



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

Policy n°  
2000-HR-01

**Regulating the Working Conditions of Management Staff represented by the Sir Wilfrid Laurier Administrators' Association**

**Approuvée / Approved : Resolution n°**

**000126-HR-0149**

**Modifiée / Amended : Resolution n°**

**CC-101124-HR-0041**

**1.0 DEFINITION OF TERMS**

**Administrator:**

A person who holds a management position in a service, in a school or in an adult/vocational education center and is a member of the Association.

**Association:**

The Sir Wilfrid Laurier Administrators' Association (SWLAA).

**Placement:**

Nomination to a given post.

**Post:**

An office or a position to which an Administrator is appointed.

**Position:**

The official rank or status of the Administrator.

**Seniority:**

Employment period in management, either in a school, centre or a service.

**School Board Service:**

The uninterrupted employment period with the Board.

**School Administrator:**

Principal or vice-principal.

**Centre Administrator:**

Director or assistant director of adult/vocational education centres.

**Board-level Administrator:**

Directors, assistant directors, coordinators.

**Members of the Association:**

All school and centre Administrators are members of the SWLAA. In addition, any service Administrator may apply for and automatically become a member of the SWLAA by virtue of his or her application. Also any person occupying a post that is governed by the Conditions d'emploi des gestionnaires des commissions scolaires may apply for and automatically become a member of the SWLAA by virtue of his application. Only those occupying senior executive positions may NOT be members of the SWLAA. Members of the SWLAA who are also members of another Association will not benefit from any provisions in this policy which are governed by their other Association.

<b>Management Advisory Committee:</b>	All school principals, the principals of vocational training centres, the principals of adult education centres members of the executive staff of the school Board, and the Director General.
<b>Board:</b>	Sir Wilfrid Laurier School Board.
<b>Senior Executive:</b>	The Director General, the Deputy Director General, or the Senior Advisor to Management.
<b>Building:</b>	A school or adult education centre.
<b>Decision-makers of the School Board:</b>	The Council of Commissioners, the Executive Committee, or the Director General.
<b>Day:</b>	Unless otherwise stated, this term designates one(1) working day.
<b><i>Conditions de travail des cadres des commissions scolaires et du comité de gestion de la taxe scolaire de l'île de Montréal</i></b>	Regulation adopted by Decrees C.T. 203162, December 13, 2005 and C.T. 203751, May 23, 2006 in the <i>Gazette officielle du Québec</i> respecting the conditions of employment of School, Centre and Board-level Administrators



## APPLICATION

The Board and the Association agree on the following principles governing the application of this policy.

- ❖ The working conditions determined at the local level shall be added to the conditions of employment prescribed by the *Conditions de travail des cadres des commissions scolaires et du comité de gestion de la taxe scolaire de l'île de Montréal* but may, in no case, contravene this regulation.
- ❖ This policy has been developed in accordance with the provisions of the *Conditions de travail des cadres des commissions scolaires et du comité de gestion de la taxe scolaire de l'île de Montréal*. It determines the working conditions of Administrators which reflect the needs of both the school milieu and the Board, and establishes close and harmonious ties with the Administrators and the Association which represents them.
- ❖ The local policy deals with:
  1. Administrative organization
  2. Payment of salary
  3. Consultation and participation
  4. Job descriptions and eligibility criteria
  5. Grading
  6. Employment plan including in particular selection, probation, professional file and suspension
  7. Employment benefits including in particular annual vacation, paid legal holidays and leaves without pay
  8. Professional improvement
  9. Professional dues.
- ❖ This policy shall apply as soon as the Board confirms it by resolution, and it shall remain in force until such time as it is amended by resolution.

- ❖ Where the Board intends to amend the local policy, it must notify and consult the Association regarding the proposed amendments. Moreover, the Association may request amendments to the local policy, in which case the Association shall submit its proposed amendments to the Board, which must respond thereto.

## **PRINCIPLES**

The Board and the Association agree on the statements below as the philosophical and professional rationale guiding this policy in its objective to attain educational success, quality services and a positive working environment.

This policy seeks to associate the Administrators with the educational mission of the Board.

The professional involvement and participation of its Administrators are essential to the achievement of the Board's mission.

