

Certificated Personnel

1. Probationary Contract - Certificated Personnel

An individual appointed to a professional staff position at the beginning of the school year shall be offered a probationary one-year contract. A probationary contract shall terminate on June 30 of the school term in which the contract is signed. The Superintendent may allow the contract to terminate, extend it for one additional year if an evaluation indicates that a further probationary period is required, or upgrade the contract to continuing status. An employee who has had his/her contract status changed by the Superintendent may appeal the decision to the Board.

2. Temporary Contract - Certificated Personnel

A temporary contract is offered when a teacher is replacing another teacher who is expected to return. A temporary contract shall terminate on June 30 following the commencement date specified in the contract, or on a date provided for in the contract. Notwithstanding anything contained in a temporary contract of employment, a party to a temporary contract of employment may terminate that contract by giving 30 days written notice of the termination to the other party of the contract.

3. Interim Contract – Certificated Personnel

An individual appointed to a professional staff position at some point after the start of the school year is given an interim contract. An interim contract terminates on June 30 following the commencement date specified in the contract unless otherwise specified by the contract.

4. Part-time Contract - Certificated Personnel

A board may employ a teacher under a part-time contract of employment for a period that includes all of the teaching days in a school year (a) to teach on a part-time basis, and (b) to be paid only for the time that the teacher teaches. When the Board employs a teacher under a part-time contract of employment, the Board may, unless that teacher's contract provides otherwise, vary the amount of time that the teacher is required to teach in the subsequent semester or school year. Part-time contracts may be on a continuing, interim, probationary or temporary basis.

5. Continuing Contracts - Certificated Personnel

A continuing contract of employment between the Board and a teacher continues from year to year.

6. Contracts for School Based Administrators

Administrators will be granted fixed term contracts. Prior to renewal of an administrative contract, the administrator will be evaluated by the Superintendent or designate.

7. Contracts for Full-time Personnel Regional Office Administration will serve a probationary period. Following the probationary period, the Superintendent will recommend the appropriate change in status and notify the Payroll Department and Board regarding the change.

Uncertificated Personnel

1. Support Staff recruited by various schools departments will serve a probationary period as outlined in the Non-Union Staff Employment Conditions Handbook and the CUPE Collective Agreement. Following the probationary period the supervisor will conduct an evaluation and recommend the appropriate change in status to the Deputy Superintendent who will notify the Payroll Department regarding the change.

2. Part-time Personnel

The Board recognizes that not all staff will be full-time employees. Therefore, the Non-Union Staff Employment Conditions Handbook and the CUPE Collective Agreement shall have Procedures in place to govern the employment of part-time staff. Special consideration may be made for job sharing, where appropriate to the needs of the Division.

Reference

[School Act](#), Sections 98, 99 101, 103

[Non-Union Staff Employment Conditions Handbook](#)

[ATA Collective Agreement](#)

[CUPE Collective Agreement](#)