

**P/VP TERMS & CONDITIONS
PART B: LOCAL AGREEMENT**

OTTAWA CATHOLIC SCHOOL BOARD

PRINCIPAL AND VICE-PRINCIPAL

**GENERAL EMPLOYMENT
TERMS AND CONDITIONS**

FOR THE PERIOD

SEPTEMBER 1, 2014

TO

AUGUST 31, 2018

13984 (03)

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STATEMENT OF GENERAL EMPLOYMENT TERMS AND CONDITIONS FOR
PRINCIPALS AND VICE-PRINCIPALS IN THE
OTTAWA CATHOLIC DISTRICT SCHOOL BOARD

The Board recognizes the Principals/Vice-Principals as the Catholic instructional leaders. This document sets out the General Terms and Conditions for the Employment of the Principals/Vice-Principals of the Ottawa Catholic District School Board.

- The terms and conditions of employment shall be in effect as articulated in this document from September 1, 2014 to August 31, 2018 and will not be changed without agreement of the parties during this period. Changes to these terms and conditions of employment after the period specified above shall only be made after consultation and discussions between the parties.
- The terms and conditions of employment shall be reviewed annually.
- These terms are subject to appropriate legislation, regulations and the Municipal Freedom of Information and Protection of Privacy Act.

1. **INTENT**

- 1.1 The parties will negotiate in good faith and will make every effort to reach agreement in accordance with their joint obligations under PPM 152;
- 1.2 Should such an agreement be difficult or unsuccessful, the parties may seek the intervention of the applicable Facilitator Team which has representation from Catholic Principals' Council of Ontario (CPCO) and/or Catholic Principals' Council of Ottawa (CPC-Ottawa) and the Board;
- 1.3 The parties will take any suggestions from the Facilitator Team into account in modifying their respective positions, in order to achieve a consensual agreement.
- 1.4 Should no consensual agreement be reached despite the best efforts of the Facilitator Team, the parties agree to a mediator, mutually agreed upon between the Board and the CPC-Ottawa, to assist in the resolution of any impasse. The cost of such a mediator will be equally paid for by both parties.
- 1.5 Should no consensual agreement be reached despite the best efforts of the mediator, the mediator's report and/or recommendation shall be presented to the Director of Education for final recommendation to the Board.

2. **RECOGNITION OF THE ASSOCIATION**

- 2.1 The Board recognizes the Catholic Principals' Council of Ottawa (CPC-Ottawa) as the sole representative for all Principals/Vice-Principals employed by the Board for the establishment of terms and conditions.
- 2.2 The CPC-Ottawa recognizes the full authority of the Board, as the employer, to manage and operate the Ottawa Catholic District School Board, and to direct personnel, including Principals/Vice-Principals, subject only to statutory limitations as well as those in the terms and conditions of employment.
- 2.3 The Executive Members of the CPC-Ottawa and CPCO will be entitled to such reasonable leave as may be required by duties associated with their membership in the CPCO. Requests for such leave shall be forwarded to the Associate Director of Education for approval.
- 2.4 The Board agrees to deduct CPC-Ottawa and CPCO fees as directed by individual Principals/Vice-Principals.
- 2.5 When seeking CPC-Ottawa committee representation the Board agrees to submit such request for representation to the Executive of the CPC-Ottawa and the CPC-Ottawa will make the necessary appointments.
- 2.6 The Board agrees to consult with the CPC-Ottawa regarding changes to the Principal/Vice-Principal staffing levels in the Board.
- 2.7 The parties agree to meet from time to time as required to discuss issues of mutual concern.
- 2.8 The Executive of the CPC-Ottawa and/or its representative, Associate Director of Education, Superintendent of Schools and Superintendent of Human Resources will meet as required to deal with any clarifications or interpretations of these terms and conditions of employment.
- 2.9 Either party may request the services of a mediator to assist in the resolution of any disputes. The costs of such a mediator will be equally paid by both parties.
- 2.10 The Board agrees to consult and collaborate with the Association prior to making contractual agreements that have a direct impact on the working conditions and the General Employment Terms and Conditions of Principals/Vice-Principals.

