

Personnel And Employee Relations

Administrative Procedure #310 Support Staff and Terms of Employment

1. Support staff positions are annual contract positions. Such positions can be either fixed term positions that conclude at the end of the school year or continuous positions that automatically continue from year to year. The specific terms and conditions of such positions will be outlined in the employee's written contract or offer of employment.
2. Terms for contracts are identified as 10 month, 11 month or 12 month depending upon the position of the support staff employee.
3. The job responsibilities are determined by the Employer and are provided in writing to the employee with the offer of employment.
4. All new support staff start with a probationary period of 3 months.
5. A salary grid for support staff for the upcoming school year will be decided annually by Board motion in conjunction with the approval of the school budget. The grid may be amended only by motion of the Board of Directors.
6. The support staff salary grids shall be maintained by the Secretary-Treasurer.
7. Upon commencement of employment with the Thrive Charter School Society, an employee will be placed on the grid depending on their level of relevant experience and education as recommended by the Principal and with approval of the Superintendent. The initial placement will be no higher than step 4.
8. The employee may be moved up a single step based on the completion of a full-time equivalency with the approval of the Superintendent.
9. The Superintendent is responsible to provide new members of the support staff with copies of all relevant documents concerning their employment. This information is found in the employee's offer of employment, assigned role and responsibility statement and in the Support Staff Handbook.