
Purpose/Background

From time to time it may be necessary to change the support staff complement in a school or department by creating a new support staff position(s).

Procedures

1. The following alternatives may be considered when a new support staff position has been approved by the Associate Superintendent of Human Resources:
 - 1.1 Pay for the new position from the school/department budget;
 - 1.2 Re-designate the newly approved position when a person on staff resigns, or
 - 1.3 Create an opening for the newly approved position, if a staff member were transferred, by mutual consent of all parties involved, to a comparable position somewhere else in the Division.
2. Any school or department requesting the creation of a new support staff position not presently listed in the Terms of Employment shall consult with the Associate Superintendent of Human Resources or designate prior to any action being taken.
3. All new support staff positions are subject to the job evaluation, classification and advertising requirements of the Division, as specified in the Support Staff *Terms of Employment*, and Administrative Procedure 400 – *Staff Employment*.

Reference:

- Education Act
- Employment Standards Code
- Labour Relations Act
- Support Staff Terms of Employment