The involvement of the Administrators in the development of policies and in the decision-making process is a critical element in ensuring the professional commitment and cooperation of all Administrators to achieve successful implementation of the decisions rendered.

The working conditions shall be conducive to the ideals of enabling School, Centre and Board-level Administrators to achieve their professional goals and aspirations.

## **CHAPTER 1**

### **1.1 RECOGNITION:**

In conformity with the *Conditions de travail des cadres des commissions scolaires et du comité de gestion de la taxe scolaire de l'île de Montréal*, the Board recognizes that the executive of the Sir Wilfrid Laurier Administrators' Association (SWLAA Executive) represents the Association for purposes of consultation on the local policy governing working conditions. The implementation of the local policy governing working conditions is overseen by the Professional Relations Committee.

### **1.2 PROFESSIONAL RELATIONS COMMITTEE:**

1.2.1 The Professional Relations Committee (PRC) shall consist of three members representing the Association, the Director General and two designates. This committee shall be named no later than September 15 of each year. SWLAA Executive is responsible for naming the members representing the Association and the Director General, his two designates.

1.2.2 The PRC will meet at the request of either party and will determine its own internal rules.

1.2.3 The PRC will study any requested change and will prepare its recommendation for the Board and the Association.

1.2.4 The PRC shall monitor the application and interpretation of all articles contained within this policy.

1.2.5 Any problem related to interpretation or to the application of this policy will be referred to the PRC.

### **1.3 PARTICIPATION:**

Participation in the Management Advisory Committee for decision-making process has been included in the Education Act, R.S.Q., chapter I-13.3.

## CHAPTER 2

### 2.1 ROLE DEFINITION AND CRITERIA OF ELIGIBILITY:

- 2.1.1 All positions of Association members will have a role definition and criteria of eligibility.
- 2.1.2 The Board shall establish the role definition of each posting according to the *Conditions de travail des cadres des commissions scolaires et du comité de gestion de la taxe scolaire de l'île de Montréal*.
- 2.1.3 The role definition for each new post will be subject to consultation with the PRC. The role definition will include any delegated powers or specific mandates accorded by the Council of Commissioners or by the Director General via the PRC.
- 2.1.4 The criteria for eligibility for any Administrator post must be in accordance with the *Conditions de travail des cadres des commissions scolaires et du comité de gestion de la taxe scolaire de l'île de Montréal*. Any additional criteria may be included only after consultation with the Association via the PRC.
- 2.1.5 Administrators, on the acceptance of this policy, will be considered eligible for the post or any post of the same or inferior status, subject to the requirements of the position.

## CHAPTER 3

### 3.1 ADMINISTRATIVE ORGANIZATION:

- 3.1.1 The organizational structures refer to the Board's organizational chart as well as the administrative posts that are in place. The organizational chart, approved by the Council of Commissioners, refers to School, Centre and Board-level Administrators.
- 3.1.2 Prior to any change in the organizational chart, the Board, respecting the rules governing consultation, shall consult the Association on its organizational plan through the PRC at least **30** days prior to a decision from the Council of Commissioners.

### 3.2 STAFFING:

- 3.2.1 The Board shall consult the Association through the PRC on an annual basis concerning the administrative structure for School and Centre Administrators. This consultation must be held no less than 30 days before the administrative structure is adopted, unless the Board and the SWLAA Executive agree otherwise.
- 3.2.2 The Board shall inform the Association of any change to staffing requirements, or modification of existing administrative assignments, and will inform the Administrators concerned of the impending changes. This includes changes in job descriptions of Members of the Association, the number of posts and the locations of posts.
- 3.2.3 The Board shall inform the Association of its staffing plan as well as the vacancies that will have to be filled for the coming year prior to May 15<sup>th</sup> of each calendar year.

## CHAPTER 4

### 4.1 CLASSIFICATION:

- 4.1.1 It is the responsibility of the Board to classify all its Administrators in accordance with the *Conditions de travail des cadres des commissions scolaires et du comité de gestion de la taxe scolaire de l'île de Montréal*.
- 4.1.2 The Board will inform each of its Administrators of his classification and salary no later than November 30<sup>th</sup> of each year.

