

FORT LA BOSSE SCHOOL DIVISION

TITLE - **SUPPORT STAFF PROMOTIONS AND RECLASSIFICATION**

POLICY - **GDP**

Cross Reference - **GDJ**

Resolution # - 74/18

Legal Reference -

Last Reviewed - 23/04/18

The promotion and/or reclassification of all support staff on progressive scales, except those covered by collective agreements, will be subject to the following criteria and the related regulation.

PROMOTIONS

As opportunities arise, and other needs of the Division notwithstanding, Division employees wishing to exchange jobs or take on more duties will be given prior consideration for position vacancies.

The respective Senior Administrator, upon approval of the Board may award promotions based upon merit and job qualifications.

RECLASSIFICATION

Full-time staff will be slotted into the progressive scale based upon each year of service being equal to one step on the scale from date of hire.

Part-time staff will be slotted into the progressive scale based upon the equivalent of a full-time year of service equals one step on the scale from date of hire.

Reclassification will be effective at the beginning of the month of employment following the month in which the completed year of service is experienced.

