EMPLOYEE GROUPS AND POSITIONS

Belief

The Division will establish employee groups, positions, related terms of employment and employment contracts as required to provide appropriate programs and services to students.

Procedures

1. The number of positions and classifications shall be generally approved by the Board in its annual budget.

2. Terms of Employment and/or Contracts of Employment shall be established for all positions and shall be reviewed by the Superintendent or designate on an annual basis or as otherwise determined by the respective Terms or Contracts.

3. The following employee groups shall be provided:
   3.1 Regular Staff:
       Regular staff positions shall exist on a continuing basis to provide full time or part time service as approved in budget from time to time.
   3.2 Temporary Staff:
       Temporary staff may be hired from time to time to fill vacancies that cannot otherwise be covered by reassignment of staff or by the use of volunteers.
       3.2.1 Substitute Staff:
           Substitute staff may be employed, on a day-to-day basis, when required to replace regular employees who are absent.
       3.2.2 Casual Staff:
           Casual staff may be employed on an hourly basis when situations arise that demand work that cannot be handled by regular staff on an overtime basis.
   3.3 Interim Appointments:
       Interim appointments may be made to replace administrative or supervisory personnel who are absent. Administrative and supervisory assistants are expected to cover vacancies of up to five days. For administrative or supervisory positions not having assistants, personnel are to be designated in advance to serve in an acting capacity to cover absences that extend for more than two days. Persons who are so designated shall not hold any of the responsibilities except at such times as when so appointed and shall, at such times, be paid in accordance with the terms of employment then in effect.
3.4 Temporary Employment Projects:

Temporary employment projects may be staffed in accordance with grants or allowances that may be made available from time to time.

Reference:
Section 60, 61, 92, 93, 95, 96, 97, 117, School Act
Employment Standards Code
Individual Rights Protection Act