

ADDENDUM I

TO THE PAY EQUITY PLAN

FOR THE

UPPER GRAND DISTRICT SCHOOL BOARD

AND THE

OSSTF OFFICE, CLERICAL & TECHNICAL

BARGAINING UNIT

It is agreed between the Parties that as required under the Pay Equity Act, the following amendments made to the Pay Equity Plan dated June 3, 2003 have been negotiated pursuant to Sections 13 and 14 of the Pay Equity Act. The amendments to this Plan are retroactive to January 1, 1998.

A. DATE OF POSTING

1. The Upper Grand District School Board posted this amended Pay Equity Plan no later than July 9, 2009.

B. DEFINITION OF ESTABLISHMENT

1. The establishment as defined under the Pay Equity Act for this agreement includes all buildings, school and work locations in which an employee of the Upper Grand DSB is working.

C. DEFINITION OF EMPLOYER AND UNION

1. For the purpose of this Pay Equity Plan the employer is the Upper Grand District School Board (hereinafter referred to as the 'Board'). The bargaining agent (Union) is the Ontario Secondary School Teachers' Federation representing the OSSTF District 18 Office, Clerical & Technical Bargaining Unit (hereinafter referred to as the 'Bargaining Unit').

D. EMPLOYEE CATEGORIES

1. Job classes for the basis of job rate comparison, with agreed upon gender predominance pursuant to Section 12 of the Pay Equity Act follow:

Job Class	Gender
Attendance Secretary ODSS	F
Capital Projects Administrative Assistant	F
Capital Projects Clerk Typist	F
Community Use Clerk	F

Project Data Co-ordinator	M
Lead Transportation Technician	F
Library Technician (Silvercreek)	M
Measurement and Evaluation Secretary	F
Transportation Technician	F

2. In the process of negotiating this Amended Pay Equity Plan, both Parties agreed to job class title changes as presented in Appendix C,

E. MALE JOB COMPARISONS

1. The male job class comparisons were drawn from male job classes both inside and outside of the Bargaining Unit using the job-to-job value methods set out in the Pay Equity Act. Where there were no male job-to-job comparisons, pay equity requirements were determined using the proportional value method as set out in the Pay Equity Act.
2. Through the search sequence previously stated in the posted Plan dated June 3, 2003, the following pay equity comparisons have been made. (Listing is in alphabetical order by female job class.)

Female Job Class	Male Comparator
Attendance Secretary ODSS	Groundskeeper
Capital Projects Administrative Assistant	Computer AV Repair Technician
Capital Projects Clerk Typist	PV
Community Use Clerk	Maintenance III
Lead Transportation Technician	AV Technician
Measurement and Evaluation Secretary	Maintenance III
Transportation Technician	Groundskeeper

F. GENDER NEUTRAL COMPARISON SYSTEM

1. The gender neutral comparison system (GNCS) is based on the OSSTF Job Evaluation System © and has been modified by the Parties for use at the Upper Grand DSB. The GNCS measures skill, effort, responsibility and working conditions. It has been used as an appropriate system for the purpose of establishing this Pay Equity Plan.

G. SALARY GRIDS AND ADJUSTMENTS

1. Job-to-job and proportional value pay equity adjustments (where applicable) for the female job classes are shown in Appendix A.
2. Pay equity comparisons are calculated at maximum wage rate and benefits.
3. Equal dollar pay equity adjustments shall be applied across the grid.
4. All retroactive pay equity calculations shall be determined on the basis of the job rates, hours of work and positions held by employees in the Bargaining Unit from January 1, 1998 to September 4, 2009 for all job classes with the exception of the Capital Projects Administrative Assistant that shall be retroactive to July 1, 2001.
5. All employees eligible for a retroactive pay equity adjustment shall receive payment in full no later than October 30, 2009.
6. Any variance in the timing of the retroactive payouts shall be made only by mutual consent of the Parties.
7. Go Forward salary adjustments, as attached in Appendix B, shall take effect no later than September 7, 2009.
8. Each current incumbent shall be notified on an individual basis by letter of the effect of this amended Pay Equity Plan on her/his job rate and retroactivity no later than October 30, 2009.
9. All former employees to whom this Plan applies shall be notified by registered letter, no later than November 30, 2009, to their last known address that the Parties have completed amendments to the Pay Equity Plan. Retroactive pay equity payments, where warranted, shall be subject to the former employee's acknowledgement to the Board of the registered notice. Once the Board has received acknowledgement of the registered notice, the retroactivity effect of this amended Pay Equity Plan and the payment of any adjustment shall be made within 45 days.
10. All current incumbents whose job rate is greater than the Pay Equity and/or Go Forward rate for their level, shall continue at that rate and future adjustments, if any, shall be subject to collective bargaining.
11. Statutory deductions, including union dues, shall be deducted from all retroactive payments.
12. A master copy of the calculations for all retroactive adjustments and Go Forward job rates shall be held by both Parties.

