

**Date:** April 23, 2025 **Agenda Item:** 8.8

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Lisa Lacroix, Associate Superintendent Human Resources

**Subject:** **Administrative Procedure 700: Staffing**

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**Background:**

*Administrative Procedures are the written directives, procedures and assignments of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).*

Administrative Procedures are reviewed and developed on a regularly scheduled basis to ensure they remain relevant, efficient and align with legislative requirements, collective agreements and operational needs.

*Administrative Procedure 700: Staffing* has been restructured and consolidated to replace Administrative Procedures 700, 701, 702 and 703. The previous administrative procedures covered overlapping areas of staffing, including hiring, selection processes and staff assignments, which created redundancy. Combining these administrative procedures into a single, comprehensive Administrative Procedure provides greater clarity, consistency and alignment in how staffing decisions are made across the Division.

The updated administrative procedure streamlines recruitment and hiring processes, clarifies roles and responsibilities and ensures greater transparency in staffing decisions.

**Status & Relationship to Superintendent Leadership Quality Standard (SLQS):**

This report aligns with the [SLQS](#) in the following way:

**COMPETENCY:****INDICATORS:**

- (1) Building Effective Relationships
- a. collaborating with community and provincial agencies to address the needs of students and their families;
  - b. employing team-building strategies and using solution focused processes to resolve challenges;
  - e. establishing constructive relationships with students, staff, school councils, parents/guardians, employee organizations, the education ministry and other stakeholder organizations; and
  - f. facilitating the meaningful participation of members of the school community and local community in decision-making.

<b>COMPETENCY:</b> <b>INDICATORS:</b>	(2) Modeling Commitment to Professional Learning b. collaborating with teachers, principals, school jurisdiction leaders and other superintendents to build professional capacities and expertise.
<b>COMPETENCY:</b> <b>INDICATORS:</b>	(4) Leading Learning b. providing learning opportunities, based on research-informed principles of effective teaching, learning and leadership, to support building the capacity of all members of the school community to fulfill their educational roles; e. ensuring that staff have access to resources, programs and expertise to support them in meeting their professional responsibilities and in addressing the learning needs of all students; and f. building principals' and school jurisdiction leaders' capacities and holding them accountable for providing instructional leadership through effective support, supervision and evaluation practices.
<b>COMPETENCY:</b> <b>INDICATORS:</b>	(6) School Authority Operations and Resources a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; b. ensuring effective alignment of the school authority's human resources to achieve the school authority's education plan; c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness; d. providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities; and h. implementing programs and procedures for the effective management of human resources in support of mentorship, capacity building and succession planning.
<b>COMPETENCY:</b> <b>INDICATORS:</b>	(7) Supporting Effective Governance e. ensuring that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements; and h. ensuring the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities.

**Governance Implications:****Education Act****Principals**

197 A principal of a school must

- (i) evaluate the teachers employed in the school

Sections 202–213: Covering teacher assignments, contracts, transfers, suspensions and terminations.

Sections 222-223: Governs the appointment of a Superintendent.

**Policy 700: Superintendent of Schools**

All Board authority delegated to the staff of the Division is delegated through the Superintendent. The Superintendent of Schools is the Board's sole point of connection to the operational organization.

**Policy 701: Board Delegation of Authority**

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division and is accountable to the Board of Trustees for the conduct and operations of the Division. All authority delegated to the staff of the Division is delegated through the Superintendent.

**Administrative Procedure 205: Developing Administrative Procedures**

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

**Administrative Procedure 210: Role of School Administration**

As outlined in the Education Act (Section 197), the Principal is the instructional leader of the school and is responsible for the management of the school.

Administration is prepared to respond to questions at the April 23, 2025, Public Board meeting.

**Attachment(s):**

1. AP700: Staffing - New
2. AP701: Certificated Staff - Old Version
3. AP702: Support Staff - Old Version
4. AP703: Summer Staff Learning Centres - Old Version

**AP700: Staffing**      **New AP to replace 700, 701, 702, 703**  
**Responsible Administrator: Associate Superintendent Human Resources**

## **PURPOSE**

Sturgeon Public Schools is committed to ensuring the best-qualified candidates are selected for all positions across the division. Staff play a vital role in supporting the system, and the Division's goal is to ensure the effective placement of support, certificated and custodial staff to meet the needs of students and the division.

