

### HIRING EXCLUDED STAFF

#### Background

Staffing processes must be designed to provide the best possible educational and support services to students.

A set of broadly based selection procedures will be clearly followed when hiring or promoting personnel to fill District vacancies. The Director of Instruction, Human Resources is responsible for implementing and coordinating appropriate procedures and processes.

#### Procedures

1. Vacancies
  - 1.1. Vacancies are to normally be advertised both inside and outside the District pursuant to the provisions of the Collective Agreements.
  - 1.2. Interviews of candidates for positions are to involve the Director of Instruction, Human Resources and site supervisor.
  - 1.3. Selection committees can be comprised of, senior executives, principals, vice principals, staff and other stakeholders, depending upon the nature of the position.
  - 1.4. For positions drawing many applications, a resume screening committee may be created for the purpose of recommending a short list.
  - 1.5. Reference checks must always be done for external candidates.
  - 1.6. Successful external candidates who are not covered by the *Criminal Records Review Act* will be required to have a local criminal record search completed.

Reference: Sections 22, 65, 85 School Act  
Human Rights Code  
Criminal Records Review Act  
Canadian Charter of Rights and Freedom  
Collective Agreements

Adopted: November 2019  
Revised: