

Lloydminster Catholic School Division



Administrative Procedures 404 Human Resource Practices for Support Staff

August 2025

August 2025

Lloydminster Catholic School Division

Support Staff Working Conditions

Table of Contents

1. Administrative Procedure (AP) Renewal Process	Page 3
2. Probation Period	Page 3
3. Confidentiality	Page 3
4. Contracts of Employment/Pay Period	Page 4
5. Wage Schedule	Page 4
6. Employee Benefits	Page 4
7. Pension	Page 5
8. Car Allowance	Page 5
9. Communication Allowance	Page 6
10. Clothing Allowance	Page 6
11. Leaves of Absence	
11.1 Criteria for Leave from Assigned Duties	Page 6
11.2 Sick Leave	Page 7
11.3 Compassionate Leave	Page 7
11.4 Compassionate Extraordinary Leave of Absence	Page 8
11.5 Maternity, Paternity, and Adoption Leave	Page 8
11.6 Special Leave	Page 8
11.7 Leave for Civic Duty	Page 8
11.8 Leave without pay	Page 8
11.9 Leave of Absence (Short Term)	Page 9
11.10 Extended Leave of Absence	Page 9
12. Personal Wellness Day (WELL)	Page 9
13. Personal Interest Day (PID)	Page 10

14. Recognition of Exemplary Service Day (RES)	Page 10
15. Hours of Service Increments	Page 10
16. Hours in Excess of Contract	Page 10
17. Vacation	Page 11
18. Resignation, Redundancy and Termination	Page 11
19. Public Holidays	Page 12
20. School Year / Hours of Work	Page 13
21. Personnel Recruitment / Hiring	Page 13
22. Remuneration for Supervision	Page 13
23. Support Staff Professional Learning	Page 13
24. Bursaries	Page 14
25. Job Descriptions / Deployment	Page 14
26. Evaluation	Page 15
27. Long Service Awards (AP 408)	Page 15
28. Deferred Salary Leave	Page 15
29. Volunteerism / Extra-Curricular Recognition	Page 15

Appendices available on our website at <http://www.lcsd.ca/400-personnel>

Appendix A – School Support Staff Grids

Appendix B – Work Day Calendar - Student Support Services

Appendix C – Work Day Calendar - Division Office and
Administrative Assistant

Appendix D – Work Day Calendar - Educational Assistant

Appendix E – Work Day Calendar - Librarian

Appendix F – Work Day Calendar- Bus Drivers

Human Resource Practices for Support Staff

Administrative Procedures 404 “Human Resource Practices for Support Staff” has been created to outline the procedures related to contract and benefits. AP 404 applies to all personnel not included in the Lloydminster Catholic School Division’s LINC Agreement, including as listed in Appendix A.

1 Administrative Procedure (AP) Renewal Process

- 1.1 AP 404 to be reviewed annually. Adjustments to the support staff benefit package may reflect:
 - 1.1.1 C.O.L.A. (Cost of Living Allowance) in the provincial agreement for teachers; and
 - 1.1.2 LINC (Local Implementation Negotiation Committee) agreement amendments which are directly applicable.
- 1.2 The Director of Education may make a recommendation for an additional review under the same cycle as AP450 LINC Agreement to ensure the two correlate.

2 Probationary Period

- 2.1 All support staff are placed on a probationary period upon hiring. The probationary period for support staff shall be between three (3) and 6 (six) months at the discretion of the employer.
- 2.2 If either the employee or the Lloydminster Catholic School Division decides that employment expectations do not match, during the probation period, they may discontinue their relationship, without notice. Upon completion of the probationary period, except in the case of temporary contracts, the employee shall be considered a regular employee.

3 Confidentiality

- 3.1 At no time shall LCSD staff discuss in public information pertaining to anyone in the School Division including staff, students and families. All employees are expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the School Division or within Administrative Procedures. Breaking confidentiality is a serious violation of acceptable conduct and may be a dismissible offense.

4 Contracts of Employment/Pay Period

- 4.1 The employee will sign a contract of employment. Employees working on a ten-month contract will be paid equally over 10 months and employees working a twelve-month contract will be paid equally over 12 months. All support staff will be paid on a semi-monthly basis, 15th & month-end. Ten-month paid employees on a temporary contract for less than a full year shall be paid equalized payments over the term of the contract.
- 4.2 All ten-month contract employees will be issued a Record of Employment (ROE) at the end of June each year.
- 4.3 Increments shall be paid according to the established grid based on full-time equivalency.
- 4.4 A memo advising employees of a cost-of-living adjustment will be provided prior to the first paystub the adjustment becomes effective.
- 4.5 An employee's paystub will indicate when an increment adjustment has been made.

5 Wage Schedule

- 5.1 The salary grid for school support personnel is publicly posted: (AP 404 Appendix A School Support Staff Grids).
- 5.2 Caretaker Evening Shift Premiums
 - 5.2.1 Caretakers working the evening shift shall receive an evening shift premium for hours worked after 6:00 p.m. as per salary grid AP 404 Appendix A.
 - 5.2.2 The caretakers who work evening shifts will complete a semi-monthly time sheet recording the hours worked. They will submit the record of these hours to the Payroll Department semi-monthly.
 - 5.2.3 Shift Differential will not be paid on non-contact days.
 - 5.2.4 The shift premium will be paid out on the following payroll.
 - 5.2.5 Sub-caretakers hired to work an evening shift are not eligible for shift premiums.
- 5.3 Part-time staff taking on a subbing position will be paid at their regular rate of pay when subbing within our own division. Employees' hours should not exceed 40 hours per week (total hours worked) without senior management's prior approval.

6 Employee Benefits

- 6.1 A minimum of 15 hours per week to be eligible to participate in the Employee Benefits Plan.
- 6.2 Employees are required to enroll in the Employment Benefit Plan once they have successfully completed their probationary period or have fulfilled the mutually agreed upon waiting period.

Benefits	Under 5 years	5-10 years	10+ years
Health premium	50% paid by employee 50% paid by LCSD	50% paid by employee 50% paid by LCSD	100% paid by LCSD
Dental premium	100% paid by employee	50% paid by employee 50% paid by LCSD	100% paid by LCSD
Vision premium	100% paid by LCSD	100% paid by LCSD	100% paid by LCSD
Employee Family Assistance Plan (EFAP)	100% paid by LCSD	100% paid by LCSD	100% paid by LCSD
Life Insurance (Life)	100% paid by employee	100% paid by employee	100% paid by employee
Long Term Disability (LTD)	100% paid by employee	100% paid by employee	100% paid by employee
Accidental Death & Dismemberment (AD&D)	100% paid by employee	100% paid by employee	100% paid by employee

6.3 Employees on approved unpaid division leave who opt to continue benefits during leave are required to pay both employee and employer's share.

6.3.1 Postdated cheques for the 1st of each month required to ensure no loss of coverage. The employee may submit a written request to the Chief Financial Officer to arrange a different payment method.

7 Pension

7.1 The main objective of the MEPP (Municipal Employees' Pension Plan) is to provide support staff with retirement income. Participation in the Municipal Pension Plan is required under The Municipal Employees' Pension Act and subsequent amendments.

7.2 Legislated by MEPP and matched by the employer.

7.3 Employees on unpaid leave who opt to continue benefits during leave are required to pay both employee and employers share as allowed by MEPP.

8 Car Allowance

8.1 Car Allowance options:

8.1.1 A car allowance will be recognized for designated personnel at the time of hiring or contract renewal.

8.1.2 A car allowance rate is set by the Division annually.

8.1.3 Car allowance is directly linked to the expectations of travel based on the position.

8.1.4 Part-time employee's car allowance will be prorated as determined at time of hiring or contract renewal.

8.1.5 Excessive travel will be recognized on a contract basis if a higher allowance is required for extra-ordinary circumstances.

