

Hiring / Remuneration of Occasional Administrators

Administrative Procedure

Status:	Active
Effective:	January 2011
Revision Date:	September 2025
Review Date:	September 2026
Responsibility:	Superintendent of Human Resources

Purpose

The Halton District School Board recognizes the need to have a clear, written process for the hiring and remuneration of Occasional Administrators hired for short-term, long-term or project based work.

Definitions

Short Term Assignment - an assignment of ten (10) days or less as a replacement for a Principal or Vice Principal.

Long Term Assignment - an assignment of eleven (11) consecutive days or more as a replacement for a Principal or Vice Principal.

Project Assignment - an assignment to complete a specific task or project for which the Occasional Administrator is engaged by a department of the Board. This assignment is not replacing a Principal or Vice Principal, however, the scope of work is broad and requires a range of relevant Principal or Vice-Principal specific knowledge and skills.

Day - the normal hours for a full day will be seven (7) hours exclusive of the lunch period, and the normal hours for a half day will be three and one half (3 ½) hours.

Procedures

HIRING

1. Occasional Administrators will be added to the Occasional Administrator list based on a recommendation from their Supervisory Officer and approval from Human Resources. In the absence of a job posting, requests to be added will be limited to Administrators who have previously worked as Principals or Vice Principals for the Halton District School Board immediately prior to retiring/resigning.

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2. A job advertisement may be used to recruit candidates to be added to the Occasional Administrator list. The decision to post a job advertisement will be at the discretion of Executive Council.
3. Occasional Administrators added to the list must be in good standing with the Ontario College of Teachers and meet all hiring requirements of the Halton District School Board.
4. Annually, Occasional Administrators will be asked to confirm their intention to remain on the Occasional Administrator list for the following year and will be asked to submit a current valid copy of their Certificate of Qualifications from the Ontario College of Teachers complete the annual Offence Declaration required by all employees of the Board, and provide any other documents as required by the Board.

Short Term Assignments

1. When it is deemed necessary by the Supervisory Officer to engage an occasional administrator for a short term assignment, ten (10) days or less, to replace an absent Principal or Vice Principal, the Occasional Administrator will receive a daily rate of compensation based on the position being filled. This rate is inclusive of all vacation and statutory holiday payments as required under the Employment Standards Act, as amended from time to time.
2. The Occasional Administrator will complete a timesheet for the day(s) worked. The timesheet will be signed by the Supervisory Officer for the school and forwarded to Human Resources for processing.

Short Term Daily Rate of Pay:

Effective September 1, 2021:

Vice Principal:	\$ 450 per day
Principal:	\$ 500 per day

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Long Term Assignments

1. When it is deemed necessary by the Supervisory Officer to engage an Occasional Administrator for a long term assignment, eleven (11) consecutive days or more, replacing an absent Principal or Vice Principal, the Occasional Administrator will receive a daily rate of compensation equivalent to the current pay grid of the position being filled, based on the experience of the Occasional Administrator in the role. This rate is inclusive of all vacation and statutory holiday payments as required under the Employment Standards Act, as amended from time to time.
2. The Occasional Administrator will sign a Long Term Occasional (LTO) contract, which will stipulate the term of the assignment, the location of the assignment and the rate of pay. This contract will then be forwarded to Human Resources for processing.
3. The Board may end the employment earlier than the anticipated expiry date by providing the Long Term Occasional Administrator no less than five instructional days written notice (or five days pay in lieu of notice).

Long Term Daily Rate of Pay

Effective September 1, 2025 (up to a maximum of 209 days per work year):

Principals:

Years Experience	
1	\$692.33
2	\$708.27
3	\$724.21
4	\$740.16
5	\$756.10

Vice Principals:

Years Experience	
1	\$620.33
2	\$637.61
3	\$654.89
4	\$672.16

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Project Based Assignments

1. Where it is deemed necessary to hire an Occasional Administrator to complete a special project or assignment in which a Principal or Vice Principal is not being replaced and the term of the assignment is five (5) days or less, the Occasional Administrator will receive the Short Term Daily Rate of Pay for the days worked.
2. Where the special project or assignment will require an Occasional Administrator to be hired for more than five (5) days, the hiring will require approval of Administrative Council.
3. The approval will include the nature of the project/assignment, the budget for the project, the term for which the Occasional Administrator is being hired and the rate of pay to be paid for the project. Such rate of pay will be determined on a case-by-case basis and in all cases will be inclusive of all vacation and statutory holiday payments as required under the Employment Standards Act, as amended from time to time.
4. The Occasional Administrator will complete a timesheet for the day(s) worked. The timesheet will be signed by the Supervisory Officer responsible for the project and forwarded to Human Resources for processing.

In all cases, Occasional Administrators will not have access to any Board benefit plans, except for those mandated by law.

Cross-Reference:

Legislation

Employment Standards Act

Board Policies, Procedures & Protocols

Employment Equity Policy

Revision History

- September 2025 (Updates to long term occasional rates)
- April 2023