

***Pay Equity Plan***  
***for the***  
***Ontario Secondary School Teachers' Federation***  
***Office Clerical and Technical***  
***Bargaining Unit***  
***and the***  
***Upper Grand District School Board***

***June 3,2003***

***Pay Equity Plan***  
***for the***  
***Ontario Secondary School Teachers' Federation***  
***Office Clerical and Technical***  
***Bargaining Unit***  
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***Upper Grand District School Board***

It is agreed between the parties that this Pay Equity Agreement has been negotiated pursuant to Sections 13 and 14 of the Pay Equity Act. This plan is retroactive to January 1, 1998.

**A. 1. Establishment**

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 District School Board is working.

**2. Definition of Employer and Union**

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

**B. Employee Categories**

1. Job classes for the basis of wage comparison, with agreed upon gender predominance pursuant to Section 12 of the Pay Equity Act, are attached as Appendix A.
2. In the process of negotiating this Pay Equity Plan, both parties agreed to job class title changes as presented in Appendix E.

**C. Male Job Class Comparisons**

The male job class comparisons, attached as Appendix B, were drawn from male job classes inside and outside of the Bargaining Unit but within the employ of the Board using the job-to-job and proportional value methods set out in the Pay Equity Act.

## **D. Gender Neutral Comparison System**

1. The Gender Neutral Comparison System (GNCS) is based on the OSSTF Pay Equity Job Evaluation System © and has been modified by the parties for use at the Upper Grand District School Board. The GNCS measures skill, effort, responsibility and working conditions and has been used as an appropriate system for the purpose of establishing this Pay Equity Plan.
2. As a result of the application of the Gender Neutral Comparison System, the male comparators for the female pre-dominated job classes were established and are attached as Appendix C.

## **E. Pay Equity Adjustments**

1. Job-to-job and proportional value Pay Equity adjustments (where applicable) for the female job classes are shown on Appendix C.
2. Any job-to-job Pay Equity adjustment is calculated using the maximum of the grid for the job class. Each step of the wage rate schedule receives an equal dollar adjustment.
3. 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. A representative sample of male job classes was used to determine a male wage line. To do so, male job rates and job evaluation points are plotted on a graph. Using regression analysis a line of best fit or male wage line is determined by the scatter of the information plotted. The resulting male wage line produces a formula that, when applied to the job evaluation points for the female job, results in a proportional value (PV) job rate. This PV job rate is then compared to the job rate for each of the female jobs. In each case, the female job class rate was greater than the PV male job rate. Accordingly, no proportional value Pay Equity adjustments are required.
4. The parties agree that the comparisons shown on Appendix C conform with the Pay Equity Act.

## **F. Notification for all Employees included in this Plan**

Each employee will be notified on an individual basis by letter from the Board of the effect of Pay Equity on his/her wage rate and retroactivity.

## **G. OCT Grid**

1. The OCT Bargaining Unit grid, as set out in the Collective Agreement, shall be adjusted, where appropriate, to reflect job rate changes resulting from this Pay Equity Plan.

2. All current incumbents whose job rate is greater than the Pay Equity and/or Go Forward rate for their level, will continue at that rate and future adjustments, if any, will be subject to collective bargaining.
3. New employees hired will be placed within the grid of the new Go Forward rate for their level.
4. Male predominated job classes with a job rate of less than the Pay Equity/Go Forward rate for their level shall not be adjusted as a result of these Pay Equity/Go Forward arrangements.

## **H. Retroactive Payments**

1. All retroactive Pay Equity calculations will 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 June 6, 2003.

2. Retroactive payouts for current employees shall be made as follows:

All employees eligible for a retroactive Pay Equity payment shall receive full payment if their total eligibility is \$6,000 or less no later than September 26, 2003.

All employees eligible for a retroactive Pay Equity payment of greater than \$6,000 shall receive an initial payment of \$6,000 no later than September 26, 2003. The remaining balance shall be paid, in a second payment, no later than September 24, 2004.

