et le remboursement se fera au tarif gouvernemental de la province.
- 5.6 L'Employé a droit à cinq (5) journées par an pour des activités de perfectionnement professionnel, qui doivent être approuvées par le directeur général. Il ne peut cumuler ces journées d'une année à l'autre. L'Employé peut faire une demande auprès du directeur général en vue d'obtenir jusqu'à trois (3) journées supplémentaires pour le perfectionnement professionnel. Le CSAP couvrira, dans la mesure du raisonnable, les dépenses de l'Employé se rapportant à sa participation à des conférences, des ateliers, etc. de perfectionnement professionnel, conformément à la politique du CSAP.
- 5.7 Le CSAP couvrira les frais d'adhésion de l'Employé aux organismes professionnels approuvés par le directeur général, sachant que la somme de ces frais ne doit pas dépasser 2000 dollars par an.
- 5.8 Le CSAP fournira à l'Employé les ressources électroniques suivantes pour son travail de bureau :
- (vii) un ordinateur portatif;
 - (viii) les mises à niveau de l'équipement et les logiciels exigés, à la discrétion du CSAP;
 - (ix) un téléphone portable.

C'est l'Employé lui-même qui devra assumer toutes les dépenses liées à l'utilisation de cet équipement à des fins personnelles.

Évaluation du travail

6. Le travail de l'Employé sera évalué tous les ans par le directeur général, à la date anniversaire de la présente entente ou avant cette date.

Responsabilité personnelle et confidentialité

- 7.1 Le CSAP assurera la défense, les négociations ou le règlement des plaintes ou des accusations déposées à l'encontre de l'Employé et protégera l'Employé de toute responsabilité personnelle, pourvu que le CSAP soit convaincu que ces plaintes découlent du travail effectué dans le cadre de la présente entente et ne sont pas fondées sur des activités frauduleuses ou criminelles ou des négligences.
- 7.2 L'Employé devra considérer comme confidentielle, pendant la durée de la présente entente ainsi que par la suite, toute information d'un caractère confidentiel pour les affaires du CSAP ou du ministère de l'Éducation et du Développement de la petite enfance dont il pourrait prendre connaissance par suite de son travail dans le cadre de la présente entente.

Propriété intellectuelle

- 8.1 Tous les documents produits dans le cadre de la présente entente, y compris tous les droits d'auteur qui en relèvent et tous les brevets, marques déposées et travaux en cours, quels qu'ils soient, qui en découlent, appartiennent au CSAP.
- 8.2 Le CSAP se réserve le droit soit de publier ou de diffuser, en tout ou en partie, soit de ne pas diffuser du tout, soit d'utiliser ou de ne pas utiliser, selon ce qu'il jugera approprié, soit encore de publier sous une version modifiée toute recherche, tout rapport, tout document, tout document audiovisuel ou toute information qui fait partie du travail effectué ou qui est produit dans le cadre de la présente entente.

Résiliation

- 9.1 La présente entente peut être résiliée à tout moment sans préavis par l'une des parties si l'autre partie ne remplit pas ses fonctions telles qu'elles sont décrites dans la présente entente.
- 9.2 Rien dans la présente entente ne limite la capacité qu'a le CSAP de la résilier pour un motif valable sans préavis ou sans indemnités remplaçant le préavis.
- 9.3 Si le présent contrat est résilié par le CSAP pour tout autre motif qu'une raison valable, l'Employé pourra choisir entre les deux options suivantes :
- a) soit l'Employé sera traité conformément au protocole d'entente entre le ministre et l'Association des administratrices et administrateurs des écoles publiques de la Nouvelle-Écosse, avec ses modifications le cas échéant;
 - b) soit le CSAP versera à l'Employé une indemnité équivalente à trois (3) mois de salaire lors de la première année de service ou à un (1) mois de salaire par année de service, selon celui des deux montants qui sera le plus élevé, jusqu'à concurrence de dix-huit (18) mois de salaire maximum. Le montant du salaire pour cette indemnité est le montant du salaire au moment de la résiliation du contrat.
- 9.4 Si la présente entente est résiliée par l'Employé, ce dernier devra donner un préavis d'au moins quatre-vingt-dix (90) jours par écrit au directeur général.

Généralités

- 10.1 La présente entente doit être comprise et interprétée en conformité avec les lois de la province de la Nouvelle-Écosse.
- 10.2 S'il s'avère que l'une quelconque des dispositions de la présente entente est illégale ou inexécutable, la présente entente restera pleinement en vigueur, mais on considèrera que la disposition en question a été supprimée dans l'entente.
- 10.3 On ne considèrera que l'une des parties de l'entente a renoncé à une disposition ou clause de la présente entente ou a consenti à excuser une violation de l'entente que si cette même partie a mis cette renonciation ou ce consentement par écrit et l'a signé(e).