The Board delegates the responsibility for staffing to the Superintendent.

Sturgeon Public Schools is committed to fair and equitable hiring practices, ensuring that all candidates are considered based on qualifications, experiences and alignment with Division priorities. The Division adheres to the principles outlined in Policy 110: Welcoming Inclusive, Safe and Healthy Environments and Administrative Procedure 711.

## **PROCESS**

The Associate Superintendent Human Resources is responsible for the administration of this administrative procedure within the context of applicable government statutes and related Sturgeon Public School Division policies and administrative procedures.

## **PROCEDURE**

### **1. Staffing**

- 1.1. 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.
- 1.2. The Principal will generate a projected student enrolment figure for the following school year.
- 1.3. Corporate Services shall provide each Principal with a tentative budget based upon the projected enrolment figure.
- 1.4. The Principal shall develop, within the context of the projected budget, a school staffing plan which will best accommodate the needs of the students and programs in the school.
- 1.5. If significant changes in enrolment occur after staffing decisions have been made, the Superintendent or designate may review and adjust staffing allocations as necessary.
- 1.6. The Superintendent or designate may initiate a review of a proposed school staffing plan, or the Principal may request such a review by the Superintendent.
- 1.7. The Principal shall develop the staffing plan, considering the following factors:

- Assignment of existing staff;
- Surplus staff (if applicable); and
- Staff required to fulfill the staffing plan (if applicable).

The Principal will communicate with the Associate Superintendent Human Resources to ensure all proper procedures are followed in executing the staffing plan.

- 1.8. The Principal shall ensure that instructional and assignable time aligns with all legislation, collective agreements and division policies.
- 1.9. School plans will be monitored by the Senior Executive Team to ensure alignment with division priorities.

## **2. Classification of Vacant Positions**

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

- 2.1 Open to external and/or internal competition.
- 2.2 Not open to competition.

## **3. Filling Vacant Positions**

3.1 Positions classified under 1.1 will be:

- 3.1.1 advertised according to an approved procedure or
- 3.1.2 filled through an approved selection process.

3.2 Positions classified under 1.2 apply in specific circumstances:

- 3.2.1 when system surplus staff need to be accommodated as per collective agreements or
- 3.2.2 when short-term temporary positions need to be filled.

3.3 The Superintendent may approve emergency staffing measures when an immediate hire is required to maintain continuity of instruction or operations.

## **4. Selection Process**

4.1 The Associate Superintendent Human Resources or designate will manage the selection process.

4.2 Relevant data such as education, training, experience, evaluation reports, and references will be considered.

4.3 The selection process will involve interviews, with a short list developed by the relevant administrator. (Principal, Director, etc.). Where appropriate the Director of Learning Services shall be included in the selection process.

4.4 Reference checks will be completed by the administrator prior to an offer being presented.

4.5 The Superintendent or Associate Superintendent Human Resources shall authorize all offers of employment prior to speaking with the successful candidate. The Human Resources Department shall confirm all offers of employment in writing to the successful candidate.

4.6 The responsible administrator shall contact the unsuccessful candidates to advise of the outcome of the interview.

4.7 A commitment to confidentiality and professionalism must be maintained throughout the hiring process.

All applications will be retained on file for one (1) year.

## **5. Hiring Substitutes and Casual Staff**

5.1 The Associate Superintendent Human Resources or designate is responsible for administering a pool of substitute teachers and casual support staff to be utilized by schools.

5.2 Only casual support staff on the registered casual support list may be called for a replacement shift.

5.3 Individuals wishing to register as substitute teachers or casual support staff should be referred to Human Resources.

5.4 Substitute teachers and casual support staff must provide a criminal record and vulnerable sector check prior to being engaged for employment.

5.5 Substitute teachers are scheduled through Employee Self Service (ESS) or the substitute services desk.

5.6 For emergent situations or unfilled vacancies, phone calls to substitute teachers by the substitute services desk are made between 6:30 and 7:30 a.m.

5.7 Principals/teachers may request preferred substitutes through ESS or the substitute services desk.

5.8 Casual support staff are scheduled through Employee Self Service (ESS) or the Principal or designate will make arrangements for the hiring of casual support staff at the school level.

