Administrative Procedure 401

STAFFING, RECRUITMENT, SELECTION AND ORIENTATION

Belief

The provision of quality educational programs and services to students is achieved through knowledgeable and skilled employees.

Guidelines

1. The Superintendent has been delegated authority for all personnel matters, save and except those precluded by legislation, contract or board policy, and is annually held accountable for these matters.

2. The Superintendent may choose to delegate some of the authority for personnel matters as outlined in this Administrative Procedure. The Superintendent reserves the right to retain this authority when deemed appropriate.

Staffing

3. Roles and processes must be clearly defined to ensure those included in the personnel work carry out their responsibilities in a manner, which results in the Superintendent meeting his obligations as defined by the Board.

4. All staff shall be hired as employees of the Division, assigned initially to a specific position and site.

5. By the end of February, the Superintendent will notify site supervisors of the revenue assumptions to be used in creating the staffing plan for the following September.

6. Staff is required to notify the Human Resources department in writing of their intent to change their existing assignment or employment status. Notification requirements are outlined in the ATA Collective Agreement and the Support Staff Terms of Employment.

7. Site supervisors will submit a staffing plan to the Human Resources Department based on the date established in the WRPS critical dates document.

8. Division staffing obligations are identified by the Human Resources Department and shared with sites supervisors and decisions are made regarding priority placements.

9. The Human Resources Department will make decisions regarding those on probationary and temporary contracts after reviewing open positions, evaluations and recommendations from site supervisors.
10. The Human Resources Department will identify any open positions or possible staff reductions.

Recruitment

11. The site supervisor submits a Personnel Requisition Form (Form 401-1) to the Human Resources Department to initiate the recruitment process.

12. The Human Resources Department has the authority to perform all recruitment functions. If deemed appropriate, the Human Resources Department may choose to involve site supervisors.

13. Screening of applications is an essential part of the recruitment process and shall be done by the Human Resources Department.

14. Site supervisors shall review screened applications to create a short list.

15. Staff selected must meet Division requirements and standards and take into account where possible site needs.

16. Open positions will be posted on the Wetaskiwin Regional Public Schools website under Career Opportunities. However, there may be circumstances that necessitate appointment of staff by the Superintendent rather than undertaking an open competition.

17. The Human Resources Department has the authority for making all offers of employment.

18. Supervisors shall ensure that signed contracts are in place prior to the employee commencing duties.

Selection

19. The interview process followed shall include:
   19.1 Skill testing where applicable to the job description.
   19.2 The applicable behavioral descriptors interview questions.
   19.3 An interview panel determined by the Human Resources Department.

20. Reference Checking shall include:
   20.1 A reference check with the last employer.
   20.2 At least three references.
   20.3 The utilization of the prescribed format and process for completing reference checks as outlined in the Human Resources Manual.

21. The decision making process shall be as follows:
   21.1 The Superintendent shall make the final decision regarding the appointment of Principals, Vice- principals, Directors, and Associate Superintendents. The Human Resources Department will be responsible for the offer of the appropriate contract and the communication of the appropriate information to payroll.
21.2 For all other positions, the site supervisor will recommend the candidate to the Human Resources Department; the Human Resources Department will be responsible for making the final decision, the offer of the appropriate contract, and the communication of the appropriate information to the Payroll Department.

22. Notification of unsuccessful short listed candidates shall be the responsibility of the selection committee panel chair.

Orientation

23. Site supervisors, or in the case of Division Office the direct supervisor, are responsible for providing orientations for all staff new to the site to ensure clarity of written role expectations, safety requirements, applicable personnel procedures as prescribed in legislation, policy, administrative procedures and contracts.

Reference: Section 60, 61, 92, 93, 95, 96, 97, 113, School Act