



## **401.1 Staff Hiring**

### **Policy**

The District shall employ all staff necessary for its operation by selecting for each position, the best person available, within the limits of its resources. All hiring practices shall be in accordance with the School Act, applicable provincial and federal statutes and within the provisions of employee collective agreements.

### **Regulations**

1. The Superintendent, or designate will determine the District staffing needs.
2. The selection and appointment of District administrators shall be in accordance with District policy.
3. The selection and appointment of all staff will be the responsibility of the Superintendent or designate in consultation with the appropriate District administrative staff.
4. The Associate Superintendent, Human Resources or designate will develop procedures designed to facilitate recruitment, selection, hiring and retention of staff.
  - 4.1 Recruitment shall be conducted by Human Resources in consultation with the school or department where vacancies exist.
  - 4.2 The role of Human Resources in the selection process is that of facilitator, coordinator and advisor regarding personnel policies of the Board.
  - 4.3 Only the Superintendent, the Associate Superintendent, Human Resources or designate is authorized to act on behalf of the Board in making contractual arrangements for employment with successful candidates.
5. Employment shall be confirmed upon receipt of the following documents from the new employee:
  - 5.1 a signed contract;
  - 5.2 a Criminal Records check;
  - 5.3 a Child Intervention check;
  - 5.4 Social Insurance Card;
  - 5.5 Proof of any certification as required for the position.



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6. Upon employment with the District, teachers will be placed on a contract in accordance with the School Act.
  - 6.1 During the term of this contract, the principal or another District Administrator shall evaluate the teacher in accordance with District policy.
  - 6.2 Upon completion of a satisfactory evaluation, the District may offer a teacher a continuing contract in accordance with the regulations outlined in the School Act, and dependent upon District needs.
7. All staff shall complete a satisfactory probationary employment period before permanent employment is considered. Any exceptions shall be approved by the Superintendent.
8. The principal shall determine the staffing plan for the school that will indicate how teaching and support staff will be deployed based on student needs, program needs, and District initiatives. Collaborative discussion with school staff and School Councils is encouraged.
9. No employee shall be assigned to a position where that employee's immediate supervisor, supervisor, or evaluator would be a near relative.
  - 9.1 Where an immediate supervisor becomes a near relative after an employee is assigned, the employee shall be reassigned at the end of the school year unless the Board rules otherwise.
  - 9.2 For the purpose of this policy, near relatives include: parents, children, spouses, common law partners, siblings, grandparents, fathers-in-law, mothers-in-law, sisters-in-law, brothers-in-law, uncles, aunts and first cousins.
10. Staff shall be paid only out of designated District funds, unless the Superintendent specifically approves application of external funding for this purpose.
  - 10.1 Applications for external funding from government departments, other agencies or institutions for staff positions shall be approved by the Superintendent in advance of submission and shall include a position description, a salary range and related costs, the term of the position and the designated supervisor.
  - 10.2 Private funding of staffing costs shall not be allowed without Board approval.



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11. Casual/substitute employees shall be employed on a day-to-day basis without a written contract. Prior to placement on a casual employment list, the employee shall provide the following:

- 11.1 a Criminal Records check;
- 11.2 a Child Intervention check;
- 11.3 Social Insurance Card;
- 11.4 For substitute teachers, proof of a valid Alberta teaching certificate.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### **References**

School Act:	Sections 92 - 103, 113 -117
Other Statutes:	Alberta Human Rights, Citizenship and Multiculturalism Act, Alberta Labour Relations Code, Canadian Charter of Rights and Freedoms, Employment Standards Act
District Policies:	303.1 Administrative Appointments, 401.4 Substitute Employees, 402.2 Employee Transfers, 402.11.1 Teacher Growth, Supervision and Evaluation, 402.11.2 Support Staff Growth, Supervision and Evaluation, 403.5 Reduction in District Staff, 202.1.2 Conflict of Interest
Other:	Employee Collective Agreements, Volunteer Form 1003.3.1