



## HUMAN RESOURCES MANAGEMENT 10 – Hiring Procedures for Support Staff

Date: May 25, 2002

Responsible Administrator: Associate Superintendent; Human Resources

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### 1.0 RATIONALE

This Administrative Practice is provided to ensure that there is a clear, consistent and efficient process followed that meets the requirements of the Support Staff Collective Agreement when support staff is hired.

### 2.0 PROCESS

The Associate Superintendent, Human Resources is responsible for hiring procedures for support staff.

### 3.0 GUIDELINES

- 3.1 The principal determines the need for support staff and submits a written request to the Associate Superintendent, Human Resources with a copy to the Executive Assistant, Human Resources.
- 3.2 The Associate Superintendent, Human Resources discusses particulars with the principal and approves posting.
- 3.3 The Associate Superintendent, Human Resources identifies the type of posting, ie., internal/external, in school, etc.
- 3.4 Human Resources posts the position on the Sturgeon School Division website and faxes a copy to schools for posting.
- 3.5 The principal short-lists candidates.
- 3.6 Human Resources arranges the interviews.
- 3.7 The principal and the Associate Superintendent, Human Resources, or designate, interview candidates, select, check references of the successful candidate, and offer the position.
- 3.8 Once the position is accepted, all candidates are contacted by telephone. Human Resources issues a letter of regret to all unsuccessful candidates.

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References: *CUPE Collective Agreement, General Pay Plan*

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- 3.9 Human Resources processes a letter of assignment which is forwarded to the employee, principal and Payroll.
- 3.10 The principal ensures that the employee has met with the Benefits Officer and Human Resources to complete all necessary documentation before commencing employment.
- 3.11 The Selection Committee is to select the best candidate. There may be a preferred candidate, but the interview process must be legitimate. Bias must be set aside, or another individual shall be chosen for the Selection Committee.
- 3.12 Human Resources shall have all documentation to Payroll before the twelfth of the month to be included in that month's payroll. Positions processed after this date will not meet the deadlines.

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References: *CUPE Collective Agreement, General Pay Plan*