

<b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i>  <b>POLICIES AND GUIDELINES</b>	<b>HUMAN RESOURCES MANAGEMENT</b>	<b>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

### Policy Statement

The Strait Regional School Board believes that the quality of its education programs is directly related to the caliber of its teaching, administrative and support staff. The Board will ensure that its recruitment and hiring procedures are designed to secure the best possible personnel who will foster the Board's short-term and long-term goals of excellence in public education.

Hiring processes will reflect the provisions of the Charter of Rights and Freedoms, the Human Rights Act, the Education Act, the Labour Standards Code and Regulations, applicable collective agreements and the policies and procedures of the Strait Regional School Board. The Board's recruitment and hiring process will integrate the principles of Employment Equity, Policy V-A-5.

The Board's commitment to fair hiring will be reflected in practices relating to the engagement of full-time, term, part-time and casual or substitute employees.

### 1.0 Principles of fairness

- 1.1 **Accountability:** All persons who are authorized to represent the Strait Regional School Board in hiring processes, as agents of the Board, are governed by the policies of the Board, and are accountable to the Board.
- 1.2 **Confidentiality:** All persons involved in hiring processes are responsible for ensuring that information concerning candidates which is acquired during the hiring process is held in strict confidence and is shared only with the Board, appropriate staff and resource persons. All documents relating to applications for employment, including the application itself, are confidential documents. No discussion will take place during a public meeting that may divulge any personal matter concerning any candidate.
- 1.3 **Competency:** Those who represent the Board in employee selection processes must have the knowledge and skills necessary to make defensible recommendations.
- 1.4 **Impartiality:** Candidates for employment with the Strait Regional School Board are entitled to a hiring process that is conducted without bias.

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1.5 **Consistency:** Consistency will be provided in the recruitment and selection process including:

- consistent selection criteria and weighting for similar jobs;
- consistency in the procedures applied to applicants in a competition; and
- consistency in the way in which applicants are treated in interviews.

1.6 **Accessibility of information:** The Board will strive to ensure that the public and present employees (subject to provisions of collective agreements) will have reasonable access to information about employment opportunities with the Strait Regional School Board.

1.7 **Continuity in human resources management:** The employee selection process is considered to be the first step in an ongoing human resources relationship. In order to ensure that this relationship will be founded on mutual understandings that will continue to develop in the workplace, it is important that the supervisor who will be responsible for on-the-job evaluation of the employee is included in the hiring process.

1.8 **Diversity:** The Strait Regional School Board is committed to identifying affirmative measures and employment equity opportunities that result in a workplace in the Strait Region that reflects a qualified labour pool which includes persons with special needs, ethnic and racially visible persons, Aboriginal persons and women in our education community.

## 2. Child Abuse Registry, Security and Criminal Record Checks

2.1 The Strait Regional School Board has an obligation to ensure the safety of students, staff and members of the public. To this end, all candidates for employment must provide both child abuse registry and criminal record checks. Any positive response must be reviewed as outlined in the **“Procedural Protocol: Child Abuse Registry and Criminal Records Check for Potential Employees”** as outlined in PRO V-A-2.

2.2 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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**3. Hard to Fill Positions**

The Strait Regional School Board recognizes that at times there will be a need to actively recruit employees for "*Hard to Fill*" positions. When required, the Board will authorize the Superintendent of Schools to seek qualified individuals for identified positions as outlined in the procedural protocol for *hard to fill* hirings as contained in PRO V-A-2

**4. Retention**

The Strait Regional School Board recognizes the importance of retaining employees to ensure continuity and excellence. The Board will provide the necessary professional development and training of its employees and provide the necessary resources for successful completion of job requirements.

**5. 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 PRO V-A-2 for a declaration form to this effect.

**6. Procedures**

The Strait Regional School Board has established a set of procedures to guide all aspects of this policy. Please refer to PRO V-A-2 for procedural information related to:

- General hiring
- *Hard to Fill* hiring
- Child Abuse Registry and Criminal Records Checks
- School Board Staff Conflict of Interest