

## **PERSONNEL PRACTICES**

### **Background**

The District recognizes that an educational enterprise is personnel dependent and, in keeping with the District's vision and values, will use personnel practices that encourage the highest quality service to children. The District believes that fair and just personnel practices are not only essential, but are vital to growth and improvement.

### **Procedures**

1. All personnel practices will reflect the District's belief in:
  - 1.1 Recruitment and retention of the best qualified personnel.
  - 1.2 Provision of equal employment opportunities.
  - 1.3 Aspects of natural justice.
  - 1.4 Employee consultation.
  - 1.5 Need for clearly defined procedures.
  - 1.6 Primary importance of student welfare.
  - 1.7 Professionalism of teaching.
2. The Superintendent is responsible to the Board for the development, implementation, administration and assessment of employment practices. These practices must be consistent with employment legislation, current collective agreements or contracts, Board Policy and administrative procedures.
3. Individuals, excluding substitute teachers and casual employees, shall be appointed to the staff of the District in accordance with the following procedures:
  - 3.1 Unless filled through a lateral transfer, all permanent vacancies must be advertised in open competition.
  - 3.2 The successful candidate shall be fairly selected from applicants.
  - 3.3 All offers and acceptances of employment shall be in writing.
  - 3.4 All initial appointments to staff shall be made:
    - 3.4.1 In the case of teachers and other unionized employees, pursuant to the provisions of current collective agreements; and
    - 3.4.2 In the case of exempt or excluded employees, pursuant to such probationary period as may be established from time to time.
4. It is not the intent of these procedures to supersede such grievance procedures as may exist in an employee's applicable collective agreement.

Legal Reference: *Sections 22, 65, 85 School Act*