3. Any variance in the timing of the retroactive payouts for Pay Equity adjustments shall be made only by mutual consent of the parties.
4. All former employees to whom this plan applies shall be notified by registered letter, no later than December 1, 2003, to their last known address that the parties have completed this 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. After the Board has received the acknowledgement of the registered notice, the payment of any retroactivity shall be made within 45 days of receipt of such notice and in any case no earlier than January 1, 2004.
5. Statutory deductions including union dues shall be deducted from any retroactive payouts.
6. Retirees in the 2003-2004 school year shall receive the outstanding retroactive pay equity payment upon retirement.

## **I. Benefits**

Permanent part-time OCT Bargaining Unit members who work 17.5 hours per week or more shall receive, on a go forward basis, the provision of 100% Board paid medical and 90% Board paid dental coverage.

## **J. Maintenance**

1. The parties agree to maintain this Pay Equity Plan in accordance with Section 7 (1) of the Pay Equity Act.
2. Maintenance of this Pay Equity Plan shall occur no less than annually or by mutual agreement.
3. The Board agrees to provide the Bargaining Unit with the data necessary for maintenance of this Pay Equity Plan.
4. Notwithstanding J.2 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 of becoming aware of the situation, to discuss the new or changed job class and shall meet within six (6) months to evaluate the job class in question.
5. The evaluation of the following job classes as per the agreed to Terms of Reference cited in J.7 below shall commence by October 2003.
  - Attendance Secretary - ODSS
  - Capital Projects Administrative Assistant
  - Capital Projects Clerk Typist
  - Community Use Clerk
  - Expeditor
  - Project Data Coordinator
  - Lead Transportation Technician
  - Library Technician ( Silvercreek)
  - Measurement and Evaluation Secretary
  - Transportation Technician
6. Until such time as there are incumbents in the following job classes, they shall remain subject to the Maintenance process:
  - Assistant Attendance Secretary – ODSS
  - Auxiliary Secretary
  - Co-op Ed. Secretary #2
  - Education Services Secretary
  - Planner
  - Repair Supervisor
  - Secretary – Purchasing
  - Telephone Receptionist – ODSS
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 Rules of Procedure agreed to by the parties dated May 30, 2001 and used to establish this Pay Equity Plan for the purpose of maintaining the Plan.

## K. Employee Inquiries


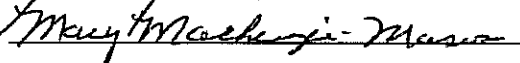
The parties agree that any initial inquiries relating to this Pay Equity Plan from the OCT Bargaining Unit members shall be referred to the Pay Equity Steering Committee of the OCT Bargaining Unit.

## L. General


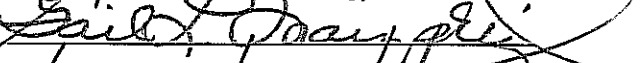

The parties agree that in accordance with Section 9(1) of the Pay Equity Act, no member of the Bargaining Unit to which this plan applies shall have their compensation payable or their rate of compensation reduced to achieve Pay Equity.

Dated at Guelph, Ontario this 3rd day of June, 2003.

For the Upper Grand District School  
Board

  
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\_\_\_\_\_  
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For the OSSTF, Office Clerical and  
Technical Bargaining Unit