3. **SCOPE OF EMPLOYMENT**

- 3.1 The Principal/Vice-Principal shall be employed by the Board, and shall faithfully and diligently perform all duties and assignments required by the Board or the

Director of Education under the supervision of a Supervisory Officer and in accordance with:

- The Education Act and Regulations as amended or consolidated from time to time;
- any other applicable statutes, including the Human Rights Code of Ontario;
- guidelines or other requirements issued by the Ministry of Education; and
- policies, procedures or guidelines or directives issued by the Board.

3.2 The Board retains the right to amend the organizational structure, as system needs dictate.

3.3 The employment of the Principal/Vice-Principal is conditional upon the Principal/Vice-Principal holding and maintaining qualifications required by the Education Act and Regulations, as amended or consolidated from time to time.

4. **SCHOOL YEAR**

4.1 The Principal/Vice-Principal will attend to defined duties during the time when school is in session, as defined in the Education Act, and such other times as are necessary to ensure the effective and efficient operation of the school and/or to meet system needs. The Principal/Vice-Principal will ensure that the school is ready for opening at the commencement of each term and that it is closed properly at the end of each term. The Board will not depart dramatically from past practice in requesting service outside the traditional school year.

4.2 The Principal/Vice-Principal shall faithfully devote such time as may be required to satisfactorily meet assigned responsibilities. The Principal/Vice-Principal may request a modification to their regular work schedule due to extenuating circumstances, in consultation with the appropriate Superintendent of Schools and subject to the approval of the Associate Director.

4.3 For pension purposes, the Principal/Vice-Principal will be deemed to be 10 month employees.

5. **LEGAL LIABILITY**

5.1 Subject to the limits imposed by law, if any, the Board agrees that it shall defend, hold harmless and indemnify the Principal/Vice-Principal from any and all demands, claims, suits, actions and legal proceedings brought against the Principal/Vice-Principal acting in an individual capacity or an official capacity as agent and employee of the Board, notwithstanding that the Principal/Vice-Principal may no longer be the Principal/Vice-Principal at the time or subsequent to the action arising, provided the incident arose while the Principal/Vice-Principal was acting in good faith within the scope of employment or appointment herein.

5.2 Acting positions of Principal/Vice-Principal shall be recognized in 5.1 above.

6. **LEAVES: Leave with Pay Unless Otherwise Noted Below**

6.1 **Sick Leave**

A Principal/Vice-Principal will be entitled to sick leave as follows:

- The Principal/Vice-Principal's sick leave account shall be debited for the number of days absent due to personal illness.
- The Principal/Vice-Principal shall provide medical certificates for long term sick leave absences or when requested by their Superintendent.
- A Principal/Vice-Principal who is injured in the course of duty and received indemnity from the Workers' Compensation Board shall be entitled to any difference between the amount of the award and the regular salary, to the limit of sick leave multiplied by the employee's daily rate.

6.2 **Short-Term Leaves**

A Principal/Vice-Principal will be eligible for short-term leaves as follows, subject to the approval of their Superintendent.

- Bereavement Leave - up to four days for members of immediate and extended family.
- Compassionate/Emergency - up to four days per school year for matters of a compassionate or emergency nature.
- Personal leave - one day per year for personal family related matters. Employees not using their personal leave day during the current school year may carry over a maximum of one (1) extra day which may be used concurrently in the next school year.
- Short-term Leave Without Pay - up to five days leave without pay.
- Caregiver Leave – for illness to the Principal's/Vice-Principal's family member up to two (2) days of leave per annum.
- Paternity/Adoption - up to two days for matters related to adoption or the birth of a child.
- Leave as required when summoned for jury duty or as a witness.
- Professional Leave - one day leave for professional upgrading.

Note: the Superintendent of Schools in consultation with the Principal/Vice-Principal may approve extension of the leave outlined in section 6.2

6.3 **Compensatory Days**

Principals shall be entitled to a maximum of three (3) compensatory days. Vice-Principals shall be entitled to a maximum of one (1) compensatory day in an amount equivalent to their FTE. These days are in respect to duties required in the operation and supervision of a school as well as community involvement. These days shall not be attached to statutory holidays, Christmas, Easter, and/or March Break. These days may be taken subject to the operational requirements of the Board based on the approval of the appropriate Superintendent and subject to no replacement cost being incurred. Denial of such a request may be addressed with the Associate Director.