- 10.4 La présente entente telle qu'elle est écrite constitue l'intégralité de l'entente établie entre les deux parties, à moins qu'elle soit modifiée par écrit et que l'entente modifiée soit signée par les deux parties.
- 10.5 Les pouvoirs ou droits discrétionnaires en vertu de la présente entente ne sont pas soumis aux attentes, raisonnables ou autres, des parties de la présente entente et aucune mesure prise en vertu d'une disposition discrétionnaire est considérée comme étant prise de bonne foi.
- 10.6 Si l'on souhaite apporter une modification ou un changement à la présente entente qui n'est pas exigé par la loi, il est obligatoire de le faire par écrit et avec la signature des parties concernées, sans quoi la modification ou le changement sera nul et non avenu.
- 10.7 Les références à la loi sur l'éducation font référence à l'annexe A de la *Loi sur la réforme de l'éducation*, S.N.É. 2018, ch. 1, et à tous les règlements établis en application (y compris les changements qui pourraient y être apportés le cas échéant).
- 10.8 Les références au « directeur général » dans la présente entente font référence au poste de « directeur général » du conseil scolaire tel qu'il est défini dans la loi sur l'éducation.
- 10.9 Les références au « ministre » dans la présente entente font référence à la personne qui occupe le poste de ministre de l'Éducation et du Développement de la petite enfance.

ENTENTE SIGNÉE en ce _____^e jour de XXX 20____
en présence de

Témoïn

XXX, directeur général
Conseil scolaire acadien provincial

Témoïn

XXX, employé(e)

ANNEXE A

Les responsabilités particulières du **directeur de XXX** sont les suivantes :

Un département de XXX, qui a des fonctions dans toutes les catégories suivantes :

- (i) xxx
- (ii) xxx
- (iii) xxx
- (iv) xxx

Schedule M – Personal Services Contract (Director without Teaching Certificate) – French

**Contrat de travail pour le directeur
de XXX**

ENTRE :

LE CONSEIL SCOLAIRE ACADIEN PROVINCIAL, entité juridique
(le « CSAP »)

– et –

(l'« Employé »)

Les parties signataires conviennent des dispositions suivantes :

Modalités de l'entente

1. Le CSAP embauchera l'Employé en tant que **directeur de XXX** à compter de XXX 20__, sauf en cas de résiliation anticipée conformément aux dispositions de la présente entente.

Période probatoire

4. L'Employé aura l'obligation d'effectuer une période probatoire de douze (12) mois pour veiller à ce que la transition soit réussie. Pendant cette période, des objectifs seront fixés par l'Employé en collaboration avec son supérieur hiérarchique, ses progrès dans la réalisation de ces objectifs seront examinés et le supérieur hiérarchique lui fera des commentaires et des suggestions, dans l'optique de veiller à ce qu'il connaisse la réussite dans son rôle. À l'issue de la période probatoire, l'Employé fera l'objet d'une évaluation de son travail pendant la période, en vue de déterminer s'il peut recevoir le statut d'employé régulier/permanent.

Services

5. L'Employé sera, sous réserve des conditions établies dans la présente entente et conformément à la loi sur l'éducation, aux règlements établis en application de cette loi et aux politiques applicables du CSAP, le **directeur de XXX** du CSAP, et sera, à ce titre, globalement responsable du bon fonctionnement du département de XXX et de la supervision de tous les employés du département de XXX. Les responsabilités particulières de l'Employé sont définies dans le détail à l'annexe A de la présente entente.

Supervision

- 4.1 L'Employé exécutera les tâches de son emploi dans le cadre de relations de travail axées sur la collaboration, sous la direction du directeur général du CSAP, dont il relèvera directement.

Rémunération

- 5.1 L'Employé sera initialement rémunéré selon un coefficient de comparaison de XXX p. 100 en bande XXX (salaire annuel de XXX dollars versé sous la forme d'un paiement toutes les deux semaines), conformément aux dispositions du présent cadre de rémunération.
- 5.2 Seront déduites des sommes indiquées au paragraphe 5.1 toutes les cotisations exigées par les lois du Canada et de la province de la Nouvelle-Écosse. Ces cotisations incluront, selon ce qui est approprié, la cotisation à la Commission des accidents du travail, la prime d'assurance-emploi, l'impôt sur le revenu, la contribution au Régime des pensions du Canada, etc.
- 5.3 L'Employé se verra rembourser ses dépenses conformément aux politiques du CSAP, lorsqu'il engage ces dépenses par nécessité dans le cadre de l'exécution des tâches du **directeur de XXX**.
- 5.4 L'Employé ne pourra pas engager de dépenses pouvant être ou étant censées être facturées au CSAP, sauf dans le respect strict des politiques et procédures du CSAP, et il ne pourra pas conclure d'ententes prétendant astreindre le CSAP à des obligations, de quelque façon que ce soit, sauf dans le respect strict des politiques et procédures du CSAP ou avec l'autorisation expresse du CSAP. Les ententes que l'Employé aura conclues sans respecter les politiques et procédures du CSAP ne pourront astreindre le CSAP à des obligations.

Avantages

- 6.1 L'Employé aura initialement droit à cinq (5) semaines de vacances par an et pourra reporter au maximum deux (2) semaines de vacances d'une année à la suivante. Après dix-neuf (19) années de service, l'Employé aura droit à six (6) semaines de vacances par an et pourra reporter au maximum deux (2) semaines de vacances d'une année à la suivante. Les vacances comprendront les vacances de Noël et les vacances de printemps telles qu'elles sont définies dans le règlement ministériel établi en application de la loi sur l'éducation.
- 6.2 L'Employé aura droit aux jours fériés tels qu'ils sont définis à l'article 2 du règlement ministériel établi en application de la loi sur l'éducation, ainsi qu'aux autres avantages liés

aux jours fériés dont bénéficient les employés ne relevant pas de l'unité de négociation du CSAP, conformément à la politique du conseil scolaire.

- 6.3 L'Employé aura droit aux prestations de soins de santé, de soins dentaires et d'assurance-vie prévues dans les avantages sociaux du CSAP pour les employés non syndiqués.
- 6.4 L'Employé aura droit à vingt journées de congé de maladie par année scolaire.
- 6.5 L'Employé continuera d'avoir le droit de participer au régime de retraite prévu pour les employés non syndiqués du CSAP.
- 6.6 L'Employé aura droit au remboursement de ses frais de déplacement lorsqu'ils sont engagés dans le cadre de l'exercice de ses fonctions. Il devra présenter des demandes de remboursement de ces frais, et le remboursement se fera au tarif gouvernemental de la province.
- 6.7 L'Employé a droit à cinq (5) journées par an pour des activités de perfectionnement professionnel, qui doivent être approuvées par le directeur général. Il ne peut cumuler ces journées d'une année à l'autre. L'Employé peut faire une demande auprès du directeur général en vue d'obtenir jusqu'à trois (3) journées supplémentaires pour le perfectionnement professionnel. Le CSAP couvrira, dans la mesure du raisonnable, les dépenses de l'Employé se rapportant à sa participation à des conférences, des ateliers, etc. de perfectionnement professionnel, conformément à la politique du CSAP.
- 6.8 Le CSAP couvrira les frais d'adhésion de l'Employé aux organismes professionnels approuvés par le directeur général, sachant que la somme de ces frais ne doit pas dépasser 2000 dollars par an.
- 6.9 Le CSAP fournira à l'Employé les ressources électroniques suivantes pour son travail de bureau :
 - (x) un ordinateur portable;
 - (xi) les mises à niveau de l'équipement et les logiciels exigés, à la discrétion du CSAP;
 - (xii) un téléphone portable.

C'est l'Employé lui-même qui devra assumer toutes les dépenses liées à l'utilisation de cet équipement à des fins personnelles.

Évaluation du travail

- 7.1 Le travail de l'Employé sera évalué tous les ans par le directeur général, à la date anniversaire de la présente entente ou avant cette date.

Responsabilité personnelle et confidentialité

- 8.1 Le CSAP assurera la défense, les négociations ou le règlement des plaintes ou des accusations déposées à l'encontre de l'Employé et protégera l'Employé de toute responsabilité personnelle, pourvu que le CSAP soit convaincu que ces plaintes découlent du travail effectué dans le cadre de la présente entente et ne sont pas fondées sur des activités frauduleuses ou criminelles ou des négligences.
- 8.2 L'Employé devra considérer comme confidentielle, pendant la durée de la présente entente ainsi que par la suite, toute information d'un caractère confidentiel pour les affaires du CSAP ou du ministère de l'Éducation et du Développement de la petite enfance dont il pourrait prendre connaissance par suite de son travail dans le cadre de la présente entente.

Propriété intellectuelle

- 9.1 Tous les documents produits dans le cadre de la présente entente, y compris tous les droits d'auteur qui en relèvent et tous les brevets, marques déposées et travaux en cours, quels qu'ils soient, qui en découlent, appartiennent au CSAP.
- 9.2 Le CSAP se réserve le droit soit de publier ou de diffuser, en tout ou en partie, soit de ne pas diffuser du tout, soit d'utiliser ou de ne pas utiliser, selon ce qu'il jugera approprié, soit encore de publier sous une version modifiée toute recherche, tout rapport, tout document, tout document audiovisuel ou toute information qui fait partie du travail effectué ou qui est produit dans le cadre de la présente entente.

