


North East School Division - Administrative Procedure

 AP 501 Employee Recruitment & Selection	References: The Education Act, 1995 The Saskatchewan Human Rights Code The Saskatchewan Employment Act	Tracking: Formation – Sept 2015 Revised - August 2023
	Related: AP 505 Staffing Guidelines (formula) Code of Conduct	Status: Approved – January 15, 2024

EMPLOYEE RECRUITMENT AND SELECTION

The purpose of this administrative procedure will be to outline framework for staffing and employment standards in North East School Division. All criteria are intended to align with and uphold all laws, regulations and codes for human rights and employment acts. These standards will support all employee agreements.

The Board of Education is committed to engaging the best quality employees available. It recognizes the need to provide adept teaching and non-teaching professional staff to meet the needs of students and the organization. This recognition must be balanced annually against the resources available to the Board.

PROCEDURES

1. General Recruitment

- 1.1. The Director or designate is responsible for employee recruitment and selection.
- 1.2 Generally, the following selection procedures shall apply in selecting personnel:
 - The Board of Education selects the Director of Education
 - The Director selects Superintendents
 - The Director selects Principals
 - The appropriate Superintendent and the Director (where appropriate) selects Vice-Principals, Coordinators, Consultants, & Mid-management staff.
- 1.3 The recruiting procedures shall maintain positive public relations, the positive reputation, and the standards of excellence of the Division.
- 1.4 The Divisions Representative Workforce Strategy will inform recruitment practices by all those involved in the recruitment process.
- 1.5. Requests for any increase in staff numbers beyond those provided in the annual budget allocations must be made to the Superintendent of Human Resources, discussed with Executive Council and approved by the Director of Education.

2. Requisition for Staff

- 2.1 All requests for new positions or staff replacements for positions shall be submitted through the NESD's online application system.
- 2.2 All requisitions are submitted to Human Resources for approval to proceed with recruitment.

- 2.3 The Superintendent of Human Resources or designate shall assist with and/or support the selection and recruitment process.

3. Advertising

- 3.1 Wherever possible, positions will be publicized within the division, on the division website, and through outside sources such as professional associations and online advertising.
- 3.2 All postings will be coordinated by Human Resources and, where required, will follow any guidelines found in the current collective or employee agreements.
- 3.3 The Human Resources Superintendent, in consultation with Director of Education, may waive any of the guidelines or procedures and approve appointments to vacant positions without competition when deemed to be in the best interest of the Division while ensuring compliance with applicable collective bargaining agreements.

4. Interviewing Process

- 4.1. Wherever possible, interview processes will use an interview panel to make hiring recommendations.
- 4.2. The determination of the composition of the interview panel will be made by the Superintendent responsible for the hiring decision. In the case of the hiring of school-based administrators and members of Executive Council, the Director will determine the composition of the interview panel.

5. Offers of Employment

- 5.1. References on candidates being offered positions should be checked with a minimum of two (2) previous supervisors prior to any offers of employment being made. Discussions with previous supervisors will normally occur for internal candidates.
- 5.2. Letters of offer shall be prepared by Human Resources. All offers are subject to the receipt of a satisfactory criminal record check and vulnerable sector check from the RCMP or local police service and any other requirements of the position.

6. Staff Allotment and Allocation

- 6.1. A staffing proposal identifying specific allocations by school or department will be developed annually by the Superintendent of Human Resources in consultation with the Director of Education and the appropriate Superintendent as part of the annual budget process.
- 6.2 The proposal will include allocation considerations for teaching and non-teaching staff, as well as contractual obligations with various employee groups.
- 6.3 Teaching staff allocations to schools will be based annually on up-to-date enrolment data provided by the principal of each school and staffing formula (see AP 505 – Staffing Guidelines).