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Public School Administrators Employment Relations Regulations
made under Sections 14 and 26 of the
Public School Administrators Employment Relations Act
S.N.S. 2018, c. 1, sch. B
O.I.C. 2018-209 (effective August 1, 2018), N.S. Reg. 146/2018
amended to O.I.C. 2023-179 (effective June 22, 2023), N.S. Reg. 116/2023

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Citation

1 These regulations may be cited as the *Public School Administrators Employment Relations Regulations*.

Definitions

2 In these regulations,

“Act” means the *Public School Administrators Employment Relations Act*;

“compensation framework guidelines” means the Compensation Framework for Non-Union Employees approved by the Treasury and Policy Board;

“Conseil” means the Conseil scolaire acadien provincial established by the *Education (CSAP) Act*;

“employer”, in relation to a regional executive director, means the Minister and, in relation to any other administrator, means the education entity employing the administrator;

“principal” means the principal of a public school under the jurisdiction of a regional centre under the *Education Act* or appointed by the Conseil under the *Education (CSAP) Act*;

“school academic year” means the school academic year established by subsection 8(1) of the *Education Act*;

“senior staff”, in relation to a regional centre for education, means senior staff as defined in the *Ministerial Education Act Regulations* made under the *Education Act* and, in relation to the Conseil, means senior staff as defined in the *Ministerial Education (CSAP) Act Regulations* made under the *Education (CSAP) Act*;

“superintendent” means the superintendent of the Conseil under the *Education (CSAP) Act*.

Temporary return to classroom at administrator’s request

- 3 (1) In this Section, “temporary return”, in relation to an administrator, means a temporary return of the administrator to a classroom teaching position at the administrator’s request under subsection (2).
- (2) An administrator may request the approval of the employer to return to a classroom teaching position on a temporary basis for a period of no longer than 2 years.
- (3) A temporary return may be extended to a period longer than 2 years if both the administrator and the employer agree to the extension.
- (4) An administrator whose request for a temporary return is approved by the employer must receive a salary for the first year of the temporary return of at least the amount the administrator would have received had the administrator not returned to a classroom teaching position.
- (5) Subject to subsection (6), at the conclusion of a temporary return an administrator must return to the assignment the administrator held immediately before the temporary return, unless any of the following occurs:
- (a) the administrator provides notice in writing to the employer of the administrator’s election to return to a classroom position on a permanent basis in accordance with subsection 22(3) of the Act;
 - (b) the employer reassigns the administrator to a classroom teaching position under Section 16 of the Act;
 - (c) the administrator is assigned to another position as determined by the employer after consultation with the administrator.
- (6) If the temporary return of an administrator who makes an election in accordance with subsection 22(3) of the Act concludes on a date earlier than the last day of the school academic year in which the election is made, the employer may direct the administrator to return to or take up 1 of the following until the date the election takes effect in accordance with subsection 22(5) of the Act:

- (a) the position the administrator held with the employer immediately before the temporary return;
- (b) a classroom teaching position;
- (c) another position, as determined by the employer after consultation with the Administrator.

Temporary return to classroom at employer's direction

4 An administrator who is assigned by the employer to a classroom teaching position on a temporary basis other than as requested by the administrator under Section 3 must receive a salary for at least the first year of the temporary assignment of at least the salary the administrator would have received had the temporary assignment not been made.

Association membership during temporary return to classroom

5 For greater certainty, during the temporary return of an administrator to a classroom teaching position, the administrator remains an administrator and a member of the Association and must pay any required membership fees to the Association in accordance with the Act and the Association's bylaws.

Salary

Salary for administrators other than senior staff

- 6** (1) Effective on the date set out in Schedule A, an administrator other than senior staff of an education entity must be paid a salary as set out in Sections 7, 8 and 9 and in accordance with Schedule A and the compensation framework guidelines.
- (2) If the salary of an administrator other than senior staff on the date set out in Schedule A exceeds the corresponding salary applicable to a position determined in accordance with Schedule A and the compensation framework guidelines, the administrator's salary will remain the same, so long as they remain in that position, until the salary applicable to the position is greater than the administrator's salary as of the date set out in Schedule A.
- (3) An administrator's salary must not decrease below the salary paid before the date set out in Schedule A, except when there is a change in the administrator's job assignment as set out in Section 7.

