

2016 – 04 — 29

Post card # 15-16– 013

To: Members

Subject: COMPARING YEARLY ASSIGNMENT CLASSIFICATION AND SALARY

Name of the school or dept.	Title of the position	Classification of the position	Salary as of July 1	Classification as of Sept. 30
Sunnyside	Vice principal	5	65000.00	5
Hillside	Principal	6		6

During the early months of Spring, the Director General will usually announce the “administrative appointments” for the new school year. These changes are completely within their duties and are also subject to change during the school year.

During such a process it has been known that some of you are fortunate to obtain an upward reclassification, some may not change and some may see a lower classification. In the latter case for in-school and for center positions salaries are protected indefinitely. The remaining group only has a two (2) year protection which will hopefully change as a result of the upcoming discussions with the Ministry.

May I remind you that classification and salaries are always based on the September 30 enrolments.

Recently, I have received requests for information about this process. Your record keeping is important and will allow to track changes to your file. With this in mind, I have prepared a simple “excel spreadsheet” which should help you summarize your data and which should be based on actual documentation from your “Human Resources Department”.

Most Local Management Policies require that you and your association receive this information. The chart will permit you to complete the information for the years 2013-2014, 2014-2015, 2015-2016 and for 2016-2017 when you obtain it.

Such a process usually becomes effective as of July 1 of the new school year but now is the time to have your facts organized for the current year that ends on June 30.

IF YOU WOULD LIKE CLARIFICATION, HAVE QUESTIONS OR WOULD LIKE TO DISCUSS THIS, PLEASE FEEL FREE TO CONTACT:



or



Michael Stirrup, Executive Assistant, 514– 426–5110, info@aaesq.ca

INSTRUCTIONS FOR THE CHART ENTITLED "COMPARING YEARLY ASSIGNMENT CLASSIFICATION AND SALARY WHILE HOLDING A SENIOR STAFF POSITION'.

1. GATHER YOUR INFORMATION.
2. OPEN THE EXCEL SPREADSHEET, SAVE IT TO YOUR COMPUTER.
3. TYPE YOUR NAME IN THE TOP RIGHT HAND CORNER.
4. COMPLETE THE CHART AND RE-SAVE IT.
5. IT CAN BE PRINTED ON 1 LEGAL SIZE SHEET OF PAPER.
6. IF YOU HAVE ANY QUESTIONS YOU CAN SEND IT TO ME.

