

**CHIGNECTO-CENTRAL
REGIONAL SCHOOL BOARD**

POLICY #HR-03

HIRING OF STAFF

[BOARD MINUTE #07-97, Page 3]

The Chignecto-Central Regional School Board believes that its employees should be caring, competent and conscientious.

Furthermore, the Board recognizes its responsibility to:

- employ only those persons whose qualifications are consistent with position requirements; and,
- ensure that employment procedures and decisions are consistent with Board policy, the provisions of the Education Act and prevailing collective agreements.

Accordingly, the Board expects that:

- employment procedures and decisions shall reflect the principles outlined in the Chignecto-Central Regional School Board's Affirmative Action policy; Employment Equity Policy; and Human Rights Policy;
- all persons appointed to the staff of the Chignecto-Central Regional School Board shall be of good character and demonstrate competency in the skills required for the position to which they are appointed;
- all candidates for employment are familiar with and in agreement with the Board's Race Relations, Cross-cultural Understanding and Human Rights policy #ES-RCH-01;
- the level of staff shall be approved annually, by the Board, through its staffing policies, budget deliberations and/or additional special resolutions;

- the authority to appoint persons to positions will vary depending upon the category of the position and such authority will be delegated through the Superintendent of Schools;
- all new appointments to the staff of the Chignecto-Central Regional School Board shall be on a probationary basis; such probation shall vary according to the classification of the position and/or the qualifications of the applicant;
- the Superintendent of Schools will appoint, or delegate the authority to appoint, persons to those positions authorized by the Board through its staffing policies, budget and/or special resolution(s);
- except where otherwise required by the Education Act, the Superintendent, on behalf of the Board, will enter into contracts of employment with employees; accept resignations; and terminate employment contracts in the manner set forth in the Education Act and consistent with the provisions of prevailing collective agreements; and,
- regular staffing reports (including the names of new employees, resignations and terminations) will be presented to the Board on an annual basis.

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ADMINISTRATIVE PROCEDURES

- Authorization*** These Administrative Procedures have been authorized by the **Superintendent of Schools.**
- Scope*** These Administrative Procedures apply to **all regional and school administrative staff** involved with the hiring of staff.
- Responsibility*** It is the responsibility of the **Director of Human Resources Services** to ensure that Policy #HR-03 and these Administrative Procedures are implemented.
- Implementation*** Policy #HR-03 and these Administrative Procedures shall be implemented by **Coordinator(s) of Human Resources, school Principals and work-site Supervisors.**
- Procedures***
- A. **GENERAL**
1. **The Director of Human Resources Services shall:**
- a) ensure that the hiring process and procedures per Policy #HR-03 are followed in all circumstances;
 - b) ensure that for all job categories (full-time, part-time, casual / spare, transfer or contract) the hiring process and procedures are open, public and fair;
 - c) ensure that the opportunity to gain employment with the CCRSB is both fair and perceived to be fair for both union and non-union positions; and,
 - d) delegate responsibility for the hiring process and procedures to regional and/or school administrators (as appropriate).

2. **Regional / school / worksite administrators** shall:

- a) ensure that the hiring process and procedures are followed “to the letter” in every situation;
- b) be aware that in situations where family members, staff or Board members are being considered for employment, the hiring process and procedures must not only **be** open, fair and free from bias but also **be perceived to be such**; and,
- c) ensure that **under no circumstances** is a regional / school / worksite administrator to be involved in the hiring process when a member of his / her family is being considered for a position with the CCRSB.

Distribution

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