



Pay Equity Plan
for the
Ontario Secondary School Teachers' Federation
Representing the
Educational Support Staff Bargaining Unit
at the
Algoma District School Board

Date: April 1, 2008

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Algoma District School Board and OSSTF-ESS Pay Equity Plan

A. Effective Date

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

B. 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 Algoma District School Board is working.

C. Definition of Employer and Union

For the purpose of this Pay Equity Plan the employer is the Algoma District School Board hereinafter referred to as the Board. The bargaining agent (Union) is the Ontario Secondary School Teachers' Federation (OSSTF) representing the OSSTF District 2 Algoma Educational Support Staff Bargaining Unit hereinafter referred to as the Bargaining Unit.

D. Employee Categories

Job classes, for the purposes of compensation comparisons, with agreed to gender predominance pursuant to Section 12 of the Pay Equity Act, are attached as Appendix 1 – Bargaining Unit Job Classes and Appendix 2 – Male Job Classes Outside the Bargaining Unit.

As of the signing of this Pay Equity Plan, the Parties agree to changes to job class titles as described in Appendix 3.

E. Male Job Class Comparisons

The male job class comparisons were drawn from male job classes both inside and outside the Bargaining Unit and within the employ of the Board. For each female job class, a male comparator job class has been identified following the specific requirements of Pay Equity Act. In those cases where there was no job-to-job male comparator, proportional value methodology was used. The job-to-job male comparators and proportional value comparisons for the female dominant job classes were established and are attached as Appendix 4.

F. Gender Neutral Comparisons System

The Gender Neutral Comparison System (GNCS) is based on the OSSTF Pay Equity Job Evaluation System © that has been modified by the Parties for use at the Algoma 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.

G. Pay Equity Adjustments

The female job classes requiring a pay equity adjustment are documented in Appendix 5. Appendix 5 further illustrates the new hourly rate of pay that will be effective on April 7, 2008 and supercedes the hourly rate of pay in the current collective agreement.

Where appropriate, using regression analysis, a proportional value job rate was applied resulting in no required pay equity adjustment.

Article 11 - Salary Schedule of the current collective agreement between the Algoma District School Board and the OSSTF Educational Support Staff Bargaining Unit shall be amended according to Appendix 6 and 7.

H. Implementation

Actual pay rates for eligible employees in female job classes will be adjusted on a go forward basis to the new hourly rate as outlined in Appendix 6 and 7 effective April 7, 2008.

Full pay equity retroactive adjustments will be made no later than May 16, 2008. Employees eligible for a pay equity adjustment will be advised of the specific adjustments by separate letter.

These payments will be calculated to reflect job classification, total hours worked and hourly rates of pay in effect during the retroactive period from January 1, 1998 to April 4, 2008.

Statutory deductions and union dues shall be deducted from any retroactive payments.

Retroactive pay equity adjustments for all eligible employees will be deposited in their last known bank account no later than May 16, 2008 for current employees and no later than June 27, 2008 for former employees.

All eligible casuals will receive their pay equity adjustments payout no later than June 27, 2008.

New employees shall receive compensation as per the pay equity adjusted wage schedule.

I. Maintenance

The Parties agree to maintain this Pay Equity Plan in accordance with Section 7(1) of the Pay Equity Act.

J. General

The Parties agree that in accordance with Section 9(1) of the Pay Equity Act, the employer shall not reduce the rate of compensation for any position in order to achieve pay equity.

K. Further Information

For questions or comments, contact

Debbie McLeod, President OSSTF District 2 Algoma, representing the Educational Support Staff Bargaining Unit at (705) 759-6653

Teresa Vavala, Manager Human Resources, representing the Algoma District School Board at (705) 945-7316.

L. Approval

Signed and agreed to at Sault Ste. Marie this first day of April 1, 2008.