Placement and changes in job assignment

7 The salary of an administrator other than senior staff upon hiring or job change as set out in Schedule A is as set out in the compensation framework guidelines.

Step increases through salary ranges

8 Administrators other than senior staff may receive a step increase in the salary bands in Schedule A on August 1st of each year as set out in the compensation framework guidelines.

Economic adjustment

9 The salaries in Schedule A may be increased in accordance with an increase required by an enactment, economic adjustments approved by the Treasury and Policy Board or as directed by the Treasury and Policy Board.

Salary for administrator who is senior staff

- 9A** (1) An administrator who is a member of senior staff of a regional centre for education is entitled to compensation calculated in accordance with Sections 70 to 73 of the *Governor in Council Education Act Regulations* made under the *Education Act*.
- (2) An administrator who is a member of senior staff of the Conseil is entitled to compensation calculated in accordance with Sections 69A to 69E of the *Ministerial Education (CSAP) Act Regulations* made under the *Education (CSAP) Act*.

Loss of salary or service

10 An administrator must not suffer a loss of salary or service accrual for any period of leave or absence if a unionized teacher engaged by the administrator's education entity would not suffer a loss of salary or service accrual for the equivalent leave or absence under the terms of a professional agreement.

Deferred salary leave plan

- 11 An administrator employed on a permanent basis may enter into an agreement with the employer for a deferred salary leave plan for a 6-month or 1-year pre-paid leave of absence.

Travel expenses

- 12 The employer must reimburse an administrator for kilometres travelled in the performance of the administrator's duties in accordance with the *Kilometrage Rates, Monthly Allowances and Transportation Allowances Regulations* made under the *Civil Service Act*.

Benefit Plans

Insurance

- 13 In accordance with the Act and the *Teaching Profession Act*, an administrator is entitled to participate on the same terms and conditions as a unionized teacher, with necessary changes, in benefit plans, services and programs established, sponsored or otherwise provided for the benefit of unionized teachers, including all of the following:

- (a) Union Life and AD&D Policy;
- (b) NSTU Total Care Policy;
- (c) Extended Benefits (Dental) provisions of the NSTU Total Care Policy;
- (d) Long Term Disability Insurance Policy;
- (e) any other benefit plan, service or program established, sponsored or otherwise provided for the benefit of unionized teacher by the Union or the employer.

Union Life and AD&D Policy

- 14 The employer must pay 100% of the monthly premium for the existing Union Life and AD&D Policy for coverage in the amount of \$50 000 for each administrator.

NSTU Total Care Policy

- 15 The employer must pay 100% of the monthly premium of the existing NSTU Total Care Policy for each administrator who holds the single or family policy.

Optional extended dental benefits

- 16 (1) An administrator may elect or decline to add Extended Benefits (Dental) provisions to their NSTU Total Care Policy.
- (2) The employer must pay 65% of the monthly premium for an Administrator who has elected to add the Extended Benefits (Dental) provisions to their NSTU Total Care Policy.
- (3) An administrator is entitled to only the approved benefits under the Extended Benefits (Dental) provisions of the NSTU Total Care Policy to which a unionized teacher is entitled under a professional agreement.

Long term disability insurance premiums

- 17 (1) Except as provided in subsection (2), the employer must pay 50% of the monthly premium of the NSTU Long Term Disability Policy for each administrator who obtains the policy.
- (2) If the employer was obligated to pay 70% of the monthly premium of the NSTU Long Term Disability Policy for an administrator immediately before the effective date of these regulations, the employer must pay 70% of the monthly premium for the administrator.

Deduction of contributions and premiums

- 18 On receipt of written authorization from an administrator to deduct any of the following amounts, the employer must deduct the amount from the salary of the administrator and remit the amount deducted to the appropriate authority:
- (a) the administrator's portion of contributions and premiums in respect of a benefit plan referred to in these regulations;

- (b) payments due to the Teachers Plus Credit Union;
- (c) Canada Savings Bonds payments.

Contributions and premiums during temporary assignment

19 The contributions and premiums payable by an administrator under a benefit plan during a temporary assignment or temporary return to a classroom teaching position must be calculated based on the salary the employee is receiving during the temporary assignment or return.

