



HUMAN RESOURCES MANAGEMENT 56 – Temporary Designation of Principals and Vice-Principals

Date: March 25, 2015

Revised Date:

Responsible Administrator: Assoc. Supt. HR

1.0 RATIONALE

Sturgeon School Division is committed to ensuring continuity of service in schools during long-term absences of administrators.

2.0 PROCESS

Absence of a Principal – 15 or more consecutive operational days

2.1 If a principal is absent from school for a period of 15 or more consecutive operational days, the following shall apply:

2.1.1 The vice-principal or a teacher shall be designated as acting principal effective the first day of the principal's absence.

2.1.2 If a vice-principal is designated acting principal, a teacher shall be designated acting vice-principal, effective the same date as the acting principal designation or on such other date as may be deemed appropriate by the Superintendent in consultation with the acting principal.

2.1.3 The designation of acting principal shall terminate upon the principal's return to work or at the date defined in the offer of the acting principal's designation.

2.1.4 For salary purposes, the acting principal shall receive an administration allowance of one two-hundredth of the principal's administration allowance for each day he/she acts as principal.

Absence of a Vice Principal – 15 or more consecutive operational days

2.2 If a vice-principal is absent from school or has assumed the position of acting principal for a period of 15 or more consecutive operational days, the following shall apply:

2.2.1 A teacher may be designated acting vice-principal by the Superintendent in consultation with the principal effective the first day of the vice-principal's absence.

References: *Board Policy C/2 – Temporary Designation of Principals and Vice Principals*
School Act: Section 95(1)(2) and Section 101
A.T.A. Collective Agreement: Clause 5.9



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- 2.2.2** The designation of acting vice-principal shall terminate upon the vice-principal's return to work or at a date defined in the offer of the acting vice-principal's designation.
- 2.2.3** For salary purposes, the acting vice-principal shall receive an administration allowance of one two-hundredth of the vice-principal's administration allowance for each day he/she acts as vice-principal.
- 2.3** If a principal and vice-principal(s) are absent from school for a period of a half-day, or longer (but less than 15 consecutive days), the following shall apply:
- 2.3.1** The principal shall appoint a teacher as an acting administrator who shall be responsible for dealing with emergencies that may arise and such other matters which the principal or vice-principal may specifically delegate during the duration of the absence of both school administrators (Reference: Clause 5.9 Collective Agreement).
- 2.3.2** The appointment of the teacher as “acting administrator shall terminate upon the return of either the principal or vice-principal to the school.

References: *Board Policy C/2 – Temporary Designation of Principals and Vice Principals*
School Act: Section 95(1)(2) and Section 101
A.T.A. Collective Agreement: Clause 5.9