8.1.6 Car allowances are considered a taxable benefit.

9 Communication Allowance

9.1 Communication Allowance options:

- 9.1.1 A communication allowance will be recognized for designated personnel at the time of hiring or contract renewal.
- 9.1.2 A communication allowance rate is set by the Division annually.
- 9.1.3 Communication allowance is directly linked to the expectations of accessibility based on the position.
- 9.1.4 Part-time employee's communication allowance will be prorated as determined at time of hiring or contract renewal.
- 9.1.5 A high demand on out of office communication will be recognized on a contract basis if a higher allowance is required for extraordinary circumstances.
- 9.1.6 Communication allowance is considered a taxable benefit.
- 9.1.7 Staff receiving a communication allowance will not be eligible for a cell phone device.

10 Clothing Allowance

- 10.1 An annual clothing allowance of \$400.00 shall be provided to caretaker, maintenance and kitchen staff.
- 10.2 This allowance will be pro-rated to percentage of contract for part-time employees.

11 Leaves of Absence

Prior to the leave the employee is obligated and held responsible to submit the request for leave form to the direct supervisor (defined as Principal, Transportation Supervisor, SHINE Manager, Superintendent or Chief Financial Officer).

Believing that the needs of the students are best served by the support staff who have been hired to fulfil those duties, the following criteria are deemed imperative when considering support staff leave of absence from the duties.

11.1 Criteria for Leave from Assigned Duties:

- 11.1.1 Leave requests must be received by the direct supervisor a minimum of two weeks prior to the leave.
- 11.1.2 Final approval is contingent upon availability of an appropriate substitute.
- 11.1.3 A detailed work plan documenting specific duties/responsibilities must be provided for consideration to the direct supervisor, a minimum of one week prior to the leave.
- 11.1.4 All requests for leave are to precede all travel arrangements and financial commitments.
- 11.1.5 All attempts to not exceed 5 consecutive teaching days will be made.

11.2 Sick Leave:

- 11.2.1 Employees shall be entitled to 2 days sick leave per month with full remuneration and prorated per contract for part-time employees.
- 11.2.2 For each year of service with the Lloydminster Catholic School Division sick days shall be accumulated to a maximum of one hundred and twenty days (120).
- 11.2.3 An employee can draw consecutive sick leave credits (days) required to provide an income bridge from their date of disability to the date of a Long-Term Disability claim (105 calendar days) or until their sick leave bank is exhausted, whichever is less. Employees who are or anticipate being unable to work due to a long-term disability, are expected to apply for Long Term Disability after using four (4) consecutive weeks of sick leave. An employee whose LTD claim is not approved has the option to return to work provided medical clearance to do so is given by their physician.
- 11.2.4 An employee covered under the applicable Worker's Compensation Act and entitled to receive benefits under that act will not be covered by this sick leave policy.
- 11.2.5 The employee will be provided with the required documentation, at the time of the request (e.g. long-term disability form) as determined by the type or extent of the leave request.
- 11.2.6 The Human Resources Administrator may require proof of medical fitness prior to the employee's return to work.

11.3 Compassionate Leave:

- 11.3.1 Compassionate leave of absence shall be specifically defined as permission of an employee to be absent from duty for the express reason of serious illness, serious accident or death of an immediate member of his/her family.
- 11.3.2 Immediate family shall be interpreted as consisting of the following relationships only: Husband, wife, son, daughter, mother, father, brother, sister, grandfather, grandmother, grandson, granddaughter, daughter-in-law, son-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandfather-in-law, grandmother-in-law, step-mother, step-father, step children, foster children, step-siblings, aunt, uncle, niece and nephew.
- 11.3.3 Up to three days compassionate leave of absence with full pay will be authorized by the direct supervisor.
- 11.3.4 The employee shall submit to the direct supervisor a request for compassionate leave.