- 4.1.3 The Administrator will receive, no later than May 15<sup>th</sup> of each year, a statement of status, function and salary scale for the following year.
- 4.1.4 The Board will transmit to the Association, no later than November 30<sup>th</sup> of each year, a list of its Administrators with the classification and salary scale.
- 4.1.15 When a transfer occurs to a school that is lower in classification than that of the school which the Administrator now occupies, he will maintain the classification, salary and related salary increases, of the higher class school according to the *Conditions de travail des cadres des commissions scolaires et du comité de gestion de la taxe scolaire de l'île de Montréal*.
- 4.1.6 The Administrator involved in voluntary placement may benefit from the salary adjustment clauses found in the Conditions d'emploi des gestionnaires des commissions scolaires.
- 4.1.7 All newly-appointed Administrators will receive from the Board all pertinent documentation related to the working conditions of the Administrator (*Conditions de travail des cadres des commissions scolaires et du comité de gestion de la taxe scolaire de l'île de Montréal*, local management policy, etc.).

## **CHAPTER 5 ASSIGNMENT**

As a general rule, Administrators are promoted from within the ranks of current Administrators.

Should positions still remain vacant once current Administrators have been assigned, the Board may open the vacant posts to teachers and external candidates in order to fill the vacant posts.

### **5.1 ASSIGNMENT PROCESS:**

- 5.1.1 In January of each school year, the Director General conducts a consultation with current School and Centre Administrators about their preference of assignment, career plans and uses this information to gather data to prepare for the yearly assignment process.
- 5.1.2 In February of each school year, the Director General conducts meetings with some School and Centre Administrators when deemed necessary by either party to further explore career plans.
- 5.1.3 In March of each school year, the Director General will consult the PRC concerning the administrative structure for schools in accordance with section 3.2.1 herein.
- 5.1.4 At the April Council meeting of each school year, the Director General, taking into account the needs of the system and having consulted the PRC, recommends to the Council of Commissioners the assignment of School and Centre Administrators.
- 5.1.5 Administrators appointed for the first time will be appointed as of July 1<sup>st</sup> and will begin their duties upon expiration of their owed vacation days, if applicable.

### **5.2 VACANT POSTS FOLLOWING THE ADMINISTRATIVE ASSIGNMENT PROCESS**

- 5.2.1 The Board shall inform the PRC about changes to staffing requirements that may occur during the course of the school year and will inform the School and Centre Administrators concerned of the impending changes.
- 5.2.2 Should a position remain vacant after the Administrative assignment process or occur after that date, due to retirement or resignation, the Director General may proceed to replace until the next assignment period or fill the regular position when it becomes vacant. The details of the replacement process appear in section 5.3 below. The remaining articles of this section apply in the eventuality that the regular post is deemed to be considered for a regular assignment and not a replacement.

- 5.2.3 Should a vacant position need to be filled during the course of a school year, outside of the regular Administrative assignment process, the Board shall inform its School and Centre Administrators of openings in writing.
- 5.2.4 The Director General may consider voluntary transfer of Administrators prior to offering the position to external candidates or internal candidates interested in being promoted to the administrative ranks for the first time.
- 5.2.5 In the event that only one Administrator indicates their interest in being considered for a position of a same or lesser category than their present one, the Director General may recommend their appointment to the Council without a selection committee.
- 5.2.6 In the event that two or more Administrators indicate their interest for said post or that the position represents a higher category than their present one, or represents a change from vice-principal to principal, candidates will be asked to take part in a selection committee.
- 5.2.7 In all cases, all appointments to regular posts to be made after the Administrative assignment process will be ratified by a Council resolution.

### **5.3 REPLACEMENT OF A REGULAR POST**

- 5.3.1 Temporary replacement shall not exceed one year, unless there is a prior agreement with the SWLAA Executive.
- 5.3.2 In the event of an absence during the course of the year in a management position, the Director General may name an interim replacement as needed for a period not exceeding one year.

The Director General may call a selection committee to interview potential candidates for replacement as defined under section 5.4.

In this event, the selection committee would formulate a recommendation to the Director General who is responsible for assignment of replacement positions as defined in this section.

- 5.3.3 To be considered for replacement purposes, candidates must meet the minimal requirements as defined in the *Conditions de travail des cadres des commissions scolaires et du comité de gestion de la taxe scolaire de l'île de Montréal*.

