

Administrative Procedures Manual	Administrative Procedure 446
	Permanent Educational Assistants
	APPROVED: April 2022
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LEGAL REFERENCE:	Section 52, 53, 225 Education Act Collective Agreement

Background

The Division will maintain sixty-eight (68) permanent Educational Assistant positions and these positions shall include both permanent full-time and part-time positions. A permanent employee is defined in the Employees Association Collective Agreement as “a person who is employed without a specified end date who may be a twelve-month employee or a ten-month employee”.

Procedures

1. Effective the start of the 2022 – 2023 school year:
 - a. As of September 1, 2022, the Division will add four (4) additional permanent Educational Assistant positions and will maintain seventy-two (72) positions going forward.
 - b. One (1) permanent Educational Assistant position will be added for every 200 FTE (full-time equivalency) student enrolment growth. Counts will be based on funded full-time students as of September 30 of each year.
 - c. Any permanent status held by a permanent Educational Assistant on Long Term Disability for three (3) consecutive years will be made available for another Educational Assistant to gain permanent status.
2. Selection of permanent Educational Assistants will be determined by several factors including applicable qualifications, experience, and skills. For applicants with equivalent qualifications, experience, and skills, seniority will be taken into consideration.