- 11.4 Compassionate Extraordinary Leave of Absence:
 - 11.4.1 The Director of Education, or Designate, may authorize with full pay up to two additional days for Compassionate Leave request may be made by phone or in writing.
 - 11.4.2 Further unpaid leave may be granted at the discretion of the Director of Education.
 - 11.4.3 The Director of Education may grant one day with pay to act as active pallbearer or eulogist
 - 11.4.4 The Director of Education may allow compassionate leave of absence for any other reason deemed warranted.
- 11.5 Maternity, Paternity and Adoption Leave:
 - 11.5.1 Maternity, Paternity and Adoption Leave shall be granted as outlined in The Saskatchewan Employment Act (Sections 2-49 to 2-51).
- 11.6 Special Leave:
 - 11.6.1 The employee shall request the following special leaves from the Principal, or designative administrative supervisor, without loss of salary for events occurring within one school year which include the following:
 - 11.6.1.1 Attendance at graduation or convocation of self or spouse, child or parents (one day).
 - 11.6.1.2 For the purpose of receiving a child who is being adopted by the employee (one day).
 - 11.6.1.3 Two days are provided for one of the following:
 - 11.6.1.3.1.1 Attending to the need of a dependent child or
 - 11.6.1.3.1.2 The health needs of a parent, or
 - 11.6.1.3.1.3 The health needs of a spouse, or
 - 11.6.1.3.1.4 Days paternity for the birth of child.
 - 11.6.1.3.1.5 After using all available Wellness and Personal Interest Days parents with children under 12 years of age can access 2 more special leave days.
 - 11.6.1.4 To attend a general anaesthetic surgery for a spouse or dependent child regardless of age (one day).
- 11.7 Leave for Civic Duty:
 - 11.7.1 An employee shall be allowed leave with no loss of monies when subpoenaed to appear as a witness in court or to act as a jury member.
 - 11.7.2 Any remuneration awarded by the court, over and above actual expenses incurred by the witness, shall be turned over to the employing School Board. The employee will receive the amount of remuneration awarded by the court if it exceeds the employee's salary in lieu of basic salary.
- 11.8 Leave Without Pay:
 - 11.8.1 The Principal, or direct supervisor, may grant up to three days annually as "Leave Without Pay".
 - 11.8.2 Any request for "Leave Without Pay" beyond 3 days and up to short term leave of absence must be approved by the Director of Education,

or designate, for recognition of extraordinary, extenuating circumstances.

11.9 Leave of Absence (Short Term):

11.9.1 The Director of Education, or designate, may grant an employee a leave of absence for a period between 3 weeks or 30 calendar days but less than a full year, without pay.

11.9.2 Short-term leave requests will not be granted in consecutive years

11.9.3 Applications for such leaves shall be directed to the Director of Education or designate a minimum of 30 calendar days prior to the start of the leave.

11.9.4 The leave will be considered and will be dependent upon the ability to procure appropriate coverage for the employee's responsibilities and the impact to the continuing operations. Operational schedules will need to be considered prior to approval.

11.10 Extended Leave of Absence:

11.10.1 The Director of Education, or designate, may grant an employee a leave of absence for one year, without pay.

11.10.2 Applications for such leaves of absence shall be directed to the Director of Education, or designate, no later than June 1, for leaves commencing in August or September of the next school year, and no later than September 30 for leaves commencing January 1 or later.

11.10.3 Upon return from Leave of Absence, the Director of Education, or designate, reserves the right to offer to the employee any position vacant in the jurisdiction which may not necessarily be the one he/she left. However, every attempt will be made by the Director of Education, or designate, to offer the employee a position which is suitable and acceptable to both parties concerned.

12 Personal Wellness Day (WELL)

12.1 The direct supervisor (defined as Principal, Transportation Supervisor, SHINE Manager, Superintendent or Chief Financial Officer) may grant leave without loss of salary for events occurring within one school year which include the following: Personal Wellness Day to attend appointments or address personal matters (one day – no carry over).

12.1.1 Request for Leave Form (AP 404.1) shall be received by the direct supervisor two (2) weeks in advance to allow appropriate replacement coverage.

12.1.2 A Personal Wellness Day must be scheduled no later than June 15. If no Personal Wellness Day has been scheduled to be taken before the last day of the current school year, the day will be paid out with the June payroll at the sub rate for the employee's current position.

