

DATE: May 5, 2015

TO: Board of Trustees

FROM: Trustee Michelle Draper, Caucus Committee Chair

SUBJECT: Report #10 of the Caucus Committee (From the Meeting Held April 7, 2015)

ORIGINATOR: Dr. Sandra Stoddard, Executive Director Governance and Strategic Support Services

REFERENCE: [Trustees' Handbook](#) – Caucus Committee - Section 5.4
[School Act](#) Section 61
[June 26, 2012 – Board Report](#) (See Recommendation 10)

ISSUE

The Caucus Committee approved the following recommendations at the April 7, 2015 Caucus Committee Meeting:

- 1. That, in accordance with Section 5.4 of the Trustees' Handbook, the Caucus Committee unanimously approve consideration of Recommendation 2.**
- 2. That the new exempt salary grid be approved.**

BACKGROUND

In the June 26, 2012 the Board of Trustees approved a recommendation for the Administration to undertake a comprehensive review of the Exempt Classification and Compensation System. The review commenced in the fall of 2013 and involved an advisory committee comprised of exempt employees within the District and a steering committee comprised of Human Resources representatives.

Outcomes of this review included updated job evaluation factors, points, levels and weightings. All permanent exempt position descriptions were then submitted for review using the new system. The project also required the District to review the point ranges on the current salary grid as job evaluation points determine the grade at which a position is placed. Positions of 500 points and above would be classified as management, and positions below 500 points would be non-management. The implementation of the updated exempt job evaluation system was seen to be an ideal time to implement a simplified salary grid.

In late April, the District implemented the updated job evaluation system for exempt staff. At the same time, a correction to Step 8 of the non-management exempt salary grid was made. The exempt salary grid was updated to support implementation of these two items and exempt staff were advised of the changes.

SS:mmf