

# 400 EMPLOYEE GROUPS AND POSITIONS

## Belief

The MESC will establish employee groups, positions, related terms of employment and employment contracts as required to provide appropriate programs and services to students.

## Procedures

1. The number of positions and classifications shall be approved by the Superintendent in the annual operating plan and budget.
2. Terms of Employment and/or Contracts of Employment shall be established for all positions and shall be reviewed by the Superintendent or designate on an annual basis or as otherwise determined by the respective Terms or Contracts.
3. The following employee groups shall be provided:
  - 3.1 Regular Employees:

Regular employees' positions shall exist on a continuing basis to provide full time or part time service as approved in budget from time to time.
  - 3.2 Temporary Employees:

Temporary employees may be hired from time to time to fill vacancies that cannot otherwise be covered by reassignment of employees or by the use of volunteers.

    - 3.2.1 Substitute Employees:

Substitute employees may be employed, on a day-to-day basis, when required to replace regular employees who are absent.
    - 3.2.2 Casual Employees:

Casual employees may be employed on an hourly basis when situations arise that demand work that cannot be handled by regular employees on an overtime basis.
  - 3.3 Interim Appointments:

Interim appointments may be made to replace administrative or supervisory personnel who are absent. Administrative and supervisory assistants are expected to cover vacancies of up to five days. For administrative or supervisory positions not having assistants, personnel are to be designated in advance to serve in an acting capacity to cover absences that extend for more than two days. Persons who are so designated shall not hold any of the responsibilities except at such times as when so appointed and shall, at such times, be paid in accordance with the terms of employment then in effect. Administrative Procedure 400 Employee Groups and Positions

### 3.4 Temporary Employment Projects:

Temporary employment projects may be filled in accordance with grants or allowances that may be made available from time to time.

**Reference:**

Employment Standards Code  
Individual Rights Protection Act