12.2 Temporary Contracts: There will be no time off recognized for temporary contracts of less than a full year. The proportion of time earned will be paid out at the end of the contract period.

13 Personal Interest Day (PID)

13.1 The direct supervisor (defined as Principal, Transportation Supervisor, SHINE Manager, Superintendent or Chief Financial Officer) may grant leave without loss of salary for events occurring within one school year which include the following: Personal Interest Day to attend appointments or address personal matters (one day – no carry over).

13.1.1 Request for Leave Form (AP 404.1) shall be received by the direct supervisor (defined as Principal, Superintendent or Chief Financial Officer) two (2) weeks in advance to allow appropriate replacement coverage.

13.1.2 A Personal Interest Day must be scheduled no later than June 15. If no Personal Interest Day has been scheduled to be taken before the last day of the current school year, the day will be paid out with the June payroll at the sub rate for the employee's current position.

13.2 Temporary Contracts: There will be no time off recognized for temporary contracts less than a full year. The proportion of time earned will be paid out at the end of the contract period.

14 Recognition of Exemplary Service Day (RES)

14.1 All support staff are entitled to Recognition for Exemplary Service Day. This will be a designated day that will be identified in the school calendar.

14.2 Part-time employees will receive your Recognition of Exemplary Service Day at a prorated rate.

15 Hours of Service Increments

15.1 When working in two or more positions within the school division, the total hours worked as per contract as well as sub-time hours within those positions shall be recognized for incremental purposes.

15.2 No employee shall receive more than one (1) increment per year per position held.

15.3 Increments are applied in the month after the required hours are achieved and take effect on the first day of that month.

15.4 The term of leave on Long Term Disability or unpaid leave of absence is not credited towards hours for salary increments.

16 Hours in Excess of Contract

16.1 All hours in excess of contract must be approved by the Superintendent or Chief Financial Officer prior to being accumulated.

16.2 All caretaker hours in excess of 2 days (days = # of hours as per contract) must be either used within the month or will be paid out the following month.

16.3 All time in lieu banks must be cleared by June 30th each year.

16.4 Hours in excess of contract may not be used in conjunction with other entitlements.

17 Vacation

- 17.1 10 month / Part-time Temporary Contract Employees' Vacation Pay
 - 17.1.1 Vacation pay will be included in each pay period.
 - 17.1.2 Vacation pay will be calculated at 5.77% of annual wages as defined in The Saskatchewan Employment Act.
 - 17.1.3 After 10 years of service, employees are entitled to vacation pay as defined in The Saskatchewan Employment Act. Vacation pay would then be calculated at 7.69% of annual wages.
 - 17.1.4 After 15 years of service, employees are entitled to vacation pay. Vacation pay would then be calculated at 9.62% of annual wages.
- 17.2 12-month Employees Vacation Entitlement
 - 17.2.1 All employees are entitled to a minimum of three (3) weeks of vacation as defined in the Saskatchewan Employment Act.
 - 17.2.2 After 10 years of service, employees are entitled to four (4) weeks' vacation as defined in The Saskatchewan Employment Act.
 - 17.2.3 After 15 years of service, employees are entitled to five (5) weeks' vacation pay.
 - 17.2.4 An additional day of vacation each year after the 20th year of service to a maximum of 6 weeks' total holidays.
 - 17.2.4.1 A caretaker with the maximum 6-week vacation allotment may be able to take one week of vacation during contact days, provided the days are pre-approved by the Chief Financial Officer and they are able to find adequate coverage.
 - 17.2.5 Caretaker vacation time must be scheduled during non-contact days during the academic year. (i.e. Mid-term Breaks (Nov/Feb), Christmas / Easter / Summer).
 - 17.2.5.1 A vacation plan for each academic year must be submitted and approved by the Principal no later than April 15th each year.
 - 17.2.6 Vacation time must be taken in the year earned unless written approval for an exception is granted by the Chief Financial Officer.
 - 17.2.7 Vacation time will not be earned when not on Lloydminster Catholic School Division payroll. (i.e. Long-Term Disability, WCB or unpaid leave of absences)