  
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# Appendix A

## Upper Grand DSB/OSSTF OCT Bargaining Unit Pay Equity Plan

### *Job Classes with agreed gender predominance*

<u>Job Class Title</u>	<u>Gender</u>
A/V Technician	M
Accommodation Planner	F
Accounting Clerk	F
Accounts Payable Clerk	F
Accounts Payable Clerk/Purchasing	F
Assistant Supervisor of Transportation	F
Assistant to AV Productions	F
Board Office Receptionist	F
Buyer	F
Cataloguer	F
Central File Clerk	F
Central Office Duplicating	F
Clerk Typist – EC	F
Clerk Typist – ADHS	F
Clerk Typist - Technical Support	F
Clerk Typist C.D.D.H.S	F
Clerk Typist Superintendent of Education	F
College Heights Receptionist	F
Community Use – Clerk	F
Comp & A/V Repair Technician	M
Computer Infusion	F
Computer Secretary – ODSS	F
Continuing Education - Admin. Asst. (LE)	F
Continuing Education - Administrative Sec.	F
Continuing Education - Administrative Asst.	F
Continuing Education – Clerk	F
Continuing Education - Clerk (ESL)	F
Continuing Education - Clerk (Site Based)	F
Continuing Education – Secretary	F
Co-op Education Secretary	F
Custodial Secretary	F
Desktop Publishing	F
Early Morning Supply	F
Elementary Secretary #1	F
Elementary Secretary #2	F
Facility Services Secretary - Orangeville	F
Film Booking Clerk	F
Film Library Technician	F

## Appendix A (Cont'd)

<u>Job Class Title</u>	<u>Gender</u>
General Secretary – Secondary	F
General Secretary (MT, FT, HS)	F
Guidance Secretary – Secondary	F
Head Cataloguer (Library Technician #1)	F
Head Secretary – Secondary	F
Inventory Clerk - ODSS	F
Lead Network Technician	M
Library Secretary - Secondary	F
Library Secretary # 2	F
Library Technician - CPU	F
Library Technician - Secondary	F
Library Technician - TRL	F
Mail Clerk	F
Network Help Desk	N
Network Support Technician	M
New Payroll Clerk	F
Payroll Clerk	F
Planning GIS	M
Planning Secretary	F
Printing/Distribution Clerk	F
Productions and Technical Supervisor	M
Projects Co-ordinator (Capital)	M
Reception Attendance	F
Receptionist Secondary	F
Receptionist/Comm Use/Occ Teacher Dispatch	F
Secretary - Counselling & Attendance	F
Secretary - Curriculum	F
Secretary - Facility Services	F
Secretary - Principal of Program	F
Secretary - Program Services	F
Secretary - Special Education (Sec. 19)	F
Secretary - Speech & Language	F
Secretary - Superintendent of Program	F
Secretary Education Library # 1	F
Secretary I.S. Library.	F
Secretary Psychological Services	F
Secretary Special Education	F
Secretary to Superintendent of Education	F
Secretary Transportation	F
Secretary/Book Processor	F
Senior Payroll Clerk	F
Statistical - Data Standards Assistant	F
Supervisor - Central Library Services	F
Supervisor Media Resource	F



## Appendix A (Cont'd)

<u>Job Class Title</u>	<u>Gender</u>
Supply Dispatch	F
Tech Support Assistant	F
Telecommunications Administrator	F
Vice Principal Secretary - Secondary	F
Video Production	M
Webmaster	F

## Appendix B

### Upper Grand DSB/OSSTF OCT Bargaining Unit Pay Equity Plan

#### *Additional male job classes outside of the Bargaining Unit*

<u>Job Class Title</u>	<u>Gender</u>
Caretaker (CUPE)	M
Carpenter (CUPE)	M
CIC - Elementary (CUPE)	M
Electrical Technician (CUPE)	M
Electrical/Mechanical Technician (CUPE)	M
Groundskeeper (CUPE)	M
Head Caretaker - Secondary (CUPE)	M
Maintenance III (CUPE)	M
Mechanical Technician (CUPE)	M
Night Supervisor (CUPE)	M
Painter (CUPE)	M
Stationary Engineer (CUPE)	M
Warehouse Storeperson - In Charge (CUPE)	M

