



### STAFF ALLOCATION

#### BACKGROUND

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

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

#### PROCEDURES

1. A staffing proposal identifying specific allocations by school or department will be developed annually by the Superintendent of Human Resources in consultation with the Director of Education for Board approval as part of the annual budget process.
2. The proposal will include allocation considerations for teaching and non-teaching staff, as well as contractual obligations with various employee groups.
3. Superintendents, supervisors, and principals are to use the formula in determining staff allocation for each school.
4. Approvals for any increase in staff numbers beyond those provided in the annual budget allocation are to be made by the Director of Education.

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