6.4 **Long-Term Leaves**

A Principal/Vice-Principal may request the following long-term leaves, subject to the approval of the Board,

- Leave Without Pay for professional growth, educational, caregiving or other reasons up to two years.
- Secondments or exchanges for professional growth with other organizations.
- X/Y self-funded leave (Deferred Salary Leave).

The X over Y Plan affords Principals/Vice-Principals the opportunity of taking a one (1) year leave of absence without pay and, through deferral of salary, to finance the leave. The Plan allows a Principal/Vice-Principal to work “X” years over a “Y” period with one (1) year’s leave in the final year of the Plan.

The Principal/Vice-Principal, in application, shall indicate the “X” and “Y” components desired. However, the final determination of the “X” and “Y” components shall be made in consultation with the Superintendent of Human Resources and in accordance with the total Plan’s requirement for a balance between leaves commencing and leaves returning.

Eligibility:

Any Principal/Vice-Principal having three (3) years seniority with the Board is eligible to apply provided that the year of leave does not begin until the employee has completed five (5) years of employment with the Board.

Application:

- a) Applications for participation in the Plan must be filed no later than January 31 of the school year prior to the school year in which the Plan will commence.
- b) Written acceptance or denial for such application will be forwarded to the Principal/Vice-Principal by May 1 of the school year prior to the school year in which the Plan commences.
- c) Acceptance of a Principal's/Vice-Principal's application will be at the sole discretion of the Board. Reasons for denial of the request will be given to the Principal/Vice-Principal in writing.

Implementation of the Plan:

The financial arrangements for funding the year of leave shall be arranged by mutual agreement between the Principal/Vice-Principal and the Board:

- a) Each Principal/Vice-Principal in the Plan shall sign an agreement with the Board. The agreement shall specify the terms and conditions agreed to by the Principal/Vice-Principal and the Board.
- b) An account will be established with Your Credit Union for each participant in the Plan. The money to be deducted from each participant's bi-weekly pay will be deposited to this account where it shall be retained and accumulate interest until the year of the leave or dissolution of the agreement between the Board and the Principal/Vice-Principal.
- c) In each year of the Plan, preceding the year of the leave, a Principal/Vice-Principal will deposit a percentage of the appropriate grid salary in accordance with the agreement.
- d) During the year of leave, the Principal/Vice-Principal shall withdraw accumulated funds in the Principal's/Vice-Principal's account. Subject to the conditions of the insurance carrier, a Principal/Vice-Principal may continue coverage of existing benefits in accordance with Item 6.0, Benefits Provisions, for the year of leave under this Plan by paying 100% of the premiums.
- e) During the year of the leave, withdrawal from the Principal/Vice-Principal account shall be in one installment of 100% in September or in two installments – one of 40% in September and one of 60 % in January.

Terms of Reference:

- a) If a vacancy exists, the Principal/Vice-Principal may choose to return to the same school he/she left prior to the leave.

In the event that a vacancy in the school does not exist, the Principal/Vice-Principal shall be placed at another school.

- b) Leave taken under the Plan shall be treated as a year of experience for seniority purposes only.
- c) A Principal/Vice-Principal declared redundant in any year of the Plan will be required to withdraw. Any accumulated funds will be paid to the Principal/Vice-Principal, subject to the regulations of the financial institution.
- d) A Principal/Vice-Principal may withdraw from the Plan effective August 1, by giving written notice to the Superintendent of Human Resources by the preceding April 1, except in the calendar year in which the leave is due to commence, in which case the written notice must be given by the preceding January 1.
- e) Where it can be demonstrated to the Board by a Principal/Vice-Principal who is a participant in the Plan, that a financial emergency exists, or where a Principal/Vice-Principal who is a participant in the Plan is identified as being redundant, the notice period shall be waived and the accumulated funds shall be released to the Principal/Vice-Principal within sixty (60) days. In the case of the death of a Principal/Vice-Principal who is a participant in the Plan, the accumulated funds shall be paid to the Principal's/Vice-Principal's estate, providing the consents or releases required have been obtained.

