



**CATHOLIC DISTRICT
SCHOOL BOARD OF
EASTERN ONTARIO**
www.cdsbeo.on.ca

ADMINISTRATIVE PROCEDURE

**E1:6
Human Resources
School Secretary Temporary Replacement
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1. PURPOSE

To provide for Board-wide standardization in temporary replacement of school secretaries.

2. PROCEDURE

School Secretaries shall be replaced during short absences due to illness with approval of Superintendent of School Effectiveness.