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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** GCK  
**Policy Title:** Staff Allocation  
**Cross Reference:** GCPA  
**Legal Reference:** *Education Act*  
**Adoption Date:** August 24, 1995  
**Amendment or Re-  
affirmation Date:** **December 19, 2022**

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION DELEGATES THE STAFFING OF THE SCHOOL DIVISION TO THE SUPERINTENDENT.

**REGULATIONS**

1. The Associate Superintendent of Finance and Operations shall, on or before May 31, or another date specified by the Minister, prepare, and present to the Board for approval a budget for the fiscal year beginning the following September 1.
  - 1.1. Once approved by the board, the budget is submitted to the Minister.
  - 1.2. The Budget shall be in the form prescribed by the Minister.
2. The Superintendent shall determine the fair allocation of personnel resources for all schools and approved educational programs and services within the restraints of the proposed budget.
3. The Superintendent shall provide a monthly staffing report to the Board that identifies leaves, resignations, terminations, retirements, new assignments, changes in assignments, and transfers.