Résiliation

- 10.1 La présente entente peut être résiliée à tout moment sans préavis par l'une des parties si l'autre partie ne remplit pas ses fonctions telles qu'elles sont décrites dans la présente entente.
- 10.2 Rien dans la présente entente ne limite la capacité qu'a le CSAP de la résilier pour un motif valable sans préavis ou sans indemnités remplaçant le préavis.
- 10.3 Si le présent contrat est résilié par le CSAP pour tout autre motif qu'une raison valable, le conseil scolaire versera à l'Employé une indemnité équivalente à trois (3) mois de salaire lors de la première année de service ou à un (1) mois de salaire par année de service, selon celui des deux montants qui sera le plus élevé, jusqu'à concurrence de dix-huit (18) mois de salaire maximum. Le montant du salaire pour cette indemnité est le montant du salaire au moment de la résiliation du contrat.
- 10.4 Si la présente entente est résiliée par l'Employé, ce dernier devra donner un préavis d'au moins quatre-vingt-dix (90) jours par écrit au directeur général.

Généralités

- 11.1 La présente entente doit être comprise et interprétée en conformité avec les lois de la province de la Nouvelle-Écosse.
- 11.2 S'il s'avère que l'une quelconque des dispositions de la présente entente est illégale ou inexécutable, la présente entente restera pleinement en vigueur, mais on considèrera que la disposition en question a été supprimée dans l'entente.
- 11.3 On ne considèrera que l'une des parties de l'entente a renoncé à une disposition ou clause de la présente entente ou a consenti à excuser une violation de l'entente que si cette même partie a mis cette renonciation ou ce consentement par écrit et l'a signé(e).
- 11.4 La présente entente telle qu'elle est écrite constitue l'intégralité de l'entente établie entre les deux parties, à moins qu'elle soit modifiée par écrit et que l'entente modifiée soit signée par les deux parties.
- 11.5 Les pouvoirs ou droits discrétionnaires en vertu de la présente entente ne sont pas soumis aux attentes, raisonnables ou autres, des parties de la présente entente et aucune mesure prise en vertu d'une disposition discrétionnaire est considérée comme étant prise de bonne foi.
- 11.6 Si l'on souhaite apporter une modification ou un changement à la présente entente qui n'est pas exigé par la loi, il est obligatoire de le faire par écrit et avec la signature des parties concernées, sans quoi la modification ou le changement sera nul et non avenue.
- 11.7 Les références à la loi sur l'éducation font référence à l'annexe A de la *Loi sur la réforme de l'éducation*, S.N.É. 2018, ch. 1, et à tous les règlements établis en application (y compris les changements qui pourraient y être apportés le cas échéant).
- 11.8 Les références au « directeur général » dans la présente entente font référence au poste de « directeur général » du conseil scolaire tel qu'il est défini dans la loi sur l'éducation.
- 11.9 Les références au « ministre » dans la présente entente font référence à la personne qui occupe le poste de ministre de l'Éducation et du Développement de la petite enfance.

ENTENTE SIGNÉE en ce _____^e jour de XXX 2020
en présence de

Témoïn

XXX, directeur général
Conseil scolaire acadien provincial

Témoign

XXX, employé(e)

ANNEXE A

Les responsabilités particulières du **directeur de XXX** sont les suivantes :

Un département de XXX, qui a des fonctions dans toutes les catégories suivantes :

(v) xxx

(vi) xxx

(vii) xxx

(viii) xxx

Schedule N – Personal Services Contract (Superintendent)

Contrat pour le directeur général (enseignant)

ENTENTE établie le _____ 20__ et entrant en vigueur le _____ 20__.

ENTRE

le **CONSEIL SCOLAIRE ACADIEN PROVINCIAL**, en vertu des pouvoirs qui lui sont accordés par la loi sur l'éducation, qu'on désignera ci-dessous par l'expression « le conseil »

