

Topic:	Elementary and Secondary Secretarial/Clerical Staffing
Effective:	September 2009
Cross-Reference:	Occupational Health and Safety Act; Employment Equity; Equity Inclusive Education; Safe and Accepting Schools; Health and Safety
Revision Date:	March 2019, November 2021, May 2023
Review Date:	November 2027
Responsibility:	Superintendent of Human Resources

INTENDED PURPOSE:

The Halton District School Board recognizes the need to provide administrative secretarial and clerical assistance to support the administration of the schools and the instructional programs in 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 of October 31.

SECONDARY:

Commencing September 1, 2023, allocation of clerical staff for secondary schools shall be as follows:

Enrolment*	Allocation in Months
0 to 850	33
851 to 1150	40
1151 to 1900	45
1901+	50

** Enrolments noted above are weighted enrolments derived from both student enrolment as well as the number of students enrolled in programs including Essential pathways, IB, FI, CPP, and the number of students with IEPs as well as School Needs Index.*

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.

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 +	35

For secondary schools that operate on more than one site (White Oaks) or that have elementary programming (Acton, Aldershot and Burlington Central), an additional 10 months of secretarial support will be provided to address the increased complexity of the school.

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, 2023, allocations for elementary schools shall be as follows:

*Enrolment	Allocation in Months	FTE
0 to 350	15	1.5
351 to 600	20	2.0
601 - 800	25	2.5
801- 1050	30	3.0
1051-1300	35	3.5

** Enrolments noted above are based on actual registrations. Elementary schools are not allocated based on enrolled weights.*

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

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.

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