

RAINBOW DISTRICT SCHOOL BOARD

POLICY & PROCEDURES MANUAL		P.5.06
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POLICY STATEMENT

P.5.06 HIRING OF STAFF

STAFF SHALL BE HIRED IN ACCORDANCE WITH THE EDUCATION ACT , THE HUMAN RIGHTS CODE, P.5.04 CRIMINAL RECORDS OF PROSPECTIVE EMPLOYEES AND THE COLLECTIVE AGREEMENTS/TERMS & CONDITIONS OF EMPLOYMENT WITH THE EMPLOYEE GROUPS.

THIS POLICY IS INTENDED TO AVOID POTENTIAL CONFLICT AND BIAS DURING THE SELECTION PROCESS AND IN THE WORKPLACE ARISING FROM A WORK RELATIONSHIP BETWEEN AN EMPLOYEE AND A MEMBER OF THAT EMPLOYEE'S IMMEDIATE FAMILY.

THE BOARD IS COMMITTED TO A FAIR SELECTION PROCESS BASED ON QUALIFICATIONS, EXPERIENCE AND MERIT AND ALSO TO CREATING A WORKPLACE THAT IS BIAS-FREE.

OPERATIONAL PROCEDURES

OP.5.06 HIRING OF STAFF

1. It is essential that, when recommending staff to be hired, the supervisor:
 - a) make an adequate search to determine a list of qualified applicants;
 - b) interview a number of applicants in order to make an educated judgement;
 - c) decide on the best qualified and most suitable applicant for the position;
 - d) refer to OP.5.04.
2. If a relative is recommended for hiring, the relationship shall be made known to the immediate supervisor.

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3. The following guidelines apply to employees at the point of hire and after hire:
 - 3.1 An immediate family member should not:
 - ! occupy a position where one immediate family member directly reports to another, or
 - ! participate in any part of the selection process where another immediate family member is an applicant.
 - 3.2 Immediate family member includes spouse, common-law spouse, child, parents, in-laws, sisters, brothers.

A direct reporting relationship encompasses an employee who has authority over another employee to:

 - ! administer monetary gains,
 - ! conduct performance appraisals, or
 - ! administer discipline.
 - 3.3 Approval of the Manager of Human Resources must be obtained to waive the requirements respecting direct reporting relationships of immediate family members. The following conditions must be met before a waiver can be granted:
 - ! it is necessary in order to meet the needs of the Board, or
 - ! the Manager of Human Resources is satisfied that conflict will not occur.
 - 3.4 Employees must declare when an immediate family relationship develops that puts the employee in a direct reporting relationship. As in a new hire situation, approval must be obtained from the Manager of Human Resources in order to allow this working relationship to continue.
 - 3.5 Ensure all requirements under OP.5.04 have been met.
4. The following guidelines apply to the retention of records related to the Hiring of Staff.
 - 4.1 For each posting a file of documents related to the posting and the decision must be kept by the supervisor who initiated the posting for a period of 2 years after the original posting date.

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- 4.2 Each posting file shall contain the following records:
- A copy of the posting.
 - Copies of the replies to postings and/or resumes of the applicants.
 - Notes on screening (if not all applicants were interviewed).
 - A listing of interview questions.
 - An interview summary shall be retained.
 - Notes from reference checks (as approved under the Protection of Privacy and Freedom of Information Act).
 - Any other information used to aid in the hiring decision.
 - Copies of all correspondence sent to the candidates related to the posting.
- 4.3 Information contained in the posting file may be viewed by the hiring Manager/Principal and his or her supervisor. The Manager of Human Resources has access to files to respond to issues or complaints.
- 4.4 Files must be kept in a confidential location to maintain the Board's obligation under the Protection of Privacy and Freedom of Information Act. After the retention of 2 years has elapsed, files must be shredded.
- 4.5 Applicants may only have access to information within the files through the provisions of the Protection of Privacy and Freedom of Information Act. Any requests to review the files by individuals other than those noted above should be discussed with either the Manager of Human Resources or the F.O.I. Coordinator.
- 4.6 Information contained in competition files will be used to support enquiries into hiring decisions either through the grievance procedure or other complaint mechanisms.
- 4.7 When a principal/manager is recommending the hire of a new employee, the following information must be placed in the employee file in Human Resources:
- Resume
 - Reference check notes on the employee
 - Criminal Record check form (in accordance with P.5.04)
 - Medical Documentation (in accordance with P.2.07 and P.2.15)
 - Signed declaration form (in accordance with P.9.04)