



## ***ADMINISTRATIVE POLICY No. 504***

### STAFF ALLOCATION

Prairie Spirit School Division is committed to engaging the best quality employees available. It recognizes the need to provide competent teaching and non-teaching staff in sufficient numbers to meet the needs of students and its schools.

This recognition must be balanced annually with the resources available to the Board.

### PROCEDURES

1. A staffing formula will be developed annually by the Director of Education for Board approval as part of the annual budget process.
2. The formula includes allocation considerations for teaching and non-teaching staff, as well as contractual obligations with various employee groups.
3. Superintendents, managers, supervisors, and principals are to use the formula in determining staff allocation for each school.
4. Approvals for any increase in staff numbers beyond those provided in the annual budget allocation are to be made by the Director of Education.