Canada Revenue Agency (CRA) Contingencies:

- a) The present method of making income tax deductions shall continue. Any changes to this method are dependent upon a ruling from CRA, that the income deferral scheme contemplated herein may be acceptable to CRA.
- b) The amount of income tax to be deducted at source will only be computed on the reduced salary with the agreement of the Association and the participating Principal/Vice-Principal and after the receipt of a ruling of CRA and of its terms. The participating Principal/Vice-Principal will be required to enter into an agreement with the Board to indemnify and save the Board harmless against all claims or demands or other forms of liability against the Board by any person, that may arise out of, or by reason of, deductions made or payments made in accordance with this Article.

6.5 **Long-Term Maternity/Parental/Adoption Leave**

A Principal or Vice-Principal will be entitled to long-term maternity, parental or adoption leave as follows:

- In accordance with the Employment Standards Act.

- In addition, the Board may grant an extended maternity leave up to 2 years.

Upon the confirmation by the Employment Insurance Commission of the appropriateness of the Plan, a Principal/Vice-Principal who is on Maternity Leave who is in receipt of Unemployment Insurance Pregnancy Benefits pursuant to Section 11 of the Employment Insurance Act 1996, as amended, shall be paid a Supplemental Unemployment Benefit.

No payments of the pregnancy leave supplement shall be made during the months of July and August.

Payment shall commence following completion of the two (2) week Employment Insurance waiting period and receipt by the Board of the Principal's/Vice-Principal's Employment Insurance cheque stub as proof that the Principal/Vice-Principal is in receipt of Employment Insurance Pregnancy benefits, and shall continue while the Principal/Vice-Principal is in receipt of such benefits for a maximum period of fifteen (15) weeks.

- The Principal/Vice-Principal shall be entitled to continuation of benefit coverage during such a leave. The Principal/Vice-Principal shall pay 100% of the benefits premium except for the portion of the leave covered by the Employment Standards Act for which the Board will pay its normal share of fringe benefit premiums.

6.6 Reduced Status and/or Job Sharing

Reduced status and/or job sharing will be considered by the Board through the Superintendent of Human Resources and the Associate Director. Every effort will be made to accommodate such requests subject to the needs of the school and the Board.

7. **BENEFIT PROVISIONS**

7.1 The Board and CPC-Ottawa agree to continue the benefits provisions as outlined in the current Group Insurance Plan Booklet of the Board. These benefits include extended health (including hospital room coverage), life, accidental death and dismemberment, vision and dental provisions.

7.2 The Board agrees to pay eighty-five (85%) percent of the benefit costs. The Principal/Vice-Principal agree to pay (15%) of the benefit costs.

7.3 The Benefits Advisory Committee will meet at least quarterly to monitor the benefits plan.

7.4 **LTD Plan**

All Principals/Vice-Principals must belong to an LTD plan with the employee contributing 100% of premiums. Principals/Vice-Principals who are members of CPCO may elect to join the CPCO LTD plan. Principals/Vice-Principals who do not elect to join the CPCO LTD plan will continue in a Board sponsored LTD plan. Exemption from an LTD plan is possible under the terms outlined by the Board and only after the correct forms are completed and received by the Superintendent of Human Resources.

7.5 **Pension Plan**

The Board agrees to deduct and submit all required Teacher's Pension Plan contributions.

8. **RETIREMENT GRATUITY (GRANDPARENTING)**

8.1 The Board agrees that former Ottawa Roman Catholic School Board Principals/Vice-Principals whose employment was transferred to the Ottawa Catholic School Board as of January 1, 1998, and who had an entitlement for a retirement gratuity in accordance with the OECTA Ottawa Unit collective agreement, will continue to be eligible for the payment of a retirement gratuity. Such a retirement gratuity will be calculated and payable in accordance with the terms outlined in Article 9.00 of the OECTA Ottawa collective agreement for 1997-98.

