

Policy Statement	
	Policy No. F-6
SUBJECT:	Procedures & Criteria to Determine Surplus Administrative Personnel
Approval Date: May 14, 1982	Resolution No: C-81/82-290
Origin:	

1. The criteria below have been developed for use in the event that the number of in-school administrative posts diminishes and it is necessary to declare one or more in-school administrator's surplus.

The establishment of the number of in-school administrative posts shall be based on the total student population of the Board "Clause 3-3.00 of the PAS".

Any declaration of surplus shall be made within the regions referred to in Annex H of the PAS, 1981-12-01, which are perceived as having generated the surplus. Before such declaration, the Board must consult with QASA Western Québec.

The criteria have been developed after consultation with QASA – Western Québec Branch, and apply to the following positions:

Principals

Vice-Principals

2. After all the possibilities provided by the PAS have been fully explored, the criteria and procedures in this policy and annex apply.
3. The forms attached as Annex A will be completed for each administrator and will be signed by the Administrator and the Director General.
4. The President of QASA – Western Québec Branch will be invited to see all of the completed forms before the Board declares surplus by resolution.
5. In-school administrators declared surplus by the Board shall normally be those with the lowest point scores.
6. An administrator with a lower point score may be retained over an administrator with a higher point score if a position requires special competence. If the Board applies this clause, it shall consult with the Association to explain its rationale before taking this decision prior to the declaration by Board resolution of surplus administrators.

7. A committee consisting of the Chair of the Board, the Director General and the Director of Personnel will review all of the Annex forms and make final recommendation to the Board.

Annex A

Calculation of Surplus Administrators

1. Seniority

Number of years in administration
with present Board

_____ X 6 _____

2. Experience in Education
(Excluding the above)

a) Principal or vice-principal

_____ X5 _____

b) Other administrative positions,
Head Teacher, etc.

_____ X4 _____

c) Teaching

_____ X3 _____

3. Scholarity

_____ X2 _____

4. Bilingualism

1 2 3 4 5

_____ X20 _____

Total points scored:

Director General

Administrator