

## **STAFF ALLOCATION**

### **Background**

The Division is committed to engaging the best quality employees available. It recognizes the need to provide strong teaching and non-teaching staff in sufficient numbers to meet the needs of students and their schools.

This recognition must be balanced annually against the resources available to the Division for this component of the budget.

### **Procedures**

#### **1. Staffing Formula**

- 1.1 A base staffing formula will be developed annually by the Director in consultation with the CFO for Board approval as part of the annual budget process.
- 1.2 Superintendents, supervisors, and principals are to use the formula guidelines in determining staff allocation for each school.
- 1.3 Approvals for any increase in staff numbers beyond those provided in the annual budget allocation must be made by the Board as the Board has retained authority to approve the annual budget.

Reference: Section 85, 87, 108, 109, *The Education Act, 1995*

Approved: May 12, 2014