

WORKING CONDITIONS RELATED TO SCHOOL SUPPORT STAFF

Background

The Division believes school support staff performance is enhanced when clearly stated working conditions are outlined.

Procedures

1. Grid Placement

1.1 School based support staff are placed on one of three grids based on the position they have. The three relevant grids are: Educational Assistant, Learning Commons Facilitator and School Administrative Assistant. Placement is based on both the relevant education and experience of the person hired.

1.2 Qualification for Grid Placement Relative to Education

1.2.1 The education component of the grid has four levels (1-4).

Level 1 = no relevant education for the position.

Level 2 = one year certificate or equivalent of relevant education for the position.

Level 3 = two year diploma or equivalent of relevant education for the position.

Level 4 = relevant degree or equivalent for the position.

1.2.2 It is the responsibility of the employee to provide the Human Resources (HR) department with official training documentation.

1.2.3 Employees are encouraged to continue to further their education. To ensure that coursework is applicable and will contribute to advancement on the grid relative to education, please contact the HR department before enrolling.

1.3 Qualification for Grid Placement Relative to Previous Experience

1.3.1 The experience component of the grid has seven levels (0-6). Zero is a person with no experience and 6 is someone who has 6 years of experience. If the person hired has Battle River School Division (BRSD) experience they will be given all credit for this experience. If the successful candidate is from outside BRSD, previous experience will be evaluated on a case by case basis for determination of grid placement.

2. Job Security

2.1 HR, in consultation with the School Administrator(s), will create a group of employees who will be considered to be hired "on a continuing basis".

2.2 An employee will require a positive formal evaluation (Performance Review), completed by their School Administrator(s). This evaluation must include input from the professional staff that work with this employee.

2.3 In consultation with the Learning department and the Finance department, HR will communicate the school support staff (Educational Assistant, Learning Commons Facilitator, School Administrative Assistant) hours allocation for each school in the spring of each year for the following school year.

- 2.4 HR will meet with each school’s administration to discuss the school support staff that will be retained and those that will be determined as surplus (see 2.7). School support staff will be informed, in writing, by the end of May if their employment is ending at the end of June. School support staff whose positions will be continuing into the next school year shall be informed by their Principal, who will then complete an *Assignment - School Support Staff* form (431-1) and submit to HR in June. This assignment form will be signed by the employee and the Principal.
- 2.5 Employees considered to be hired “on a continuing basis” will have benefits in place over the summer months. Those who are not in this group would have their benefits discontinued over the summer.
- 2.6 The Division requests that employees who are planning not to return in the fall shall inform the Principal before May 15th.
- 2.7 If a staff reduction is to be made at a school:
- 2.7.1 An employee may be removed “with cause” if their performance is deemed to be unsatisfactory. There is an expectation that the Principal will have made the employee aware of any shortcomings and have given them some time to make the required improvements. Written evidence that this had taken place is required. HR will need to be involved in this process before any staff member’s employment is terminated. This will require the involvement of the Assistant Superintendent - HR or the Director of HR. (Refer to AP 409 - *Employee Discipline*)
- 2.7.2 There may need to be a reduction in school support staff numbers as a result of enrolment changes and movement of individual students with specialized needs. To determine who will have a job in the fall:
- 2.7.2.1 HR must be aware of the needs of student programming in the schools and retain staff who are able to deliver these programs.
- 2.7.2.2 Seniority -- wherever qualifications, competency, and experience of individuals are considered equal, years of continuous service (without resignation) with the Division shall be the determining factor in what staff shall be retained.
- 2.7.2.3 Should a reduction of school support staff be necessary, a meeting between HR and the School Administration will occur to determine which staff members the reduction will impact. Principals shall not inform any staff members of their employment status for the following year until the support staffing meeting has occurred with HR. School support staff members who are determined to be surplus will be informed by the Principal. As a Division, we will make every effort to place those employees in other positions in other schools. If another position is offered and the employee turns the position down, then their place in the “on a continuing basis” status would be forfeited.

Reference: Section 51, 52, 222 Education Act

Related APs: Employee Discipline (409)
 Employee Responsibilities and Conduct (400)
 Performance/Probationary Reviews - Support Staff (433)

Forms: Assignment - School Support Staff (431-1)
 Assignment Change - School Support Staff (431-2)
 Grid Placement Application (431-3)