



HUMAN RESOURCES MANAGEMENT 17 – Hiring Summer Staff – Learning Centers

Date: May 1, 2006

Responsible Administrator: Human Resources

1.0 RATIONALE

A process needs to be in place to ensure that the best possible employees are hired to staff our Learning Centers during the summer months in a manner that is consistent with Board policy.

2.0 PROCESS

Human Resources will coordinate the hiring of summer staff for the Learning Centers.

3.0 GUIDELINES

- 3.1 Regular hiring procedures will be followed.
- 3.2 Advertising of these positions will be internal and/or external as determined by Human Resources in consultation with the principal.
- 3.3 Professional Staff
 - 3.3.1 Rate of pay: 1/200th per day of the teacher's placement on the Sturgeon School Division No. 24 ATA salary grid.
 - 3.3.2 All statutory deductions shall apply.
 - 3.3.3 There will be no deductions made for contributions to ATRF.
 - 3.3.4 No deductions for benefits.
 - 3.3.5 Salary will be paid upon receipt of a completed "Substitute Teacher Time Sheet" in Payroll in accordance with Payroll timelines.

References: *Board Policy: E/I/7; E/I/13*

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3.4 Support Staff

- 3.4.1 Support staff will be hired under the terms of the Support Staff Collective Agreement.
- 3.4.2 All statutory deductions shall apply.
- 3.4.3 There will be no deductions made for contributions to LAPP.
- 3.4.4 No deductions for benefits.
- 3.4.5 Salary will be paid upon receipt of a completed “Support Staff Timesheet” in Payroll in accordance with regular Payroll timelines.

References: *Board Policy: E/I/7; E/I/13*