

STAFF RECRUITMENT, CONDITIONS OF EMPLOYMENT AND SELECTION OF PERSONNEL

Background

HPSD believes that its mandate to provide quality educational services to the youth of the Division is best discharged through knowledgeable and skilled employees. The Division further believes that hiring and retaining quality employees is enhanced by fair and consistent employment practices. All employment opportunities can be found on our website <https://www.hpsd.ca>.

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, collective agreements and 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. All vacancies shall be advertised by the Human Resources Department in open competition, for a minimum of 1 week, unless:
 - 2.1.1. filled through a lateral transfer, or
 - 2.1.2. as per Administrative Procedure 445 – Reduction in Support Staff (Non-Union), or
 - 2.1.3. as per Administrative Procedure 417– Reduction in Teaching Staff.
 - 2.2. The successful candidate shall be fairly selected from applicants.
 - 2.3. All offers and acceptances of employment shall:
 - 2.3.1. be in writing; and
 - 2.3.2. be conditional on the receipt of a current, criminal record check upon commencement of employment as per Administrative Procedure 400 - Appendix A - Criminal Record and Vulnerable Sector Check.
 - 2.4. All initial appointments to staff shall be made:
 - 2.4.1. in the case of teachers, pursuant to Section 198 of the Education 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 204 of the Education Act.
3. Principals/Directors/Supervisors shall:
 - 3.1. review all applications to determine candidate suitability and create a shortlist for interview;
 - 3.2. ensure that an interview panel consists of a minimum of 2 panel members;
 - 3.3. conduct reference checks, except for:
 - 3.3.1. certified staff reference checks that shall be conducted by the Human Resources Department.
 - 3.4. ensure that all candidate resumes, interview notes and reference checks are sent to hr@hpsd.ca;
 - 3.5. recommend to Human Resources the candidate they wish to offer the position to; and
 - 3.6. upon confirmation from Human Resources, make a verbal job offer to the chosen candidate, pending a clear Criminal Record Check as per Administrative Procedure 400 - Appendix A - Criminal Record and Vulnerable Sector Check
4. Human Resources shall:
 - 4.1. make an official offer of employment to the candidate in writing, through a Contract or Appointment Letter (including Schedule A: Job Description and Schedule B & C: Benefits);
 - 4.2. upon receiving a fully signed Contract or Appointment Letter, begin the onboarding process; and

- 4.3. ensure that all interview notes and reference checks are maintained for 1 year in the applicant's personnel file.

NOTE: It is not the intent of these regulations to supersede such grievance procedures as may exist in an employee's applicable collective agreement.

HPSD Appendices

Appendix 400A - Criminal Record and Vulnerable Sector Check

HPSD Forms

Form 400A - Declaration of Status

Form 400B - Combined Substitute Information Update & Declaration of Status

Cross References

Policy 11 - The Role of the Superintendent

Policy 15 - Recruitment and Selection of Personnel

Administrative Procedure 445 - Reduction in Support Staff (Non-Union)

Administrative Procedure 417 - Reduction in Teaching Staff

References

Sections 53(1), 198(1), 199, 203, 204, 205 Education Act