



HUMAN RESOURCES MANAGEMENT 18 – Staffing Procedures

Date: April 24, 2003 Revised: Nov 26, 2014 Responsible Administrator: Associate Superintendent; HR

1.0 RATIONALE

The division is committed to ensuring that the best possible employees are hired in a manner that is consistent with Board policy.

2.0 PROCESS

The Associate Superintendent, Human Resources and Leadership Support will coordinate the hiring of staff for the system.

3.0 GUIDELINES

- 3.1 The Board's goal is to retain the best employees and to place them to the advantage of the school system, the students and the employee concerned.
- 3.2 The Board delegates the responsibility for staffing to the Superintendent.
- 3.3 Professional and support staff will be hired in accordance with Board policy and any applicable Collective Agreement.
- 3.4 The Associate Superintendent, Human Resources will provide a template to principals for reporting school program plans to the Superintendent.
- 3.5 The school principal is responsible and accountable for staffing plans at the school level based on student and program needs and according to the resources available to the school.
- 3.6 The principal will generate a projected student enrolment figure for the following school year.
- 3.7 The Secretary Treasurer shall provide each principal with a tentative budget based upon the projected enrolment figure.
- 3.8 The principal shall develop, within the context of the projected budget and the parameters articulated in Board policy, a school program plan which will best accommodate the needs of the students and programs in the school.

References: *Board Policy: E/1/1 – Staffing Policy*



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- 3.9 The Superintendent or designate may initiate a review of a proposed school program plan, or the principal may request such a review by the Superintendent.

- 3.10 Once the principal has formalized the program plans, a copy will be sent to the Superintendent or designate indicating the following:
 - 3.10.1 How existing staff will be deployed.
 - 3.10.2 Staff surplus to the program plan; and
 - 3.10.3 Staff required to meet the needs of the program plan.

- 3.11 In planning and implementing the school program plan, the principal shall ensure that sufficient levels of staffing, professional and/or support staff, are maintained for Division and school programs in keeping with the needs of the students and programs in the school, as well as Alberta Education expectations and other pertinent policy. Program plans will be monitored by Central Office administration.

References: *Board Policy: E/1/1 – Staffing Policy*