5.9 Principals who have concerns about the performance of a substitute teacher or casual support staff should advise the employee and the Associate Superintendent Human Resources.

## **6. Teachers Employed on a Part-Time Basis:**

6.1. Teachers employed on a part-time basis will work and be paid according to their full-time equivalency (FTE) as per the Alberta Teachers Association Collective Agreement.

6.2. The school year is divided into “Instructional” and “Non-Instructional” days. These days will be prorated when assigning duties to a part-time teacher.

6.3. It is the responsibility of the Principal to assign other duties to part-time teachers in proportion to the FTE of the teacher.

6.3.1 The teaching assignment FTE needs to be communicated in written form at the time of assigning duties.

6.4. Notwithstanding any of the above, all teachers have a professional responsibility to dedicate time to carry out their professional duties which may extend beyond the normally scheduled working time.

## **7. Documentation Required at Time of Hiring**

7.1 As outlined in the ATRIEVE Onboarding package.

7.2 New hires must complete all onboarding requirements, including submission of relevant certifications, employment agreements and criminal records checks, before their official start date.

7.3 All employee records shall be maintained in accordance with Division policies and applicable privacy legislation.

## **8. Special Employment Considerations**

8.1 Employees may hold two distinct positions within the division, provided total work hours do not exceed 40 hours per week.

8.2 Teachers employed on a part-time basis will be paid according to their full-time equivalency (FTE).

8.3 Part-time teachers' duties will be assigned proportionally to their FTE and must be clearly outlined in their assignment letter.

8.4 Employees on medical, parental or other statutory leaves shall have the right to return to their previous position or an equivalent role, in accordance with legislation and Division policies.

## **9. Mobility and Growth**

9.1 Mobility is encouraged for staff to support personal and professional growth.

9.2 The Board encourages placements based on staffing needs, employee competency, and program requirements.

9.3 Internal transfers may be facilitated to enhance staff career development, provided they align with operational needs.

## **10. Substitutes and Teacher Re-hiring**

10.1 Substitute teachers are hired based on availability and subject needs.

10.2 Teachers seeking part-time work while collecting a pension may be eligible for temporary contracts depending on division needs.

## **11. Summer School Staff**

11.1 Regular hiring procedures will be followed.

11.2 Advertising of Summer School positions will be internal and/or external as determined by the Associate Superintendent Human Resources, in consultation with the Summer School Principal.

11.3 Certificated Staff:

11.3.1 Rate of pay will be ATA salary grid as per the ATA Collective Agreement.

11.3.2 Salary will be paid upon receipt of a completed and approved "Summer School Staff Timesheet" in the Payroll Department and paid in accordance with payroll timelines.



## 11.4 Support Staff

11.4.1 Support staff will be hired under the terms of the Support Staff Collective Agreement.

11.4.5 Salary will be paid upon receipt of a completed and approved “Summer School Staff Timesheet” in the Payroll Department and paid in accordance with payroll timelines.

## REFERENCES

Alberta Teachers Association Collective Agreement  
CUPE Collective Agreement  
General Employment Conditions  
Alberta Employment Standards Code  
Education Act  
[Policy 110: Welcoming Inclusive, Safe and Healthy Environments](#)  
[Policy 700: Superintendent of Schools](#)  
[Policy 701: Board Delegation of Authority](#)  
[Admin Procedure 210: Role of School Administration](#)  
[Admin Procedure 240: System, School and Program Evaluation](#)  
[Admin Procedure 711: Welcoming Inclusive, Safe and Healthy Environments](#)  
[Admin Procedure 720: Teacher Staffing, Certification and Placement](#)

## HISTORY

2020 Jan 29: Initial Approval  
2022 Aug 24: Amended  
2025 Apr 17: Amended



## **700: Certificated Staff**

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**Responsible Administrator: Associate Superintendent Human Resources**

### **PURPOSE**

Sturgeon Public Schools believes that an effective instructional program is determined by the quality of its staff. The division is committed to ensuring that the best possible employees are hired.

### **PROCESS**

The Associate Superintendent Human Resources will coordinate the hiring of staff for the Division.

### **PROCEDURE**

1. Sturgeon Public School's goal is to retain the best employees and to place them to the advantage of the school division, the students and the employee concerned.
2. The Board delegates the responsibility for staffing to the Superintendent.
3. Mobility is beneficial to staff members, schools and the division. Mobility provides staff with a growth opportunity through a change in setting.
4. The Board recognizes that only certificated staff who hold a valid Alberta Teaching Certificate, as required by The Education Act, shall be employed as teachers within the Division.

5. The Associate Superintendent Human Resources will provide a template to principals for reporting school program plans to the Superintendent.

## **Program Plans:**

6. 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.

7. The Principal will generate a projected student enrolment figure for the following school year.

8. The Director of Finance shall provide each Principal with a tentative budget based upon the projected enrolment figure.

9. The Principal shall develop, within the context of the projected budget, a school program plan which will best accommodate the needs of the students and programs in the school.

10. 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.

11. Once the Principal has formalized the program plan, a copy will be sent to the Superintendent or designate indicating the following:

11.1 How existing staff will be deployed;

11.2 Staff surplus to the program plan; and

11.3 Staff required to meet the needs of the program plan.

12. 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. Program plans will be monitored by the Senior Executive Committee.

## **Hiring Procedure:**

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

13.1 Open to external and/or internal competition.

13.2 Not open to competition.

14. For all vacant positions classified under Guidelines 13.1, the Associate Superintendent Human Resources shall:

14.1 advertise internally on the Division website and may advertise externally in appropriate magazines, newspapers or by other means; and

14.2 fill the position through an approved selection process.

15. Guideline 13.2 shall apply whenever:

15.1 division surplus staff need to be accommodated;

15.2 short-term temporary positions must be filled.

15.3 In the event that a position, which has been filled under Guideline 15.2 develops into a long-term position, then Guideline 13.1 shall apply.

16. Placements involving transfer requests and placement requests from staff returning from leave of absence, subject to experience, academic qualifications and relative competency will be finalized prior to the placement of new staff.

17. The Associate Superintendent Human Resources shall establish a shortlisting criteria process that involves the school Principal and where appropriate the Director of Learning Support in accordance with Guideline 19.

18. The Associate Superintendent Human Resources or designate with the assistance of the Principal of the school where the opening exists may interview applicants selected under Guideline 17.

19. All relevant data such as training, experience related to the position, evaluation reports, student teaching reports, and references shall be considered in the selection of certificated staff.

20. The Associate Superintendent Human Resources or designate with the assistance of the Principal of the school, where the opening exists, will select the most suitable applicant after careful consideration and application of the criteria established in the Purpose, and Guidelines 16, 17, 19.

21. The Principal will check references and advise the Superintendent or designate of their preferred candidate. Upon approval of the Superintendent or designate the Principal will make an offer to the successful candidate. The Principal will advise the Associate Superintendent Human Resources of the verbal acceptance. The Principal will phone “regrets” to unsuccessful applicants.

22. All placements will be made in writing by the Superintendent or designate.

## **Substitute Teachers:**

23. Substitute teachers, to replace teachers temporarily absent from their duties, will be engaged according to the process outlined.

24. Prior to a substitute teacher being engaged, the substitute teacher will provide a Criminal Record and Vulnerable Sector Check for his/her file to ensure the security of the students and staff.

25. All substitute teachers are engaged through the Human Resources Information System (HRIS) or the substitute services desk. For emergent situations or unfilled vacancies, phone calls to substitute teachers are made between 6:30 and 7:30 a.m.

26. Principals/teachers may request preferred substitute teachers through the HRIS or the substitute services desk for their schools. However, principals/teachers are not to contact substitutes directly.

27. Principals who have concerns about the performance of a substitute teacher should advise the substitute teacher and the Associate Superintendent Human Resources.

## **Teachers Employed on a Part-Time Basis:**

28. Teachers employed on a part-time basis will work and be paid according to their full-time equivalency (FTE) as per the Alberta Teachers Associate Collective Agreement.

29. The school year is divided into “Instructional” and “Non-Instructional” days. These days will be pro-rated when assigning duties to a part-time teacher.

30. It is the responsibility of the Principal to assign other duties to part-time teachers in proportion to the FTE of the teacher.

