



Administrative Procedures

AP-504 STAFF ALLOCATION	Date of implementation: Fall 2006 Date of review: December 6, 2023
	Related Administrative Procedures:

Purpose: The 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 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) The formula is to be used in developing 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.