

Administrative Procedures Manual	Administrative Procedure 570
	Superintendent Contract Internal Controls
	APPROVED: November 2016
Page 1 of 2	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 222 Education Act

Background

Any contract review is at the discretion of the Board or at the request of the Superintendent.

Procedures

On an annual basis, and as part of the October work plan, the Chair and Vice Chair of the Board of Trustees will meet with the Superintendent to discuss whether the existing contract meets the needs of the Superintendent and the Board. Areas to be reviewed will include:

1. Annual Vacation Entitlement and Process:
 - a. The Superintendent shall give the School Board not less than fourteen (14) days advance notice in writing regarding any proposed allocation of vacation time that is in excess of three (3) consecutive days.
 - b. The vacation leave shall be taken within the year it is earned or within twelve (12) months after the year in which it is earned, or at a time mutually agreed to by the Superintendent and the School Board.
 - c. Unused vacation leave, which has accumulated through circumstances beyond the control of either party, will be taken with pay at a time mutually agreed upon by the Superintendent and the School Board.

2. Compensation:
 - a. All matters dealing with salaries and allowances for the Superintendent will be applicable to September 1 of each year of the contract.
 - b. Increases to compensation shall be consistent with timelines and rates as negotiated between the Board and the Alberta Teachers' Association through the collective bargaining process.
 - c. Prior to the end of contract or at the discretion of the Board, a Compensation Committee chaired by the Chair or Vice Chair of the Board and two (2) other representatives from the Board, will review all compensation matters related to salary and allowance for the Superintendent. To ensure a competitive salary for the Superintendent, this review will consider the Superintendents from at least two (2) adjacent school boards and at least two (2) similar sized school boards in the province. The average of those in salary and allowances will be used when considering compensation.
 - d. A recommendation and motion from the Compensation Committee will be provided to the Board for their approval.

3. Substantial Changes to Contract and/or Benefits
 - a. All matters dealing with substantial changes to contract and benefits for the Superintendent, must be reviewed by the Compensation Committee which is chaired by the Chair or Vice Chair of the Board.

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- b. The recommendation from the Compensation Committee will be discussed at an In-Camera meeting of the Board and reported with a motion at a Regular Board meeting.
- c. The contract will require a written amendment signed by the Board Chair and Superintendent mutually and attached to the existing contract.
- d. Any compensation outside of the normal and expected Alberta Teachers' Association (ATA) annual salary increases, must require a documented Board motion for approval prior to Finance processing the change.