

<b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i>  <b>PROCEDURES</b>	<b>HUMAN RESOURCES MANAGEMENT</b>	<b>PRO V-A-2</b>
	<b>General RECRUITMENT, HIRING AND RETENTION OF EMPLOYEES</b>	
	<b>Adopted:</b> <b>Revised:</b>	<b>June 4, 1997</b> <b>May 6, 1998</b> <b>November 30, 2009</b>
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## Recruitment, Hiring and Retention of Employees

### Procedural Protocol for General Hirings

#### **1.0 Overview**

The recruitment, hiring and retention of employees for positions with the Strait Regional School Board shall be in accordance with Policy V-A-2. The Human Resources Department through the Director of Human Resources is responsible for ensuring that the Recruitment, Selection and Hiring policy and related procedures are followed.

The Director of Human Resources (or his/her designate) will also ensure that, those responsible for preparing advertisements, screening, interviewing, testing and conducting reference checks must have a clear understanding of job requirements and ensure that applicants are treated consistently.

Committee members have an obligation to understand and follow the Strait Regional School Board Policy V-A-2 and related procedures. Any member of a team must disqualify themselves as participants in a hiring process if their *objectivity* may be compromised for any reason including the fact that a candidate may be a relative or a close personal acquaintance.

#### **2.0 Advertisement of Positions (Job Postings)**

All vacancies will be advertised through the Employment Opportunities section of the Strait Regional School Board web site ([www.srsb.ca](http://www.srsb.ca)).

Depending on the nature of the position, vacancies may be advertised through the following means:

1. newspapers;
2. professional publications;
3. bulletin board postings;
4. direct mail;
5. by other electronic media; or
6. through the services of Human Resources Development Canada.

Copies of job descriptions will be available to candidates on request.

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### 3.0 Selection Components

The selection of individuals for employment with the Strait Regional School Board is based on ability and qualifications, assessed through some or all of the following components:

1. letters of application and résumé;
2. on-the-job experience;
3. performance evaluations (existing employees);
4. employment history;
5. results of tests;
6. job-related assessment techniques;
7. interview evaluations;
8. reference checks; and
9. related relevant information from available sources including, but not limited to, directory searches (Google and others), review of publically available personal web pages, and Internet applications such as Facebook, MySpace, etc.

### 4.0 Composition of Hiring Team

The Director of Human Resources (or his/her designate) will identify a Hiring Team for each competition. To ensure consistency in the process, ordinarily the Hiring Team participants will remain unchanged throughout the screening and interviewing process.

Ordinarily, the Hiring Team will comprise:

1. the supervisor or other staff person who will be responsible for supervision and evaluation of the employee;
2. the Director of Human Resources (or his/her designate); and
3. one other employee with knowledge of the position requirements appointed by the Director of Human Resources (or his/her designate).

The Hiring Team may enlist the support of **resource persons**, either from inside or outside of the Board's jurisdiction, to support the hiring process.

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**Hiring Team variations:** The following exceptions to the composition of Hiring Teams are noted. In all cases, screening and interviewing will be conducted by the hiring team or search committee:

**Exception - Superintendent:** A *Search Committee* will be constituted, to be composed of:

1. a representative of the Minister of Education;
2. the Board Chair; and
3. five Board Members.

**Exception - Directors:** A *Search Committee* will be constituted, to be composed of:

1. the Superintendent of Schools;
2. one Director appointed by the Superintendent of Schools; and
3. one Board Member.

**Exception - School Principals:** The Hiring Team will be composed of:

1. the Superintendent of Schools (or his/her designate);
2. the Director of Human Resources (or his/her designate);
3. one Board Member; and
4. where signed letters of agreement exist, one representative of the **School Advisory Council**\*.

\* Reference "*The Education Act*", S. 22(f)

**Exception - Vice Principals:** The Hiring Team will be composed of:

1. the school principal;
2. Director of Human Resources (or his/her designate); and
3. One Board Member.

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**Exception - Substitute, casual or relief assignments:** Appointment will be made by the appropriate supervisor, principal, or director, from the approved list. Restrictions as provided in collective agreements will apply.

**Exception - Lunch/bus/playground supervisors:** Hiring will be carried out by the school principal or designate.

#### 5.0 Employment Offer

The screening and interview team will submit a hiring recommendation to the Director of Human Resources. The candidate will be contacted and an offer of employment will be made. If the recommended candidate declines the offer of employment, the offer of employment may be made to an “alternate” candidate, if one has been designated by the screening / interview team.

##### **Exception – Director**

The search committee will submit a hiring recommendation to the Superintendent of Schools. The candidate will be contacted and an offer of employment will be made. If the recommended candidate declines the offer of employment, the offer of employment may be made to an “alternate” candidate, if one has been designated by the search committee.

##### **Exception – Superintendent of Schools**

The search committee will submit a hiring recommendation to the Strait Regional School Board. The candidate will be contacted and an offer of employment will be made. If the recommended candidate declines the offer of employment, the offer of employment may be made to an “alternate” candidate, if one has been designated by the search committee.

Note: Unsuccessful candidates wishing to have a post-competition interview may contact the Director of Human Resources to arrange a meeting.

