

# Comprehensive Review



## Background

The Division, in its commitment to retain quality personnel throughout the Division, will establish the following procedures that will serve its administration in their positive and productive relations with employees.

## Procedures

1. The Director and/or designated senior staff in June of each year shall prepare a Staffing Information Report of staffing levels (as per formula where applicable) for each employee category approved by the Board.
2. The Director and/or designated senior staff in June of every third year shall conduct a comprehensive review of all personnel job descriptions, salary scales and staffing levels (with formulas where applicable) to ensure employee remuneration and work schedules are fair and accurately reflect market rates.
3. Once the review is completed the Director and/or designated senior staff may recommend changes to the Board. Where such adjustments may be required from time to time, the Board must approve these recommendations by Board motion.
4. School-based budgets cannot be used to create new employee positions or subsidize existing Division approved employee positions. If new positions or subsidizing existing positions are deemed necessary by a Principal/Supervisor he/she must present a proposal with strong rationale substantiating need and present it to the Superintendent of Education. The senior staff will collectively review the request before presenting it to the Board for consideration during its regularly scheduled tri-annual Comprehensive Personnel Review or Annual Staffing Information Report.
5. It is the responsibility of the Director and the senior staff to ensure that the Division is appropriately staffed in accordance with Board approved levels, formulas, salary schedules and job descriptions.
6. The above mentioned Board approved formulas for staffing levels shall be applied consistently throughout the Division.

**ALSO SEE:** **Form 404-1 Monthly School Based Staff Attendance Report**  
**Form 404-2 Monthly School Non-teaching Staff Attendance Report**  
**Form 404-3 Employee Absence – Casual Employment**  
**Form 404-4 Statement of Casual Employment**  
**Form 404-5 Casual Labour & Sub Teacher Pay Schedule (current year)**  
**Form 404-6 Facilities Employee Absence – Casual Employment**  
**Form 404-7 Community School Caretaking – Casual Labour**  
**Form 404-8 Caretakers Check In – Check out Log**  
**Form 404-9 Monthly Timesheet – Non Teaching**

Reference: Sections 85, 87, 108, 109, 110, 174, 175 Education Act  
Human Rights Code