18 Resignation, Redundancy, and Termination

- 18.1 If an employee wishes to resign, four (4) weeks written notice of the resignation shall be provided, unless there is mutual agreement for a shorter period of notice.
- 18.2 Under The Saskatchewan Employment Act, an employer must give written notice to an employee before a lay-off or a discharge occurs. If this notice is not given, pay in lieu of notice is required. Minimum notice is required for

termination according to Saskatchewan Labour Standards. The minimum notice depends on an employee's length of service or as follows:

<u>Length of Service</u>	<u>Minimum Notice</u>	<u>Length of Service</u>	<u>Minimum Notice</u>
0-3 months	0 weeks	3-5 years	4 weeks
3 months–1 year	1 week	5–10 years	6 weeks
1–3 years	2 weeks	10 plus years	8 weeks

18.3 In all circumstances consideration of the educational needs of LCSD students shall be given first consideration in the redeployment of staff. If there is a match between the requirements of the position and the abilities of the individual employee, preference shall be given to the employee who possesses or is in the position to acquire the academic and qualifications needed for the position. Years of service with the school division shall be considered when determining staff retention. However, personnel with specialized training and experience shall be given priority in circumstances where student needs can be best served by utilizing previously demonstrated skills.

18.4 Progressive discipline, including termination, will follow the guidelines set out in Administrative Procedures for all support staff that have passed their probationary period.

19 Public Holidays

19.1 Public Holidays are awarded in accordance with The Saskatchewan Employment Act. Employees who work the school year shall receive the benefit of the public holidays within the ten-month school year.

19.2 Statutory Holidays:

19.2.1 10-month employees will be recognized for eight public holidays that fall within the school year: New Year's Day, Good Friday, Victoria Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Family Day.

19.2.2 12-month employees will also be recognized for Easter Monday, Canada Day, Saskatchewan Day / Heritage Day & Boxing Day.

19.3 Public holiday pay shall be calculated based on contractual obligations.

20 School Year / Hours of Work

20.1 The Superintendent of Education, or designate, shall formulate and distribute a school year schedule defining the opening and closing dates of the schools.

20.1.1 Schedules to be defined in Appendix 404 by position per calendar and to be posted no later than June 15 each year.

20.1.2 Contract days without pupils in attendance shall be specifically defined as either in-service days or administrative days.

20.2 In accordance with the Saskatchewan Employment Act employees that work more than 5 hours are required to take a 30-minute unpaid meal break.

21 Personnel Recruitment / Hiring

- 21.1 The Director of Education, Superintendent of Education, Superintendent of Learning or Chief Financial Officer shall recruit the best-qualified person in terms of experience and education for each position available within the system.
- 21.2 All support staff positions which become available within the system may be internally posted at the discretion of the Director of Education, Superintendent or Chief Financial Officer.
- 21.3 All factors being equal, employee requests for transfers may be considered, providing the employee possesses the skills and/or the necessary expertise to fill the position.

22 Remuneration for Supervision

- 22.1 Employees assigned student supervision in addition to their contracted hours shall be granted recognition of those hours.
- 22.2 The hours shall be paid out equally throughout the academic year within annual contracted hours at a rate of 1 hour of supervision equals 1 hour of pay.
- 22.3 The hours available to be assigned for supervision are set when the annual working days calendar for Educational Assistant's is approved.
- 22.4 All full-time support staff shall be provided with a minimum of 30 minutes of duty-free time, for lunch (unpaid/unassigned time).
- 22.5 Supervision remuneration is pro-rated for part-time employees and temporary contracts.
- 22.6 If additional hours are scheduled for supervision, beyond the annual hours as determined in 22.2, a pay-out shall be provided by June 30. The payout of additional hours is subject to section 16. A payout request will be sent to payroll by June 15 with approval of the Principal and Superintendent of Education.

