



HUMAN RESOURCES MANAGEMENT 28 – Selection of Custodial, Caretaking and Maintenance Staff

Date: May 20, 2003

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

Support staff employees play a vital role in supporting teaching and learning within the system. Therefore, the best qualified candidates for custodial, caretaking and maintenance staff shall be selected.

2.0 PROCESS

The Associate Superintendent, Human Resources is responsible for maintaining a process to select custodial, caretaking and maintenance staff.

3.0 GUIDELINES

3.1 All vacant positions shall be classified in one of the following ways:

3.1.1 Open to external and/or internal competition.

3.1.2 Not open to competition.

3.2 All vacant positions classified under Guidelines 3.1.1., the Associate Superintendent, Human Resources shall:

3.2.1 Advertise according to an approved procedure; and

3.2.2 Fill the position through an approved selection process.

3.3 Guideline 3.1.2 shall apply whenever:

3.3.1 System surplus staff need to be accommodated;

3.3.2 Short-term temporary positions must be filled.

3.3.3 Seasonal caretaking staff employed in the previous school year re-apply for the same type of employment in the subsequent school year.

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

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- 3.4 All relevant data such as training, experience related to the position, and references shall be considered in the selection of custodial, caretaking and maintenance staff.
- 3.5 Applications for vacant positions shall be reviewed using the data available and selected qualified applicants may be interviewed.
- 3.6 Prior to offering the most suitable applicant the position, reference and police checks will be made to ensure the security of the students and staff.
- 3.7 The Associate Superintendent, Human Resources shall establish a selection process that involves the Coordinator of Facility Services.
- 3.8 The Associate Superintendent, Human Resources, in conjunction with the Coordinator of Facility Services, shall classify any vacant position according to Guideline 3.1.1 and 3.1.2.
- 3.9 Hourly rated caretaking employees whose period of employment concludes at the end of the school year shall, prior to June 30th, receive a form of application from the Human Resources Department to allow them to re-apply for employment in the subsequent school year.
- 3.10 Internal job postings will be prepared by the Coordinator of Facility Services and presented to the Associate Superintendent, Human Resources or designate. The postings will be distributed to all schools and posted in an area accessible to staff.
- 3.11 The Coordinator of Facility Services will develop a short list of applicants to be interviewed in consideration of the criteria in Guidelines 3.4 and 3.6 and present the list to the Associate Superintendent, Human Resources, or designate, who will set up interviews.
- 3.12 Where an employee will be working at a designated school site, the Coordinator of Facility Services will consult the principal regarding the hours of work, duties and skills required for the position. The Associate Superintendent, Human Resources will have the final decision.

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

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- 3.13 Interviews will be conducted by the Associate Superintendent, Human Resources, or designate.
 - 3.13.1 Where an employee will be working at a designated school site, the Coordinator of Facility Services and the principal whose school is affected, will form part of the interview committee and recommend a successful candidate to the Associate Superintendent, Human Resources. A list of interview questions shall be kept on file by the Human Resources Department.
 - 3.13.2 If the employee is not working at a designated school site, the Coordinator of Facility Services will conduct the interviews with the Associate Superintendent, Human Resources, or designate, and recommend a successful candidate to the Associate Superintendent, Human Resources. A list of interview questions shall be kept on file by the Human Resources Department.
- 3.14 The Associate Superintendent, Human Resources will:
 - 3.14.1 Offer the position to the successful candidate after checking references and receiving a police check. Prior to commencing employment, new employees must submit a medical certificate indicating they are fit and able to perform duties as assigned.
 - 3.14.2 Phone “regrets” to the unsuccessful candidates.
- 3.15 The Associate Superintendent, Human Resources, or designate, will:
 - 3.15.1 Confirm the offer of employment in writing.
 - 3.15.2 Keep all applications on file in accordance with Sturgeon’s record management directives.

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