

## **STAFF EMPLOYMENT**

### **Background**

The Division's mandate is to provide quality educational services to the students of the Division is best discharged through knowledgeable and skilled employees. The Division believes that hiring and retaining quality employees is enhanced by fair and consistent employment practices.

### **Procedures**

1. The Superintendent shall be responsible to the Board for the development, implementation, administration, and assessment of employment practices. These practices must be consistent with employment legislation, Board Policy, Administrative Procedures, and current collective agreements or contracts.
2. Individuals, excluding substitute teachers and casual employees, shall be appointed to the staff of the Division in accordance with the following procedures:
  - a. Unless filled through a lateral transfer, all permanent vacancies must be advertised in open competition or as per *Administrative Procedure 412: Professional Staff Reduction*.
  - b. The successful candidate shall be fairly selected from applicants.
  - c. All offers and acceptances of employment shall be in writing.
  - d. All initial appointments to staff shall be made:
    - i. in the case of teachers, pursuant to Section 198 of the Education Act;
    - ii. in the case of unionized employees, pursuant to the provisions of current collective agreements;
    - iii. in the case of non-unionized employees, pursuant to such probationary period as may be established; and
    - iv. in the case of teachers designated as Principal of a school, pursuant to Section 199 of the Education Act.
3. It is not the intent of these regulations to supersede such grievance procedures as may exist in an employee's applicable collective agreement.

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December, 2003  
Updates: Jan. 2020

### **References**

Section 33, 52, 53, 55, 68, 196, 198, 199, 203, 204, 205, 222, 225 Education Act  
Board Policy 13 – The Role of the Superintendent