
PERSONNEL SELECTION

Background

The Division strives to attract, secure and retain the best qualified and most effective personnel for all staff positions. All staff are employees of the Division and their assignments are determined by Human Resources.

Procedures

1. All procedures must comply with applicable federal/provincial legislation or regulations, collective agreements and Board policy.
2. The responsible administrator will identify staff vacancies in their school, department or facility. The minimum qualifications required for an application are:
 - Cover letter;
 - Resume;
 - References (3);
 - Transcripts to support documentation; and
 - Any pertinent certifications required.
- 2.1 Identification of Personnel Need

Administrative Procedure 450, Organization Structure, defines the administrators responsible for identifying personnel needs, and identifies the qualifications required to fulfill the responsibilities in the position.
3. Advertising and Posting Positions
 - 3.1 Advertising for staff vacancies will be the responsibility of the Human Resources Department.
 - 3.2 Subject to the conditions of any applicable collective agreement, all vacancies will be advertised unless exempted from open competition by the Human Resources Department.
 - 3.3 The Human Resources Department will determine the means and extent of advertising for any position subject to the conditions of any applicable collective agreement.
 - 3.4 At the close of the competition, the Human Resources Department will review the applications and make recommendations to the appropriate personnel.
4. Selection of Personnel
 - 4.1 In accordance with legal and contractual obligations, the responsible administrator will select the candidate best suited to fulfill the requirements of the position.

- 4.2 The responsible administrator will review the applications for the position and, in consultation with the Human Resources Department, make a short list for a reference check and interview.
- 4.3 The responsible administrator will ensure that the selection committee considers academic training, experience, personal values and personality and any other relevant qualities when determining an applicant's suitability in the selection process.

5. Hiring of Personnel

The Human Resources Department will be responsible for hiring the selected candidate.

- 5.1 Subject to the provisions of any applicable collective agreement, the responsible administrator will communicate to the Human Resources Department the candidate identified by the selection committee.
- 5.2 The Human Resources Department will formally appoint the successful candidate to the position, be it a substitute position, a casual position, a temporary position or a permanent position, only after ensuring that:
 - 5.2.1 A thorough reference check has been completed.
 - 5.2.2 The prospective employee who will be using Division owned vehicles has submitted a driver's abstract.
 - 5.2.3 The prospective employee has submitted a Criminal Record Check Certificate from the RCMP under the Criminal Code or the Controlled Drugs and Substances Act and a Child Intervention Record Check from Alberta Children's Services, or the equivalent as requested. The Human Resources Department may require a candidate to update any of these documents as a condition of employment.
 - 5.2.4 In the event that the prospective employee does not provide a Criminal Record Check Certificate and a Child Intervention Record Check as required, they may be refused further consideration for employment with the Division or may be offered conditional employment subject to the submission of these documents.
- 5.3 In the event the prospective employee has been given employment conditional to the receipt of the documents identified in clause 6.2.4 and is subsequently found to have a criminal record or an entry in the Child Intervention Record Check, the prospective employee will be given an opportunity to discuss the matter with the responsible administrator and the Human Resources Department before determining whether the employment will continue.
 - 5.3.1 A summary of the consultation between the responsible administrator concerned and the Human Resources Department will be placed in the individual's personnel file.
 - 5.3.2 The summary must include any employment decisions made at that meeting and any reasons or supporting information for those decisions and be signed by the responsible administrator and the Human Resources Department.
- 5.4 The Human Resources Department or the responsible administrator concerned will ensure that applicants are notified of the result of the selection, in accordance with advertising practices.

6. Temporary Staff

6.1 The Human Resources Department will authorize the employment of the following personnel:

- 6.1.1 Substitute teachers as defined in the Education Act;
- 6.1.2 Non-certificated classroom supervisors;
- 6.1.3 Casual employees as defined in the CUPE collective agreement; or
- 6.1.4 Spare bus drivers.

7. Records

7.1 Application packages will be returned to the Human Resources Department.

Reference: Section 33,52,53,55,68,196,197,198,199,203,204,205,222,225 Education Act

Approved: November 2005;

Amended: May 3, 2006; March 5, 2008; November 21, 2012; February 4, 2015; May 3, 2017; September 1, 2017; March 21, 2018; July 1, 2018; May 28, 2020