

## **Funds from School Sources for Additional Staff Allocation Administrative Procedure**

**AP 305.16**

**Department: Human Resources**  
**Section: Employee & Labour Relations**

The Annapolis Valley Regional School Board will review requests from a school principal to use external funds to secure staff allocations beyond those provided by the Board's respective staff allocation formula.

### **Specifically**

- 1.0 A school principal will make application to the Regional Leadership Team with a written request outlining the purpose of the externally funded allocation, the school community group supporting the funding, the amount to be funded and the duration of the funding. It is the decision of the Regional Leadership Team whether or not the application will be approved.
- 2.0 A school community group is a school parent/guardian group, Home and School Association, Parent Teacher Student Association, or community group interested in supporting a school for the general benefit of the school. For further clarity, it is not an individual.
- 3.0 The intent of this policy is to allow for the use of external funds to secure staff allocations for the general benefit of the school. For further clarity, it is not intended to be for the benefit of an individual student.
- 4.0 A formal agreement between the school community group providing the funding and the School Board will be in place prior to an increase in staff allocation. This written agreement must contain the purpose of the externally funded allocation, billing information for the school community group supporting the funding, the amount to be funded and the duration of the funding.
- 5.0 The external funds shall be allocated to the position and not linked directly to the employee. The recruitment, selection and hiring shall be in compliance with the Board policy and respective collective agreement or Terms and Conditions of Employment.
- 6.0 All employer costs associated with the position, including salary/wages, statutory and voluntary benefits, and any other monetary costs of the relevant terms and conditions of employment will be included within the funding agreement. The employer costs will be as determined by the Human Resources Department.
- 7.0 The school will be responsible for reimbursement of employer costs on a monthly basis.

### **Monitoring**

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

**Superintendent Approved:** April 20/05

**Ref:** BP 305.16

**Monitoring Date:** Annually

**Revised:** December 15/16