8.2 In addition to the above, Teachers from the former Ottawa Roman Catholic School Board who are promoted to the position of Principal/Vice-Principal after September 1, 1998, and who have an entitlement to a retirement gratuity in accordance with the OECTA Ottawa collective agreement (1997-98), will continue to be eligible for the payment of a retirement gratuity. Such a gratuity will be paid based on the category placement such a teacher held at the time of promotion (i.e. teacher promoted to Vice-Principal who was at A4 maximum at time of promotion would have gratuity based on A4 maximum at time of retirement, not based on Principal/Vice-Principal salary).

9. **PERFORMANCE APPRAISAL**

9.1 Performance appraisals shall be conducted for Principals/Vice-Principals on timelines established in accordance with Board policy (Performance Appraisal Document).

9.2 Performance appraisal procedure shall be restricted to that established in the Performance Appraisal Document as developed in consultation with the CPC-Ottawa.

- 9.3 The Performance Appraisal Document shall be reviewed periodically and the process shall include representation from the CPC-Ottawa and the Board.

10. **DISMISSAL, DISCIPLINE OR DEMOTION**

The Board agrees with and will abide by the following principles:

Performance Issues:

Decisions are based on protocols outlined in the performance appraisal processes that are clearly communicated to principals and vice-principals. These protocols are outlined in the Ministry's Principal and Vice-Principal Performance Appraisal Guideline, Section 11.2.5, Procedural Requirements Following an Unsatisfactory Rating.

- 10.1 The Principal/Vice-Principal may be dismissed, demoted or disciplined subject to the conditions of the Education Act (Regulation 298) for neglect of duty, misconduct or on the part of the Principal/Vice-Principal;
- 10.2 The Board shall not discipline, demote, or terminate a Principal/Vice-Principal without just cause and subject to the right of the Principal/Vice-Principal to contest such action under the provisions of this agreement and of the Education Act and Regulations.
- 10.3 In the event that a dispute arises between a member of CPC-Ottawa and the Board with respect to dismissal, discipline or demotion, a meeting between the individual member, if desired a representative of his/her choice, and the Superintendent of Human Resources shall be convened to resolve the dispute.
- 10.4 Failing such resolve, a Dispute Resolution Committee shall be formed at the request of the Director or designate, or the Executive of CPC-Ottawa.

Membership of the Committee (maximum of 3 members)

1. Superintendent of Human Resources or designate,
2. external member agreed upon by both parties, and
3. a member of the Executive of CPC-Ottawa or designate (not the President).

The mandate of the Committee will be to mediate an acceptable resolution. The Committee's decision and/or recommendation shall be presented to the Director of Education who will consult with the President and/or Vice-President of CPC-Ottawa for final determination.

- 10.5 Disputes involving suspensions without pay of five (5) days or more will be presented to the Director of Education and the President of CPC-Ottawa to render a final binding decision. If agreement cannot be reached then the parties agree to binding arbitration by a mutually acceptable party. The cost of the arbitrator shall be shared by the parties.

- 10.6 A Principal/Vice-Principal's employment may be terminated by the Board for just cause. The Principal/Vice-Principal shall have been given reasonable notice in writing by the Board that such a vote is pending, together with the reasons for the vote. Prior to any such vote being taken, the Principal/Vice-Principal shall have been given a full and fair opportunity to be heard by all members of the Board in an in-camera meeting. The Principal/Vice-Principal may be accompanied at the meeting by representatives of the Principal/Vice-Principal's choice. The Principal/Vice-Principal has the right to respond to any allegations made against that Principal/Vice-Principal. If a vote to dismiss is passed the Principal/Vice-Principal is to be advised in writing forthwith, with reasons appended.
- 10.7 In the case of termination, the Board and CPC-Ottawa agree to binding arbitration by a mutually acceptable party. The cost of the arbitrator shall be shared by the parties.

11. **PROFESSIONAL DEVELOPMENT**

- 11.1 The Board encourages the continuing professional development of Principals/Vice-Principals and affirms its commitment to the provision of professional growth opportunities through participation in professional development programs within and without the Board.
- 11.2 If the Director of Education or designate requires the Principal/Vice-Principal to represent the Board on any course or program for professional development activity, the Board shall assume all costs incurred.
- 11.3 The Board shall establish annually a professional development fund for Principals/Vice-Principals in a minimum amount of \$70,000 exclusive of the Director and V.P. Conferences, subject to Board budget approval. The Board and the CPC-Ottawa will review the professional development budget at the end of the school year and may agree to make a provision for unspent funds. A quarterly report will be provided to the President of the CPC-Ottawa.
- 11.4 The designated Superintendent with a committee of the CPC-Ottawa shall establish both criteria and approval process and shall submit the same to the Associate Director for approval as needed.
- 11.5 The fund shall be administered by the designated Superintendent according to the criteria established by the committee. The criteria will be reviewed as needed and recommendations for the next year presented to the Associate Director.

