

## Administrative Procedure 438

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# RETENTION OF ADMINISTRATIVE ALLOWANCE

## Background

In cases where an administrator (Principal or Assistant Principal) is receiving an allowance for an administrative position and assumes another administrative position having a lesser allowance, the following procedures will apply:

## Procedures

1. The administrator's allowance will be frozen for a period of no longer than three (3) years.
2. The frozen allowance will be based upon the actual FTE on September 30 of each year in which the allowance is frozen of the school which the administrator left. The frozen allowance will therefore be adjusted based upon increases or decreases in the FTE of the school which the administrator left.
3. At any time during that 3 year period, when collective agreement changes result in the actual allowance surpassing the frozen allowance, then the freezing will be terminated and the actual allowance will be instituted.
4. When an administrator is moved to a position with a lower allowance due to performance issues or as a result of a disciplinary situation, the administrator will be paid the allowance of the new position.
5. Freezing of allowances will not take place for term assignments (i.e. consultant, department head, acting positions in administration, etc.)

Adopted: April 3, 2000

Reviewed/Revised: May 16, 2002, June 12, 2002, January 25, 2007, March 12, 2012, June 30, 2017, February 5, 2021

References: Education Act, Sections 51, 52, 53, 54, 197, 202, 203, 204, 222  
Collective Agreement