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#### 6.0 Reporting to the Strait Regional School Board

A Personnel Report outlining appointments, resignations, and other personnel action not covered under the various collective agreements and terms of employment will be provided to the Strait Regional School Board at each of its regular monthly meetings.

The Personnel Report will include:

- Competition number;
- Work site;
- Specific position;
- Number of applicants;
- Screening / Interview Team members;
- Number of candidates interviewed;
- Recommended candidate; and
- Specific notes indicating if there were any variations to standard procedure and if any complaints, grievances, or concerns sufficient to warrant further action or investigation have been formally raised with respect to the staffing action in issue.

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**Procedural Protocol for Child Abuse Registry and Criminal Records**

All candidates for employment with the Strait Regional School Board must provide both Child Abuse Registry (CAR) and Criminal Records Checks (CRC).

**Positive Response to Child Abuse Registry Check (CAR):**

Any positive response to a Child Abuse Registry check will disqualify the potential employee for employment with the Strait Regional School Board.

**“May or May Not Exist” response to a Criminal Records Check (CRC):**

If any potential employee receives a “May or May Not Exist” disclosure on any of categories of information sought for disclosure in a CRC, the potential employee will not pass the CRC in its initial screening. The matter will then be referred to the Director of Human Resources for further review.

- 1) The Director of Human Resources will request that the potential employee provide further information about the area that is indicated as “May or May Not Exist” to further clarify the matter.

The items that are considered by the Director of Human Resources when conducting the review include:

- a) The specific duties and responsibilities of the position in question and the relevance of the criminal charge(s) or conviction(s) to that position;
  - b) The length of time since the charges and/or convictions;
  - c) Rehabilitative or other efforts undertaken by the applicant;
  - d) The risk posed to students, employees, and/or Board property and equipment; and
  - e) Such other factors as are deemed appropriate under the circumstances.
- 2) Upon reviewing the additional information supplied by the potential employee the Director of Human Resources may:
    - a. Approve the potential employee to work in the various work locations of the SRSB ;or
    - b. Disqualify the potential employee for employment with the SRSB :or
    - c. Request further information for consideration prior to any final decision to approve or disqualify.
  - 3) The potential employee is notified of the Director’s decision following the review.

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**Procedural Protocol for *Hard to Fill* Hirings**

**1.0 Overview**

The Strait Regional School Board recognizes that at times there will be a need to actively recruit employees for "*Hard to Fill*" positions. *Hard to fill* positions are identified when the procedures for general hirings do not result in suitable candidates.

When required, the Board will authorize the Superintendent of Schools to seek qualified individuals for identified positions and not follow the procedural protocol for general hirings.

The *hard to fill* positions may include, but are not limited to, the following:

1. Subject Specific
2. Specialists
3. Equity
4. Tradespersons

In addition, issues related to specific schools and/or replacement employees may be considered.

**2.0 Authorization**

The Strait Regional School Board will authorize the Superintendent of Schools to offer a designated number of contracts for *hard to fill* positions. A summary of "**Hard to Fill**" appointments will be provided to the Strait Regional School Board as part of its Personnel Report when applicable.

**3.0 Interview**

Ordinarily, a two member hiring team will be appointed by the Director of Human Resources (or his/her designate) to actively recruit and interview candidates for positions identified as *hard to fill*.

**4.0 Employment Offer**

The team recommendation will only be made once the formal interview and reference checks have been completed. When the team is satisfied that the candidate is suitable, a recommendation is made to the Director of Human Resources. Once the recommendation is approved by the Director, an offer of employment is made.

The offer of employment is contingent upon the potential employee supplying to the Board both Child Abuse Registry and Criminal Records Checks.

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### 5.0 Assignment

CUPE Position – Employees will be assigned to available positions by the Director of Human Resources following the closing of a posted position.

NSTU Position – Normally, employees will be assigned to a position by the Director of Human Resources as per the local NSTU collective agreement or as a position becomes available during the school year.

Non-Union Position – Employees will be assigned to an available position by the Director of Human Resources.

### 6.0 Child Abuse Registry / Criminal Records Checks:

Completed Child Abuse Registry and Criminal Records checks must be provided by the candidate to the Human Resources Department to finalize the hiring process. Any positive response must be reviewed as outlined in the **“Procedural Protocol: Child Abuse Registry and Criminal Records Check for Potential Employees”**.

In situations where Child Abuse Registry/Criminal Records Checks cannot be provided, alternate documentation may be approved by the Director of Human Resources.

The Board reserves the right to disqualify candidates whose records checks indicate evidence that they are unsuitable for employment in an educational environment.



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**Protocol for School Board Staff Conflict of Interest**

The Board's Human Resources Department is responsible for establishing procedures to ensure that as part of the offer of employment, prospective staff persons are informed of the School Board Staff Conflict of Interest, Policy V-B-5 and sign a document certifying that they have read the Policy and that, as a condition of employment, they will observe it. Please refer to the declaration below.

**By signing below, I am confirming that I:**

- ✓ Have received a copy of Policy V-B-5, School Board Staff Conflict of Interest;
- ✓ Have read Policy V-B-5, School Board Staff Conflict of Interest; and
- ✓ Agree to abide by this Policy as a condition of my employment.

\_\_\_\_\_  
**Name (please print)**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**School/Work Site**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**