



Staff Hiring

Administrative Procedure 2.A.87

Board Governance Policy Cross Reference: 1, 2, 3, 10, 11, 14

Legal Reference:

Date Adopted: December 2016

Date Amended: April 2017; June 2018

It is the responsibility of the Evergreen School Division to provide effective instruction for all students and to maintain, improve or enhance the quality of education in the Division by designing staff positions as they are needed, within budget. In all hirings, the best available candidate will be selected for the position.

Procedure

1. Administrators, in consultation with the Superintendent, will determine which positions are available, within Board approved staff position/allocations.
2. Administrators will provide information and qualifications required to the Education Support Centre for advertisement.
See 2.A.87 A: Request for Posting – Professional
See 2.A.87 B: Request for Posting – Support Staff
3. Unionized positions will be advertised internally for a minimum of: 2 calendar days (Professional)/5 working days (Support Staff), and advertised externally. Internal and external postings may be concurrent, pending time demands. Vacancies that occur during July and August will be advertised externally only.

Support Staff: When support staff apply for vacancies outside of their own job descriptions as a result of an internal posting or when a displacement occurs, the same procedure will be followed as for new hiring. The collective agreement will take precedence where applicable.

Professional Staff: Only permanent staff may apply internally. Should transfer of teachers within the Division prove necessary, this will be done with consultation as per the Collective Agreement. Principals and Superintendents are under no obligation to hire or transfer internal applicants.

The Division may re- advertise openings if, at any time suitable candidates are not available.

4. All Leadership positions and Division Office positions are advertised externally and internal applicants will compete with the external pool of applicants.

5. Secretaries are responsible for posting all openings in school staff rooms.

6. Applications

Professional Staff: applications are to be accompanied by a resume, a copy of university transcript (new graduates), most recent evaluation and three references.

Support Staff: applications are to be accompanied by a cover letter, resume, and three work related references.

7. Qualifications/Skills

Support Staff: Assessment of skills may be required in some instances, e.g. secretarial applicants may be required to complete a keyboarding assessment, educational assistant applicants may be required to take part in a sign language assessment, etc.

Professional Staff: All applicants considered for specialist positions must have required qualifications. Applicants without necessary qualifications may be considered if the applicant demonstrates a commitment to upgrading qualifications. Such a hiring would be conditional upon upgrading as stipulated by the Superintendent.

8. The Principal, in consultation with the Superintendent (Professional Staff) or Assistant Superintendent (Support Staff), will develop a short list of candidates. Where possible, a minimum of three candidates should be interviewed for each opening if they meet qualifications.

For EA positions, see **2.A.87 M: EA Screening Worksheet**.

9. Hiring Committee

Professional Staff: The Principal, in consultation with the Superintendent, will develop a short list of candidates.

A Hiring Committee will interview candidates. The Hiring Committee will consist of 2 or more staff.

- a) Membership in such a Committee may change according to the nature of the position
- b) The Superintendent and/or Principal may request others to assist in hiring procedures (e.g. Student Services Coordinator, Consultants)
- c) Any person participating in a Hiring Committee must display objectivity and, if unable to do so, should decline participation to the Principal or Superintendent.
- d) The decision regarding selection rests with the Superintendent (or Designate)
- e) The Student Services Coordinator is to be included in hiring all student services personnel

Support Staff: A selection committee will be formed to assist in short listing and interviewing of candidates for support staff positions. Membership in the committee shall change according to the nature of the position. The Student Services Coordinator will be involved in all educational assistant hiring. The Manager of Operations will be involved in all school-based positions under his/her jurisdiction. Positions that are not school-based will be hired under the directions of the appropriate supervisor.

10. The hiring committee will use ESD hiring guides that are standardized for the position(s) and will remain consistent in the application of the guide.
See **2.A.87 C: Hiring Guide – Professional Staff**
2.A.87 D: Hiring Guide – Junior Kindergarten Teacher
2.A.87 E: Hiring Guide – Educational Assistant
2.A.87 F: Hiring Guide – Support Staff
2.A.87 G: Hiring Guide – Library
11. Appropriate supervisors conduct reference checks on the suitability of the candidate to be offered the position. Notes are to be recorded when doing checks and are to be submitted with the “hiring bundle” for the successful candidate.
12. The “hiring bundle” (hiring guides, resumes) will be collected and held on file at the Division Office.
13. The Superintendent or Delegate will make the conditional offer of employment to the successful candidate, clarifying the following:
 - a) With the exception of the Workplace Safety and Health Orientation form, the Divisional Hiring Package must be completed and returned to ESC within one week of accepting the job offer (Package available on ESD website and at the division office), regardless of start date.
Along with payroll information, the package includes/references:
 - **2.A.87 H: Pledge of Confidentiality**
 - **2.A.87 I: Disclosure of Information Form**
 - **2.A.87 J: Workplace Safety and Health Orientation Form** must be completed and submitted as soon as possible, and no later than the end of the first week in the position.
 - Child Abuse Registry check (CAR) – submitted by employer (form in package) OR self-fillable form (accessed online via Government of Manitoba)
 - Criminal Record & Vulnerable Sector checks (CRVSC) –no form, they request this from their local RCMP detachment.

CAR and CRVSC need to be **recent within the last six months** for people new to division. People new to division includes:

- those on the Casual Support Staff List
- anyone who has left our division and is coming back
- anyone new to the division

If hiree does not have either record, they **MUST** be in the process of obtaining it as soon as verbal hiring has occurred.

They are required to submit proof should there be a waiting period to receive these documents (if filling out the CAR application form provided in the Divisional Hiring Guide, this would be considered proof for that particular check).

14. Upon completion of the interviewing process, the hiring form will be completed for and submitted as soon as possible (within 24 hours) so a contract/employment letter can be prepared.

See **2.A.87 K: Professional Staff Hiring Recommendation** or **2.A.87 L: Support Staff Hiring Form.**

15. The Division reserves the right to review the employment of hired employees who misrepresented themselves during hiring or who do not live up to commitments made during hiring.
16. Personal information shared in the hiring process is confidential and subject to provisions of the Freedom of Information Protection of Privacy Act. No information is to be shared outside the Hiring Committee unless requested by the Evergreen School Board.
17. Any item that is issued to a staff member as an employee hired by the school division must be returned before the employee's last working day. Employees must return to their supervisor all keys/fobs, computers/laptops, cell phones or any other division issued device.