D'UNE PART

et

_____, qu'on désignera ci-dessous par l'expression « le contractant »

D'AUTRE PART

attendu que la loi sur l'éducation (CSAP) décrit les rôles et responsabilités du « directeur général »;

attendu que le directeur général est l'administrateur en chef du conseil et joue un rôle central en ce qui concerne la mise en place des meilleures pratiques possible en matière de gestion, l'atteinte de l'efficacité maximale et l'affectation de la plus grande quantité possible de ressources aux services offerts aux élèves;

attendu que le directeur général jouera un rôle central dans la réforme centrée sur les élèves du système éducatif de la maternelle à la 12^e année, dont l'objectif est de favoriser la participation de la communauté, la diversité, le professionnalisme du personnel enseignant, la sécurité dans le milieu éducatif, l'excellence, l'innovation et la réussite scolaire;

attendu que le contractant est d'accord pour accomplir la tâche de « directeur général » conformément à la loi sur l'éducation et aux modalités définies dans le présent contrat d'emploi professionnel;

attendu que le lieu de travail du directeur général se situe au siège social à Saulnierville (La Butte), en Nouvelle-Écosse;

et attendu que le paragraphe 11(3) de la loi sur l'éducation (CSAP) stipule qu'« une école publique ou une partie d'école publique dans laquelle est offert un programme d'enseignement en français langue première est désignée école publique acadienne »;

LA PRÉSENTE ENTENTE ATTESTE que, en considération des engagements et ententes réciproques contenus dans le présent document et exposés sous « Responsabilités spécifiques » (alinéa 2.1 B) ci-dessous et en accord avec le but, les objectifs et les dispositions de la loi sur l'éducation, les deux parties s'engagent comme suit :

1.0 Dispositions de l'entente

1.1 La durée de la présente entente s'étendra du _____ 20__ au _____ 20__, à moins que l'entente soit résiliée à une date antérieure en vertu de la présente entente ou prolongée d'un commun accord.

2.0 Services

2.1 Le contractant sera, sous réserve des conditions contenues dans le présent document et en conformité avec la loi sur l'éducation, l'administrateur en chef du conseil connu sous le nom de « directeur général » du Conseil scolaire acadien provincial et :

A. Responsabilités générales

- i) fera preuve de leadership dans les domaines de l'éducation, de l'administration et de la gestion, en prenant personnellement la responsabilité de nombreuses initiatives, en mettant fortement l'accent sur l'obtention de résultats et en utilisant un style de direction et de gestion ferme, mais restant d'un abord facile, qui poussera les employés à participer au processus de prise de décisions et qui saura attirer, motiver et retenir d'un personnel à rendement élevé. Le contractant devra également détenir de grandes capacités dans les domaines des relations interpersonnelles, de la consultation, de la collaboration et de la communication;
- ii) aura la responsabilité d'ensemble de l'efficacité de la gestion et du fonctionnement du siège social, des bureaux du conseil scolaire et des écoles publiques acadiennes de la province, c'est-à-dire de l'offre de programmes, des services de soutien, de l'administration financière, de l'administration des systèmes, des innovations technologiques, de la gestion et de la supervision de tous les employés du conseil et des relations avec le gouvernement, les intervenants, le public et les médias. Le contractant agira à tout moment en conformité avec la loi sur l'éducation, les règlements établis en application de cette loi, les politiques du conseil, ses obligations contractuelles et les autres textes législatifs;

B. Responsabilités spécifiques

- i) jouera un rôle de leader dans le domaine de l'éducation en français langue première dans la province, en mettant l'accent sur une éducation de qualité, sur le renforcement de la participation de la communauté et sur l'efficacité de la prestation des services, et rendra compte tous les ans des résultats des élèves des écoles publiques acadiennes qui relèvent de sa responsabilité;
- ii) s'assurera que les buts que le système éducatif s'est fixés à l'échelle de l'ensemble de la province sont atteints, en travaillant en coopération avec le ministère de l'Éducation et du Développement de la petite enfance et les autres ministères et agences gouvernementales;
- iii) encouragera les écoles publiques acadiennes à assumer de plus grandes responsabilités en ce qui concerne l'atteinte des buts fixés et la prise de décisions au niveau de l'école elle-même, en travaillant en collaboration avec les directions des écoles, les conseils d'école consultatifs, les conseillers scolaires et les autres parties intéressées, en surveillant les projets d'amélioration des écoles et de responsabilisation des intervenants et en rendant compte tous les ans au conseil scolaire des progrès réalisés dans ces domaines;
- iv) offrira une gestion centralisée pour les services destinés aux écoles publiques acadiennes qui peuvent être gérés de façon plus efficace à l'échelle de la province tout entière;
- v) facilitera le travail du conseil et des comités en assistant aux réunions appropriées et en aidant le conseil à mettre en place et à suivre un plan stratégique qui mène à l'élaboration de politiques appropriées en ce qui concerne les ressources humaines, les finances et l'exploitation, notamment le transport scolaire et l'entretien, les programmes et les services aux élèves, la technologie et l'innovation et les problèmes de gestion et évaluera également le niveau de réussite atteint par les élèves, en rendant compte de cette évaluation au conseil;
- vi) supervisera la mise au point et la mise en place des politiques du ministre et du conseil scolaire, rendra compte tous les ans au conseil par écrit de la mise à exécution de ces politiques et dirigera tous les transferts d'informations et toutes les communications en provenance et en direction du conseil;
- vii) assurera l'efficacité de la prestation de services en établissant et en contrôlant des procédures sur la communication des politiques et des attentes du conseil aux employés et aux communautés;

- viii) assurera la mise en place de systèmes de ressources humaines efficaces et se chargera de la négociation et de l'administration de toutes les conventions collectives au nom du conseil;
- ix) fera preuve de leadership dans le domaine de la gestion, en assurant l'efficacité du fonctionnement du siège du conseil et des écoles publiques acadiennes de la province, en supervisant la gestion et la direction de tout le personnel employé par le conseil, selon une approche axée sur les résultats et sur la clientèle, et en conseillant le conseil en ce qui concerne l'embauche, le maintien en poste et le renvoi des enseignants et autres employés du système;
- x) s'assurera que toutes les écoles publiques acadiennes de la province proposent un milieu d'apprentissage où les gens sont à l'abri du danger, où l'ordre règne et qui apporte du soutien aux apprenants;
- xi) montrera qu'il a une vision et fera preuve de leadership en se fixant des buts et objectifs sur les plans personnel et professionnel et en présentant ces buts au conseil scolaire tous les ans;
- xii) favorisera le respect des exigences du conseil scolaire en accomplissant toute autre tâche qui est prescrite par la loi sur l'éducation ou les règlements ou qui lui est attribuée par le conseil scolaire;
- xiii) apportera ses encouragements et son soutien à la mise en place de la collaboration et de la coopération dans les relations de travail avec le ministère de l'Éducation et du Développement de la petite enfance et avec les autres conseils scolaires;
- xiv) encouragera le conseil à utiliser ses ressources de la façon la plus efficace et la plus rentable possible, afin de s'assurer que la plus grande quantité possible de ressources est affectée à la salle de classe et aux services aux élèves.

3.0 Direction

- 3.1 Le contractant effectuera ses tâches en mettant en place des relations de travail axées sur la collaboration, sous la direction dudit conseil, vis-à-vis duquel il aura une responsabilité directe, et en conformité avec la loi sur l'éducation.

4.0 Rémunération

- 4.1 Le contractant sera rémunéré au taux de XXX \$ par an, payable par versements toutes les deux semaines de XXX \$, au plus tard le vendredi toutes les deux semaines, pour une période de 60 mois à partir du _____ 20___. Les ajustements qui pourront être apportés à l'avenir à sa rémunération devront se faire conformément au présent cadre de rémunération.
- 4.2 Le contractant recevra les indemnités complémentaires suivantes :
 - (a) Le contractant recevra un remboursement au kilomètre pour les déplacements effectués entre le lieu de travail et les autres endroits dans le cadre de l'accomplissement de ses tâches. Cette indemnisation se fera en réponse à ses demandes de remboursement et sera versée conformément au taux en vigueur dans la province pour les déplacements.
 - (b) Le conseil paiera les frais annuels d'adhésion du contractant aux organismes suivants, du moment que le montant total des frais ne dépasse pas 3 000 \$. Les organismes professionnels pour lesquels le conseil pourra payer les frais d'adhésion comprennent, entre autres, les suivants :
 - le Réseau canadien de leadership en éducation
 - l'Association canadienne des conseils scolaires
 - l'Association canadienne d'éducation de langue française
 - l'Association américaine des dirigeants scolaires
 - le Réseau d'éducation francophone à distance
 - Edu-Law
 - les chambres de commerce ou les bureaux de commerce pourront être

considérés en fonction des enjeux qui se posent au niveau local.

- (c) Le contractant a droit à cinq (5) journées de perfectionnement professionnel par an. Ces journées ne peuvent être transférées d'une année à l'autre. Le contractant pourra présenter une demande au conseil en vue d'obtenir jusqu'à trois (3) journées de perfectionnement professionnel supplémentaires.
 - (d) Le conseil couvrira les dépenses raisonnablement liées à la participation du contractant à des congrès, des ateliers, etc. de perfectionnement professionnel, conformément aux politiques et aux procédures en vigueur au conseil.
 - (e) Le conseil fournira au contractant les outils électroniques suivants pour sa productivité et son travail de bureau :
 - (i) ordinateur de bureau pour son domicile ou ordinateur portable
 - (ii) assistant numérique personnel
 - (iii) téléphone portable
 - (iv) équipement et logiciels nécessaires, y compris tous les coûts raisonnablement liés à l'utilisation de cet équipement, notamment (entre autres) les frais d'installation et d'abonnement à des services de télécommunication
 - (v) mises à jour, fournies selon les besoins ou selon un calendrier établi de remise à niveau
 - (vi) Les frais liés à l'utilisation personnelle de ces appareils seront à la charge du contractant.
- 4.3 On déduira des sommes mentionnées au paragraphe 4.1 ci-dessus toutes les cotisations qui, de l'avis du ministre, sont exigées par la loi au Canada ou en Nouvelle-Écosse, notamment (s'il y a lieu) : les cotisations à la Commission des accidents du travail; les cotisations d'assurance-emploi; l'impôt sur le revenu; les cotisations au Régime des pensions du Canada; etc.
- 4.4 Le contractant sera remboursé pour ses dépenses au même montant que celui qui est versé aux employés du conseil et en conformité avec la politique du conseil, dans la mesure où ces dépenses seront engagées par nécessité dans l'exercice de ses fonctions de directeur général.
- 4.5 Le contractant ne pourra engager de dépenses dans l'éventualité ou dans l'intention qu'elles soient à la charge du conseil, sauf si cela se fait en stricte conformité avec les politiques et les procédures du conseil, et il ne pourra participer à aucune entente prétendant lier le conseil de quelque façon que ce soit, sauf si cela se fait en stricte conformité avec les politiques et les procédures du conseil ou avec l'autorisation expresse du conseil, et, si le contractant participe à des ententes de façon non appropriée, ces ententes ne lieront pas le conseil scolaire.
- 4.6 Le contractant bénéficiera au total de six (6) semaines de vacances annuelles et pourra reporter à l'année suivante au maximum dix (10) journées de vacances non prises au cours d'une année de travail effectué dans le cadre de la présente entente. Il ne pourra pas accumuler plus de dix (10) journées. Les congés pour le contractant devront être approuvés par écrit par le président du conseil scolaire. Le contractant ne sera pas indemnisé pour les journées de congé auxquelles il a droit.
- 4.7 Le contractant aura droit aux régimes d'assurance médicale et d'assurance dentaire du SENE selon les mêmes modalités que celles qui figurent dans la convention collective des enseignants ou bien, s'il le désire, il pourra recevoir un versement d'un montant correspondant à la contribution de l'employeur pour lesdites prestations.

- 4.8 Le contractant aura droit aux mêmes jours fériés que ceux auxquels ont droit les employés du conseil, en conformité avec la politique du conseil.
- 4.9 S'il choisit d'y contribuer, le contractant a le droit de s'inscrire à la police d'assurance-vie du conseil qui couvre les employés du conseil ou bien, s'il y a lieu, au régime d'assurance collective du SENE.
- 4.10 Le contractant a droit soit aux mêmes congés de maladie que ceux qui figurent dans les termes d'emploi applicables aux administrateurs et administratrices de l'AAEPNE ou aux congés de maladie en conformité avec la politique du conseil.
- 4.11 Le contractant aura droit à tous les avantages sociaux négociés par le AAEPNE pour les administrateurs et administratrices du système scolaire dont le contractant est responsable, et conformément aux dispositions de la *Public School Administrators Employment Relations Act*, avec ses modifications, et il se verra accorder les droits et les avantages accordés aux enseignants par cette loi et ces règlements.

5.0 Évaluation du travail du directeur général

Le contractant devra compléter et recevoir, conformément à la politique du conseil, une évaluation annuelle de son travail, effectuée par le conseil au jour de la date anniversaire de l'établissement de la présente entente ou avant cette date.

6.0 Responsabilité personnelle et confidentialité

- 6.1 Le conseil assurera la défense, les négociations ou le règlement des plaintes ou des accusations déposées à l'encontre du contractant et protégera le contractant de toute responsabilité personnelle, pourvu que le conseil soit convaincu que ces plaintes découlent du travail effectué dans le cadre de la présente entente et ne sont pas fondées sur des activités frauduleuses ou criminelles ou des négligences.
- 6.2 Dans tous les cas où le conseil agit en vertu de l'article 6.1, c'est le conseil ou le ministère de l'Éducation et du Développement de la petite enfance qui a le contrôle de l'affaire.
- 6.3 Le contractant devra considérer comme confidentielle, pendant la durée de la présente entente ainsi que par la suite, toute information d'un caractère confidentiel pour les affaires du conseil dont il pourrait prendre connaissance par suite de son travail dans le cadre de la présente entente.

7.0 Propriété intellectuelle

- 7.1 Tous les documents produits dans le cadre de la présente entente, y compris tous les droits d'auteur qui en relèvent et tous les brevets, marques déposées et travaux en cours, quels qu'ils soient, qui en découlent, appartiennent au conseil.
- 7.2 Le conseil se réserve le droit soit de publier ou de diffuser, en tout ou en partie, soit de ne pas diffuser du tout, soit d'utiliser ou de ne pas utiliser, selon ce qu'il jugera approprié, soit encore de publier sous une version modifiée toute recherche, tout rapport, tout document, tout document audiovisuel ou toute information qui fait partie du travail effectué ou qui est produit dans le cadre de la présente entente.

