

POLICY: SECRETARIAL ASSISTANCE - SCHOOLS # 819

SECTION: 800 : Personnel & Employee Matters Page 1 of 4

APPROVAL/REVISION EFFECTIVE REVIEW
DATE: September 8, 1986 DATE: January 8, 1991 DATE: January 8, 1994

CROSS REFERENCE:

A: **POLICY**

In recognition of the need for efficiency in the operation and management of a school, and cognizant of the diversified role of the school principal, the Board authorizes the provision of secretarial assistance to facilitate the principals in the administration of the schools.

B: **GUIDELINES**

1. Base Allocation of Secretarial Staff shall be determined by a formula based on student enrolment.

1.1 Secondary Schools

Three (3) Full-Time Secretaries

Enrolment of 500 or more
Four (4) Full-Time Secretaries

Enrolment of 650 or more
Four (4) Full-Time Secretaries
One (1) Half-Time Secretary

Enrolment of 800 or more
Five (5) Full-Time Secretaries

Enrolment of 950 or more
Five (5) Full-Time Secretaries
One (1) Half-Time Secretary

Enrolment of 1100 or more
Six (6) Full-Time Secretaries

1.2 Senior Elementary Schools

Enrolment of 525 or more
Two (2) Full-Time Secretaries

Enrolment of 375 or more
One (1) Full-Time Secretary
One (1) Half-Time Secretary

Enrolment of less than 375
One (1) Full-Time Secretary

1.3 Elementary & Senior Elementary Combined

Enrolment of 425 or more
One (1) Full-Time Secretary
One (1) Half-time Secretary

Enrolment of less than 425
One (1) Full-Time Secretary

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1.4 Elementary Schools

Enrolment of 550 or more
One (1) Full-Time Secretary
One (1) Half-Time Secretary

Enrolment of 375 or more
One (1) Full-Time Secretary

Enrolment of less than 375
One (1) Half-Time Secretary

1.4.1 In addition to student enrolment, there are four other factors which may influence secretarial needs.

1.4.1.1 Special Education

Schools which accommodate Special Education classes may require additional secretarial assistance as a result of the increased volume of paper work and record keeping.

1.4.1.2 Dual Track Schools

Schools in which both English and French Immersion programs are operated simultaneously may require additional secretarial assistance as a result of the increased volume of paper work, record keeping and busing.

1.4.1.3 Schools with Large Numbers of Bused Students

At times, emergencies arise whereby parents of a large number of bused students may be contacted immediately. In schools without a full-time secretary, this can be very difficult. Since some schools often have a small student enrolment, they may also have only a half-time secretary. In some instances, full-time secretarial assistance may be required.

1.4.1.4 Schools With Half-Time Principals

Since small student enrolment may at times necessitate only a half-time Principal, as well as a half-time secretary, it may be necessary to increase the secretarial support to full-time so that the secretary can be available in the school office when the Principal is teaching.

1.4.2 Each school's situation in relation to the above factors may be reviewed on an individual basis. A single factor or a combination of factors may necessitate consideration for additional secretarial assistance. Any adjustment to staffing must be approved by Executive Council.

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2. Additional Time Allocation During the School Year

Based on Full-Time Equivalent or 1400 Hours Annually

2.1 Secondary Schools

Secondary school offices will be staffed with both ten month and twelve month school secretaries (to be determined by the appropriate Superintendent of Education). All secondary school offices will be closed for a four week period in late July and early August. Twelve month secretarial staff will be required to schedule their vacation during this period. Staff who do not have four weeks vacation will have the option of working or of requesting unpaid leave.

All secondary school offices will be open at least two weeks prior to the commencement of the new school year.

Additional time allocation for peak period (i.e. exam time and report card distribution) may be available subject to the approval of the appropriate Superintendent of Education.

2.2 Senior Elementary Schools

Enrolment of 375 or more - 5%	70 hours
Enrolment of less than 375	
Additional Help - Month of September	70 hours
- Month of June	35 hours
- Balance of Year	35 hours

2.3 Elementary & Senior Elementary Combined

All Elementary and Senior Elementary Combined	70 hours
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2.4 Elementary Schools

Enrolment of 375 or More	
Additional Help - 10%	
Enrolment of less than 375 (all situations)	
- Month of September	70 hours
- Month of June	35 hours

Balance of Year

Enrolment 325 - 374 - 10%	140 hours
Enrolment 274 - 324 - 7%	100 hours
Enrolment 225 - 274 - 5%	70 hours
Enrolment less than 225 - 2-1/2%	35 hours

Schools with Half-Time Teaching Principals 10% - 140 hours

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2.5 In accordance with the collective agreement between the Board and the Office & Professional Employees' International Union, Principals may utilize their additional time allocation to provide secretarial support in the week prior to the commencement of the new school year.

3. Staff Designation

In accordance with the Office & Professional Employees' International Union collective agreement, in schools staffed with more than one (1) full-time secretary, one (1) shall be designated as Head Secretary.

4. Staff Base Allocation Adjustment

4.1 The staff allocation for the following school year shall be determined not later than May 15th of the current year using projected enrolment as the base. A further review of the staff allocation shall take place by no later than September 15th using actual enrolment as the base.

4.2 Any reductions or increases to the staff base allocations or the additional base during the school year as a result of enrolment shifts or other extenuating circumstances shall be at the discretion of the Superintendent of Personnel.