



Administrative Procedure 400

STAFF EMPLOYMENT

Background

Practices and standards utilized in the employment of staff must serve the best interests of the Division while also safe-guarding the rights of the individual employee and the concept of site-based management.

Responsibility for selection and appointment of staff is assigned to persons believed to be the most knowledgeable about the requirements for particular positions.

Each and every *new or *replacement position in the system is to be filled through a hiring process outlined in this administrative procedure.

The use of technology and social media has become essential in the education of the 21st century learner. The appropriate use of technology in the instructional process is essential in developing skills necessary to be successful in the world of today and the future.

Newly hired staff must be familiar and have the ability to instruct with the technology of today.

Definition

A new position is one that has not existed previously in a particular school. A replacement position is one that has been vacated by a staff member and is to be filled by a different individual.

*Specific positions that exist through the end of June in a particular school year are not new or replacement positions when they carry over into the next school term. Examples of these would be secretarial, librarian, second language instructor, or home liaison positions. As well, student assistant positions that are student or program specific would not be considered new positions as long as the specific student or program remained in place the following September. When a student assistant is connected to a specific program or specific student(s) and that program is eliminated or the student leaves or moves to a new school, then the student assistant position may be terminated. An adjustment in the FTE of a part-time position is not considered as a new position.

Procedures

1. Employment will be based upon open competition (advertisement).
2. The Division will employ the most suitable candidate;
 - 2.1. Newly hired candidates shall be familiar with current technology to efficiently access information resources, manage resources and methodologies that support educational needs of the 21st Century Learner.
3. References, both personal and professional, will be checked prior to employment;
 - 3.1. Newly hired candidates shall provide the Division with an RCMP criminal reference check and Child Welfare check which shows the candidate is not at risk for working with children or staff.
4. All staff shall be initially employed for a probationary period as outlined within the employment standard (minimally) or as determined by the associate superintendent of Human Resources.

5. Each new employee shall be provided with a written statement outlining the conditions of employment.
6. Each employee shall be notified in writing of any changes in the conditions of employment.
7. Employees shall be prohibited from participation in the hiring of persons in their immediate family (parents, spouse, brothers, sisters, children) where an employee would be in a position of direct supervision of the person in their immediate family.
8. Employment situations where an employee would be in a position of direct supervision by a member of their immediate family (parents, spouse, brothers, sisters, children) shall be discouraged;
 - 8.1. Direct supervision for purposes of this procedure is considered to be supervision that involves assignment of duties, completion of evaluation forms or related responsibilities;
 - 8.2. When an employee marries another employee and a conflict of interest or favoritism situation is obvious to the direct supervisor, an alternative place of work within the Division shall be sought for one of the employees. In such cases the wishes of the employees shall be taken into account as to who shall be placed in other employment.
9. Termination of employment shall be conducted in accordance with the rights of natural justice.
10. Administrative Staff
 - 10.1. All senior administrative positions shall be established by Board motion. Approved administrative positions within the Division include:

Superintendent , Secretary Treasurer, Associate Superintendents, Directors of Teaching and Learning, Operational Directors, Coordinators, Learning Consultants, School Principals, Assistant Principals
 - 10.2. The Superintendent shall be recruited, selected, and employed by the Board acting as a committee of the whole;
 - 10.3. Secretary-Treasurer, Associate Superintendents shall be recruited, selected, and appointed by a selection committee as detailed in Policy 16;
 - 10.4. School Principals shall be recruited, selected and employed by the Superintendent in consultation with the Associate Superintendents;
 - 10.5. Assistant Principals shall be recruited, selected, and employed by the Superintendent in consultation with the Associate Superintendents and/or School Principal (as appropriate);
 - 10.6. In situations where an expected vacancy occurs, the Superintendent is authorized to recruit, select, and appoint an "acting" administrator for a period not to exceed twelve months;
 - 10.7. All administrative staff shall have a written contract signed by the Superintendent. Administrators not employed under the provisions of a collective agreement shall individually negotiate the provisions of their contract of employment.
11. Professional Teaching Staff
 - 11.1. Professional teaching staff shall be recruited and selected by the Superintendent (or designate) and Principal;
 - 11.2. The interview team shall consist of the School Administration, staff member/s, and a parent;

- 11.3. Professional teaching staff shall be employed under the terms of a written contract consistent with the collective agreement currently in effect and signed by the Superintendent;
 - 11.4. Professional teaching staff shall be employed as Division staff and assigned to particular schools as required;
 - 11.5. Specific instructional responsibilities shall be determined by the Principal of the school to which the teacher is assigned.
12. Other Staff
- 12.1. Staff not provided for in sections 11 and 12 above shall be recruited and selected by the administrator(s) immediately responsible for the supervision of the position;
 - 12.2. The interview team in this category shall consist of the School Administration, appropriate staff member/s, and if required a parent;
 - 12.3. All staff in this category shall be employed under the terms of a written contract signed by the Associate Superintendent – Human Resources.
13. General
- 13.1. Recruitment is to include both personal and professional reference checks;
 - 13.2. Employment contracts are to incorporate:
 - 13.2.1. Date employment commences;
 - 13.2.2. Term of contract (where applicable);
 - 13.2.3. Position;
 - 13.2.4. Salary and benefits; and
 - 13.2.5. Other relevant terms of employment
 - 13.3. Supervision, evaluation, and recommendation for extension, renewal, or termination of contract, unless otherwise specified, are the responsibility of the immediate supervisor;
 - 13.4. Employment opportunities shall be electronically advertised and/or, as time permits, in local and regional newspapers;
 - 13.5. Prior to a contract being made available to the new employee, a copy of the position advertisement shall be included with the Advice to Payroll Form.

Reference: Section 197, 198, 205, 206, 207, 220, 229, Education Act
 Employment Standards Code
 Individual Rights Protection Act

Revised: September 4, 2013, January 13, 2017, November 2020