

### 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 would be the responsibility of the employee to provide the Human Resources (HR) department with official training documentation.
  - 1.2.3 An employee could not rise through the levels through the accumulation of smaller PD events such as workshops and in-services.
- 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 then their experience will be credited at one half of the experience that they have up to a maximum of level 3 on the experience grid.

##### 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 must work for a minimum of the equivalent of one full year (1000 hours minimum) to qualify for such status.
- 2.3 An employee will require a positive formal evaluation ("Performance Review - Non Teaching Staff") completed by their School Administrator(s). This evaluation must include input from the professional staff that work with this employee.
- 2.4 The Division will inform each Principal of their severe supplement Educational Assistant (EA) hours before the end of April.

- 2.5 The Principal will be required to provide information to HR listing those school support staff employees who will be retained and those who will not be retained. This information is to be received by HR by May 15. HR will let those EAs know, in writing, before the end of May, if their services are not needed for the following fall. Copies of this notice will be forwarded to the Principal. It will be assumed that an employee will be retained for the fall if they have not been informed in writing by the end of May.
- 2.6 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.
- 2.7 The Division requests that employees who are planning not to return shall inform the Principal before May 15.
- 2.8 If a staff reduction is to be made at a school:
- 2.8.1 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 Performance)
- 2.8.2 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:
- 2.8.2.1 HR must be aware of the needs of student programming in the schools and retain staff who are able to deliver these programs.
- 2.8.2.2 If the employee with the most seniority can adequately perform the responsibilities of the position, that employee shall be considered for the position. It will be the responsibility of the Principal to adjust assignments in order to best accommodate staff members in order of seniority. This rule does not always recognize the fact that someone else may do a better job.
- 2.8.2.3 An employee with the most seniority may not be retained if the employee is not suitable for the assignment.
- 2.8.2.4 If an employee has “on a continuing basis” status and cannot be retained, the Principal will be required to contact HR, prior to providing notice to the affected school support staff employee, to discuss so a joint decision can be made. A Principal will not declare school support staff who have this “continuing” status as surplus until they have had these discussions with HR. 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 60, 61, 113, School Act

Related APs: Performance (409)  
Performance/Probationary Reviews - Support Staff (433)

Forms: Assignment - School Support Staff (431-1)  
Assignment Change - School Support Staff (431-2)

Revised: June 2019