30.1 The teaching assignment as outlined in Guideline 29 needs to be communicated in written form at the time of assigning duties.

31. Notwithstanding any of the above, all teachers have a professional responsibility to dedicate time to carry out their professional duties which may extend beyond the normally scheduled working time.

## **Pension and Re-hiring Teachers:**

32. A teacher may be eligible to teach part-time and collect their pension simultaneously during a school year. This may be considered by Sturgeon Public Schools depending on circumstances and needs of the Division.

33. Eligible teachers, who wish to participate in this plan, must forward a letter to the Superintendent by September 30.

34. The Superintendent will consider the request and either approve or reject the request in light of the staffing needs of the Division. The Superintendent or designate will inform the teacher of the decision in writing.

35. If the request is approved, the teacher must submit a letter of resignation to the Superintendent or designate by December 1 effective date. Upon receipt of the letter of resignation, a temporary contract of employment effective January 1 to June 30 shall be prepared by the Superintendent or designate and sent to the teacher for signature.

36. Teachers participating in this plan will be subject to the rules and regulations of the Alberta School Employees Benefit Plan.

37. Teachers who participate in this plan may be re-hired on a temporary contract in future years as long as the contract does not exceed 0.6 FTE during any one school year.

38. Teachers considering this plan must check with the Alberta Teachers Retirement Fund to determine how this plan would affect them personally.

39. The timelines reflected in this administrative procedure are the usual timelines for entering into this plan. Other timelines may be considered at the discretion of the Superintendent.

## **Documentation Required at the time of Hiring:**

40. All new, and returning staff who had their employment with Sturgeon Public School Division terminated more than six (6) months prior, are required to obtain a criminal record check and vulnerable sector check. A criminal record check and vulnerable sector check - which is no older than six (6) months will be accepted.\*

40.1 An additional criminal record check and vulnerable sector check must be provided to Sturgeon Public School Division every five (5) years after the employee last provided a criminal record check and vulnerable check to the Division.

### **41. Banking Information**

All staff are paid by direct deposit and must submit a void cheque or complete a direct deposit banking information form upon hiring. Faxes/copies are acceptable.

### **42. Social Insurance Number (SIN)**

Employee must provide their SIN to Human Resources within three (3) days of their employment start date.

### **43. TD1 Personal Tax Credits Return**

### **44. Benefits (excludes substitute teachers)**

All new staff complete and return to the Human Resources Advisor their benefit package.

#### 45. Birth Certificate

A copy of the employee's birth certificate within two (2) weeks of commencement of their employment.

#### 46. Teaching Certificate

A copy of the employee's valid Alberta Teaching Certificate or Letter of Authority must be on file prior to employment.

#### 47. Evaluation of Teacher Training\*

#### 48. Proof of Past Teaching Experience\*

\*Original documents may be photocopied, the copy stamped "Copy of Original", dated and signed by the receiver and the original returned to the employee.

## References

Admin Procedure: 720 Teacher Staffing, Certification and Placement

Education Act: Sections 208, 212

## History

2020 Jan 29 Initial Approval

2022 Aug 24 Amended

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## Administrative Procedures VII. Personnel and Employee Relations (Hiring)





## **701: Support Staff**

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### **Responsible Administrator: Associate Superintendent Human Resources**

#### **PURPOSE**

Support staff play a vital role in supporting the system therefore the best-qualified candidates shall be selected.

#### **PROCESS**

The Associate Superintendent Human Resources is responsible for maintaining a process to select support staff.

#### **PROCEDURE**

1. All of the vacant positions shall be classified by the Associate Superintendent Human Resources in one of the following ways:
  - 1.1 Open to external and/or internal competition.
  - 1.2 Not open to competition.
2. All vacant positions classified under Procedure 1.1
  - 2.1 Will be advertised according to an approved procedure; and
  - 2.2 Will be filled through an approved selection process.
3. Guideline 1.2 shall apply whenever:
  - 3.1 System surplus school support staff need to be accommodated, in accordance with the Collective Agreement.