### **5.4 SELECTION COMMITTEE**

- 5.4.1 Mandate:

- ❖ review the evaluation criteria and the screening criteria
- ❖ meet and interview each admissible candidate
- ❖ formulate a recommendation for Council's consideration in the case of a regular vacant position or for the Director General in the case of a replacement position.

- 5.4.2 Composition for a School or Centre Administrator position (principal or vice-principal):

- ❖ two commissioners
- ❖ the director general and/or delegate
- ❖ the director of human resources
- ❖ two Administrators named by the SWLAA Executive (one being the principal of the school if seeking to fill a vice-principal position)
- ❖ one parent commissioner.

- 5.4.3 Composition for a Board level Administrator position (director, assistant director, coordinator), other than senior executive (Director General or Assistant Director General):

- ❖ three commissioners
- ❖ the Director General and/or delegate

- ❖ the director of human resources
- ❖ one Administrator named by the SWLAA Executive
- ❖ one director who is the immediate superior.

5.4.4 For the purpose of establishing a pool of potential Administrators, the Board will establish a screening process for interested internal and external admissible candidates in consultation with the SWLAA Executive

## **5.5 PROBATION**

Any educator named as an Administrator for the first time shall be subject to a probation period of one year in accordance with a process to be established by the Board after consultation with the SWLAA Executive.

## **CHAPTER 6**

### **REGULATION MECHANISMS**

#### **6.1 EMPLOYEE FILES**

The Board undertakes to comply with the Act Respecting Documents Held by Public Bodies and Protection of Personal information.

6.1.1 The Board will have a personnel file for each of its Administrators.

6.1.2 In addition, the Director General will have a confidential professional file for each Administrator. The Director General has the sole responsibility for this file.

6.1.3 Administrators may consult their files upon request.

#### **6.2 SUPPORT TO ADMINISTRATORS**

The Board recognizes the need for coherent actions to support the delivery of educational services in its schools and centres. In order to promote success for Administrators responsible for implementing the curriculum and managing the associated human resource the following support is offered:

##### **6.2.1 Mentoring**

As a general rule, the Board will consider new Administrators as those who have been in a new administrative position for two years or less as eligible for this service. Mentoring services will be made available to School and Centre Administrators on a voluntary and confidential basis.

6.2.1.1 Support will be provided to principals who will supervise a vice-principal for the first time.

##### **6.2.2 New Administrators Session**

Every school year, in July, newly nominated School and Centre Administrators will be invited to an introductory session at which an overview of each department's responsibilities and resources will be presented. This session is meant to develop a support network among new Administrators and departments.

##### **6.2.3 Professional Objectives and Goals**

Each school year, School and Centre Administrators will be invited to establish professional objectives.

6.2.3.1 In September of each school year, Administrators will submit their professional objectives to their immediate superior.

- 6.2.3.2 During the course of the year, professional exchange occurs based on these objectives in order to monitor their evolution and support their actualization.
- 6.2.3.3 In January of each school year, the career plans submitted to the Director General by each School and Centre Administrator will provide an update of their professional objectives for the current year.
- 6.2.3.4 Each school year, the immediate superior will invite Administrators to reflect on their professional objectives in order to provide them with feedback on their performance.
- 6.2.3.5 The Director General will establish a direct link with a group of principals and provide them with detailed feedback, prioritizing new principals.
- 6.2.3.6 Following the probationary period, principals will provide detailed feedback to their vice-principals annually.

### **6.3 DISCIPLINARY MEASURES**

- 6.3.1 If the Board intends to take disciplinary measures, it shall inform the individual concerned. The Administrator may have a representative of the Association present at this meeting.
- 6.3.2 The procedure indicated shall be provided in written form with a 48-hour notice for the meeting, unless the urgency of the situation requires a shorter delay. In such a case, a 24-hour notice shall be required.
- 6.3.3 The Board shall indicate the reasons for the application of disciplinary measures in its written notification.
- 6.3.4 Any written disciplinary measures to be filed shall be presented at a formal meeting with the Director General or his delegate and the person involved or the president of the Association should the person not be available.
- 6.3.5 A copy of any written disciplinary measure given to any Administrator shall also be sent to the Association upon request of the individual concerned.
- 6.3.6 The Administrator concerned or the Association shall have the right to react in writing to any disciplinary measure that the Board may place in the Administrator's file.
- 6.3.7 Except for disciplinary demotions that have not been revoked, disciplinary measures in the administrator's professional file will be dealt with as follows:
  - 6.3.7.1 Every warning letter will become null and void after 100 actually worked days after the date it is issued;
  - 6.3.7.2 Every letter of reprimand will become null and void after 200 actually worked days after the date it is issued;
  - 6.3.7.3 Every suspension will become null and void after 300 actually worked days after the date it is issued.

