
HORIZON SCHOOL DIVISION

Policy Code: GA
Policy Title: Recruitment and Human Services

POLICY HANDBOOK

Cross Reference: GAA,
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION EXPECTS EMPLOYEES TO UTILIZE A SYSTEMATIC AND JUSTIFIABLE PROCESS TO RECRUIT AND RETAIN THE BEST QUALIFIED INDIVIDUALS FOR EACH POSITION.

GUIDELINES

1. The Superintendent shall be hired by the Board. Division employees and School Councils shall be provided an opportunity to contribute to the profile used as part of the hiring process.
2. Central Office administrators shall be hired by the Superintendent with input from the Board. The senior administrative leadership team and school principals shall be provided with an opportunity to contribute to the profile used as part of the hiring process.
 - 2.1. Associate Superintendent of Finance and Operations shall be considered the jurisdiction Secretary Treasurer.
3. Principals shall be hired by the Superintendent with input from the senior administrative leadership team, and the Board. School employees and School Councils shall be provided an opportunity to contribute to the profile used as part of the hiring process.
4. Individuals occupying the Vice-Principal or Assistant Principal position shall be appointed by the Superintendent in consultation with the principal.
5. Teachers shall be hired by the Superintendent on the recommendation of the Associate Superintendent of Human Services in consultation with school Principals. School employees and School Councils shall be provided an opportunity to contribute to the profile used as part of the hiring process.
 - 6.1. Principals shall work under the direction of the Associate Superintendent of Human Services when recruiting and filling positions.
6. School Support staff shall be hired by the Superintendent on the recommendation of the school Principal.
7. Non-school support staff shall be hired by the Superintendent on the recommendation of the immediate supervisor.

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8. Substitutes or casual staff shall be pre-approved by the Superintendent.
 - 8.1. School Principals may utilize pre-approved substitutes or casual staff as needed.
9. Contract staff shall be hired by the Superintendent on the recommendation of the immediate supervisor.
10. When dealing with vacancies, transfers, promotions, lay-offs, discipline, and termination, the division shall adhere to the applicable provisions contained in Collective Agreements, policy, provincial and federal legislation and regulations, and the principles of natural justice and procedural fairness.
11. The Board shall be kept informed of all staff hiring and terminations.

REGULATIONS

1. The principal or immediate supervisor in the case of non-school staff shall work through the Human Services department when dealing with vacancies, transfers, promotions, lay-offs, discipline, and terminations.
 - 1.1. Evaluation processes contained in collective agreements, policy, and contract provisions are normally utilized to address competency issues prior to terminating the employee.
 - 1.2. Progressive discipline and termination may occur without following an evaluation process for conduct matters, or when, in the best interests of students and the school, circumstances warrant the termination as per applicable collective agreements, policy, and contract provisions.
2. The principal or immediate supervisor in the case of non-school staff shall work with the Superintendent or designate to develop a profile, which shall include criteria upon which the selection will be based.
3. The principal or immediate supervisor in the case of non-school staff shall short-list candidates, based on the profile, job description, reference checks, and resume.
 - 3.1. The principal or immediate supervisor in the case of non-school staff, may include members of the interview committee to assist in screening.
4. Interviewing of all short-listed candidates shall be carried out by the interview committee.
5. Employment offers will be made to teachers by the Associate Superintendent of Human Services with Superintendent approval.
6. Employment offers will be made to support staff by the principal or immediate supervisor in the case of non-school staff with Superintendent approval.
 - 6.1. All applicants shall be required to provide the school division with supporting documents as requested and by the Human Services Department and approved by the Superintendent or designate as a condition of employment.
 - 6.1.1. Any costs incurred for such documentation will be the responsibility of the applicant.

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7. All changes to support staff assignments, including the hiring of new staff members, changes in hours of work and changes in funding sources (i.e. English Language Learners, International Education, Inclusive Learning, and Decentralized), shall be communicated to the Human Services Department by the school principal or designate prior to the implementation of such change.
8. It shall be the duty of the Human Services department to oversee the preparation and distribution of the necessary documentation with appropriate personnel.
9. Departures from normal hiring procedures may be made in exceptional circumstances but require the prior approval of the Superintendent.
10. The school principal or designate, or site supervisor shall ensure that staff receive an orientation where roles and responsibilities, expectations, standard operating procedures are laid out. Newly hired staff should also be made aware of applicable policies and informed of the online location of applicable Collective Agreements.
11. Roles and responsibilities shall be reviewed annually as part of the growth planning process.