

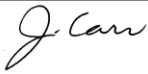
Administrative Appointments – Change of Designation



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 200.4

1. Certificated management personnel may request that they be considered for a principalship or assistant principalship for the following school year. This request would be made in writing to the assistant superintendent of Human Resource Services. Certificated management personnel may be appointed as a principal or as an assistant principal without the completion of the usual application.
2. Consultants who are interested in a school based administrative position will apply for such through the usual process.
3. School administrators interested in a consultant or management position will apply for such through the usual process.
4. Internal secondments are possible only when a position will be vacant for a specified time. Normally, such positions will be filled by appointing an incumbent on an acting basis through the usual process. A secondment would be an exception. A person seconded to fill a position will maintain the previous salary and benefits, including holidays.
5. Exchanges will occur when two persons exchange their current positions according to the guide lines that follow.
 - a. The possibility of an exchange must be discussed with the person's immediate supervisor prior to any contact being made with a second person.
 - b. Only one person at a time should be involved in deliberation when locating an appropriate position for the exchange. For example, certificated management personnel should not be involved in concurrent discussions regarding a possible exchange with two different principals.
 - c. Exchanges must be mutually agreed to by the respective line officers.
 - d. Each of the people involved in an exchange must indicate in writing to Human Resource Services the desire to participate in such.
 - e. Exchanges involving a principalship or a senior administrative position should be presented to the board prior to the commencement of the exchange.
 - f. The salary and benefits attached to a particular position stay with the position not the incumbent; that is, a person involved in an exchange would have his/her salary adjusted at the commencement of the exchange.
 - g. There can be term and permanent exchanges. Term exchanges will be for a maximum of three years.
 - h. Exchanges can be made permanent only after at least one year of a term exchange. The exchange must be mutually agreed upon by each of the people involved and the two immediate line officers. The Human Resource Services Department must give written confirmation.

Reference: Board Governance E#1, E#2, EL#6, BSR #2 ECS Organizational Bylaw #7, #8 School Act Section 19,45(8),95,96,97,98,99, School Act Section 100,101,102,103,116,117,118	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 201, 203	Date(s) Revised: December 4, 2000, June 12, 2002