In the case of a subsequent disciplinary measure within the time period prescribed above, the expiry date of the remaining measures in the professional file shall automatically be carried forward to the expiry date of the latest disciplinary measure.

Any disciplinary letters null and void will be returned to the administrator.



- 6.3.8 Should an Administrator contest any disciplinary measure taken, the procedures for appeal at the local level is as described in section 6.6 herein.
- 6.3.9 If and when an Administrator leaves the Board, a copy of his professional file will be remitted upon request.

#### **6.4 SUSPENSION**

- 6.4.1 For reasons of insubordination, incompetence, immorality, negligence or gross misconduct, the Board may suspend an Administrator.
- 6.4.2 This suspension shall apply only after the Administrator has met with the Director General.
- 6.4.3 The Administrator shall be accompanied by a representative of the Association, if so desired.
- 6.4.4 The Board shall advise the Administrator of the suspension in writing. This notice shall include:
- ❖ The date and length of the suspension, as determined by the Board;
  - ❖ The reasons for the suspension;
  - ❖ The conditions for return to work.
- 6.4.5 Should an Administrator object to the suspension, the right to appeal procedures noted in section 6.6 herein shall be applied.
- 6.4.6 The suspended Administrator may submit his case to the PRC.
- 6.4.7 After examining the case, the Board shall, within 15 days of the suspension, reinstate the Administrator or take the necessary steps for dismissal.
- 6.4.8 Unless otherwise provided for by the Senior Executive, suspension is with pay pending the decision of the Board.
- 6.4.9 All suspensions without pay shall be ratified by Board resolution.
- 6.4.10 An Administrator who is cleared of any wrongdoing, after or during a suspension, shall be reinstated in their actual position with no loss of salary and receive a copy of the Board resolution confirming exoneration of all blame.

#### **6.5 TERMINATING A CONTRACT OR DISMISSAL**

- 6.5.1 The Administrator and Board may jointly agree to terminate a contract of employment.
- 6.5.2 Suspension with a view of dismissal shall be for reasons stated in 6.4.1, for criminal action and/or for repeated actions involving several written reprimands and suspensions.
- 6.5.3 The Board shall advise the Administrator of the suspension in view of dismissal in writing. This notice shall include:
- ❖ The date of the suspension;
  - ❖ The reasons for the suspension;
  - ❖ The date, time and place where the recommendation for dismissal will be presented to the Council of Commissioners
- 6.5.4 Should an Administrator object to the dismissal, the right to appeal procedures noted in section 6.6 herein shall be applied.

## **6.6 APPEAL PROCEDURE**

The appeal procedure shall be as specified in the *Conditions de travail des cadres des commissions scolaires et du comité de gestion de la taxe scolaire de l'île de Montréal*.

## **6.7 ADMINISTRATIVE REORGANIZATION**

In the event of an administrative reorganization resulting from a Board resolution, any Administrator whose position is abolished will maintain security of employment and will be entitled to another vacant post provided that the eligibility criteria of the vacant post are met.

## **6.8 SURPLUS OF PERSONNEL**

6.8.1 An Administrator on surplus will have priority for placement purposes when another position of equal or lesser salary becomes vacant.

6.8.2 Prior to determining surplus, the Board must consider the following:

- ❖ Volunteers
- ❖ The intentions (career plans) of its Administrators
- ❖ Pre-retirements
- ❖ Surplus possibilities
- ❖ Relocation within or outside the plan
- ❖ Separation bonuses
- ❖ Other possibilities

6.8.3 In the event that the surplus of personnel is not depleted using article 6.8.2, the Association must be consulted about the criteria that will be applied. Among the criteria will be: administrative experience; academic qualifications; pertinent professional improvement activities; the needs of the system.

6.8.4 The Board and Association will jointly agree to the addition of any other criteria and will work towards finding a resolution to any problem arising from the application of clause 6.8.3.

