

Title	Effective Date	Revision Date	No. of Pages
No. 601 Hiring of Staff	May 25, 1999	December 12, 2000 September 23, 2003	1 of 6

It is the policy of the Tri-County Regional School Board that persons who participate in the hiring process shall recommend for employment those candidates who are best qualified and most capable of successful performance in the position being filled.

PROCEDURE under Policy No 601

PREAMBLE

All hiring procedures shall be consistent with the Canadian Charter of Rights and Freedoms and the Nova Scotia Human Rights Act, and shall reflect the rights and privileges of employees as provided in Provincial labour relations legislation and applicable collective agreements.

1. Scope

This policy applies to all persons who participate in the selection of new employees, internal postings and promotions.

2. Responsibility

It is the responsibility of the Superintendent of Schools or designate to ensure this policy is implemented.

3. Implementation

This policy will be implemented by senior administration, by each educational administrator, by each support staff manager, and/or by Board Members, as appropriate for the position being filled.

4. Procedures

- a) The Superintendent of Schools or designate shall ensure a job description, which accurately describes the duties and responsibilities of the position, exists for each position within the school system, and that such a job description is developed for each new position as it is created.
- b) The Superintendent of Schools or designate shall ensure that a set of selection criteria is established, which clearly states the qualities, characteristics, knowledge, skills, abilities, and education or training required for successful performance, for use in each hiring decision.

PROCEDURE under Policy No **601** (cont'd)

4. Procedures ...continued

- c) The Superintendent of Schools or designate shall ensure all job descriptions and selection criteria specify any bona fide occupational requirements of a position, if those requirements would restrict consideration of candidates.
- d) In accordance with Policy 800, Hiring of Principals, and appropriate collective agreements, the Superintendent of Schools or designate shall ensure school advisory councils have input in the selection of school principals.
- e) The Superintendent of Schools or designate shall ensure that each person recommended for employment is screened and approved by the Nova Scotia Child Abuse Registry; this shall be accomplished by use of Form XIII (Child Abuse Register - Request for a Search) in accordance with Policy 850, Reference Checks – Applicants for Employment and School Volunteers.
- f) The Superintendent of Schools or designate shall ensure that each person recommended for employment has completed a satisfactory police records check in accordance with Policy 850, Reference Checks – Applicants for Employment and School Volunteers.
- g) The Superintendent of Schools or designate shall develop, or cause to be provided, training programs in skills and requirements for interviewing and in systematic approaches to decision making, to be provided for all individuals who will serve in positions of employee selection.
- h) The Superintendent of Schools or designate shall ensure the training given to participants in the hiring process includes an understanding which ensures information relating to candidates which is required during the hiring process, is held in strict confidence and is shared only with Board Members and appropriate members of the District Leadership Team.
- i) The Superintendent of Schools or designate shall review Hiring Selection Forms (Form HR 10-1) to ensure the selection process reflects the requirements of training programs identified in the first paragraph of #4. above.
- j) The Superintendent of Schools or designate shall develop, or cause to be provided, an orientation program which shall be given to each new employee prior to or at the beginning of that employee's service with the new school system; orientation programs shall include but not be limited to the following:
 - the job description and performance requirements;
 - performance appraisal processes;
 - harassment and sexual harassment policies,
 - Occupational Health and Safety provisions;

PROCEDURE under Policy No **601** (cont'd)

