



## DISTRICT PRACTICE 4100

### STAFFING

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#### **DISTRICT PRACTICE:**

##### **Exempt Staff:**

Recruitment and hiring practices for exempt staff are significant decisions for the School District and require input from multiple stakeholders. The staffing process is as follows:

- 1) Human Resource Manager confirms the vacancy with the Senior Leadership Team.
- 2) Hiring supervisor works with the Human Resources team to draft a job description and reporting structure.
- 3) If the position is new or significantly different than what currently exists, Human Resources team sends the job description to BCPSEA for review and placement in the salary range for exempt employees.
- 4) In some cases, there is a need for the Human Resources team to notify the CUPE executive of the position. Refer to Article 1 of the Collective Agreement.
- 5) The Human Resources team creates a posting based on the job description and delivers to the Supervising Manager for approval.
- 6) Upon approval, the position is posted for a period of two to eight weeks.
  - a) The Human Resources team post position in a variety of mediums: Make a Future, Indeed, School District website, professional association newsletters, newspapers, and trade publications.
- 7) Human Resources will review candidates with the supervising manager and determine whether to move the process forward or to repost.
- 8) Applicants to the position are placed in a “hiring matrix” to assist the hiring supervisor in creating long and short lists of candidates.
- 9) Candidates are shortlisted for an interview. Three to five candidates are typical for a shortlisting.
- 10) The Human Resources Manager works with the hiring supervisor to convene and notify the interview panel.

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**ADOPTED: December 14, 2021**

**Amended:**



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- 11) For all exempt positions, a minimum of three people will make up the interview panel:
  - a) Superintendent or Designate
  - b) Supervising Manager
  - c) Principal, Vice Principal
  - d) Human Resources Manager
  - e) Assistant Superintendent
  - f) Representative from the Board of Education
  
- 12) For exempt positions on the Senior, or School District Leadership Team, as defined by the Superintendent, the interview panel is comprised of:
  - a) Superintendent or Designate
  - b) Human Resources Manager
  - c) Assistant Superintendent
  - d) Secretary Treasurer
  - e) Representative from the Board of Education
  - f) Representatives from each of the Indigenous partners
  - g) Representatives from the PVPA, RMTA and CUPE 440
  - h) Representative from the Parent Advisory Council (local leadership position) or the District Parent Advisory Council District leadership position.)
  
- 13) For Hiring the Superintendent, the panel will be comprised of:
  - a) All members of the Board of Education
  - b) Representatives from each of the Indigenous partners
  - c) Representatives from the RMTA and CUPE 440
  - d) Representative from the Parent Advisory Council (local leadership position) or the District Parent Advisory Council (District leadership position.)
  
- 14) Reference checks may be completed by the Human Resources team or the hiring supervisor prior to, or following, the interview.
  
- 15) All candidates who received an interview will receive a follow up phone call from the hiring supervisor informing them of the outcome in the process.

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#### **CUPE 440**

Specific language related to hiring positions within the CUPE 440 bargaining unit is contained in 11.10 Post and Fill of the CUPE collective agreement.

1. Hiring supervisor becomes aware of a position greater than five weeks or an increase of more than one hour to a current position.
2. Job description is reviewed for specific detail by the hiring supervisor and the Human Resources team.
3. The position is posted on the School District website for five days and emailed to the CUPE executive.
4. Human Resources team checks candidates for qualifications and seniority, where appropriate
5. Human Resource team assigns the position if appropriate and governed by the collective agreement
6. Post externally (Indeed, School District website, schools, make a future, newspaper, trades networks as appropriate) if there are no qualified internal candidates.
7. Convene and notify interview panel provided no qualified candidate. Two people:
  - a. Principal or hiring supervisor
  - b. Human Resources representative or designate
8. Human Resources notifies all candidates of the outcome of the process and offers the position to the successful candidate.

#### **Rocky Mountain Teachers' Association**

Specific language related to the hiring to the RMTA bargaining unit is described in Article E.20 of the teachers' collective agreement.

1. Vacancy for a teaching position is determined through the spring staffing process or during the school year by the school principal when an absence of longer than 20 days occurs.
2. Job description is reviewed with the hiring principal for accuracy and detail
3. Position is posted internally on Make a Future and on the School District portal for a period of seven days.
4. Candidates are reviewed for qualifications by the Human Resources team.
5. Any candidate on the district consideration list and who possesses qualifications is invited to interview for the position
6. These candidates are then delivered to the principal and reviewed.
7. The interview panel is convened by the Human Resources Team. It includes two people:
  - a. Hiring principal
  - b. A second principal or member of the Senior Management Team
8. Should no internal candidate be successful, the position is posted externally for a period until the position is filled.

Except for number 2 and number 5, Teachers Teaching on Call are hired following the same process.

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