

CODE: FCAA.AR

EFFECTIVE DATE: (20-03-2020)

TOPIC: Contracts for Certificated Staff

ISSUE DATE: (22-03-2020)

REVIEW YEAR: (2027)

OBJECTIVE

- To establish a fair and equitable process for re-issuing continuing contracts based on staffing needs across the Division.
- To reflect the Division's commitment to fiscal responsibility and providing students access to high-quality learning environments.
- To reflect alignment to Division needs and current processes outlined in the Staffing Procedures document.

DEFINITIONS

Certificated Staff are teachers who hold a valid Alberta Teaching Certificate.

Continuing Contract is defined in the *Education Act* as a contract of employment between a board and teacher that continues to be in force from year to year.

Full-Time is a 1.00 full-time equivalent (FTE).

Part-Time is any employment less than a 1.00 FTE.

RESPONSIBILITY

Central administration with responsibility for Human Resources issues contracts for certificated staff.

Principals have the responsibility to determine required FTE assignments for their decision units (DU).

Principals have the responsibility to communicate and work with Human Resources around potential changes to FTE assignments and/or contract status.

REGULATION

A. FULL-TIME CONTINUING CONTRACT - PART-TIME ASSIGNMENT

1. A certificated staff member who holds a full-time continuing contract may request to be granted a part-time assignment. The DU administrator will consider these requests based on the needs of the school or central unit and the Division.

2. A certificated staff member working part-time while on a full-time contract may request to their principal or central DU administrator to return to a full-time assignment. The certificated staff member must submit their request to their principal or central DU administrator in writing on or before April 30, prior to the school year when the full-time assignment will resume.
3. A return to full-time employment for a certificated staff member currently working part-time will only be granted for the beginning of the ensuing school year.
4. Where the Division requests a certificated staff member to return to a full-time assignment, the individual will be provided notification on or before April 30 prior to the school year when the full-time assignment will resume.

B. PART-TIME CONTINUING CONTRACT - FULL-TIME ASSIGNMENT

1. A teacher who holds a part-time continuing contract may be granted a full-time assignment based on the criteria in 3(b).
2. A certificated staff member working full-time while on a part-time contract may request to their principal or central DU administrator to return to a part-time assignment. The certificated staff member must submit their request to their principal or central DU administrator in writing on or before April 30, prior to the school year when the part-time assignment will resume.
3. At any time during the second consecutive full year that a teacher holding a part-time continuing contract is granted a full-time assignment, the principal may recommend to the Superintendent that the teacher be granted a full-time continuing contract.
To make this recommendation, principals must:
 - a. Ensure that a full-time assignment will be available for the teacher at the school for the following school year.
 - b. Write a letter to the Superintendent that:
 - i. is written on Division letterhead.
 - ii. identifies the period of time the certificated staff member has been teaching in a full-time assignment.
 - iii. confirms that there is a full-time teaching assignment for the certificated staff member for the following year.
 - iv. is submitted no later than June 1 for the following school year.
4. The Superintendent will consider the Division's operational and staffing needs in determining whether to approve contract changes.
5. Upon approval, Human Resources will change the certificated staff member's contract status by November 1 of the school year.

REFERENCES

FA.BP - Human Resources Framework
Staffing Procedures – Edmonton Public Schools
Teacher Quality Standard – Alberta Education
Education Act Section 207