4. Procedures ...continued

- Policy on Race Relations, Cross Cultural Understanding and Human Rights;
 - Workplace Hazardous Materials Information System (WHMIS) provisions;
 - Violence in the Workplace regulations;
 - Procedures for completion (when necessary) of NSSBA Self Insurance Program (SIP) Incident Report Forms (Form HR);
 - Procedures for completion (when necessary) of Nova Scotia Workers Compensation
 - Claim Forms (Form HR);
 - Awareness of anaphylaxis (toxic allergy reaction) procedures
- k) The Superintendent of Schools or designate shall ensure all new employees, within the first month of employment, provide a Medical Appraisal Form (Form HR10-2) completed by a physician licensed in the province of Nova Scotia certifying medical suitability for the job being performed; failure to provide this proof of medical suitability shall be cause to terminate employment.
- l) The Superintendent of Schools or designate shall authorize all advertising for new positions and for all vacancies.
- m) All applicants will have their qualifications assessed against previously established job-related selection criteria.
- n) All applicants requesting it shall be provided with a description of work to be performed and a statement of qualifications relating to the position.
- o) All interviewing teams shall be composed of persons who have no personal bias for or against any candidate; for this reason, participants in a hiring process shall disqualify themselves if they have such a bias for any candidate.
- p) All candidates in a particular competition shall be asked the same questions, subject to possible clarifying or elaborating questions on the same topic, with responses analyzed comparatively as part of the selection process.
- q) The confidentiality of all application documents is maintained.
- r) Standard reference check forms are utilized. References are checked and documented for all new hires and for promotions ensuring that the supervisor of the last place of employment is checked before hiring. The Board may contact references other than those provided by the applicant.

PROCEDURE under Policy No **601** (cont'd)

4. Procedures ...continued

- s) Principals must return the completed recommendation form to the Superintendent of Schools or designate within 24 hours of the interviews being held.
- t) A letter of understanding will be signed by the prospective employee stating that he/she understands that the appointment to the position is not confirmed until approved at a board meeting.
- u) The Superintendent of Schools or designate shall ensure that no discussion takes place at a public meeting of the Board, or at a school meeting, that may divulge any personal matter concerning the decision to hire, or not hire, any individual.
- v) The Superintendent of schools or designate shall present the names of successful candidates for approval and the decision in any and all hirings on promotions shall be by the Board at a regular public meeting.
- w) The Board, by motion, may delegate this authority.

5. Interview Panel/Team

Members of an interview panel/team will be employees of the Tri-County Regional School Board. In the case of interviews for principalships, the SAC may appoint a member to sit on the interview panel when there is a true vacancy at their school.

- a) The Chair of the Interview Panel/Team will be the principal or the highest ranking administrator of the school where the vacancy occurs.
- b) The Interview Panel/Team will have a minimum of three (3) members.
- c) The Chairperson shall ensure all members of an interview team have an equal voice in the selection process.
- d) After a recommendation for hiring has been reached by the interview team, the Chairperson shall forward Form HR10-3 (Hiring Selection Criteria Form) and Form HR (Recommendation for Appointment Form), and all documentation from the selection process, to the Superintendent of Schools or designate.
- e) Files containing the documentation shall be returned to the Director of Human Resources where the files shall be kept for a period of six (6) years.

PROCEDURE under Policy No **601** (cont'd)

6. Related Guidelines

- Canadian Charter Rights and Freedoms
- Children and Family Services Act
- Nova Scotia Human Rights Act
- Occupational Health and Safety Act
- Workplace Hazardous Materials Information System
- Violence in the Workplace Regulations
- Workers Compensation Act

7. Associated Forms

- Form HR10-1 (Hiring Selection Criteria Form)
- Form HR10-2 (Medical Appraisal Form)
- Form HR10-3 (Recommendation for Appointment Form)
- Form HR (Child Abuse Register - Request for a Search)

8. Policy Review

- a) Review of this policy shall be the responsibility of the Superintendent of Schools or designate.
- b) The Superintendent of Schools or designate shall ensure the committee which does the review shall include a member of the Senior Administration Team, a school principal, a representative of each employee group which composes a bargaining unit, and such other individuals as the Superintendent or designate believes will ensure opportunity for input to be thorough and timely.
- c) The Superintendent of Schools or designate will be responsible for ensuring the presentation of the policy review report to the Board.



**Appendix A
Policy No. 601**

MEMO

TO:

FROM: _____, Superintendent of Schools or designate

RE: Position: _____

Competition _____

Effective Date _____

DATE:

Please be advised that you are being recommended to the Board for the above noted position. This recommendation will be made to the Board on _____ .
(Date)

In the interim you will be placed in the position on a tentative basis pending Board approval.

Please be aware that the appointment is not final until the recommendation is approved by the Board.

You will be informed in writing of the Board’s decision concerning this recommendation.

Superintendent of Schools or designate

ACKNOWLEDGEMENT

I, _____ have read the above and fully understand that the appointment to the position is not final until Board approval.

Signature

Date