Recruitment and Selection of Personnel Policy

2110 | Recruitment and Selection of Personnel Policy

Date Approved: May 13 2014
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POLICY

The Board believes strong leadership and administration at the District and school levels are essential to the effective and efficient operation of the school system.

Specifically

1. Any changes to the organizational structure shall be approved by the Board prior to the commencement of recruitment and selection processes.

Superintendent

1. The Board, in the case of the Superintendent, or the Superintendent, in all other instances, shall have sole responsibility for initiating the advertising process and shall make reasonable effort to ensure that all current District employees are made aware of staff vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent and anyone who is expected to act in the place of the Superintendent for a period in excess of 180 days. In addition, the Board shall have unfettered authority to negotiate all contract terms subject to any legislation.
3. In order to protect the Board from sudden loss of the Superintendent's services, the Superintendent shall ensure that staff are designated to perform the services of the Superintendent in the case of a short-term or prolonged absence where the Superintendent is not available by electronic or other means, and that the Chair is advised of such delegation.

Recruitment and Selection of Non-School Based Positions

1. The following process shall be followed for those positions which report directly to the Superintendent, namely, the positions of Directors and Secretary-Treasurer.
    1. The Superintendent is delegated full authority to recruit and select senior staff and District management positions within the limitations of legislation, budget allocations, and collective agreements.
    2. The Superintendent shall engage in a consultative process in order to assist in the development of an ideal candidate profile.
    3. These positions shall have a written role description and the person occupying each of the positions shall have a written contract of employment consistent with the Board approved contract provisions regarding maximum vacation entitlement, professional development, and terminations.
    4. Compensation will be determined based on BCPSEA compensation guidelines when required. In the absence of such guidelines the Board shall approve the compensation provided.
    5. If the position is of a temporary nature (less than one year) the Superintendent is authorized to make unique contractual provisions in light of the District's geographical location to ensure the District can hire a high-quality candidate.

6. The Superintendent shall develop an interview panel for these positions providing the panel includes trustee representation. The panel shall attempt to reach consensus on the preferred candidate. If such consensus cannot be reached the decision will be that of the majority provided the Superintendent is part of the majority.

1. The Superintendent is delegated full authority to recruit and select staff for all other non-school based positions within the limitations of legislation, budget allocations, contracts, and collective agreements.

Principal and Vice-Principal Positions

1. At the discretion of the Superintendent and within the constraints of this policy, principal or vice-principal vacancies shall be filled through either: Principal or Vice-principal mobility, or through competition for a posted vacancy.
2. Principal and Vice-principal mobility
    1. The Board of Education believes that changes in Principal and Vice-Principal assignments can be positive for professional growth and the strengthening of system leadership.
    2. The Superintendent is delegated authority for determining such changes in Vice-Principal to Vice-Principal and Principal to Principal assignments.
    3. Consideration for transfer may be initiated at the request of either the Vice-Principal, Principal, or the Superintendent. Normally, such consideration shall be given after the Principal has held an appointment for a reasonable period of time, and there is deemed to be a District value in such a transfer.
    4. Once mobility transfers have been completed the Superintendent shall inform the Board prior to the posting of vacant Principal and Vice-Principal positions.
3. Competition for Posted vacancy for Principal or Vice-Principal Positions
    1. The Superintendent is delegated full authority for all aspects of the selection processes for the positions of Principal and Vice-Principal.

All Other School-Based Positions

1. The Superintendent is delegated full authority to recruit, select, assign, and reassign staff, for all other school-based positions, within the limitations of legislation, budget allocations, contracts, and collective agreements.
2. All offers of employment shall be conditional on the successful applicant providing criminal records check acceptable to the Superintendent unless such criminal reference checks are the responsibility of the Criminal Records Review Program (Ministry of Public Safety and Solicitor General.)

REFERENCES

- Collective Agreement with the Prince Rupert District Teachers Union
- Collective Agreement with the International Union of Operating Engineers, Local 882-B
- British Columbia Labour Relations Code
- Employment Standards Act (British Columbia)
- Human Rights Code of British Columbia

Related Policy and Regulations

2110-10 - - Training to Fill Vacancies
2110-20 - - Advertising Vacant Positions
2110-30 - - Interview Expenses
2110-40 - - Employee Reference Check