



# Regina Roman Catholic Separate School Division # 81

<b>Personnel and Employee Relations</b> <b>7232</b> <b>Superannuated Staff Employment</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	January 27, 2015
	<b>References:</b>	The Education Act, 1995, Sec 198 ER-2 Treatment of Staff and Volunteers
	<b>Status:</b>	Operational

## Preamble

The Regina Catholic School Division values all of its employees, both current and superannuated. It is important that we provide opportunities and experience for our new staff. Where ever possible, new staff should be called first.

## Application

### 1. Employment of Superannuated Instructional Staff as Substitutes

- a. Superannuated, current and new staff may be hired to perform substitute-teaching service in Regina Catholic Schools.
- b. Current and new staff may be hired to perform substitute teaching on a regular basis. In most cases, they will be called before the superannuated teachers.
- c. Superannuated teachers may be hired as substitute teachers in Regina Catholic Schools to address the identified needs as follows:
  - i. High substitute demand periods
  - ii. Specialized subject requirement areas
  - iii. Difficult classroom or community situations

### 2. Employment of Superannuated Education Support Professionals (ESPs)

- a. Superannuated ESPs that retired at thirty years of service or less may be hired to perform substitute service when the need is present.
- b. Superannuated ESPs may be considered for employment where the substitute positions are beyond entry level and where knowledge of system procedures is critical to successful substitute work or when there are high substitute demand periods.

### 3. Contracting Superannuated Staff

Superannuated staff may be employed for term contracts that require:

- a. Proven Catholic perspective and commitment
- b. Specialized skills



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- c. Proven rapport with Division staff
- d. Commitment to the Division culture
- e. Handling of sensitive and confidential information