

Toronto District School Board

Policy P014

Title: **STAFF CHANGES**

Adopted: March 6, 2003

Revised: March 7, 2007, **February 6, 2015**

Reviewed: March 2012

1.0 OBJECTIVE

To establish the approval levels for staff changes

2.0 RESPONSIBILITY

Director of Education

3.0 DEFINITIONS

Secondment is the temporary transfer of an employee to another employer, where the other employer assumes the costs.

4.0 POLICY

- 4.1. The Board of Trustees shall approve the following changes in respect of staffing:
 - (a) Appointment of the Director of Education;
 - (b) Promotions to the position of supervisory officer or equivalent;
 - (c) Promotions, appointments and transfers of principals and vice-principals, including central appointments;
 - (d) Promotions and appointments of support staff Schedule II, Level 10 and above;
 - (e) Dismissals from employment for just cause of teachers, principals, vice-principals, Schedule II Level 10-12, supervisory officers or equivalent.
 - 4.2. The Director of Education or designate is authorized to approve all other staff changes.
 - 4.3. The following staff changes shall be forwarded to the Board for information:
 - (a) Appointments of teachers (new hires);
 - (b) Promotions and appointments of coordinators with system-wide responsibility within the teaching collective agreements;
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- (c) Resignation, retirement of permanent employees;
- (d) Secondments;
- (e) Obituaries;
- (f) Dismissals of permanent employees not covered by 4.1 (e) above.

5.0 SPECIFIC DIRECTIVES

- 5.1. The Director is authorized to issue operational procedures to implement this policy.