For the Board

For OSSTF District 02 ESS

Appendix 1

Bargaining Unit Job Classes

Females

Males

Adult Ed Secretary (10 month)	Computer Operator Software Technician
Adult Ed Secretary (12 Month)	Courier
Attendance Secretary	Senior Electronic Technician
BAS. Clerk	
Co-ordinating Secretary	
Data Entry Operator	
Education Assistant	
Elementary Secretary	
Financial Accounting Clerk	
Guidance Secretary	
Info Processing Clerk	
E/A Interpreter	
EA/Intramural Facilitator	
Library Technician Elementary	
Noon Hour Assistant	
Occasional Call In Clerk	
Occasional Dispatch Clerk	
Office Secretary - Elementary	
Office Secretary – Secondary	
Payroll Record Clerk	
Plant Clerk I	
Plant Clerk II	
Program Secretary – Special Ed	
Program Secretary H&S	
Program Secretary Co-op	
Program Secretary Bridges	
Program Secretary Con Ed	
Purchasing Secretary	
Secondary Library Technician	
Secretary/Receptionist	
Senior Secretary	
Sr. BAS Clerk	
Tax Clerk	

Neutral

Electronic Technician

Appendix 2

Male Job Classes Outside the Bargaining Unit

Males - Non-Union

Males – CUPE

Hardware/Software Systems Co-ordinator	Boiler/Burner Maintenance Technician
	Carpenter
	Electrician
	Head Caretaker
	Locksmith Maintenance I
	Maintenance II
	Maintenance Caretaker
	Maintenance Group Leader
	Plant Courier
	Plumber
	Project Custodian
	Project Custodian Lead

Appendix 3

Job Class Title Changes

Original Job Class Title

New Job Class Title

Original Job Class Title	New Job Class Title
Occasional Call In Clerk	Deleted
Office Secretary (North Shore)	Deleted
Office Secretary – Elementary	Deleted
Program Secretary Bridges	Deleted

Appendix 4

Job-to-Job and Proportional Value Comparators

Female Job Class

Male Job Class Comparator

Adult Ed Secretary (10 month)	Computer Operator Software Technician
Adult Ed Secretary (12 Month)	Computer Operator Software Technician
Attendance Secretary	Maintenance II (CUPE)
BAS. Clerk	Maintenance II (CUPE)
Co-ordinating Secretary	Computer Operator Software Technician
Data Entry Operator	Courier
Education Assistant	Maintenance II (CUPE)
Elementary Secretary	Maintenance II (CUPE)
Financial Accounting Clerk	Maintenance II (CUPE)
Guidance Secretary	Maintenance II (CUPE)
Info Processing Clerk	Stores Courier (CUPE)
EA/Interpreter	Maintenance Caretaker (CUPE)
EA/Intramural Facilitator	Courier
Library Technician Elementary	Plant Courier (CUPE)
Noon Hour Assistant	Proportional Value
Occasional Call In Clerk	Proportional Value
Occasional Dispatch Clerk	Courier
Office Secretary - Elementary	Courier
Office Secretary - Secondary	Maintenance II (CUPE)
Payroll Record Clerk	Maintenance II (CUPE)
Plant Clerk I	Maintenance II (CUPE)
Plant Clerk II	Plant Courier (CUPE)
Program Secretary - Special Ed	Plant Courier (CUPE)
Program Secretary H&S	Plant Courier (CUPE)
Program Secretary Co-op	Plant Courier (CUPE)
Program Secretary Bridges	Proportional Value
Program Secretary Con Ed	Maintenance II (CUPE)
Purchasing Secretary	Plant Courier (CUPE)
Secondary Library Technician	Plant Courier (CUPE)
Secretary/Receptionist	Courier
Senior Secretary	Computer Operator Software Technician
Sr. BAS Clerk	Computer Operator Software Technician
Tax Clerk	Maintenance II (CUPE)

Appendix 5**Pay Equity Adjustment****Female Job Class****Maximum End Rate
(effective April 7, 2008)**

Adult Ed Secretary (10 month)	22.46
Adult Ed Secretary (12 month)	22.46
Co-ordinating Secretary	22.46
Elementary Secretary	19.31
Library Technician - Elementary	18.66
Office Secretary - Secondary	19.31
Program Secretary - Special Education	18.66
Program Secretary H&S	18.66
Program Secretary Con Ed	19.31
Secondary Library Technician	18.66
Senior Secretary Secondary	22.46
Sr. BAS Clerk	22.46