## Appendix C

### Upper Grand DSB/OSSTF OCT Bargaining Unit Pay Equity Plan

#### *Female job class with male comparators and Pay Equity Adjustment Requirements*

Female Job Class	Male Comparators	Pay Equity Adjustment
Accommodation Planner	Electrical Technician (CUPE)	No
Accounting Clerk	A/V Technician	Yes
Accounts Payable Clerk	Caretaker (CUPE)	Yes
Accounts Payable Clerk/Purchasing	Grounds Keeper (CUPE)	No
Assistant Supervisor of Transportation	Electrical Technician (CUPE)	No
Assistant to AV Productions	Caretaker (CUPE)	Yes
Board Office Receptionist	Caretaker (CUPE)	Yes
Buyer	A/V Technician	No
Cataloguer	Grounds Keeper (CUPE)	No
Central File Clerk	Proportional Value (PV)	No
Central Office Duplicating	Maintenance III (CUPE)	Yes
Clerk Typist - EC	Proportional Value (PV)	No
Clerk Typist - ADHS	Comp & AV Repair Technician	Yes
Clerk Typist - Technical Support	Caretaker (CUPE)	Yes
Clerk Typist C.D.D.H.S	Maintenance III (CUPE)	Yes
Clerk Typist Superintendent of Education	Caretaker (CUPE)	Yes
College Heights Receptionist	Grounds Keeper (CUPE)	Yes
Community Use - Clerk	Caretaker (CUPE)	Yes
Computer Infusion	Grounds Keeper (CUPE)	Yes
Computer Secretary - ODSS	Maintenance III (CUPE)	Yes
Continuing Education - Admin. Asst. (LE)	Project Coordinator/Mechanical Technician	Yes
Continuing Education - Administrative Sec.	Grounds Keeper (CUPE)	No
Continuing Education - Administrative Asst.	Project Coordinator/Mechanical Technician	Yes
Continuing Education - Clerk	Caretaker (CUPE)	Yes
Continuing Education - Clerk (ESL)	Grounds Keeper (CUPE)	Yes
Continuing Education - Clerk (Site Based)	Maintenance III (CUPE)	Yes
Continuing Education - Secretary	Grounds Keeper (CUPE)	No
Co-op Education Secretary	Maintenance III (CUPE)	Yes
Custodial Secretary	Caretaker (CUPE)	Yes
Desktop Publishing	A/V Technician	Yes
Early Morning Supply	Caretaker (CUPE)	No
Elementary Secretary #1	Electrical Technician (CUPE)	Yes
Elementary Secretary #2	Grounds Keeper (CUPE)	Yes
Facility Services Secretary - Orangeville	Caretaker (CUPE)	No
Film Booking Clerk	Caretaker (CUPE)	Yes
Film Library Technician	Proportional Value (PV)	No
General Secretary - Secondary	Grounds Keeper (CUPE)	Yes

