

Administrative Procedure 400

STAFF EMPLOYMENT**Background**

Personnel who are committed to the goals of Catholic education and demonstrate professionalism and expertise in their area of responsibility represent one of the most important components of the Division. The Division further believes that hiring and retaining quality staff members is enhanced by fair and consistent employment practices.

All personnel appointed to the staff of the Division shall be of exemplary character, shall adopt a personal lifestyle in accord with the teachings of the Catholic Church, and possess competency in the skills required for the position to which they are being appointed. It is understood that all staff have been hired to assist with carrying out the mission and mandate of the Division.

Procedures

1. The Superintendent or designate is responsible 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:
 - 2.1 Unless filled through a lateral transfer, all permanent vacancies must be advertised in open competition or as per Administrative Procedure 416: Staff Reduction - Certificated.
 - 2.2 The successful candidate shall be fairly selected from applicants.
 - 2.3 All offers and acceptances of employment shall be in writing.
 - 2.4 All initial appointments to staff shall be made:
 - 2.4.1 In the case of teachers, pursuant to Section 92 of the School Act;
 - 2.4.2 In the case of unionized employees, pursuant to the provisions of current collective agreements;
 - 2.4.3 In the case of non-unionized employees, pursuant to such probationary period as may be established from time to time; and
 - 2.4.4 In the case of teachers designated as principal of a school, pursuant to Section 96 of the School Act.
3. It is not the intent of this administrative procedure to supersede such grievance procedures as may exist in an employee's applicable collective agreement.
4. All offers of employment will be conditional on the receipt of current criminal record checks and child welfare information (CWIS) check.

Reference: Section 19, 20, 22, 60, 61, 92, 93, 95, 96, 97, 113, 116, 117, School Act
Child Welfare Act
Employment Standards Act
Freedom of Information and Protection of Privacy Act
Individual Rights Protection Act

Cross Reference: Policy 12 – The Role of the Superintendent