

Approved:	Resolution nº	000126-HR-0149
Revised: As required	Resolution nº	060125-CA-0110 CC-101124-HR-0041 CC-200625-HR-0118
	Human Resources	

NOTE: The masculine gender, w Tm (NOT BT) ET 022 W BT 49 1 ET 0 922 W BT 49 1 T fhis do U T en BT i, 2 fd. 9 BT se 10 6 49 6 w m 26 BT an 49



Senior Staff Member – Centre:	Centre Director, Assistant Centre Director.
Senior Staff Member – School:	Principal, Vice-principal, Administrative Service Supervisor.
Senior Staff Member – Service:	Director, Assistant Director, Coordinator, Foreman, Superintendent, Administration Officer, Personnel Management Consultant, Manager, or any other position as per the Regulation.
Special Project:	A temporary project to fill a temporary need.
Temporary Replacement:	See Regulation.
Years of Experience:	Any complete twelve-month period of full-time or part-time employment within a school board.

## PREAMBLE

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.

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

The involvement of the Administrators in the development of policies and in the decision-

## 1. PROFESSIONAL RELATIONS COMMITTEE

- 1.1. The Professional Relations Committee (PRC) shall consist of three (3) members representing the Association, the Director General and two (2) designates. This committee shall be named no later than September 15 of each year. The SWLAA Executive is responsible for naming the members representing the Association and the Director General, his two designates.
- 1.2. The PRC will meet at the request of either party and will determine its own internal rules.
- 1.3. The PRC will study any requested change and will prepare its recommendation for the Board and the Association.
- 1.4. The PRC shall monitor the application and interpretation of all articles contained within this policy.
- 1.5. Any problem related to interpretation or to the application of this policy will be referred to the PRC.
- 1.6. A joint meeting of the Administrators' Associations' PRCs shall be scheduled at the request of both executives or with the agreement of both executives.

## 2. ADMINISTRATIVE STRUCTURE

- 2.1. The administrative structure refers to the administrative positions that are in place and approved by the Council of Commissioners (see section 133 of the Regulation.)
- 2.2. Prior to any change in the administrative structure, the Board, respecting the rules governing consultation (see section 182 of the Regulation), shall consult the Association on its organizational plan through the PRC at least thirty (30) days prior to adoption by the Council of Commissioners.

#### 4. ROLE DESCRIPTION AND CRITERIA OF ELIGIBILITY

- 4.1. All Administration positions will have a role description and criteria of eligibility.
- 4.2. The Board shall establish the role description of each position according to the Regulation.
- 4.3. The role description for each new position will be subject to consultation with the PRC prior to posting. The role description will include any delegated powers or specific mandates accorded by the council of commissioners or by the director general.
- 4.4. The criteria for eligibility for any Administrator position must be in accordance with the Regulation. Any additional criteria may be included only after consultation with the Association via the PRC.
- 4.5.

## 8. SELECTION COMMITTEE

### 8.1. Mandate

- 3 Review the applications as screened by Human Resources
- 3 Review the evaluation criteria
- 3 Meet and interview each admissible candidate
- 3 Recommend a candidate to Council

### 8.2. Composition

- 3 One (1) commissioner
- 3 The director general or delegate
- 3 The director of human resources or delegate
- 3 One (1) member of SWLAA, named by its Executive
- 3 One (1) member of the Association québécoise des cadres scolaires (AQCS), named by its Executive
- 3 For the selection of a subordinate position, the immediate superior will be on the committee in place of the relevant association member.

## 9. RECRUITMENT

- 9.1. 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.

## 10. PROBATION

- 10.1. Any person named as an Administrator for the first time shall be subject to a probation period of one (1) year in accordance with a process to be established by the Board after consultation with the SWLAA Executive (as per the Regulation).

## 11. EMPLOYEE FILES

- 11.1. The Board undertakes to comply with the *Act Respecting Documents Held by Public Bodies and Protection of Personal Information*.
- 11.2. The Board will have an employee file for each of its Administrators stored in the Human Resources Department.
- 11.3. In addition, the Director General will have a professional file for each Administrator. The Director General has the sole responsibility for this file.
- 11.4. Administrators may consult their files upon request.

## 12. SUPPORT TO ADMINISTRATORS

- 12.1. Support to the SWLSB administrators comes in various ways. The main objective is to allow each administrator to receive a common minimal training to ensure basic knowledge about our organization. During the course of their career at SWLSB, each administrator will have opportunities for ongoing training, coaching and support as highlighted below:

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### Training

When hired, the Board will provide mandated basic training to get an overview of the SWLSB services and support available.





14.5. After examining the case, the Board shall, within fifteen (15)

17.3. In the event that the surplus of personnel is not depleted using section 17.2, the Association must be

17.4. 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 section 17.3.

## 18. CIVIL RESPONSIBILITY AND CRIMINAL PROCEEDINGS

18.1. 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 offence or demonstrated gross negligence.

The administrator has the right to add to the prosecutor chosen by the Board, if necessary, his own prosecutor, however related costs shall be covered by the administrator.

As soon as the Board's civil liability is recognized by the latter or established by the court, the Board compensates any administrator for the total or partial loss, theft or destruction of personal property normally used or brought to his workplace, unless the administrator has shown gross negligence; in the event that such loss, theft or destruction is already covered by insurance held by the administrator



24.2.

