
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: GDB
Policy Title: School Support Staff
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES SCHOOL SUPPORT STAFF ARE HIRED TO ASSIST STUDENTS, TEACHERS, AND ADMINISTRATORS IN VARIOUS CAPACITIES AS NEEDED IN THE DIVISION'S SCHOOLS. ALL SUCH SUPPORT STAFF MEMBERS SHALL MAKE THEMSELVES AWARE OF AND ENDEAVOR TO FULFILL THEIR ASSIGNED RESPONSIBILITIES.

DEFINITION

School Support Staff includes all staff covered by the C.U.P.E. Agreement and non-union staff to whom the school division applies the C.U.P.E. Agreement excluding the following:

- Maintenance Staff
- Caretaking Staff
- Those excluded Employees with managerial functions or confidential capacity in matters relating to labour relations, in accordance with the provisions of the Alberta Labour Relations Code
- Human Resources Coordinator, Payroll/Personnel Coordinator, Secretary Receptionists (Division Office), Transportation Coordinator, Communications & Information Coordinator, Accounts Payable Coordinator, Computer Technicians, FNMI Liaison Counsellor, Family School Liaison Counsellors, Career Counsellors, and the Child Youth Care Workers.

GUIDELINES

1. The provisions contained in the *Collective Agreement* between Horizon School Division #67 and C.U.P.E., division policy, provincial and federal legislation and regulations, and the principles of natural justice shall be adhered to when filling vacancies, laying-off, and terminating school support staff.

REGULATIONS**Hiring**

1. When hiring school support staff the hiring body shall follow procedures outlined in the *Staff Recruitment and Selection Guide* when filling a vacant position.
2. The primary consideration used in selecting and assigning support staff shall be the needs of the student(s).
3. School support staff shall be hired by the Superintendent on the recommendation from division office administration, the principal, or designate.
4. Division office administration, Principals, or designates shall be required to work through the Human Resource Department when filling vacancies.

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5. All successful applicants for support staff positions shall be required to provide the school division with supporting documents as requested by the Human Resource Department.
6. When additional support staff hours are assigned to a school the school principal shall give first consideration to present members of the school support staff.
7. All changes to support staff assignments, including the hiring of new staff members, changes in hours of work and changes in funding sources (i.e. English Language Learners, International Education, Inclusive Learning, and Decentralized), shall be communicated to the Human Resource Department by the school principal or designate
8. It shall be the duty of the Human Resource Department to prepare the necessary letters of appointment for the Superintendent’s signature and share the necessary information with appropriate personnel.
9. Departures from normal hiring procedures may be made in exceptional circumstances but require the prior approval of the Superintendent.

Duties

1. Duties of school support staff members shall be determined by division office administration, the school principal or designate, and appropriate others.
2. The school principal or designate shall ensure that school support staff receive an orientation where roles and responsibilities, expectations, standard operating procedures are laid out. School support staff should also be made aware of applicable policies and informed of the online location of the Collective Agreement.
3. Roles and responsibilities shall be reviewed annually as part of the growth planning process.

Layoffs and Termination

1. Layoff and termination notices are issued from the Human Resource Department with the approval of the Superintendent on the recommendation of division office administration or the school principal.
2. Evaluation processes contained in policy are normally utilized to address competency issues prior to terminating the employment of a support staff member
 - 2.1. Termination may occur without following an evaluation process for conduct matters, or when, in the best interests of students and the school, circumstances warrant the termination.