

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Board Administrative Assistant(s)

Personnel A – 8

APPROVAL DATE:

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POLICY STATEMENT

It shall be the policy of The Protestant Separate School Board of the Town of Penetanguishene to provide Administrative Assistant(s) in the Board Office as outlined below in the Administrative Regulations and in Appendix A of the Employment Agreement between the Board and the Administrative Assistant(s).

ADMINISTRATIVE REGULATIONS

1. Administrative Assistance in the Board Office shall provide as follows:
 - 1.1 The duties of the Administrative Assistant shall be as per the terms and conditions outlined in the employment agreement between the Board and the Administrative Assistant(s).
 - 1.2 The Administrative Assistant reports to the Supervisory Officer.