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## **STAFFING PRACTISES AND PROCEDURES**

### **Hiring of Personnel**

The Swan Valley School Division recognizes the importance of hiring personnel well suited to work within the environment of the division and supportive of the goals and objectives of the school system.

All teachers and administrators employed by The Swan Valley School Division shall be assigned to specific positions under the direction of the Superintendent.

The responsibility for the management and conduct of all professional staff employment, other than the positions excluded by Board Policy, is delegated to the Superintendent who shall have the authority to:

1. Accept and approve resignations immediately upon receipt.
2. Manage the transfer and assignment of teachers
3. Advertise all vacant positions in the following manner:
  - a. posted on Swan Valley School Division website.
  - b. advertised in local newspapers, if deemed necessary.
  - c. advertised in daily papers, if deemed necessary.
4. Together with the appropriate administrator(s) conduct the hiring process (advertise, shortlist, interview and recommend) in a fair and reasonable manner. This process will be supported by Divisional documents for interviewing, reference checking, and communicating with candidates. (The Superintendent may include others in the interview team at his/her discretion.)
5. Conduct the processes for employment of Administrative personnel.
6. Following the interview process determines the successful candidate, contact the individual and make a formal offer of employment, which if accepted shall be binding upon the teacher and The Swan Valley School Division.
7. Forward a suitable contract of employment.



8. Steps 6 and 7 will be completed and communicated as conditional as per the following:
  - a. Vocational Teachers are required to submit Records of Employment as per the C.B.A. and Manitoba Professional Certification Unit.
  - b. Vocational Teachers are required to submit proof of enrollment in Red River College's Technical Vocational Teacher Program.
  - c. All teachers are to submit a post-secondary transcript.
  - d. All staff must complete and submit to H.R. an acceptable Criminal Record Check (CRC) with a vulnerable sector check that is acceptable to the Division before their first day of employment.
  - e. All staff must apply for a Child Abuse Registry Check (CARC) and submit the receipt verifying they have completed this application before their first day of employment. This needs to be accompanied by a signed New Employee Declaration/Disclosure form. Continued employment is conditional upon an acceptable CARC.
9. All support staff will be given time on their first paid date to complete all training required of the New Employee Orientation checklist.
10. All unsuccessful candidates that were interviewed will receive an e-mail indicating that they were unsuccessful in their application.

All employment shall be reported to the Board in a Personnel Report at the next regular meeting of the Board.

### **Equal Opportunity for Employment**

It is the intent of the Swan Valley School Division to provide high quality education. It is also recognized that skills, knowledge, and competency are not dependent upon such factors as race, creed, color, religion, gender, or age. Every person shall be considered for employment, re-employment or advancement solely on the basis of qualifications, professional experience and special qualities deemed best able to provide students with a high quality education.

In all hiring, transfer, promotion or other employee matters, the Swan Valley School Division believes in and adheres to the Human Rights Act of the Province of Manitoba and upholds the belief in equal opportunity contained therein.

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## **Steps in Staffing Process**

### **Step One:**

Principals submit student projections for the next school year. Late December/Early January

### **Step Two**

Preliminary school staffing is shared with principals. Mid-January

### **Step Three**

Teacher intent forms are sent out. Early February

### **Step Four**

Board passes the budget, which sets divisional staffing levels. By March 15

### **Step Five**

Principals are asked to submit school staffing plans

### **Step Six**

Staffing of school begins

## **Recruitment and Selection of School Staff**

The Swan Valley School Division is committed to a recruitment and selection process that is fair, reasonable, consistent, and accountable. The Division will follow a process that is similar for all recruitment and selection activities and is based on merit and qualifications.

- Vacancies will be advertised when deemed necessary by the Superintendent.
- Of the position vacancies to be advertised, and where time permits, instructional position vacancies will be advertised on the division's website, in local and/or regional and provincial newspapers. Non-instructional position vacancies will be advertised on the division's website and, when necessary, in all local newspapers.
- Special instructional and non-instructional position vacancies, such as, Superintendent, Secretary- Treasurer, and Supervisor of Operations, will be advertised in those newspapers specified by the Board.
- Short-listing, interviews, and selection decisions will follow a standard format throughout the Division, which will be supported by Divisional documents.

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\*As general practice, all positions will be advertised and competitive.

Factors that are to influence the selection of instructional personnel are:

- academic qualifications
- training and certification
- professional competence
- personality and compatibility
- suitability for the position

The Superintendent, or designate, will conduct interviews for the positions of Instructional Personnel (including Teachers), Coordinators and Consultants, Computer Technicians, Educational Assistants, School Librarians, In-School Administrative Assistants, and other educational resource personnel.

The School Principal or designate will be present at the interviews with candidates for the positions of: Teacher, Educational Assistants, School Librarians, In-School Administrative Assistants, and Head Custodian.

All offers of employment are subject to a satisfactory Criminal Record including the Vulnerable Sector and Child Abuse Registry Checks.

No employee or trustee will participate directly in the recruitment process for a specific vacancy if a candidate for that vacancy is a member of the employee's or trustee's immediate family or his/her spouse's immediate family. For the purposes of this procedure, "immediate family" will mean spouse, child, parent, brother, or sister including all common-law and step relationships.

### **Leave of Absence – Requests**

Teaching staff interested in a new leave of absence or an extension on current leave must make the request in writing by April 30. Requests made after this time may not be considered.

### **Leave of Absence – Returning**

Teaching staff currently on leave of absence are asked to confirm in writing their return-to-work date on or before April 30.

### **Transfers**

Any teacher may be assigned or transferred to any position for which, in the opinion of the Superintendent/CEO, the teacher is qualified.



If a transfer is to occur, the teacher should be notified in a timely manner.

### **Assignment of teachers in Schools**

The assignment of teachers within a school shall be the responsibility of the principal and, where appropriate, the vice principal.