

2019 - 09 —26

Post card # 19-20– 002 - Sept. 30 Enrolment

To: Members

Subject: September 30 enrolment



About one month ago you were busy getting everything ready for the first day of classes. Since then, one task was, counting heads and completing the enrolment data for your school and / or school board.

As you are aware, this is an important component and has a direct impact on your classification and consequently your salary.

It is officially referred to “A change in range” and Section 24 covers this topic as shown below.

Extracted from the June 2018-08 Regulation – which is currently in force

Division 2 Classification - Change in range

Section 24 - *The range of positions shall be reviewed yearly. Any change in range resulting from the review shall take effect on 1 July of the current school year.*

- **Change of a position to a Higher Range**

Where a position moves up to a higher range as a result of an increase in student enrolment applicable to him, the incumbent’s salary in the position corresponding to his new class shall be determined under paragraph 1 of section 33.

- **Change of a position to a Lower Range**

Where a position moves down to a lower range as a result of a decline in student enrolment applicable to him, the incumbent’s class and salary shall be maintained until the decline is 10% below the lower limit of the range that was applicable to the position.

Where a decline in student enrolment is 10% below the lower limit that was applicable to the position, the incumbent's salary in the position corresponding to his new class shall be determined under paragraph 2 of section 33.

N. B. The complete text of sections 18 to 24, 33 and 34 accompany this document as an attachment.

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



or



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Extracted from the Certain Conditions of Employment - June 2018-08 version

DIVISION II CLASSIFICATION

§1. Range Applicable to Senior Staff Positions

18. The class of employment of a senior staff member shall be determined, where applicable, on the basis of the range of the school board, school or centre to which he is assigned. Each range includes lower and upper limits representing the student population or the number of group-hours of instruction or both.

The school board's student population consists of youth/students, adult students and students enrolled in vocational training.

19. The youth/student population corresponds to the number of students enrolled on 30 September in the schools of the school board.

20. The group-hours of instruction shall be determined on the basis of the general education programs, the vocational training programs and the popular education programs.

The group-hours of instruction (GHI) shall be determined on the basis of the rules issued each year by the Minister.

The adult or vocational training enrolment, as the case may be, shall be obtained by dividing by 900 and by multiplying by 17 the group-hours of instruction for the preceding year.

21. In the case of a senior staff member and an administrative services supervisor in a school, the range shall be determined on the basis of the youth/student population enrolled on 30 September in the school or schools to which he is assigned. In the case of a senior staff member and an administrative services supervisor in a school responsible for at least one welcoming class authorized by the Minister, the range shall also be determined on 30 September and reviewed on the subsequent 30 January.

In an elementary school that also provides secondary instruction, each student at the secondary level counts as 1.25 students.

In a school where there are students enrolled in a welcoming class authorized by the Minister, each student counts as two students.

22. In the case of a senior staff member and an administrative services supervisor in an adult education centre, the range shall be determined on the basis of the adult student population attending any of the adult education centres to which he is assigned.

The adult student population shall be determined on the basis of the group-hours of instruction for adults who were attending, the preceding school year, an adult education centre referred to in the first paragraph; the group-hours of instruction shall be determined under section 20.

In the case of a senior staff member of adult education services, the adult student population shall be determined on the basis of the number of group-hours of instruction for the preceding school year for all adults enrolled in the adult education centres under the responsibility of the school board.

23. In the case of a senior staff member and an administrative services supervisor in a vocational training centre, the range shall be determined on the basis of the vocational training student population attending any of the vocational training centres to which he is assigned.

The number of students enrolled in vocational training shall be determined on the basis of the number of group-hours of instruction for youth/students and adults who were attending, the preceding school year, a vocational training centre referred to in the first paragraph; the group-hours of instruction shall be determined under section 20.

In the case of a senior staff member of vocational education services, the vocational training student population shall be determined on the basis of the number of group-hours of instruction for the preceding school year for all youth/students and adults enrolled in the vocational training centres under the responsibility of the school board.

§2. *Change in Range*

24. The range of positions shall be reviewed yearly. Any change in range resulting from the review shall take effect on 1 July of the current school year.

Change of Position to a Higher Range

Where a position moves to a higher range as a result of an increase in student enrolment applicable to him, the incumbent's salary in the position corresponding to his new class shall be determined under subparagraph 1 of section 33.

Change of Position to a Lower Range

Where a position moves to a lower range as a result of a decline in student enrolment applicable to him, the incumbent's class and salary shall be maintained until the decline is 10% below the lower limit of the range that was previously applicable to the position.

Where a decline in student enrolment is 10% below the lower limit that was previously applicable to the position, the incumbent's salary in the position corresponding to his new class shall be determined under subparagraph 2 of section 33.

CHAPTER III – REMUNERATION - DIVISION I

§3. *Calculation of Salary at the Time of a Change in Range and Job Class Resulting from a Fluctuation in Enrolment*

33. Where a job class is modified as a result of a change in range, the salary of a senior staff member shall be determined according to one of the following situations:

(1) The maximum rate of the new applicable salary scale is greater than the maximum rate of the salary scale that was applicable to him: in this case, his salary shall be determined by adding to the salary he was receiving an amount equal to the difference between the two rates.

(2) The maximum rate of the new applicable salary scale is less than the maximum rate of the salary scale that was applicable to him: in this case, the salary he was receiving shall be maintained if it is equal to or less than the maximum rate of the new salary scale. It shall correspond to that rate if it is higher.

34. The salary readjustment procedure outlined in Division V of this chapter applies to the senior staff member referred to in subparagraph 2 of section 33, where applicable.