

Riverside School Board

By-law Name:	By-law 10: Delegation of Authority to the Director of Human Resources
By-law Number:	B415-20120221
Date Approved by Council:	February 21, 2012
Date of Next Review:	3 years from approval by Council

1. Preamble

The Council of Commissioners delegates to the Director of Human Resources, under the authority of the Director General, the following functions, rights, powers and obligations and the responsibility to render an account of their management to the Director General.

This by-law should be read in conjunction with the "Policy on Purchasing of Goods and Services and Disposal of Obsolete Equipment" which contains additional related information.

In this text, the masculine gender is used simply for ease of expression.

2. Functions, Rights, Powers and Obligations Delegated

2.1 Corporate Management

- 2.1.1 The Director of Human Resources administers the current collective agreements, local agreements and working conditions governing management staff of school boards on behalf of the Board.
- 2.1.2 The Director of Human Resources ensures that every teacher that is hired has the legal qualifications to do so.
- 2.1.3 The Director of Human Resources represents the School Board in dealings with unions, including negotiations of local agreements.
- 2.1.4 The Council reserves the right to recall, by Board resolution, any item delegated to the Director of Human Resources.

2.2 Financial Management

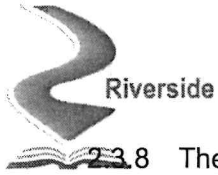


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- 2.2.1 The Director of Human Resources makes all decisions relating to settlement of grievances or disagreements as understood in collective agreements, up to a maximum of \$10,000.
- 2.2.2 The Director of Human Resources is authorized to consult legal counsel for matters under his purview for amounts not forecast to exceed the maximum amount specified by Board Policy.
- 2.2.3 The Director of Human Resources authorizes the legal counsel to take any and all actions, or to initiate any measure deemed necessary in matters that could be sent before a tribunal or a court where the amount is less than the maximum amount specified by Board Policy.
- 2.2.4 The Director of Human Resources prepares and manages the budget within his area of responsibility and renders an account thereof.
- 2.2.5 The Director of Human Resources may delegate, to other management personnel in the service, the authority to approve expenses or to carry out commitments for sums not exceeding \$5,000 within the budget that is under their responsibility;

2.3 Human Resources Management

- 2.3.1 The Director of Human Resources authorizes loans of service for personnel up to but not including the level of senior staff.
- 2.3.2 The Director of Human Resources may suspend any employee with or without pay, either for a specified period of time or until specified conditions are met, in accordance with applicable collective agreements.
- 2.3.3 The Director of Human Resources grants, when required, leaves of absence in accordance with the Policy on Leaves of Absence without Salary and Sabbaticals with Deferred Salary.
- 2.3.4 The Director of Human Resources is responsible for the hiring, laying off, non-reengagement and dismissal of all personnel with the exception of senior staff.
- 2.3.5 The Director of Human Resources assigns or re-assigns any employee other than senior staff.
- 2.3.6 The Director of Human Resources hires temporary staff, as required, within the budget under his area of responsibility.
- 2.3.7 The Director of Human Resources determines the functions of the staff under his responsibility.



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~~2.3.8~~ The Director of Human Resources determines whether the probationary period of a staff member under his responsibility has been successful.


3. Coming into Force

This by-law comes into force upon its adoption by Council and subsequent public notice, as provided for under Chapter V Division IX of the Education Act. It is to be available to be viewed by the public at the Board offices during regular working hours.



This By-Law # 10 – Delegation of Authority to the Director of Human Resources, was adopted at the Council of Commissioners on February 21, 2012.

Signed, in accordance with Section 396 of the Education Act, at Saint-Hubert, Quebec.



Moira Bell, Chairman



Denise Paulson, Secretary General