## Appendix C (cont'd)

Female Job Class	Male Comparators	Pay Equity Adjustment
General Secretary (MT, FT, HS)	Grounds Keeper (CUPE)	Yes
Guidance Secretary - Secondary	Grounds Keeper (CUPE)	Yes
Head Cataloguer (Library Technician #1)	Electrical Technician (CUPE)	No
Head Secretary - Secondary	Project Coordinator/Mechanical Technician	Yes
Inventory Clerk - ODSS	Caretaker (CUPE)	Yes
Library Secretary - Secondary	Grounds Keeper (CUPE)	Yes
Library Secretary # 2	Caretaker (CUPE)	Yes
Library Technician - CPU	Grounds Keeper (CUPE)	No
Library Technician - Secondary	Grounds Keeper (CUPE)	No
Library Technician - TRL	Maintenance III (CUPE)	No
Mail Clerk	Proportional Value (PV)	No
New Payroll Clerk	A/V Technician	No
Payroll Clerk	A/V Technician	Yes
Planning Secretary	Caretaker (CUPE)	Yes
Printing/Distribution Clerk	Caretaker (CUPE)	Yes
Reception Attendance	Grounds Keeper (CUPE)	No
Receptionist Secondary	Grounds Keeper (CUPE)	Yes
Receptionist/Comm Use/Occ Teacher Dispatch	Maintenance III (CUPE)	Yes
Secretary - Counselling & Attendance	Maintenance III (CUPE)	Yes
Secretary - Curriculum	Maintenance III (CUPE)	No
Secretary - Facility Services	Comp & AV Repair Technician	Yes
Secretary - Principal of Program	Grounds Keeper (CUPE)	No
Secretary - Program Services	Maintenance III (CUPE)	Yes
Secretary - Special Education (Sec. 19)	Maintenance III (CUPE)	No
Secretary - Speech & Language	Grounds Keeper (CUPE)	Yes
Secretary - Superintendent of Program	Project Coordinator/Mechanical Technician	Yes
Secretary Education Library # 1	Maintenance III (CUPE)	Yes
Secretary I.S. Library.	Maintenance III (CUPE)	Yes
Secretary Psychological Services	Grounds Keeper (CUPE)	No
Secretary Special Education	Maintenance III (CUPE)	No
Secretary to Superintendent of Education	Project Coordinator/Mechanical Technician	Yes
Secretary Transportation	Grounds Keeper (CUPE)	Yes
Secretary/Book Processor	Proportional Value (PV)	No
Senior Payroll Clerk	Comp & AV Repair Technician	Yes
Statistical - Data Standards Assistant	Electrical Technician (CUPE)	No
Supervisor - Central Library Services	Production & Technical Supervisor	Yes
Supervisor Media Resource	Comp & AV Repair Technician	Yes
Supply Dispatch	Caretaker (CUPE)	Yes
Tech Support Assistant	Grounds Keeper (CUPE)	No
Telecommunications Administrator	Grounds Keeper (CUPE)	Yes
Vice Principal Secretary - Secondary	Comp & AV Repair Technician	Yes
Webmaster	Comp & AV Repair Technician	No

# Appendix D

## Upper Grand DSB/OSSTF OCT Bargaining Unit Pay Equity Plan

### Pay Equity and Maximum Grid Rates

Female Job Class Title	June 9, 2003		
	Pay Equity Rate	Go Forward	Current Rate
Accommodation Planner	N/A		\$26.5033
Accounting Clerk	\$22.2071	\$22.2071	
Accounts Payable Clerk	\$16.0700	\$16.0700	
Accounts Payable Clerk/Purchasing	N/A		\$18.5280
Assistant Supervisor of Transportation	N/A		\$23.4687
Assistant to AV Productions	\$16.0700	\$16.0700	
Board Office Receptionist	\$16.0700	\$16.07	
Buyer	N/A		\$22.7154
Cataloguer	N/A		\$17.3824
Central File Clerk	N/A	\$15.5901	
Central Office Duplicating	\$16.8700	\$16.8700	
Clerk Typist - EC	N/A	\$15.5901	
Clerk Typist - ADHS	\$22.7242	\$22.7242	
Clerk Typist - Technical Support	\$16.0700	\$16.0700	
Clerk Typist C.D.D.H.S	\$16.8700	\$16.8700	
Clerk Typist Superintendent of Education	\$16.0700	\$16.0700	
College Heights Receptionist	\$17.1000	\$17.1000	
Community Use - Clerk	\$16.0700	\$16.0700	
Computer Infusion	\$17.1000	\$17.1000	
Computer Secretary - Secondary	\$16.8700	\$16.8700	
Continuing Education - Admin. Asst. (LE)	\$21.0900	\$24.2326	
Continuing Education - Administrative Sec.	N/A		\$19.8742
Continuing Education - Administrative Asst.	\$21.0900	\$24.2326	
Continuing Education - Clerk	\$16.0700	\$16.0700	
Continuing Education - Clerk (ESL)	\$17.1000	\$17.1000	
Continuing Education - Clerk (Site Based)	\$16.8700	\$16.8700	
Continuing Education - Secretary	N/A		\$17.3824
Co-op Education Secretary	\$16.8700	\$16.8700	
Custodial Secretary	\$16.0700	\$16.0700	
Desktop Publishing	\$22.2071	\$22.2071	
Early Morning Supply	N/A		\$16.3022
Elementary Secretary #1	\$21.9800	\$23.3000	
Elementary Secretary #2	\$17.1000	\$17.1000	
Facility Services Secretary - Orangeville	N/A		\$18.1044
Film Booking	\$16.0700	\$16.0700	
Film Library Technician	N/A	\$15.5901	
General Secretary (MT, FT, HS)	\$17.1000	\$17.1000	
General Secretary - Secondary	\$17.1000	\$17.1000	
Guidance Secretary - Secondary	\$17.1000	\$17.1000	
Head Cataloguer (Library Technician #1)	N/A	\$23.3000	
Head Secretary - Secondary	\$21.0900	\$24.2326	
Inventory Clerk - ODSS	\$16.0700	\$16.0700	
Library Secretary - Secondary	\$17.1000	\$17.1000	

