



AP 4 – 02 Staff Employment

Related Policies:	Initial Approval:
Related Procedures:	Last Amended: 2022 April 26
Exhibits:	Last Reviewed: 2022 April 26

PURPOSE

To ensure that the best personnel available is employed on the basis of merit and qualifications for any given position.

SCOPE

This procedure applies to all staff.

DEFINITIONS

PROCEDURES

The Board expects:

1. That employment will be based upon open competition.
2. That the Board will employ the most suitable candidate.
3. Where qualifications are equal, preference shall be given to the local applicant (where applicable).
4. References, both personal and professional, will be checked prior to employment.
5. All staff shall be initially employed for a probationary period.
6. That each new employee will be provided with a written statement outlining the conditions of employment.
7. That each employee will be notified in writing of any changes in the conditions of employment.
8. That employees will 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.
9. The employment situations where an employee would be in a position of direct supervision and evaluation by a member of their immediate family (parents, spouse, brothers, sisters, children) be prohibited;
 - 9.1 Direct supervision for purposes of this regulation is considered to be supervision that involves assignment of duties, completion of evaluation forms or related responsibilities
 - 9.2 When an employee marries another employee and a conflict of interest or favouritism situation is obvious, an alternative place of work within the Division should be sought for one of the employees. In such cases the wishes of the employees should be taken into account as to who shall be placed in other employment.
10. A grievance procedure shall be in place for all staff.
11. The recruitment and selection of staff is delegated to be the responsibility of the following party(ies):
 - 11.1 Superintendent - Board of Trustees
 - 11.2 Associate Superintendent – Board of Trustees and the Superintendent
 - 11.3 Directors – two Board members, Superintendent and Associate Superintendent
 - 11.4 School Principals – two Board members, Superintendent and Associate Superintendent, with advice from the School Council.

- 11.5 Vice Principals - a Board member, the Superintendent and the Principal, with advice from the School Council
 - 11.6 Certified Staff - the Principal and Superintendent
 - 11.7 Central Office Support Staff - Superintendent
 - 11.8 School-Based Support Staff (excluding custodial) - the Principal and Superintendent
 - 11.9 Custodial Staff - the Director of Facilities and Maintenance and the Principal
 - 11.10 Transportation Staff - the Director of Transportation
 - 11.11 Maintenance Staff - the Director of Facilities and Maintenance
12. For the positions of senior managers, directors and Principals, the hiring committee may approve reimbursement for travel expenses incurred for interviews.

REFERENCE AND LINKS

Education Act

Labour Standards Code

Individual's Right Protection Act

HISTORY

2012 Oct 05 Reviewed
2019 Dec 17 Reviewed
2022 April 26 Amended