

# FORT LA BOSSE SCHOOL DIVISION

TITLE - **SUPPORT STAFF PROMOTIONS AND RECLASSIFICATION**

POLICY - **GDP-R**

Cross Reference - **GDJ**

Resolution # - 74/18

Legal Reference -

Last Reviewed - 23/04/18

## PROGRESSION ON SCALE

Full time staff will progress to the next step on the scale until maximum salary is reached, on the first of the month following the completion of twelve (12) or ten (10) months of service, as the case may be, since last increment date. "Twelve (12) or ten (10) months" refers to the normal work-year of an employee.

Part-time staff will progress to the next step on the scale until maximum salary is reached on the first of the month following the completion of the equivalent of the full-time compliment of regular hours since the last increment date. For all part-time staff only regular hours will be accumulated towards a complete year of service. All overtime hours will be excluded from the calculation.

Examples of "full-time compliment of regular hours" are:

Work-Year	Hours/Day	Full-time Complement of Regular Hours
10 months	6	1200
10 months	7	1400
12 months	7	1820
12 months	7.5	1950
12 months	8	2080

Implementation of this policy will not include any retroactive pay adjustment.

