



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GDH – SUPPORT STAFF ANNIVERSARY

The Board of Trustee recognizes the value of experience gained in the course of employment in a job and supports a multi-step pay scale to compensate for satisfactory performance and experience gained in a job.

The anniversary date for Support Staff pay increments will be established as the first day of the first month of employment in a job with the Division. Employees will annually advance to the next increment on the job pay scale on the anniversary date subject to satisfactory job performance.

The anniversary date for an employee will change under the following conditions:

- In the event an employee changes jobs during the course of his/her employment, the anniversary date will be changed to the first day of the first month in the new job.
- In the event an employee is approved for an unpaid leave of absence in excess of one month, the anniversary date will be calculated by adding the number of days of unpaid leave to the current anniversary date.

Date Adopted: November 5, 1987

Date Revised: May 20, 2004

Date Reaffirmed: October 24, 2007

Date Reaffirmed: January 18, 2012

Date Reaffirmed: November 13, 2017

Date Reaffirmed: November 17, 2021