



## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>TEACHING AND ADMINISTRATIVE STAFF HIRING/ NON-TEACHING STAFF HIRING</b>	<b>GCF/GDF</b>

### I. POLICY

The Louis Riel School Division believes in employing the best personnel available for any Staff position based on candidates' qualifications and demonstrated experience. Accordingly, the Superintendent of Schools has been delegated the responsibility to recruit, select, and appoint all system staff, within the established budgetary limits and policy adopted by the Board.

### II. GUIDELINES

Recruitment, selection and appointment of all system employees are conducted in consultation with appropriate departments and/or personnel.

### III. PROCEDURES

- A. The Superintendent of Schools (or designate) shall ensure that role descriptions are reviewed and, if necessary, revised prior to advertisement of positions.
- B. The Superintendent of Schools (or designate) is responsible for initiating the recruiting process (if applicable).
- C. All offers of employment for certified teaching staff shall use the appropriate Board approved Contract of Employment Form.
- D. The Human Resources Department shall:
  - Confirm all offers of employment for non-certified staff in writing.
  - Copy and forward all contracts of employment to the Payroll Department.
- E. The Superintendent of Schools shall provide information regarding employee appointments to the Board as required.

<b>Adopted:</b>	July 11, 2006	<b>Legal References:</b>
<b>Revised:</b>	February 5, 2019	