### 3.2 Short-term temporary positions must be filled.

4. All relevant data, such as training and experience related to the position, evaluation reports, and references shall be considered in the selection of support staff.
5. Applications for vacant positions shall be reviewed using the data available and selected qualified applicants will be interviewed.
6. Prior to offering the most suitable applicant the position reference checks will be made to ensure the security of the students and staff. Prior to the first day of employment, a police check shall be completed.
7. Support staff positions funded at the school level shall be determined by the Principal each school year.
8. Requests for support staff in Division level programs will be made to the Director of Learning Support. The Director of Learning Support will request that the Associate Superintendent Human Resources or designate proceed with staffing the position.
9. When a vacancy occurs, the Principal or designate shall advise the Associate Superintendent Human Resources or designate, forward a written job description, hours per day to be worked, and effective start and end dates.
10. The Associate Superintendent Human Resources or designate shall determine how Guideline 1.0 is applied.
11. All internal and external job postings will be prepared by the Associate Superintendent Human Resources or designate. All internal staff receive notification via SPS email of same. External postings may be placed in the appropriate media for advertising.
12. The Principal, in consultation with the Associate Superintendent Human Resources or designate, will develop a short list of applicants to be interviewed.
13. Human Resources will set up the interviews.

14. The Associate Superintendent Human Resources or designate, in conjunction with the Principal or designate, will conduct the interviews and recommend a successful candidate to the Associate Superintendent Human Resources or designate. A list of interview questions and a record of the interview process followed shall be kept on file by Human Resources for one (1) year.

15. The Associate Superintendent Human Resources or designate will:

15.1 Ensure that reference checks are conducted by the Principal or designate where necessary and ensure that the individual provides a police check.

15.2 Authorize all offers of employment.

15.3 Advise the successful candidate of work expectations and the appropriate Board policies.

15.4 Confirm the offer of employment in writing.

15.5 Retain all applications on file for one (1) year.

## **Hiring Substitutes for School Support Staff:**

16. The Associate Superintendent Human Resources or designate is responsible for administering a pool of support staff substitutes that will be utilized by schools.

17. The Principal or designate will make the arrangements for the hiring of substitutes for support staff at the school level.

18. Only support staff on the registered substitute list may be hired.

19. Individuals wishing to register as substitutes should be referred to Human Resources.

## **Documentation Required at the Time of Hiring:**

Section A: All Staff (including Casuals)

20. Criminal Record and Vulnerable Sector Check (Security Clearance)\*

This Security Clearance must be no older than six (6) months. This is required of new staff and staff who had terminated their employment with Sturgeon Public Schools more than six (6) months previously.

#### 21. Banking Information

All staff are paid by direct deposit and must submit a void cheque or complete a direct deposit banking information form upon hiring. Faxes/copies are acceptable.

#### 22. Social Insurance Number (SIN)

Employee must provide their SIN to Human Resources within three (3) days of their employment start date.

#### 23. TD1 Personal Tax Credits Return.

#### 24. Benefits

All new staff complete the required documentation and return to the Human Resources Advisor, if they meet qualifications.

#### 25. Birth Certificate

A copy of the employee's birth certificate within two (2) weeks of commencement of their employment.

\*Original documents may be photocopied, the copy stamped "Copy of Original", dated and signed by the receiver and the original returned to the employee.

### **Multiple Employment Positions:**

26. An employee may hold two distinct employment positions with the Board. However, since administration does not encourage working overtime as a general rule, the combined time of an employee holding two or more positions with the Board shall not exceed 40 hours per week. [Reference: Employment Standards Code, Section 21(a)]

### **References**

CUPE Collective Agreement

General Employment Conditions

Alberta Employment Standards Code

## **History**

2020 Jan 29 Initial Approval

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**Administrative Procedures VII. Personnel and Employee Relations (Hiring)**



## **702: Custodial Caretaking and Facilities Staff**

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**Responsible Administrator: Associate Superintendent Human Resources**

### **PURPOSE**

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

### **PROCESS**

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

### **PROCEDURE**

1. The Associate Superintendent Human Resources, will classify all vacant positions in one of the following ways:
  - 1.1 Open to external and/or internal competition.
  - 1.2 Not open to competition.
2. All vacant positions classified under Guideline 1.1. will be:
  - 2.1 Advertised according to an approved procedure; and
  - 2.2 filled through an approved selection process.