Notification of family or marital status change

20 For the purpose of determining the contributions and premiums for an administrator under a benefit plan, an administrator must immediately notify the employer and the Association of any material change in their marital or family status.

Personal liability insurance

- 21** (1) An education entity must obtain personal liability insurance coverage for an administrator while the administrator is acting as an agent of the education entity and within the scope of the administrator's responsibilities.
- (2) A personal liability insurance policy must provide an administrator with coverage in an amount and on terms and conditions equivalent to the personal liability insurance coverage provided by an education entity for unionized teachers.

Insurance for transporting students

22 An administrator must be included under an education entity's insurance policy providing protection for teachers and administrators using a personal vehicle to transport students with the approval of the education entity.

Indemnity

- 23** (1) The employer must indemnify an administrator from a civil action or other proceeding brought against the administrator that arises from the administrator's lawful performance of their duties or a duty that the administrator, acting in good faith, reasonably believed to be lawful.
- (2) The indemnity in subsection (1) includes the legal costs actually and reasonably incurred in defence of the action or proceeding, on terms and conditions equivalent to those that apply to the employer's indemnity of a unionized teacher in equivalent circumstances.
- (3) Subsection (1) does not apply in respect of any of the following:
- (a) a criminal proceeding brought against the administrator, unless the employer agrees in advance to pay some or all of the legal costs associated with the proceeding;
 - (b) any action or proceeding between the employer and the administrator in respect of the administrator's employment;
 - (c) costs or expenses associated with an appeal by the administrator of a decision in relation to a proceeding or action, unless the costs or expenses were undertaken with the prior approval of the employer.

Additional benefits provided by Association

24 In addition to the benefits referred to in these regulations, an administrator is entitled to any benefits and services provided by the Association, at the expense of the Association or the administrator, in accordance with the bylaws.

Leave

Leave entitlement

- 25** (1) An administrator is entitled to periods of leave with or without pay for the same periods and on the equivalent terms and conditions as a unionized teacher engaged by the same education entity, with necessary changes.
- (2) For greater certainty, an administrator is entitled to the following categories of leave, which must be granted for periods and under terms and conditions in accordance with subsection (1):

- (a) pregnancy leave;
- (b) adoption leave;
- (c) parental leave;
- (d) leave for birth of a child for a non-birth parent;
- (e) leave for injury on duty;
- (f) compassionate care leave;
- (g) sick leave;
- (h) bereavement leave;
- (i) leave of absence without pay up to one year;
- (j) education leave;
- (k) leave to attend retirement seminars;
- (l) other or special leave, as applicable to a unionized teacher employed by the same education entity as the administrator.

Pregnancy leave allowance

- 26 (1)** The employer must pay the following allowance to an administrator taking pregnancy leave in accordance with these regulations:
- (a) 75% of the administrator’s weekly pay rate for the 1-week employment insurance waiting period imposed by the Government of Canada, less any other income received by the administrator during that waiting period;
 - (b) for up to 5 consecutive weeks after the 1-week employment insurance waiting period, an amount equal to the difference between the administrator’s weekly employment insurance benefit and 93% of the administrator’s weekly pay rate.
- (2)** An administrator is entitled to payment of the pregnancy allowance on terms and conditions equivalent to those that apply to a unionized teacher entitled to a pregnancy allowance under a professional agreement.

Parental leave allowance

- 27 (1)** The employer must pay the following allowance to an administrator on parental or adoption leave in accordance with these regulations:
- (a) 75% of the administrator’s weekly pay rate for the 1-week employment insurance waiting period imposed by the Government of Canada, less any other income received by the administrator during that waiting period;
 - (b) for up to 10 consecutive weeks after the 1-week employment insurance waiting period, an amount equal to the difference between the administrator’s weekly employment insurance benefit and 93% of the administrator’s weekly pay rate.
- (2)** An administrator is entitled to payment of the parental allowance on terms and conditions equivalent to those that apply to a unionized teacher entitled to a parental allowance under a professional agreement.

