

Administrative Procedure 400

STAFF EMPLOYMENT

Background

Personnel who are committed to Black Gold School Division's core purpose, values and beliefs, and demonstrate professionalism and expertise in their area of responsibility, represent one of the most important components of the Division. The Division further believes that hiring and retaining quality staff members is enhanced by fair and consistent employment practices.

All personnel appointed to the staff of the Division will be of exemplary character and possess competency in the skills required for the position to which they are being appointed. It is understood that all staff have been hired to assist with carrying out the goals of the Division.

Procedures

1. The Associate Superintendent, Human Resources and Administration, is responsible for the development, implementation, administration and assessment of employment practices. These practices must be consistent with employment legislation, current collective agreements or contracts, Board policies and Division administrative procedures.
2. Individuals, excluding substitute teachers and casual employees, will be appointed to the staff of the Division in accordance with the following procedures:
 - 2.1 Unless filled through a lateral transfer, permanent vacancies, when appropriate, will be advertised in open competition or as per Administrative Procedure 424 – Deployment of Teachers.
 - 2.2 The successful candidate will be fairly selected from applicants.
 - 2.3 All offers and acceptances of employment will be in writing.
 - 2.4 All initial appointments to staff will be made:
 - 2.4.1 In the case of teachers, pursuant to Section 205 of the Education Act;
 - 2.4.2 In the case of unionized employees, pursuant to the provisions of current collective agreements;
 - 2.4.3 In the case of non-unionized employees, pursuant to such probationary period as may be established from time to time; and
 - 2.4.4 In the case of teachers designated as Principal of a school, pursuant to Section 202 of the Education Act.
3. All offers of employment will be conditional on the receipt of current criminal record checks and child intervention record checks.

Reference: Section 33, 52, 53, 55, 68, 196, 197, 198, 199, 203, 204, 205, 222, 225 Education Act
Administrative Procedure 424 – Deployment of Teachers
Alberta Human Rights Act
Child, Youth and Family Enhancement Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Teaching Profession Act