

ADMINISTRATIVE PROCEDURES

SUBJECT: Ten Month School Secretaries and Formula for Secretarial Support in Schools

Schools in both panels are funded for 42 weeks of secretarial/clerical office time during a school year. This includes the last week of August and additional days in July, which current office staff work. In the past some schools have found that the end of the school year is not necessarily the most effective time to use the additional days.

In order to meet the needs of secretarial support in the schools and to provide flexibility for individual schools, the following arrangements were agreed to by the Secretarial Complement Committees:

- Schools may access up to a maximum of 5 additional days for each 10-month secretarial staff at their location (i.e. Secretaries to Principals, Elementary Clerks, Secondary Clerks). The use of these days would be at the discretion of the Principal or Office Supervisor, depending on the needs of the school, and can be used at either the end of the school year or during peak periods throughout the year, or a combination of both, provided the 5 day maximum is not exceeded.
- The additional time accessed at the end of the school year will be worked by current school staff and will require time cards to be submitted. There is no provision for overtime, therefore, the additional hours should not be worked outside of the normal work day or on the July 1st statutory holiday.
- The additional time accessed at peak periods during the school year, would be worked by supply staff. In this case, time cards should indicate additional allotment.
- There would be no banking of days not used for carry over to the next school year and no trading of hours from school to school.
- Elementary schools will be centrally funded for up to 2 hours overtime for JK Registration.

Formula to determine Secretarial Support in Schools:

Elementary Secretaries

Enrolment under 399	- 35 hours per week
Enrolment 400 – 499	- 35 hours per week + 7.5 hour receptionist/equivalent*
Enrolment 500 – 575	- 35 hours per week + 15 hour receptionist/equivalent*
Enrolment 576 – 649	- 35 hours per week + 30 hour receptionist/equivalent*
Enrolment over 650	- 35 hours per week + 35 hour receptionist/equivalent*

Secondary Formula

Enrolment under 500	2	2 – 12 month
Enrolment 500 – 749	3	2 – 12 month + 1 – 10 month
Enrolment 750 – 999	4	2 – 12 month + 2 – 10 month
Enrolment over 1000	5	3 – 12 month + 2 – 10 month

The 10 additional days allotted per secondary school are to be used at the discretion of the Principal/Office Supervisor.

(Note: Enrolment is based on actual number of students)

(*equivalent - means same \$ value)

Secretarial support in schools will be reviewed on October 31 each year to correspond with the Ministry count date.

Implementation Date: September 15, 1999

Revised: June 12, 2002

October 2002

October 2003

March 2004

October 2004

June 2007

October 2007

February 2008

Reference: Human Resources Memo 22-1998-99

Human Resources Memo 12-2001/02