

MANAGEMENT REGULATION 5001MR2,

STAFFING – SUPPORT PERSONNEL

ALLOCATION FOR 2003/04 SCHOOL YEAR

1. **ELEMENTARY SCHOOLS**

STUDENT ENROLMENT	SECRETARIAL HOURS/WEEK	LIBRARY HOURS/WEEK	SUPERVISION HOURS/WEEK
Under 150 FTE	20	20	5
150 – 264 FTE	30	25	10
265 – 374 FTE	35	30	15
Over 375 FTE	35 20	30	20

2. **JUNIOR / MIDDLE SCHOOLS**

STUDENT ENROLMENT	SECRETARIAL HOURS/WEEK	LIBRARY HOURS/WEEK	SUPERVISION HOURS/WEEK
Under 350 FTE	35 20	30	5
350 – 500 FTE	35 25	30	10
Over 500 FTE	35 35	35	15

3. **SECONDARY SCHOOLS / ALTERNATE DELIVERY (NIDES)**

STUDENT ENROLMENT	SECRETARIAL HOURS/WEEK	LIBRARY HOURS/WEEK	SUPERVISION
Under 900 FTE	4 x 35 hours	35	15
900 – 1400 FTE	4 x 35 hours 1 x 20 hours	35	25
Over 1400 FTE	6 x 35 hours	0	0

4. **START-UP / SHUT DOWN HOURS**

Note: Applies only to 10 month employees during the period July 1st to August 31st, at elementary and junior/middle schools. No additional hours allocated to 11-month employees for start-up and shut down.

(a) **ELEMENTARY**

STUDENT ENROLMENT	Secretarial – 9 days at assigned hours Library Clerk – 6 days at assigned hours
Under 150 FTE	60 hours
150 – 264 FTE	84 hours
265 – 375 FTE	99 hours
Over 375 FTE	135 hours

(b) **JUNIOR/MIDDLE SCHOOLS**

STUDENT ENROLMENT	Secretarial – 9 days at assigned hours Library Clerk – 6 days at assigned hours
Under 350 FTE	135 hours
350 – 500 FTE	144 hours
Over 500 FTE	168 hours

(c) **SECONDARY SCHOOLS / ALTERNATE DELIVERY**

STUDENT ENROLMENT	Secretarial – 0 days at assigned hours Library Clerk – 6 days at assigned hours
Under 900 FTE	42 hours
900 – 1400 FTE	42 hours
Over 1400 FTE	0 hours

(d) **SCHOOL SUPPORT OFFICES**

LOCATION / POSITION	Secretarial – 9 days at assigned hours Library Clerk – 6 days at assigned hours
Assessment Centre	108 hours
Learning Resources Centre	84 hours

May 15, 2003

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