Appendix 6
Salary Schedule - Effective September 1, 2007

Pay Level	Job Classification	Status	Start	After 1 Year	After 2 Years
1	Courier	OTTM	15.19	15.85	16.50
1	Noon Hour Assistant	OTTM			
2	Data Entry Operator	12 MO	17.33	17.96	18.60
2	Occasional Dispatch Clerk	OTTM			
2	Office Secretary Elementary	OTTM			
2	Program Secretary Bridges	OTTM			
2	Secretary Receptionist	12 MO			
3	Library Tech Elementary	OTTM	17.39	18.02	18.66
3	Library Tech Secondary	OTTM			
3	Program Secretary Health & Safety	OTTM			
3	Program Secretary Spec Ed	OTTM			
4	Elementary Secretary	OTTM	18.04	18.67	19.31
4	Office Secretary Secondary (Chapleau)	OTTM			
4	Program Secretary Con Ed	OTTM			
5	Attendance Secretary	OTTM	18.78	19.46	20.07
5	BAS Clerk	12MO			
5	EA/Intramural Facilitator	OTTM			
5	Educational Assistant	OTTM			
5	Guidance Secretary	OTTM			
5	Information Processing Clerk	12 MO			
5	Plant Clerk II	12 MO			
5	Program Secretary Co-op	12 MO			
5	Purchasing Secretary	OTTM			
6	Financial Accounting Clerk	12 MO	20.21	20.85	21.47
6	Payroll Records Clerk	12 MO			
6	Plant Clerk 1 - Payroll	12 MO			
6	Tax Clerk	12 MO			
7	Adult & Con Ed Secretary	12 MO	21.20	21.84	22.46
7	Adult Ed Secretary	OTTM			
7	Computer Operator/Software Tech	12 MO			
7	Co-ordinating Secretary (small Secondary Schools: Chapleau & Hornepayne)	OTTM			

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7	Senior BAS Clerk	12 MO			
7	Senior Secondary Secretary	12 MO			
8	Electronic Technician	12 MO	22.55	23.21	23.81
9	Senior Electronic Technician	12 MO	23.71	24.37	25.01
10	EA/Interpreter	OTTM	28.30	28.43	29.57

Appendix 7
Salary Schedule - Effective August 31, 2008

Pay Level	Job Classification	Status	Start	After 1 Year	After 2 Years
1	Courier	OTTM	15.30	15.96	16.62
1	Noon Hour Assistant	OTTM			
2	Data Entry Operator	12 MO	17.45	18.09	18.73
2	Occasional Dispatch Clerk	OTTM			
2	Office Secretary Elementary	OTTM			
2	Program Secretary Bridges	OTTM			
2	Secretary Receptionist	12 MO			
3	Library Tech Elementary	OTTM	17.51	18.15	18.79
3	Library Tech Secondary	OTTM			
3	Program Secretary Health & Safety	OTTM			
3	Program Secretary Spec Ed	OTTM			
4	Elementary Secretary	OTTM	18.17	18.81	19.45
4	Office Secretary Secondary (Chapleau)	OTTM			
4	Program Secretary Con Ed	OTTM			
5	Attendance Secretary	OTTM	18.91	19.60	20.21
5	BAS Clerk	12MO			
5	EA/Intramural Facilitator	OTTM			
5	Educational Assistant	OTTM			
5	Guidance Secretary	OTTM			
5	Information Processing Clerk	12 MO			
5	Plant Clerk II	12 MO			
5	Program Secretary Co-op	12 MO			
5	Purchasing Secretary	OTTM			
6	Financial Accounting Clerk	12 MO	20.35	21.00	21.62
6	Payroll Records Clerk	12 MO			
6	Plant Clerk 1 - Payroll	12 MO			
6	Tax Clerk	12 MO			
7	Adult & Con Ed Secretary	12 MO	21.35	22.00	22.62
7	Adult Ed Secretary	OTTM			
7	Computer Operator/Software Tech	12 MO			
7	Co-ordinating Secretary (small Secondary Schools: Chapleau & Hornepayne)	OTTM			
7	Senior BAS Clerk	12 MO			

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7	Senior Secondary Secretary	12 MO			
8	Electronic Technician	12 MO	22.71	23.37	23.98
9	Senior Electronic Technician	12 MO	23.88	24.54	25.19
10	EA/Interpreter	OTTM	28.50	28.63	29.78