

## **401.1 Staff Hiring**

### **Policy**

The Division 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 Alberta Education Act, applicable provincial and federal statutes and within the provisions of employee collective agreements.

### **Regulations**

1. The Superintendent, or designate will determine the Division staffing needs.
2. The selection and appointment of Division administrators shall be in accordance with Division policy.
3. The selection and appointment of all staff will be the responsibility of the Superintendent or designate in consultation with the appropriate Division 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.
  - 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.

## 401.1 Staff Hiring

6. Upon employment with the Division, the individual will be placed on a contract in accordance with the Education Act, appropriate collective agreement, and/or applicable legislation.
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 Associate Superintendent of Human Resources or designate, shall work with school administration and Division managers to determine the most effective deployment of staff within the parameters of programming and budgets.
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 Division funds, unless the Superintendent or designate, 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 or designate, 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.
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

Alberta Education Act:	Sections
Other Statutes:	Alberta Human Rights, Citizenship and Multiculturalism Act, Alberta Labour Relations Code, Canadian Charter of Rights and Freedoms, Employment Standards Act
Division 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 Staff, 202.1.2 Conflict of Interest
Division	
Other:	Employee Collective Agreements, Volunteer Form 1003.3.1