

EDMONTON PUBLIC SCHOOLS

March 10, 2009

TO: Board of Trustees

FROM: Trustee D. Fleming, Planning and Policy Committee  
Trustee G. Gibeault, Chair Planning and Policy Committee  
Trustee K. Shipka, Planning and Policy Committee

SUBJECT: Board Policy Review - GDB.BP Terms and Conditions of Employment

ORIGINATOR: B. Tams, Assistant Superintendent

RESOURCE  
STAFF: David Fraser; Mark Liguori, Ellen Ogilvy

RECOMMENDATION

1. That revised Board Policy GDB.BP Terms and Conditions of Employment for Exempt Staff (Appendix I) be introduced.
2. That revised Board Policy GDB.BP Terms and Conditions of Employment for Exempt Staff be considered for the first time.
3. That revised Board Policy GDB.BP Terms and Conditions of Employment for Exempt Staff be considered for the second time.

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Background

The existing policy was last reviewed in May 2001. The policy was reviewed by staff in Personnel Staff Relations and Support Services in July, 2008. The first part of the policy establishes the terms and conditions of employment for exempt staff, an employee group not covered by a collective agreement. A second part of the policy stipulated the circumstances for board declared holidays adjacent to the statutory holidays of Christmas, New Years and Canada Day. This part of the policy applies to all staff groups. It is recommended that the original policy be divided into two policies.

Rationale

The current policy and practice are working effectively, therefore there is no need to change the content of the policy. However, in the interests of clarity, and at the suggestion of the Planning and Policy committee, the administration is recommending that the policy be renamed to identify that it applies to Exempt Staff. This will require that the second section of the policy, Vacations and Holidays, be deleted, as this clause applies to all staff groups.

This content will be moved to a new policy, GDB.BP Vacations and Holidays.

The policy was posted on the web prior to being submitted to the Policy and Planning committee. None of the 22 respondents on the web-survey, all of whom were staff members, indicated that clarification or additions to the policy were needed.

In the interests of clarity and for ease of reference, the administration is recommending the division and renaming of the policy.

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APPENDIX I: Revised Board Policy GDB.BP - Terms and Conditions of Employment for Exempt Staff

# Edmonton Public Schools Board Policies and Regulations

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CODE:	GDB.BP	EFFECTIVE DATE:	22-05-2001
TOPIC:	Terms and Conditions of Employment <b>for Exempt Staff</b>	ISSUE DATE:	23-05-2001
		REVIEW DATE:	05-2006

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## ~~A. GENERAL~~

The Board will establish, for each school year, remuneration and terms and conditions of employment for staff not covered by collective agreement.

## ~~B. VACATIONS AND HOLIDAYS~~

### ~~i. Christmas and New Years~~

~~When any of the holidays occur at the point in the week where there is only one working day between the holiday and the weekend, this working day will be declared as an additional holiday.~~

~~The afternoons of December 24th and December 31st will be declared as holidays for the staff scheduled to work those days.~~

### ~~ii. Canada Day~~

~~In years when Canada Day occurs on a weekend, the Monday immediately following that weekend will be declared as a holiday for staff normally scheduled to work on that day.~~

~~In years when Canada Day occurs at a point in the week where there is only one working day between the holiday and the weekend, this working day will be declared as a holiday for those employees normally scheduled to work on that day.~~

#### Reference(s):

HCA.BP – School Year Calendar

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