

SCHOOL-BASED SUPPORT STAFF

Background

The Division believes that non-teaching support staff are necessary to enable a school to operate efficiently.

Procedures

1. All support staff on an hourly wage, in addition to their normal work schedule, may be required to work on operational days when the schools are closed for regular instruction. These days include teacher conventions, professional development days, days in lieu of parent/teacher interviews, and teacher preparation days.
2. All regular school-based, non-teaching, salaried staff, other than caretakers and maintenance personnel, will not be expected to work during the Christmas/New Year and Easter/spring breaks.
3. Full-time, school-based, non-teaching personnel are entitled to full pay for all statutory holidays.
4. Part-time or casual, school-based, non-teaching personnel, outside of C.U.P.E. agreements are entitled to be paid for statutory holidays provided that the employee has worked thirty days for the Board preceding the holiday.
5. Maternity leave will be granted according to the requirements of the Employment Standards Act.
6. Compassionate leave will be granted with regular pay in accordance with collective agreements or individual contracts.

A family member is defined as:

- i. spouse, including common-law spouse.
 - ii. parent, parent-in-law, or grandparent.
 - iii. child, grandchild, aunt, uncle, niece, nephew, brother, sister
 - iv. brother-in-law, sister-in-law, daughter-in-law, son-in-law or other relative who is a member of the employee's household.
7. Sick leave for non-teaching employees will be granted in accordance with collective agreements or individual contracts.
 8. Personal leave for non-teaching employees will be granted in accordance with collective agreements or individual contracts, provided such absence is approved by the Principal.

9. Personal leaves not covered by a collective agreement may be granted by the Superintendent, provided the employee applies in writing and the reasons for the leave are acceptable to the Superintendent.
10. Except as stated in collective agreements, pay for all regular, non-teaching personnel shall be on or before the 28th of each month.
11. Advances on salaries shall not be granted except where covered under collective agreements.

December, 2003

Updates: October 2015, January 2020

References

Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Education Standards Act