

NUMBER:	
TOPIC:	Elementary and Secondary Secretarial/Clerical Staffing
EFFECTIVE:	September 2009
CROSS-REFERENCE:	
REVISION DATE:	As required
RESPONSIBILITY:	Executive Officer of Human Resources

INTENT STATEMENT

The Halton District School Board recognizes the need to provide secretarial and clerical assistance to support the administration of the schools and the instructional programs in the classrooms.

PROCEDURES

The initial allocation of clerical staff for both the elementary and secondary schools will be based on the final enrolment projections from the Planning Department (April/May) for the following September.

Allocations are reviewed again in November based on the actual student enrolments as at October 31st.

- Schools experiencing a decrease in actual enrolment of more than 18 students from the various break point(s) will have a decrease in the school's secretarial support.
- Schools experiencing an increase in actual enrolment will have an increase in the school's secretarial support.

SECONDARY:

The allocation of clerical staff for the Secondary Schools shall be as follows:

Enrolment	Allocation in Months
0 to 650	33
651 to 800	35
801 to 950	40
951 to 1100	45
1101 to 1250	50
1251 to 1400	55
1401 to 1600	60
1601 plus	65

The Principal has the discretion of using up to two (2) months of this allocation for extra clerical assistance at peak workload times during the school year.

The following allocation of clerical staff is in addition to the above schedule for the recognized secondary schools running the Essential Program.

Enrolment	Allocation in Months
Under 100	0
101 – 250	3
251 plus	6

In addition, secondary schools will have the following extra clerical days, based on the current supply secretary hourly rate of pay for assistance at peak workload times during the school year.

Enrolment	Allocation in Days
0 - 1000	20
1001 plus	35

Effective September 2004

Secondary schools operating on two or more sites will be allocated an additional 10 months of secretarial support.

Effective September 2004

The allocation for secretarial staff in schools with both elementary and secondary enrolments will be calculated using both the elementary and secondary allocations.

ELEMENTARY:

Commencing September 1, 2009 the allocations for Elementary Schools shall be as follows:

Enrolment	Allocation in Months
0 to 250	10
251 to 350	10
351 to 400	12
401 to 450	14
451 to 500	16
501 to 550	18
551 to 600	20
601 to 650	22
651 to 700	24
701 to 750	26
751 to 800	28
801 to 850	30
851 to 900	32
901 to 1000	34
1001 plus	40

The Principal has the discretion of using up to two (2) months of this allocation for extra clerical assistance at peak workload times during the school year.

Extra clerical days based on the supply secretary rate of pay will be assigned as follows:

Enrolment	Allocation in Days
0 to 250	2
251 to 400	4
401 to 500	6
501 to 600	8
601 to 700	10
701 to 800	12
801 to 900	14
901 to 1000	16
1001 to 1100	18
1101 to 1200	20
Unassigned	40

Effective July 2003

The senior secretary in elementary schools with enrolments of 251 or more will work four days within the first week following the last work day in June.

Effective August 2008

All elementary schools will operate two full weeks before official opening. In schools where there is a General Secretary Elementary allocation all staff will work their regular schedule during the two (2) week pre school start up.