


**Bonding of Employees**

		<b>Adopted: June 28, 2011</b> <b>Amended: July 24, 2014</b>
	<b>External References:</b> • Education Act: Sections 85, 87, 109, 110	<b>Internal References:</b>

**Background**

The Education Act requires that the Superintendent of Business provides a guarantee bond to the Board.

**Procedure**

1. The Superintendent of Business is to ensure that a Commercial Blanket Bond is maintained in such an amount as determined by the Board.
  - 1.1 Class 1 Personnel: (Employees who as a part of their regular duties, handle or have custody of money, securities or merchandise).
    - 1.1.1 Principals and Vice-Principals
    - 1.1.2 School Secretaries
    - 1.1.3 Superintendent of Business
    - 1.1.4 Business Supervisor
    - 1.1.5 Payroll Officers
    - 1.1.6 Accounting
  - 1.2 Class 2 Personnel: (All other employees including those who occasionally handle money or securities).
    - 1.2.1 Superintendents
    - 1.2.2 Supervisors
    - 1.2.3 Executive Assistant
    - 1.2.4 Communications Officer
    - 1.2.5 Human Resources Officer
    - 1.2.6 Administrative Assistants
    - 1.2.7 School level employees