H. MAINTENANCE

1. Until such time as there are incumbents in the following job classes, job evaluation shall remain subject to the maintenance process:

Assistant Attendance Secretary ODSS
Auxiliary Secretary*
Co-op Education Secretary #2
Education Services Secretary*
Expeditor
Planner
Repair Supervisor
Secretary – Purchasing
Secretary/Staff Attendance/Supply ODSS
Telephone Receptionist ODSS

*These job classes ceased to exist at amalgamation.

2. As of January 1, 1998 pay equity has been achieved for the following job classes that are no longer in the Bargaining Unit:

Co-Op Education Secretary #2
Planner
Repair Supervisor

3. The Parties agree to maintain the Amended Pay Equity Plan in accordance with Section 7(1) of the Pay Equity Act.
4. Maintenance of the Amended Pay Equity Plan shall occur no less than annually or by mutual agreement.
5. The Board agrees to provide the Bargaining Unit with the data necessary for maintenance of the Amended Pay Equity Plan.
6. Notwithstanding H.4 above, in the event of a significant change in job duties or in the event that a new job class is created within the Bargaining Unit, either Party may request a meeting of the Joint Steering Committee within thirty (30) working days to discuss the new or changed job class and the Joint Job Evaluation Committee shall meet within six (6) months to evaluate the job class in question.
7. Any wage adjustment resulting from the job class evaluation shall be retroactive to the date the employee was hired into the newly created job class or to the date on which the Bargaining Unit, on behalf of the employee with significantly altered duties, requested the evaluation.
8. The Parties agree to adhere to the Terms of Reference agreed to by the Parties dated June 2003 and used to establish the Pay Equity Plan for the purpose of maintaining the Plan.

I. EMPLOYEE INQUIRIES

The Parties agree that any inquiries relating to this Amended Pay Equity Plan from the Bargaining Unit shall be referred to the Joint Steering Committee

J. GENERAL

1. The Parties agree that in accordance with Section 9(1) of the Pay Equity Act, no member of the Bargaining Unit to which this Plan applies shall have her/his compensation payable or rate of compensation reduced to achieve pay equity.

Dated at Guelph this 29th day of June, 2009.

ON BEHALF OF THE BOARD

Mary MacLachlan Mason
Jennifer Paul

ON BEHALF OF THE OSSTF

Gail L. Brundage
Jessica Alexander

AMENDED PAY EQUITY PLAN

between

UPPER GRAND DISTRICT SCHOOL BOARD

AND

**OSSTF OFFICE, CLERICAL & TECHNICAL
BARGAINING UNIT**

PAY EQUITY ADJUSTMENT REQUIREMENTS

Female Job Class	Male Comparators	Pay Equity Adjustment
Attendance Secretary ODSS	Groundskeeper	Yes
Capital Projects Administrative Assistant	Computer AV Repair Technician	Yes
Capital Projects Clerk Typist	PV	No
Community Use Clerk	Maintenance III	Yes
Lead Transportation Technician	AV Technician	No
Measurement and Evaluation Secretary	Maintenance III	No
Transportation Technician	Groundskeeper	No

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PAY EQUITY ADJUSTMENTS

(effective September 1, 2009)

The following table shall be incorporated into the current OCT salary grid in the 2008-2012 Collective Agreement.

Female Job Class	PE Adjustment	PE Maximum Rate <i>delete</i>	Go Forward Rate * (Sept 1, 2009)
Attendance Secretary ODSS	Yes	\$15.87 May 31, 2000	\$21.03
Capital Projects Administrative Assistant	Yes	\$27.96 Sept 1, 2009	\$27.96
Capital Projects Clerk Typist	No	n/a	\$19.19
Community Use Clerk	Yes	\$17.71 Nov 4, 2004	\$20.38
Lead Transportation Technician	No	n/a	\$27.32
Measurement and Evaluation Secretary	No	n/a	\$20.38
Transportation Technician	No	n/a	\$21.03

*Note: The Maximum Rate is Step 4 of the salary grid in the OSSTF Collective Agreement.

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PAY EQUITY JOB CLASS TITLE CHANGES

Current Title	Proposed Title
Attendance Secretary ODSS	Admin Office Assistant - Secondary
Capital Projects Clerk Typist	Office Assistant – Capital Projects
Community Use Clerk	Admin Office Assistant – Community Use