23 Support Staff Professional Learning

- 23.1 Request for support professional learning leave (including workshops, conferences or educational programs) must meet the following criteria:
 - 23.1.1 Must be pre-approved by the direct supervisor (defined as Principal, Superintendent or Chief Financial Officer).
 - 23.1.2 The School Division may pay the cost of the workshop, conference or educational program.
 - 23.1.3 The School Division may pay the mileage, meals and accommodation.
 - 23.1.4 The School Division may compensate at the appropriate hourly rate of pay the time spent within the course, workshop, etc. if it falls within a school day, exclusive of overtime and shift differential.
 - 23.1.5 Travel time will not be compensated.

- 23.2 All professional development required by administration will be covered with division funds. All expense remuneration shall be paid at the rates established by the Board of Education.
- 23.3 The School Division will annually budget funds for "Support Staff Professional Learning."
- 23.4 A support staff professional development shall be planned and authorized to ensure appropriate school operations:
 - 23.4.1 The Superintendent or Chief Financial Officer shall approve large group (i.e. participation by all members of the group) activities during pre-approved days of school closure whenever possible.
- 23.5 The principal will authorize individual or small group professional development activities designed to advance support staff services to students and the responsibilities of the job assignment.
- 23.6 Support staff shall complete and submit a Professional Learning Form (Form 411.1 to the Superintendent or Chief Financial Officer at least two weeks in advance.

24 Bursaries

- 24.1 Financial assistance may be available for job-related courses approved by the Superintendent of Learning.
- 24.2 The support staff employee shall submit a letter of application to the Superintendent of Learning prior to commencement of classes. The Superintendent of Learning shall provide written notification of approval, with a cc to the Principal and supervising Superintendent or Chief Financial Officer if applicable, as soon as possible following receipt of the application.
- 24.3 Payment shall be made upon receipt of the course official transcript of a passing mark.
- 24.4 Approval will not exceed the annual budgeted amount overseen by the Superintendent of Learning.

25 Job Descriptions / Deployment

- 25.1 The school division's Administrative Procedures guide the deployment of support staff.
- 25.2 School policies and procedures based on these guidelines should be developed to include such matters as:
 - 25.2.1 Adequate job descriptions;
 - 25.2.2 The clear designation of supervisory responsibility for support staff;
 - 25.2.3 Provision for the orientation and training of support staff;
 - 25.2.4 Procedures for intervention in student management; and,
 - 25.2.5 The school division's "Issue Resolution Protocol" will guide the formal interactions between the employee, parents, and the public. (AP 140)
- 25.3 Job descriptions shall be developed and reviewed in consultation with the school-based administration and the Superintendent or Chief Financial Officer on an annual basis.
- 25.4 Job descriptions are subject to change during employment.

25.5 The Chief Financial Officer or Superintendent will determine placement and redeployment of support staff based on the needs of the system.

26 Evaluation

26.1 An annual job description is used to guide employee evaluation. An employee or the direct supervisor may request a formal evaluation to ensure the job description, and the employee are aligned.

26.2 The formal evaluation shall include the job description, the assessment of the employee's work in alignment with the job description, and a set action or improvement plan to obtain the desired alignment.

26.2.1 Such an evaluation could include discussions regarding job duties and responsibilities, normal day-to-day problems and difficulties, including suggestions to facilitate improvement of the employee or system regarding our public image or desired philosophical goals and would all be a part of the support staff's personal growth plan for the future. This could include establishing and implementing a more formal format to include tools designed to promote growth.

27 Long Service Awards (AP 408)

27.1 The Board of Education recognizes long service awards for employees within the Lloydminster Catholic School Division as per AP 408 Long Service Award Program.

28 Deferred Salary Leave

28.1 The Board provides a Deferred Salary Leave Plan in accordance with Canada Revenue Agency Taxation guidelines.

28.2 The Support Staff Member may apply to the Director of Education referencing the guidelines outlined in AP 412 Deferred Salary Plan.

29 Volunteerism / Extra-Curricular Recognition

29.1 All support staff will be recognized for volunteerism to support school sanctioned extra-curricular events and activities using the terms and conditions defined in AP 409 "Extra-Curricular Recognition."