

## Title: Staff representation

Approval by: Principal

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The right of employees to elect representatives to the Board is defined in QD 1.3. With respect to the elections to these posts, the following definitions apply:

**Employee:** Any employee of IST with a current employment contract, whether temporary or permanent

**Teaching staff:** Any employee who is on a teaching contract, or have a teaching responsibility (whether teacher trained or not). Examples are: all teachers and the coordinators.

**Non-teaching staff:** Any employee not on a teaching contract, or without a teaching responsibility. Examples are: specialists, assistants, webmaster, secretaries, librarian, principal and deputy principal.

The board member is elected by and from the Employee group. The two observers are elected by and from the Teaching and Non-teaching Staff group respectively. The rules for and practical arrangement of elections for staff representation are decided by the employees themselves.

An employee is not electable for a post (member or observer) if:

- His/her current contract terminates earlier than the term for the post
- He/she is the principal or deputy principal

These employees still have a right to vote in the elections.

When elections have been held, a member of staff shall be authorized to communicate the results of the elections in writing to the Chair of the Board.