
Purpose/Background

From time to time it may be necessary to change the Support or Exempt complement in a school or department by creating a new Support or Exempt position(s).

Procedures

1. The following alternatives may be considered when a new Support or Exempt position has been approved:
 - 1.1 Pay for the new position from the school/department budget;
 - 1.2 Re-designate the newly approved position through attrition, or
 - 1.3 Create an opening for the newly approved position, if an employee were transferred, by mutual consent of all parties involved, to a comparable position somewhere else in the Division.
2. Any school or department requesting the creation of a new Support position not presently listed in the Support Employees Terms of Employment shall consult with the Associate Superintendent of Human Resources or designate prior to any action being taken.
 - 2.1 All new Support positions are subject to the job evaluation and advertising requirements of the Division, as specified in the *Support Employees Terms of Employment*, and *Administrative Procedure 400 – Staff Employment*.
3. Any department requesting the creation of a new Exempt position shall consult with the Associate Superintendent of Human Resources prior to any action being taken.
 - 3.1 All new Exempt positions are subject to the job evaluation and advertising requirements of the Division, and approval by the Superintendent.

Reference:

- Education Act
- Employment Standards Code
- Labour Relations Act
- Support Employees Terms of Employment
- Exempt Employees Terms of Employment
- Board Policy 16 – Recruitment and Selection of Personnel
- Administrative Procedure 400 – Staff Employment