## **6.9 CIVIL RESPONSIBILITY AND CRIMINAL PROCEEDINGS**

The Board shall cover all legal expenses for any Administrator accused in a civil or criminal suit filed while in the performance of duties carried out in good faith according to established or approved Board policies and procedures. Exception is made if the Board itself takes such action. The Board will not reclaim any expenses unless it is established through a court decision that the Administrator has committed a serious offense or demonstrated gross negligence.

## **CHAPTER 7**

### **7.1 ANNUAL VACATION**

7.1.1 Annual vacation is determined by the *Conditions de travail des cadres des commissions scolaires et du comité de gestion de la taxe scolaire de l'île de Montréal* and is to be taken in agreement with the supervisor concerned.

7.1.2 Vacation days may not incur any additional expense to the Board.

7.1.3 The annual vacation for school Administrators is thirty days.

7.1.4 For vacation purposes, the year begins July 1 and ends on June 30. For new Administrators, vacation days are given at the end of their first administrative assignment; however, with the permission of the immediate superior, the Administrator may anticipate a vacation allocation during spring break.

- 7.1.5 The Administrator shall submit his vacation plan to his immediate superior according to the process and return the form to the Director General by the annual deadline established by the Board.
- 7.1.6 The Administrator shall be entitled to at least four weeks of vacation during the summer period unless another agreement has been made with the immediate superior. In-school Administrators should normally schedule vacation when students and staff are not present.
- 7.1.7 Working days between Christmas and New Year's are excluded from the vacation period.
- 7.1.8 Vacation days are normally NOT cumulative. Exceptionally, an Administrator may request to defer some of his vacation days to the following year in a written accord with the Director General.
- 7.1.9 In the case of hospitalization or convalescence during the course of a vacation period, this time period shall be considered non-vacation time and the Administrator may take these days at a later time. The timing of these days must be approved by the Director General.

## **7.2 STATUTORY HOLIDAYS**

- 7.2.1 The Board shall accord to its Administrator all the statutory days that are granted to its unionized personnel.

## **7.3 COMPENSATORY TIME**

- 7.3.1 The Board will take into consideration those hours that are required to accomplish the assigned task and are outside the normal work week. This consideration will take the form of a maximum of 10 days of compensatory time outside of the vacation days.
- 7.3.2 These days cannot be accumulated; they must be taken during the course of the current year in accord with the immediate superior.
- 7.3.3 Compensatory days may be taken providing that they do not have a negative impact on the functioning of the school.

## **7.4 LEAVE WITH PAY (STUDY)**

The Board may agree with the in-service committee to allow an Administrator to be paid while on leave for study purposes provided the leave is directly linked to a Board need. The Administrator shall maintain all rights and privileges and shall be assured of the regular post upon return.

## **7.5 LEAVE WITHOUT SALARY**

- 7.5.1 The Board may grant an Administrator a leave without pay for personal matters, in-service or for any valid reason.
- 7.5.2 If the Board refuses the Administrator's request, it shall do so for cause and inform the Administrator of the reasons in writing.
- 7.5.3 The Board and the Administrator will agree as to the duration of the leave and to the protocol for return to work.
- 7.5.4 The Administrator may request an extension. This request must be made 60 days prior to the end of the leave.
- 7.5.5 During any leave granted by the Board, the Administrator shall continue to accumulate seniority and years of experience and will be entitled to all the benefits of a full-time employee in the areas of insurance, holidays, etc.

- 7.5.6 After a one-year absence, the Administrator shall be entitled to return to the original post.
- 7.5.7 After an absence of more than one year, the Administrator may be assigned to the original position or given an equivalent placement.
- 7.5.8 The Board and the Administrator on leave may agree to an early return to work.

