

EMPLOYMENT OF ADMINISTRATIVE STAFF (Exempt and Excluded Staff)

Background

The School Act provides that a District may employ, and is responsible for the management of persons that the District considers necessary for the conduct of its operation. The School Act is specific in reference to the Superintendent, Directors, the Secretary Treasurer, administrative officers and teachers.

The District recognizes that in carrying out its mandate, it is necessary to employ other persons who routinely deal with matters requiring strict confidentiality and who may supervise other employees. These employees will be excluded from membership in a labour union and are therefore not covered by a collective agreement.

The District will establish administrative procedures to provide a framework for employment of excluded staff. The framework will include considerations of compensation, evaluation, tenure, and other terms of employment consistent with the laws of British Columbia and Canada.

Procedures

1. The employees covered by this administrative procedure include the Superintendent, Directors, the Secretary Treasurer and principals and vice-principals with responsibilities and authority as defined in the School Act and other positions as follows:
 - Facilities Supervisor.
 - Supervisor of Information Systems.
 - Manager of Payroll and Benefits.
 - Manager of Purchasing and Transportation.
 - Manager of Human Resources.
 - Executive Assistant to the Superintendent.
 - Executive Assistant to the Secretary Treasurer.
 - Executive Assistants to the Assistant Superintendents.
 - Business Manager.
 - Administrative Assistants (Secondary).
 - Communications Officer.
 - Community School Coordinator.
 - Human Resources Officer.
 - Manager of Accounting.

- Manager of Community Learning
- Manager of International Student Programs.
- Other excluded staff as appointed by the Superintendent.

2. Terms of Employment of Administrative Officers

- 2.1 Responsibilities of the Superintendent will be as described in Policy 3 – Role of the Superintendent. Responsibilities of other officials covered by this administrative procedure will be described in the job descriptions maintained by the Human Resources Department.
- 2.2 Terms of employment of principals and vice-principals will be as determined by the Superintendent and agreed to by the Principal or Vice-Principal, formalized in an employment agreement following discussion with the Principal or Vice-Principal. Responsibilities will be assigned in accordance with the School Act regulations and Teaching Profession Act.

3. Terms of Employment of Other Excluded Administrative Staff

For other administrative staff excluded from collective agreements, the following terms and conditions apply:

3.1 Probation

Upon hiring, a six (6) month probationary period will apply, followed by permanent appointment granted by the Superintendent.

3.2 Salary

Salaries will be as determined by the Board in consultation with the Superintendent. The Superintendent will review the salaries each year and make a recommendation to the Board.

3.3 Duties

Duties will be as determined by the Superintendent.

3.4 Benefits

Those excluded administrative staff who are not covered by an employment agreement will be granted the same benefits as the members of the West Vancouver Municipal Employees' Association. Those who are not paid overtime will receive an additional week's vacation. Group accident insurance will be provided for excluded staff and for trustees.

3.5 Evaluation

In accordance with the School Act, staff not covered by a collective agreement will be evaluated as follows:

- 3.5.1 Evaluation procedures that apply to the Superintendent, the Directors, and the Secretary Treasurer will be as specified in their employment agreements.

3.5.2 Evaluation of all administrative officers, as defined in the School Act, will be as specified in the employment agreement that exists between the District and the administrative officer.

3.5.3 Where not specified within the contract, evaluation of administrative staff will be determined by the Superintendent or designate in consultation with the staff member.

3.6 Recruitment

Recruitment details of all vacant administrative positions will be circulated throughout the District and may be advertised outside the District.

4. Joint Meetings with Administrators

The Board will hold management meetings as required to enhance the process of common goal-setting and achievement and to discuss current issues. The Superintendent will initiate the meetings attended by administrative staff and trustees. The agenda will be set by the Superintendent in consultation with the administrative officers attending the meeting.

5. Professional Development

The District will maintain a program of supervision and a professional development program for administrative staff that:

5.1 Encourages and assists in professional growth.

5.2 Promotes educational and administrative excellence.

5.3 Assures and maintains a competent administrative staff.

Legal Reference: *Sections 15, 20, 22, 23, 65, 85 School Act*
Employment Standards Act