

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	No. of Pages
No. <u>601</u> Hiring of Staff	<i>May 25, 1999</i>	<i>December 12, 2000 September 23, 2003</i>	<i>7</i>

It is the policy of the Tri-County Regional Centre for Education 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 Regional Executive Regional Executive Director of Education 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 Tri-County Regional Centre for Education employees, as appropriate for the position being filled.



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

4. Procedures

- a) The Regional Executive Director of Education 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 Regional Executive Director of Education 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.
- c) The Regional Executive Director of Education 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 801.1, Hiring of Principals, and appropriate collective agreements, the Regional Executive Director of Education shall ensure school advisory councils have input in the selection of school principals.
- e) The Regional Executive Director of Education 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 804.4, Reference Checks – Applicants for Employment and School Volunteers.
- f) The Regional Executive Director of Education shall ensure that each person recommended for employment has completed a satisfactory police record check in accordance with Policy 804.4, Reference Checks – Applicants for Employment and School Volunteers.
- g) The Regional Executive Director of Education 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 Regional Executive Director of Education shall ensure the training given to participants in the hiring process includes an understanding which ensures information



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

4. Procedures (cont'd)

- i) relating to candidates which is required during the hiring process, is held in strict confidence and is shared only with Tri-County Regional Centre for Education employees and appropriate members of the Tri-County Regional Centre for Education Leadership Team.
- j) The Regional Executive Director of Education 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.
- k) The Regional Executive Director of Education 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;
 - 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
- l) The Regional Executive Director of Education 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.
- m) The Regional Executive Director of Education shall authorize all advertising for new positions and for all vacancies.

Amended by the Tri-County Regional Centre for Education – September 23, 2003



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

- n) All applicants will have their qualifications assessed against previously established job-related selection criteria.

4. Procedures (cont'd)

- o) All applicants requesting it shall be provided with a description of work to be performed and a statement of qualifications relating to the position.
- p) 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.
- q) 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.
- r) The confidentiality of all application documents is maintained.
- s) 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 Tri-County Regional Centre for Education may contact references other than those provided by the applicant.
- t) Principals must return the completed recommendation form to the Regional Executive Director of Education within 24 hours of the interviews being held.
- u) 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 Tri-County Regional Centre for Education meeting.
- v) The Regional Executive Director of Education shall present the names of successful candidates for approval at a meeting of the Governance Committee.
- w) The Regional Executive Director of Education shall ensure that no discussion takes place at a public meeting of the Tri-County Regional Centre for Education, or at a school meeting, that may divulge any personal matter concerning the decision to hire, or not hire, any individual.

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

- x) The final decision in any and all hirings on promotions shall be by the Tri-County Regional Centre for Education at a regular public meeting.
- y) The Tri-County Regional Centre for Education, by motion, may delegate this authority.

5. Interview Panel/Team

Members of an interview panel/team will be employees of the Tri-County Regional Centre for Education. 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 Regional Executive Director of Education.
- 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.

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)



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

- Form HR (Child Abuse Register - Request for a Search)

8. **Policy Review**

- a) Review of this policy shall be the responsibility of the Regional Executive Director of Education.
- b) The Regional Executive Director of Education 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 Regional Executive Director of Education believes will ensure opportunity for input to be thorough and timely.
- c) The Regional Executive Director of Education will be responsible for ensuring the presentation of the policy review report to the Tri-County Regional Centre for Education.

APPENDIX A under Policy no. 601

MEMO

TO:

FROM: _____, Regional Executive Director of Education

RE: **Position:** _____

Competition _____

Effective Date _____

DATE:

Please be advised that you are being recommended to the Tri-County Regional Centre for Education for the above noted position. This recommendation will be made to the Tri-County Regional Centre for Education on _____ .
(Date)

In the interim you will be placed in the position on a tentative basis pending Tri-County Regional Centre for Education approval.

Please be aware that the appointment is not final until the recommendation is approved by the Tri-County Regional Centre for Education.

You will be informed in writing of the Tri-County Regional Centre for Education’s decision concerning this recommendation.

Regional Executive Director of Education

ACKNOWLEDGEMENT

I, _____ have read the above and fully understand that the appointment to the position is not final until Tri-County Regional Centre for Education approval.

Signature

Date