

FRONTIER SCHOOL DIVISION

TERMS OF REFERENCE

JOB CLASSIFICATION AND COMPENSATION REVIEW COMMITTEE

At its February 2008 Joint Meeting, the Board approved the following Compensation Philosophy Policy Statement:

The Board's priority is to provide quality educational programming for the Division's students. In order to attract and retain qualified personnel to meet this priority, the Board of Trustees acknowledges that clearly stated and competitive practices and terms of employment are necessary for all employees. Employees will, therefore, be compensated competitively with comparable markets.

1. PURPOSE

The purpose of the Frontier School Division Job Classification and Compensation Review Committee (the "Committee") is to discharge the responsibilities of the Board of Trustees (the "Board") relating to compensation of Frontier School Division's support staff. The Board mandated the Committee to:

- review all unionized and non-unionized support staff job descriptions and classifications;
- rate each job, based on the job description, in accordance with the job evaluation model; and
- integrate unionized and non-unionized support staff job descriptions and classifications into a more formal compensation structure.

Positions within the Superintendents group and management are excluded from the Job Classification and Compensation Review.

Job titles for management positions will be established in order that job titles:

- convey the job's level within Frontier School Division,
- convey the primary area of responsibility, and
- provide the appropriate status to the incumbent.

2. COMPOSITION OF COMMITTEE

At its January 23, 2008 meeting, the Board approved by Motion #14-2008 the membership of the Job Classification and Compensation Review Committee. At its October 22, 2008 Joint meeting, the Board approved by Motion #155-2008 to refine the composition of the Committee and to include one United Steelworkers member and one Support Staff Liaison Committee member.

Members of the Job Classification and Review Committee are:

- One Board representative – Chair designated by the Board
- Chief Superintendent
- One Area Superintendent
- Secretary-Treasurer
- Human Resources Director
- One United Steelworkers Employee Representative
- One Support Staff Liaison Committee Employee Representative
- Employee Resource

As required, employee resource(s) (i.e. Area Superintendent, Principal, Supervisor) join the committee to provide detailed information on each position that reports to the employee resource to enhance the review of job descriptions.

3. MEETINGS

The Committee shall initially meet at least once monthly or more frequently as circumstances dictate. The Chair of the Committee shall call meetings.

The following provides additional guidance with respect to meetings of the Committee:

- (a) A quorum of a meeting of the Committee shall consist of a simple majority of the members of the Committee.
- (b) Rules for calling, holding, conducting and adjourning meetings of the Committee will be by Committee consensus.
- (c) The Committee may meet by telephone or videoconference.
- (d) The Vice-Chairperson, Board of Trustees shall act as Chair of the Committee.
- (e) The Committee may designate one of its members to be a Vice-Chair of the Committee.
- (f) The Secretary-Treasurer's Secretary shall record the proceedings of the meetings, maintain minutes of Committee meetings, and circulate minutes to Committee members.
- (g) The Chair shall, in consultation with Committee members, establish the agenda for the meetings and ensure the properly prepared agenda materials are circulated to members with sufficient time for review prior to the meeting.
- (h) The Committee Chair shall report to the Board verbally and through Committee minutes after each meeting on the activities of the Committee.
- (i) The Board shall communicate to all employees on the activities of the Committee following each Committee meeting or as required.

4. CHAIR OF THE COMMITTEE

The Chair of the Committee shall:

- (a) Call and conduct the meetings of the Committee.
- (b) Provide background information and recommend options to the Board to resolve matters related to the compensation review.
- (c) Prepare and forward to members of the Committee the agenda for each meeting of the Committee, and include, in the agenda, any items proposed for inclusion in the agenda by any member of the Committee.
- (d) Ensure that the Committee meetings are conducted in an efficient, effective and focused manner.

5. DUTIES AND RESPONSIBILITIES

The Committee is created by and responsible to the Frontier School Division Board of Trustees. The Committee will receive feedback on its performance via the Chair of the Board, as and when required.

The Committee shall make recommendations to the Board in respect of compensation issues relating to employee groups of Frontier School Division. Without limiting the generality of the foregoing, the Committee shall have the following duties and responsibilities:

- (a) Review position descriptions and classify support staff positions within Frontier School Division.
- (b) Review Frontier School Division's compensation practices and recommend to the Board changes to improve Frontier School Division's ability to recruit, retain and motivate employees.
- (c) Review any other compensation matters in respect of compensation issues relating to support staff of Frontier School Division.
- (d) At least once annually, review and evaluate the adequacy of its Terms of Reference and make recommendations for change, as appropriate, to the Board.
- (e) Ensure that an appeal procedure is in place.
- (f) Receive input from resource employees, i.e., Area Superintendents, Principals, and/or supervisors to enhance the review of job descriptions.

6. GENERAL

- (a) Effective operation of the Committee shall be based on trust, respect and a mutual desire to work together.
- (b) A working consensus model shall be used and is defined as a method of arriving at a general group agreement.
- (c) Each representative shall be guaranteed “parliamentary immunity” or freedom to perform their Committee functions in good faith without fear of jeopardizing working conditions.
- (d) The establishment and operation of the Committee shall be without prejudice to the collective bargaining process.