



Department: Human Resources
Section: Employee and Labour Relations

The Director of Human Resources will establish a Staff Allocation Plan which will allocate staff complements for all schools and worksites and for all employee groups within the Region.

- Teaching Staff
- Instructional Support Staff
 - Educational Assistants
 - Student Supervisors
 - Library Services
 - Student Support Workers
 - Native Student Advisors
 - Literacy Support Worker
 - Schools Plus Community Outreach Worker
 - School Outreach Workers
 - Early Childhood Educators
- Administrative, Confidential and Managerial Support Staff
 - Secretarial/Clerical Support Staff for Schools
 - Secretarial/Clerical Support Staff for Regional Office
 - Confidential Support Staff
 - Regional Technology Staff
 - Managerial Support Staff
- Operational Support Staff
 - Property Services
 - Transportation
 - Cafeterias

Specifically

- 1.0 The Director of Human Resources will ensure that a consultative process is employed directly between the Regional Leadership Team and school administrators which may include but not be limited to, a Staffing Allocation Committee, Regional Leadership Team - Principal consultations, etc. The consultation process will provide an opportunity to make recommendations to the Regional Leadership Team for consideration regarding staffing needs, staffing efficiencies, and staffing redundancies.
- 2.0 Should a Staffing Allocation Committee be struck, the Committee will consist of representatives of school administrators, Human Resources Staff and the Regional Leadership Team.
- 3.0 Specific proposals for additional staff members to work at the Regional Office or other worksites will be presented by the respective Director to the Regional Leadership Team for recommendation to the Human Resources Committee, and subsequent for Board approval.

- 4.0 Alternatives proposed in the “Human Resources Planning: Staff Allocation Proposal” will be selected and/or altered by the Regional Leadership Team for recommendation to the Board through the Human Resources Committee.
- 5.0 The Human Resources Committee will approve or alter the recommendation from the Regional Leadership Team for approval of the Board.
- 6.0 The Board may approve, reject or alter the “Human Resources Planning: Staff Allocation Proposal”, at which time, unless rejected, it will become the “Human Resources Staff Allocation Plan” for implementation for the subsequent school year.
- 7.0 If the Human Resources Planning: Staff Allocation Proposal is rejected, then planning will begin on the basis of the rejected proposal until a Human Resources Planning: Staff Allocation Proposal is approved by the Board.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: July 11/03
Ref: BP 307.1
Monitoring Date: Annually
Revised: June 10/13; December 16/15