12. **SURPLUS AND REDUNDANCY**

- 12.1 Seniority will be used for surplus and redundancy for Principals/Vice-Principals based on the following in descending order:

- **For Principals**
 - continuous service from the most recent date of appointment into the position of Principal with the Board or predecessor Boards.
 - total teaching, Vice-Principal and Principal experience with the Board or predecessor Boards.
 - total teaching, Vice-Principal and Principal experience.

- **For Vice-Principals**
 - continuous service from the most recent date of appointment into the position of Vice-Principal or Principal with the Board or predecessor Boards.
 - total teaching experience, Vice-Principal and Principal experience with the Board or predecessor Boards.
 - total teaching, Principal and Vice-Principal experience.

Note: Separate seniority lists will be maintained for the Principal and Vice-Principal classifications. Teaching experience will include experience in other positions of responsibility.

- 12.2 In the event of surplus of Principals/Vice-Principals in any one year, the Board will reassign such surplus staff to an alternate assignment as close as possible to their current assignment for a period of one school year. In the event a surplus continues after one school year, reduction of Principals/Vice-Principals will be done in reverse order of seniority in each position from the respective panel, subject to 12.4
- 12.3 If a redundancy of Principals occurs as in 12.2 above, such Principals will be reassigned as Vice-Principals subject to seniority. If a redundancy of Vice-Principals occurs as in 12.2 above, such Vice-Principals will be assigned in accordance with the Acts and Regulations of the Government of Ontario. Every effort will be made to rehire a redundant Vice-Principal or Principal as a teacher with the Board prior to new hiring.
- 12.4 For the determination of surplus and redundancy, Principals/Vice-Principals may be considered for positions in the panel or panels or to other system positions for which they are qualified, have previous experience and/or are deemed suitable.
- 12.5 Principals/Vice-Principals who are redundant in their position will retain the right to recall to their former position in reverse order of seniority as long as they are qualified for such assignment. Such recall rights shall cease when an offer of recall to a suitable position is refused.

13. **ASSIGNMENTS, ROTATIONS AND TRANSFERS**

- 13.1 Principals/Vice-Principals are system based positions and will normally be rotated to a new assignment every 4 to 6 years. The Board may, however, reassign Principals/Vice-Principals at any time based on the needs of the system or special circumstances.
- 13.2 The Board will undertake to survey all Principals/Vice-Principals to determine requests for transfers, preferences for assignment including system positions and/or special circumstances (including geographic preference) affecting transfer or assignment. Principals/Vice-Principals are encouraged to consult with their Supervisory Officer and to provide updated information to facilitate placement.
- 13.3 The Board will, where possible, solicit input from Principals regarding the profile of Vice-Principals to be assigned to the school team.
- 13.4 All input from Principals/Vice-Principals, as well as ongoing discussions of the individual growth plan, qualifications, experience and abilities, will be considered by Senior Staff in making transfers and assignments. A Principal/Vice-Principal may request a debriefing with a Supervisory Officer after transfers and assignments for the upcoming school year have been completed.
- 13.5 For the purpose of assignments and transfers, Principals/Vice-Principals may be considered for positions in the panel or panels for which they are qualified, have previous experience and/or are deemed suitable.
- 13.6 Principals/Vice-Principals may request temporary secondments or exchanges between panels or to other system positions for the purpose of professional growth, to meet system needs or other valid reasons. Principals/Vice-Principals who are approved for exchange or secondment to another panel will retain their entitlement for position and salary based on their regular position.
- 13.7 Acting Principal – A Vice-Principal who has assumed the role of Principal shall be paid at the Principal rate after 17 consecutive days and upon start of the assignment and upon Board Senior Executive approval. The salary shall be retroactive to the start of the assignment.
- 13.8 The Board will review and, where necessary, revise transfer protocols following discussions with CPC-Ottawa. These protocols will be communicated on a regular basis.

