

EMPLOYMENT OF ADMINISTRATIVE AND EXCLUDED STAFF

Background

The School Act provides that a district may employ, and is responsible for the management of persons that the district considers necessary for the conduct of its operation. The School Act is specific in reference to the superintendent of schools, the secretary-treasurer, directors, principals/vice-principals and teachers.

The district recognizes that in carrying out its mandate, it is necessary to employ other persons who routinely deal with matters requiring strict confidentiality and who may supervise other employees. These employees will be excluded from membership in a labour union and are therefore not covered by a collective agreement.

This operational procedure will provide a framework for employment of excluded staff, including considerations of compensation, evaluation, tenure, and other terms of employment consistent with the laws of British Columbia and Canada.

Procedures

1. The employees covered by this operational procedure include the superintendent, assistant superintendent, the secretary-treasurer, directors, and principals/vice-principals as defined in the School Act and other positions as follows:
 - Manager of Operations
 - Manager of Information Technology
 - Payroll and Benefits Supervisor
 - Human Resources Officer
 - Executive Assistant to the Superintendent
 - Communication and Community Engagement Officer
 - Assistant Secretary-Treasurer
 - Executive Assistant to the Secretary-Treasurer
 - Supervisor, Operations and Safety
 - Other excluded staff as appointed by the superintendent.

2. Responsibilities of the superintendent will be as described in the Board Governance Operational Expectation Policy 3.7 – Role and Responsibility of the Superintendent.

3. Job descriptions have been established for all other excluded positions covered by this operational procedure and are maintained by the human resources department. New job descriptions and those changing materially in content require prior Board approval.

4. Unless covered by an individual employment contract, excluded staff will receive benefits similar to and neither less extensive, nor in the aggregate more costly, than those extended to and enjoyed by other personnel in the employment of the Board of Education.

5. The non-salary benefits offered to excluded staff are:
 - Payment for Statutory Holidays
 - Superannuation – Municipal/Education
 - Medical Services Plan

- Group Life Insurance
 - Group Dental Insurance
 - Extended Health Benefits
 - Long-Term Disability Insurance
 - Sick Leave
 - Group Accident Insurance
6. Proposed changes to the salaries, benefits, and conditions of exempt staff must be presented in writing by the secretary-treasurer, for the approval of the Board of Education prior to implementation, and are subject to the regulations of the BC Public School Employers' Association (BCPSEA) and Public Sector Employers' Council (PSEC).
7. Except for vacation periods, senior employees are expected to arrange hours of employment in accordance with assigned responsibilities and for the convenience of the Board of Education. When absent from the office, senior employees should advise clerical staff of their whereabouts and time of return.

8. **Terms of Employment of Principals/Vice-Principals**

- 8.1 Terms of employment of principals and vice-principals will be as determined by the superintendent and agreed to by the principal or vice-principal, formalized in an employment contract following discussion with the principal or vice-principal. Responsibilities will be assigned in accordance with the School Act regulations and Teachers Act.

9. **Terms of Employment of Other Excluded Staff**

9.1 **Probation**

Upon hiring, a six (6) month probationary period will apply, followed by permanent appointment granted by the superintendent.

9.2 **Annual Vacation**

- Less than one year's service: 6% of gross salary
- 1 to 5 years' service: 4 weeks paid vacation
- 6 to 11 years' service: 5 weeks paid vacation
- 12 to 19 years' service: 6 weeks paid vacation
- over 19 years' service: 7 weeks paid vacation

Excluded staff are expected to take an annual vacation. A maximum of two (2) weeks' unused vacation time may be carried forward for use in the following calendar year.

An employee who has unused vacation days for an employment year may:

- a) Be paid out for the unused vacation days in the form of a lump sum cash payment in the employment year immediately following the employment year for which the unused vacation leave is attributable; or
- b) Carry forward the unused vacation days and use them for vacation leave in the employment year immediately following the employment year for which the unused vacation leave is attributable; or
- c) In the employment year immediately following the employment year for which the unused vacation leave is attributable, in part, be paid out under paragraph (a)

and, in part, carry forward unused vacation days and use them for vacation leave under paragraph (b).

All vacations will be recorded by the secretary-treasurer. Vacations of two (2) weeks or longer must be reported to the Board of Education.

9.3 **Evaluation**

In accordance with the School Act, staff not covered by a collective agreement will be evaluated as follows:

- (a) Evaluation procedures that apply to the superintendent, the directors, and the secretary-treasurer will be as specified in their employment agreements.
- (b) Compensation increases may be performance based per Public Sector Employers Council (PSEC).

Reference: Public Sector Employers Act