3. Guideline 1.2 will apply whenever:

3.1 System surplus staff need to be accommodated;

3.2 Short-term temporary positions must be filled.

4. The Director of Facilities shall develop a short list of applicants to be interviewed in consideration of the criteria in Guideline 5 and present the list to the Associate Superintendent Human Resources or designate, who will set up the interviews.

5. All relevant data such as training, experience related to the position, and references will be considered in the selection of custodial, caretaking and maintenance staff for interview.

6. The Associate Superintendent Human Resources or designate will establish a selection process that involves the Director of Facilities.

7. The Director of Facilities will conduct the interviews with the Associate Superintendent Human Resources or designate. A list of interview questions will be kept on file by the Human Resources Department.

8. Prior to offering the most suitable applicant the position, reference checks will be completed by the Director of Facilities and a recommendation brought forth to the Associate Superintendent Human Resources for approval.

9. The Director of Facilities will:

9.1 Offer the position to the successful candidate after approval from the Associate Superintendent Human Resources.

9.2 Phone “regrets” to the unsuccessful candidates.

10. The Associate Superintendent Human Resources, or designate, will:

10.1 Confirm the offer of employment in writing.

10.2 Keep all applications on file in accordance with Sturgeon’s record management directives.

# **Documentation Required at the Time of Hiring:**

## **11. Criminal Record and Vulnerable Sector Check (Security Clearance)\***

This Security Clearance must be no older than six (6) months. This is required of new staff and staff who had terminated their employment with Sturgeon Public Schools more than six (6) months previously.

## **12. Banking Information**

All staff are paid by direct deposit and must submit a void cheque or complete a direct deposit banking information form upon hiring. Faxes/copies are acceptable.

## **13. Social Insurance Number (SIN)**

Employee must provide their SIN to Human Resources within three (3) days of their employment start date.

## **14. TD1 Personal Tax Credits Return**

## **15. Benefits**

All new staff, who meet the qualifications, will complete the benefit forms and return to the Human Resources Advisor.

## **16. Birth Certificate**

A copy of the employee's birth certificate within two (2) weeks of commencement of their employment.

\*Original documents may be photocopied, the copy stamped "Copy of Original", dated and signed by the receiver and the original returned to the employee.

## **Reference:**

General Employment Conditions

Alberta Employment Standards

## **History**

2020 Jan 29 Initial Approval



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## **Administrative Procedures VII. Personnel and Employee Relations (Hiring)**



## **703: Summer Staff Learning Centres**

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**Responsible Administrator: Associate Superintendent Human Resources**

### **PURPOSE**

Sturgeon Public Schools seeks individuals who are dedicated to public education and share the belief that the educational best interest of the child is paramount to ensure that the best possible employees are hired to staff our Learning Centers during the summer months.

### **PROCESS**

Human Resources will coordinate the hiring of summer staff for the Learning Centers.

### **PROCEDURE**

1. Regular hiring procedures will be followed.
2. Advertising of Summer School positions will be internal and/or external as determined by the Associate Superintendent Human Resources in consultation with the Principal.
3. Professional Staff
  - 3.1 Rate of pay: 1/200th per day of the teacher's placement on the Sturgeon Public Schools ATA salary grid as per the ATA Collective Agreement.
  - 3.2 All statutory deductions shall apply.

3.3 There will be no deductions made for contributions to ATRF.

3.4 No deductions for benefits.

3.5 Salary will be paid upon receipt of a completed “Substitute Teacher Time Sheet” in Payroll in accordance with Payroll timelines.

#### 4. Support Staff

4.1 Support staff will be hired under the terms of the Support Staff Collective Agreement.

4.2 All statutory deductions shall apply.

4.3 There will be no deductions made for contributions to LAPP.

4.4 No deductions for benefits.

4.5 Salary will be paid upon receipt of a completed “Support Staff Timesheet” in Payroll in accordance with regular Payroll timelines.

### **References:**

Admin Procedure: 700 Hiring - Professional Staff

Admin Procedure: 701 Hiring - Support Staff

Alberta Employment Standards

### **History**

2020 Jan 29 Initial Approval

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### **Administrative Procedures VII. Personnel and Employee Relations (Hiring)**