



Date: January 18, 2021
To: All District Staff
From: Jim Cambridge, Interim Director of Human Resources
Subject: **Support Staff Title Changes**

As the district continues to work towards being more inclusive and gender neutral in all areas of our operations, management and CUPE Local 723 have signed a letter of understanding to modernize some support staff position titles. These titles will be used in postings and language in the district.

The changes are as follows:

Previous Title

Elementary Secretary
Secondary School Student Records Secretary
Secretary I
Secretary II
Janitor
Administrative Assistant – Secretary Treasurer
Administrative Assistant – Superintendent
Secretary – Associate Superintendents

New Title

Elementary Administrative Assistant
Secondary School Student Records Clerk
Administrative Assistant I
Administrative Assistant II
Custodian IV
Executive Assistant – Secretary Treasurer
Executive Assistant - Superintendent
Administrative Assistant – Associate Superintendent

Duties and compensation remain the same, the changes are strictly title changes. These position titles will be changed in the collective agreement during the next bargaining session.

We understand that as with any change the new titles may take some time to get used to and for them to become part of our common language. Please try to start referring to these new titles as soon, and as often as possible.