Female Job Class Title	June 9, 2003		
	Pay Equity Rate	Go Forward	Current Rate
Library Secretary # 2	\$16.0700	\$16.0700	
Library Technician - CPU	N/A		\$19.2071
Library Technician - Secondary	N/A		\$20.9456
Library Technician - TRL	N/A		\$19.9368
Mail Clerk	N/A	\$15.5901	
New Payroll Clerk	\$22.2071	\$22.2071	
Payroll Clerk	\$22.2071	\$22.2071	
Planning Secretary	\$16.0700	\$16.0700	
Printing/Distribution	\$16.0700	\$16.0700	
Reception Attendance	N/A		\$18.1044
Receptionist Secondary	\$17.1000	\$17.1000	
Receptionist/Comm.Use/Occ.Teacher Dispatch	\$16.8700	\$16.8700	
Secretary - Counselling & Attendance	\$16.8700	\$16.8700	
Secretary - Curriculum	N/A		\$17.3824
Secretary - Facility Services	\$22.7242	\$22.7242	
Secretary - Principal of Program	N/A		\$20.4368
Secretary - Program Services	\$16.8700	\$16.8700	
Secretary - Special Education (Sec. 19)	N/A		\$19.8742
Secretary - Speech & Language	\$17.1000	\$17.1000	
Secretary - Superintendent of Program	\$21.0900	\$24.2326	
Secretary Education Library # 1	\$16.8700	\$16.8700	
Secretary I.S. Library.	\$16.8700	\$16.8700	
Secretary Psychological Services	N/A		\$19.8742
Secretary Special Education	N/A		\$19.8742
Secretary to Superintendent of Education	\$21.0900	\$24.2326	
Secretary Transportation	\$17.1000	\$17.1000	
Secretary/Book Processor	N/A	\$15.5901	
Senior Payroll Clerk	\$22.7242	\$22.7242	
Statistical - Data Standards Assistant	N/A	\$23.3000	
Supervisor - Central Library Services	\$31.4731	\$31.4731	
Supervisor Media Resource	\$22.7242	\$22.7242	
Supply Dispatch	\$16.0700	\$16.0700	
Tech Support Assistant	N/A		\$22.2071
Telecommunications Administrator	\$17.1000	\$17.1000	
Vice Principal Secretary - Secondary	\$22.7242	\$22.7242	
Webmaster	N/A		\$23.6648

N/A - OCT grid maximum rate exceeded pay equity job to job, or proportional value (PV) comparator rate as applicable.