8.0 Résiliation

- 8.1 La résiliation de la présente entente doit se faire conformément aux conditions suivantes :
- (i) Le conseil peut résilier la présente entente à tout moment sans préavis si le contractant ne remplit pas ses fonctions telles qu'elles sont décrites dans la présente entente et, si cette entente est résiliée, le contractant se verra verser la ou les somme(s) qui lui reviennent en vertu de l'article 4 jusqu'à la date de la résiliation, laquelle résiliation devra se faire à la pleine satisfaction du conseil,

qui devra être déchargé de toute plainte et de toute demande à son encontre, quelles qu'elles soient, en ce qui concerne la présente entente.

- (ii) Rien dans la présente entente ne limite la capacité qu'a le conseil de la résilier pour un motif valable sans préavis ou sans indemnités remplaçant le préavis.
- (iii) Si le présent contrat est résilié pour tout autre motif qu'une raison valable, le contractant pourra :
 - (a) soit démissionner et accepter une indemnité de départ égale à six (6) mois de salaire pour la première année du présent contrat, plus un (1) mois de salaire pour chaque année supplémentaire à l'emploi du conseil dans le cadre de ce contrat ou d'une version renouvelée de ce contrat, jusqu'à concurrence de douze (12) mois de salaire au maximum;
- (iv) Si la présente entente est résiliée par le contractant, ce dernier devra donner un préavis d'au moins quatre-vingt-dix (90) jours par écrit au conseil.

9.0 Généralités

- 9.1 Le fait que le contractant ait rempli ses services ou que la présente entente ait été résiliée par l'une quelconque des deux parties ne libère en aucune façon le contractant des tâches, des obligations et des responsabilités qui sont les siennes en vertu des articles 6 et 7 de la présente entente.
- 9.2 Le contractant n'a pas le droit de céder ou de sous-traiter la présente entente.
- 9.3 La présente entente doit être comprise et interprétée en conformité avec les lois de la province de la Nouvelle-Écosse.
- 9.4 S'il s'avère que l'une quelconque des dispositions de la présente entente est illégale ou inexécutable, la présente entente restera pleinement en vigueur, mais on considérera que cette disposition ou clause a été supprimée dans l'entente.
- 9.5 Les délais constituent une condition essentielle de la présente entente.
- 9.6 L'on ne considérera que l'une des parties de l'entente a renoncé à une disposition ou clause de la présente entente ou a consenti à excuser une violation de l'entente que si cette même partie a mis cette renonciation ou ce consentement par écrit et l'a signé(e).
- 9.7 La présente entente, incluant l'annexe A, telle qu'elle est écrite constitue l'intégralité de l'entente établie entre les deux parties, à moins qu'elle soit modifiée par écrit et que l'entente modifiée soit signée par les deux parties.
- 9.8 Les références à la loi sur l'éducation dans la présente entente font référence à la loi sur l'éducation (CSAP), la loi sur l'éducation de la Nouvelle-Écosse, et à tous les règlements qui ont été établis en application de ces lois selon le cas échéant, tels qu'ils auront pu être modifiés le cas échéant.
- 9.9 Les références au « directeur général » dans la présente entente font référence au poste de « directeur général » tel qu'il est défini dans la loi sur l'éducation.
- 9.10 Les références au « ministre » dans la présente entente font référence à la personne qui occupe le poste de ministre de l'Éducation et du Développement de la petite enfance.
- 9.11 Les références au « SENE » dans la présente entente font référence au Syndicat des enseignants de la Nouvelle-Écosse.
- 9.12 Les références au « AAEPNE » dans la présente entente font référence à l'Association des administratrices et administrateurs des écoles publiques de la Nouvelle-Écosse.

EN FOI DE QUOI les deux parties ont signé la présente entente au jour et à l'année indiqués ci-dessus en premier lieu.

SIGNÉ, SCELLÉ ET DÉLIVRÉ

en présence de :

_____	_____	_____
Témoin	Président, Conseil scolaire acadien provincial	Date

_____	_____	_____
Témoin	Contractant	Date

ANNEXE A

Le CSAP paiera jusqu'à 6 000 \$ par année (non transférable à d'autres associations ou formations) pour les frais reliés à la participation du contractant au Regroupement national des directions générales de l'éducation (RNDGE).

Il est entendu qu'en cas de situations jugées exceptionnelles, le Conseil pourra augmenter ce montant, par une résolution officielle.

Le CSAP reconnaît ainsi l'importance de la participation du contractant à ce Regroupement.