


Bonding of Employees

	<p>External References:</p> <ul style="list-style-type: none"> • Education Act: Sections 85, 87 	<p>Adopted: June 28, 2011</p> <p>Amended: July 13, 2018</p>
	<p>Internal References:</p>	

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 Human Resources Officer
 - 1.2.5 Administrative Assistants
 - 1.2.6 School level employees