

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 407 – Support Staff Pay Scale Adjustments</b>	
Related LCSD AP's	AP 404 – Support Staff Hourly Rates	
Form(s)	F 407.1 – Support Staff Hiring Form	
References:		
Received by the Board: August, 2020		Update: August, 2020

### Background

As personnel are hired in our School Division, they may bring previous related experience that enhances their ability to provide services and meet responsibilities defined by the job description. It is our intent at Lloydminster Catholic School Division to remunerate new support staff employees at a fair and equitable level. Personnel who can demonstrate and document previous, directly related experience may be granted a step increase on the current AP404 Support Staff Hourly Rates.

### Procedures

1. Upon hiring, the head of the hiring committee will verify the candidate's past experience to determine if it was directly related to the candidate's intended duties.
  - a) Personnel who possess appropriate formal training directly related to their job assignment upon the commencement of their duties may be recognized up to four (4) steps on the seven (7) steps grid on the current Lloydminster Catholic School Division pay scale.
  - b) Personnel who do not possess appropriate training upon the commencement of their duties may be recognized up to two (2) steps on the current pay scale grid, regardless of the amount of previous directly related job experience he/she possesses.
  - c) Personnel changing job categories within Lloydminster Catholic School Division shall be placed on the appropriate pay scale step that would best represent an equivalent rate of pay as their previously held position.
2. The Director of Education shall approve all recommendations for recognition of previous experience.
3. The hiring committee will determine the starting salary step.
4. Note of the increase salary will be shared with the employee and noted in the employee's contract.