

Job Posting: Posting Detail

Posting: S18057 **Description:** School Secretary 2
Start Date: 14-Jan-2019 **End Date:** 15-Apr-2019
Closing Date: 11-Jan-2019

Position	Location	Category	Assignment Type	Hours	Rate of Pay
School Secretary 2	F J Ney Elementary		Temporary Posting	35.0000	25.5700

- **Hours:** 35 per week on a temporary basis from January 14 to April 15, 2019, or return of incumbent.
- **Additional Information:** This assignment is currently **20 hours SS2** and **15 hours SS3**.
- **Wage Rate:** Level **10** for **20 hours** and Level **12** for **15 hours**, as per the Classification and Wages Schedule of the current Collective Agreement.
- **Hours of Work:** To be arranged with **Supervisor**.
- **Probationary/Trial Period:** When applicable, there will be a three (3) month probationary/trial period.

Regular Employees Please Note: As per Article 16.09 of the CUPE Local 606 Collective Agreement “Providing they are qualified, regular employees may be temporarily appointed with their consent, to a position for a specified term not to exceed (8) continuous months. Upon completion of the temporary assignment the employee shall return to his/her regular position with no loss of seniority. In making temporary appointments the senior qualified employee will be selected on the basis of the skill, knowledge and ability required for the position. The Employer agrees to consult with the Union with respect to the manner in which regular employees will be notified that specific positions are available.”