## **7.6 LEAVE FOR PUBLIC OFFICE OR PROFESSIONAL PURPOSES**

- 7.6.1 The Board will allow an Administrator a leave of absence without pay for any reason relating to public office or social or professional demands that it deems valid. The Administrator and the Board will agree on the conditions for such a leave.
- 7.6.2 The Board recognizes that its Administrators have the same rights as the general public to participate in public affairs.
- 7.6.3 An Administrator who announces an intention to run as candidate at the municipal, provincial or federal level will be eligible for a leave of absence without pay for the duration of the electoral campaign.
- 7.6.4 If elected, the Board will accept the Administrator's request for a leave of absence, without pay, for the duration of the mandate.
- 7.6.5 During any leave granted by the Board, the Administrator shall continue to accumulate seniority and years of experience and will be entitled to all the benefits of a full-time employee (insurance, holidays, etc.).
- 7.6.6 The Administrator shall inform the Board of the return date no later than two months after the termination of elected mandate.
- 7.6.7 An Administrator called for jury duty or called as a witness in a case where the Administrator is not a party shall maintain full salary without penalty.
- 7.6.8 The Board recognizes that an Administrator may represent the Association at the local or provincial levels without penalty.
- 7.6.9 The Board and Administrator must agree as to the conditions of such a leave of absence stated in 7.6.8
- 7.6.10 The Board will agree to release, without penalty, any Administrator under the following conditions, at the request of the Association:
  - ❖ To participate in local or provincial negotiations;
  - ❖ To participate on the PRC or in-service committees;
  - ❖ To participate in activities called by the Association.
- 7.6.11 The Board will renew any request for a continuance in a leave of absence for Association activities.
- 7.6.12 An Administrator may benefit from a leave of absence, with full salary, in order to participate in an educational conference approved by the Professional Improvement Committee.

## **7.7 TRAVELLING AND PERSONAL EXPENSES**

Any Administrator is entitled to reimbursement for expenses incurred while in the exercise of duties in accordance with Board policy.

## CHAPTER 8

### 8.1 SALARY DISBURSEMENTS

- 8.1.1 The Board will disburse the annual salary into payments every two weeks by direct deposit.
- 8.1.2 Salary installments will be paid by direct transfer to the bank account identified by the Administrator.
- 8.1.3 Adjustments that result from changes in classification will be made no later than the second pay in November of each year.
- 8.1.4 Administrators will have access to their pay slips by electronic means.

## CHAPTER 9

### 9.1 PROFESSIONAL DEVELOPMENT

- 9.1.1 The Board and the Association agree that the professional development of Administrators involving in-service or pre-service activities, conferences and seminars, university courses and project research is integral to the qualitative goals of the school system. Professional development is vital to ensure:
  - ❖ The acquisition or development of skills needed to help Administrators in their daily work;
  - ❖ The acquisition of new skills or attitudes relative to the evolution of the increased responsibilities of an Administrator;
  - ❖ The enhancement of the quality of service and the effectiveness and the efficiency of the administrative team;
  - ❖ The individual professional growth of Administrators in areas of interest or in areas directly relevant to their function.
- 9.1.2 The Board and the Association shall establish a Professional Improvement Committee (PIC) comprised of three members of the Association, the Director General or delegate, the Deputy Director General and the Director of Human Resources.
  - 9.1.2.1 The committee will establish rules and procedures and decide on the disbursement of any PIC monies accumulated in the central account established with sums accumulated when individual maximums have been reached and therefore not ascribed to individual Administrators, or from any other source of funds credited to this account for purposes of professional improvement.
- 9.1.3 The Board shall allocate a budget for professional improvement equal to 1% of the gross salary of the members of the Sir Wilfrid Laurier Administrators' Association.
  - 9.1.3.1 The budget allocated for professional development will be distributed equally among all members of the Sir Wilfrid Laurier Administrators' Association.
  - 9.1.3.2 An Administrator may carry forward the annual individual allocation for each year for a maximum of three years. This three-year maximum will remain in the Administrator's PIC account until partially or totally used, and the account cannot ever exceed the three-year maximum.
  - 9.1.3.3 Problems arising in the application of this section will be referred to the PRC.

## CHAPTER 10

### 10.1 PROFESSIONAL DUES

10.1.1 The methods of remitting all professional dues will be a topic for agreement between the Board and the Association.

10.1.2 The Board will transmit, prior to September 15 of each year, to the local and provincial Associations an updated listing of the names of each Administrator and his:

- ❖ Classification
- ❖ Salary
- ❖ Place of work, address, phone number
- ❖ Personal address and phone number

10.1.3 The Board will deduct the dues according to the agreement between the Board and Association with respect to all the members belonging to the Association.

10.1.4 At the beginning of June, if necessary, the provincial or local Association will contact the Board in order to determine the annual professional dues to be deducted.

*Approved 2010-11-24*