14. **SALARY**

- 14.1 Principals'/Vice-Principals' annual salary grids (including vacation and statutory holiday pay) shall be as follows effective September 1, 2016:

Salary Grid

a) Elementary Principal (K-6 and K-8 Elementary and 7-8 Intermediate Schools)

Effective Date	01-Sep-16	31-Aug-17	01-Sep-17	31-Aug-18
\$ Increase	1,420.00	284.00	1,441.00	288.00
Experience				
0	\$114,490.00	\$114,774.00	\$116,215.00	\$116,503.00
1	\$116,419.00	\$116,703.00	\$118,144.00	\$118,432.00
2	\$118,346.00	\$118,630.00	\$120,071.00	\$120,359.00
3	\$121,702.00	\$121,986.00	\$123,427.00	\$123,715.00

b) Secondary Principals (7-12 and 9-12 High Schools)

Effective Date	01-Sep-16	31-Aug-17	01-Sep-17	31-Aug-18
\$ Increase	1,420.00	284.00	1,441.00	288.00
Experience				
0	\$121,635.00	\$121,919.00	\$123,360.00	\$123,648.00
1	\$124,197.00	\$124,481.00	\$125,922.00	\$126,210.00
2	\$126,794.00	\$127,078.00	\$128,519.00	\$128,807.00
3	\$129,312.00	\$129,596.00	\$131,037.00	\$131,325.00

c) Elementary Vice-Principal (K-6 and K-8 El. And 7-8 Int. Schools)

Effective Date	01-Sep-16	31-Aug-17	01-Sep-17	31-Aug-18
\$ Increase	1,420.00	284.00	1,441.00	288.00
Experience				
0	\$105,404.00	\$105,688.00	\$107,129.00	\$107,417.00
1	\$106,400.00	\$106,684.00	\$108,125.00	\$108,413.00
2	\$107,393.00	\$107,677.00	\$109,118.00	\$109,406.00
3	\$108,389.00	\$108,673.00	\$110,114.00	\$110,402.00

d) Secondary Vice-Principal (7-12 and 9-12 High Schools)

Effective Date	01-Sep-16	31-Aug-17	01-Sep-17	31-Aug-18
\$ Increase	1,420.00	284.00	1,441.00	288.00
Experience				
0	\$109,017.00	\$109,301.00	\$110,742.00	\$111,030.00
1	\$110,792.00	\$111,076.00	\$112,517.00	\$112,805.00
2	\$112,570.00	\$112,854.00	\$114,295.00	\$114,583.00
3	\$114,345.00	\$114,629.00	\$116,070.00	\$116,358.00

14.2 For the purposes of leave without pay or other deductions the per diem rate shall be established as 1/194 of annual salary.

14.3 Payment of Salaries

Principals/Vice-Principals shall be paid in the following manner: 21 installments of 1/26 of salary beginning on the 1st scheduled pay date in September and every

two weeks thereafter, with an additional payment of 5/26 of salary on the last pay day prior to summer holidays.

- 14.4 Principals'/Vice-Principals' salaries shall be subject to all lawful deductions.
- 14.5 Principals'/Vice-Principals' experience shall be credited as of the first of the school year and shall be recognized in years and months.
- 14.6 System appointments shall be paid on the secondary salary grid for the duration of their system appointment. At the completion of the appointment to the system position, the incumbent's salary will revert to the applicable salary grid (i.e. to an elementary salary grid if the incumbent is reassigned to the elementary panel or to the secondary salary grid if the incumbent is reassigned to the secondary panel).

15. **OTHER**

- 15.1 A Principal/Vice-Principal shall maintain and operate a vehicle as required for the performance of their duties. The Principal/Vice-Principal will be reimbursed for expenses incurred on Board business as per Board policy and/or will be issued a T-2200 Revenue Canada statement annually.
- 15.2 This agreement comprises Part "A" (referred to as the Central Agreement), and Part B Items 1 to 15 (referred to as the Local Agreement).