



### **Designated Superintendent / Emergency Superintendent Replacement**

On occasion, the Superintendent may be absent from work for a short period of time (less than four weeks) due to illness or an authorized professional or personal absence. In these instances, if the Superintendent is unable to attend to his/her duties and responsibilities and is not practically able to remain in contact with the school division, the responsibility and authority to act on behalf of the Division in day-to-day educational matters may be delegated, by the Secretary Treasurer, to the Designated Superintendent (DS). The expectation is that the DS will work collaboratively with the Secretary Treasurer.

Each year at the inaugural meeting, the Board will appoint a Designated Superintendent (DS) as jointly recommended by the Superintendent and Secretary Treasurer, to cover such times of potential short-term absence. The DS will be selected for appointment from a group of educators which includes the division's school principals and the Director of Student Services.

The DS shall be considered as being seconded from their regular position in the school division without loss of that position or loss of seniority for the time they serve in the Superintendent's absence. The DS shall receive a per diem payment for each day they are called upon by the Secretary Treasurer to act in the role of the DS. The per diem will be set at the inaugural meeting and will be above their regular salary and other allowance(s) in an amount to be determined annually by the Board of Trustees.

If circumstances are likely to result in the absence of the Superintendent for a period of more than four consecutive weeks during the school year, then the Board shall, at a regular or special meeting, designate a person who shall assume the full responsibility and authority as Interim Superintendent until the return of the Superintendent. The person designated as Interim Superintendent will not necessarily be the Designated Superintendent, who is normally selected for shorter term absences. Additionally, the Interim Superintendent could be an outside appointment should the Board deem that as the best and least disruptive solution to the Superintendent's absence.

In the event of serious illness or death of the Superintendent, a special meeting of the Board will be called to deal with both the short-term appointment of an Interim Superintendent as well as longer term solutions.