## Appendix E

### Upper Grand DSB/OSSTF OCT Bargaining Unit Pay Equity Plan

CURRENT JOB TITLE	PROPOSED JOB TITLE
Education Librarian	Supervisor, Central Library Services
Admin Asst.- Con. Ed. Sec Supt of Program Head Secretary – SS Sec Supts of Ed	Office Co-ordinator – Con. Ed. Executive Asst. to Superintendent Office Co-ordinator – Secondary Executive Asst. to Superintendent
Statistical Assistant to Admin. Library Technician #1 Elementary Secretary #1	Statistical/Data Standards Asst. Head Cataloguer Office Co-ordinator – Elementary
Secretary Facility Services Video Technician Planning/GIS Ed. Resources Technician Clerk Typist – ADHS VP Secretary - Sec School	Admin. Asst. – Facility Services Video Production Technician Planning GIS Technician Supervisor, Media Resources Admin. Asst. – ADHS Admin. Asst. to Vice-Principal
Composer Typist	Publications Designer
Guidance Secretary – SS - Guid/StudServices-ODSS - Guid/StudServ/Comp – CDDHS - Co-op Ed/Guid - CHSS	Administrative Office Asst. – Secondary
Lib Tech – CPU Reception/Attendance Con Ed Admin Sec Elementary Secretary #2 General Secretary – SS General Sec MFDHS Lib/Recep - CHSS Receptionist – Secondary Sec – Psych Services Con Ed Secretary Library Technician – SS Library Secretary – SS Con Ed Clerk (ESL) Secretary to Principal of Program Secretary – Transportation Secretary Speech & Lang Computer Secretary – ODSS Con Ed Clerk Clerk Typist CDDHS Secretary Special Ed IS Library Secretary Ed Library #1 Secretary Secretary Program Services Secretary Counselling & Atten	Cataloguer Administrative Office Asst. – Secondary Administrative Office Asst. – Con. Ed. Administrative Office Asst. – Elementary Administrative Office Asst. – Secondary Administrative Office Asst. – Secondary Administrative Office Asst. – Secondary Administrative Office Asst. – Secondary Administrative Office Asst. Psych. Services Administrative Office Asst. – Con. Ed. Library Technician – Secondary Library Assistant – Secondary Administrative Office Asst. – Con. Ed. (ESL) Administrative Office Asst. – Prin. of Program Administrative Office Asst. – Transportation Administrative Office Asst. – Speech & Language Data Entry Specialist – ODSS Administrative Office Asst. – Con. Ed. (Site based) Administrative Office Asst. – CDDHS Administrative Office Asst. – Special. Ed. Library Assistant – TJRC Library Assistant – TJRC Administrative Office Asst. – Program Services Administrative Office Asst.– Attendance & Counselling

## Appendix E (cont'd)

Secretary – Special Ed  
Library Technician – TRL  
Secretary – Curriculum  
Rec/Comm Use/Occ  
Co-op Ed Secretary

Staff Attendance/Supply -ODSS  
Plant Secretary – Orangeville  
Asst. AV Productions  
Library Secretary #2  
Planning Secretary  
Property Clerk  
Community Use Clerk  
Inventory Clerk  
Con Ed Clerk  
Clerk Typist  
Clerk Typist  
Film Booking Clerk

Secretary CPU  
- Clerk Typist – CPU  
- Assistant LMS - Library  
Film Library Tech  
Clerk Typist – Ed Centre

Administrative Office Asst. – Special Ed.  
Library Technician – TJRC  
Administrative Office Asst. – Curriculum  
Dispatcher/Receptionist  
Administrative Office Asst. – Co-op Ed.

Office Assistant – Secondary  
Office Assistant – Facility Services  
Office Assistant – Media/Tech. Support  
Circulation Assistant – TJRC  
Office Assistant – Planning  
Office Assistant – Facility Services  
Office Assistant – Facility Services  
Office Assistant - Secondary  
Office Assistant – Con. Ed.  
Office Assistant – Technical Support  
Office Assistant – Supts of Ed.  
Video Booking Clerk

Cataloguing Assistant

Video Library Technician  
Office Assistant – Ed. Centre