Schedule A: Salary Pay Plans

Effective August 2, 2022

Band	Minimum Biweekly	Maximum Biweekly	Position
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	80%	100%	
11	\$3,364.52	\$4,205.65	Vice Principal, Principal, Coordinator
12	\$3,697.60	\$4,622.00	Vice Principal, Principal, Coordinator, Subsystem Supervisor
13	\$3,963.82	\$4,954.77	Principal, Coordinator, Subsystem Supervisor
14	\$4,249.23	\$5,311.54	Principal, Coordinator, Subsystem Supervisor
15	\$4,555.17	\$5,693.96	Coordinator, Director
16	\$4,883.14	\$6,103.92	Director
17	\$5,234.70	\$6,543.38	Director

Effective August 1, 2023

Band	Minimum Biweekly	Maximum Biweekly	Position
	80%	100%	
11	\$3,465.46	\$4,331.82	Vice Principal, Principal, Coordinator
12	\$3,808.53	\$4,760.66	Vice Principal, Principal, Coordinator, Subsystem Supervisor
13	\$4,082.73	\$5,103.41	Principal, Coordinator, Subsystem Supervisor
14	\$4,376.70	\$5,470.88	Principal, Coordinator, Subsystem Supervisor
15	\$4,691.82	\$5,864.78	Coordinator, Director
16	\$5,029.63	\$6,287.04	Director
17	\$5,391.75	\$6,739.69	Director

Legislative History Reference Tables

Public School Administrators Employment Relations Regulations
Public School Administrators Employment Relations Act

N.S. Reg. 146/2018

Note: The information in these tables does not form part of the regulations and is compiled by the Office of the Registrar of Regulations for reference only.

Source Law

The current consolidation of the *Public School Administrators Employment Relations Regulations* made under the *Public School Administrators Employment Relations Act* includes all of the following regulations:

N.S. Regulation	In force date*	How in force	Royal Gazette Part II Issue
146/2018	Aug 1, 2018	date specified	Aug 17, 2018
165/2019	Oct 15, 2019	date made	Nov 8, 2019
36/2021	Feb 4, 2021	date made	Feb 26, 2021
164/2021	Dec 14, 2021	date specified	Dec 31, 2021
116/2023	Jun 22, 2023	date specified	Jul 14, 2023

The following regulations are not yet in force and are not included in the current consolidation:

N.S. Regulation	In force date*	How in force	Royal Gazette Part II Issue
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*See subsection 3(6) of the *Regulations Act* for rules about in force dates of regulations.

Amendments by Provision

ad. = added
am. = amended

fc. = fee change
ra. = reassigned

rep. = repealed
rs. = repealed and substituted

Provision affected	How affected
2, defn. of “compensation framework guidelines”.....	ad. 116/2023
2, defn. of “senior staff”.....	am. 116/2023
3(4).....	am. 116/2023
4.....	am. 116/2023
6.....	rs. 116/2023
. 6(1).....	am. 164/2021
. 6(2).....	rep. 164/2021
7.....	rs. 116/2023
. 7(1).....	am. 164/2021
. 7(2).....	rep. 164/2021

ad. = added
am. = amended

fc. = fee change
ra. = reassigned

rep. = repealed
rs. = repealed and substituted

Provision affected	How affected
8-9.....	rs. 116/2023
9A.....	ad. 116/2023
Schedule A	
Schedule A.....	rs. 116/2023
. 2.....	am. 164/2021
Schedule A1	
Schedule A1.....	rs. 165/2019, 36/2021, 164/2021; rep. 116/2023
Schedule A2	
Schedule A2.....	rep. 165/2019; ad. 36/2021; rep. 164/2021
Schedule A3	
Schedule A3.....	ad. 36/2021; rep. 164/2021
Schedule B	
Schedule B.....	ad. 164/2021; rep. 116/2023
Schedule B1	
Schedule B1.....	rs. 36/2021; rep. 164/2021
Schedule B2	
Schedule B2.....	rs. 36/2021; rep. 164/2021
Schedule B3	
Schedule B3.....	ad. 36/2021; rep. 164/2021

Note that changes to headings are not included in the above table.

Editorial Notes and Corrections:

Note	Effective date
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Repealed and Superseded:

N.S. Regulation	Title	In force date	Repealed date
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Note: Only regulations that are specifically repealed and replaced appear in this table. It may not reflect the entire history of regulations on this subject matter.

