HIRING POLICY

Scope

This policy provides for equal opportunity in employment for all qualified persons with the Cape Breton-Victoria Regional School Board.

Purpose

To develop guidelines for staffing to ensure that all vacancies are filled by the most suitable qualified applicants.

Policy Statement

It is the policy of the Cape Breton-Victoria Regional School Board to provide equal opportunity in employment for all qualified persons and to prohibit discrimination in accordance with the rights and obligations set forth under the Human Rights Act of Nova Scotia. It shall include, but not be limited to, discrimination in employment because of age; race; colour; religion; creed; sex; sexual orientation; gender expression; gender identity; physical disability or mental disability; an irrational fear of contracting an illness or disease; ethnic, national or aboriginal origin; family status; marital status; source of income; political belief, affiliation or activity.

Cross Reference

CBVRSB Policy: Conflict of Interest HR 301
CBVRSB Policy: Employment Equity HR 303
CBVRSB Policy: Reference Checks HR 308
CBVRSB Policy: Respectful Learning and Working Environment HR 309
Human Rights Act of Nova Scotia
NSTU Collective Agreement
CUPE Collective Agreement
Confidential Policy

Authorization

The policy has been authorized by the Board under motions number 2007-05-02.
Hiring Policy

Policy Number: HR 304

Responsibility

It is the responsibility of the Director of Human Resource Services to ensure that this policy and administrative procedures are implemented.

Implementation

The Coordinators of Human Resource Services will implement the policy and administrative procedures.

Procedures

1. **HIRING PROCEDURES**

   ▶ **Superintendent**

   The Cape Breton-Victoria Regional School Board shall hire for the Superintendent by Board Committee in an internal process or by the use of Human Resource Management Consultants in an external process. The internal interview team shall consist of the Chair, Vice-Chair and the chairs of the Education and Management Committees. The Department of Education will also name a representative to participate in the process.

   ▶ **Director**

   The Cape Breton-Victoria Regional School Board shall hire for Directors based on the recommendations of a Selection Committee. The Selection Committee shall include Board Chair and Vice-Chair or designate(s) as well as one (1) other member of the Board, Superintendent and two (2) senior staff members.

   ▶ **Coordinator/Principal**

   The Cape Breton-Victoria Regional School Board shall hire for Coordinators and Principals based on the recommendations of a Selection Committee. When a supervisory position is being filled, i.e., Coordinator and/or Principal, the Selection Committee shall consist of four (4) members:

   a) When the vacancy is Coordinator, the Committee will consist of the Director of Human Resource Services or designate and the appropriate Director or designate plus two (2) Board members from the Interview Committee.

   b) All vacancies for confidential Director/Coordinator positions will be concurrently advertised internally and externally.
c) When the vacancy is a Principal, the Committee will consist of the Director of Human Resource Services or designate, Director of Programs and Student Services or designate as well as two (2) Board members from the Interview Committee. The Chairperson or designate of the School Advisory Council shall be invited to participate in the process.

Other Administrative Positions

For the following administrative postings, the Selection Committee shall include:

Consultant Director of Human Resource Services or designate, Director of Programs and Student Services or designate and a Coordinator.

Manager/Supervisor Director of Human Resource Services or designate, Director of Operations or Finance or designates and Coordinator or designate.

Vice-Principal Director of Human Resource Services or designate, Director of Programs and Student Services or designate, Principal or designate and may include a Board Member.

Department Head Director of Human Resource Services or designate, Director of Programs and Student Services or designate and School Principal or designate.

Procedures for Engaging Term and Long-Term Substitute Teachers

a) The Human Resource Services Department shall post all known available positions on the Board website for three (3) days. The posting will include the position, qualifications required, location and the application procedures.

b) The Interview Committee will consist of Director of Human Resource Services or designate, Director of Programs and Student Services or designate and School Principal or designate as required.

c) The interview committee will submit the names of successful candidates to the Director of Human Resource Services who in turn will present these to the Education Committee/Board for ratification.

d) If another position in the same area of certification becomes vacant during the interview process or becomes vacant within (6) months of the most recent interviews for a similar vacancy, and the interview committee deems the second, (third, fourth, etc.) ranked candidate(s) to be of the same high qualifications as the candidate who filled the first vacancy, then the new vacancy may be filled without re-advertisement of the position at the discretion of the Director of Human Resources.
Procedures for Engaging Substitute Teachers

Qualifications

For a teacher to be employed by the Cape Breton-Victoria Regional School Board as a term/long-term substitute he/she:

(a) Must provide a copy of his/her valid interim or permanent teaching certificate issued by the Department of Education in Nova Scotia;

(b) Must have proof of license and years of service submitted with the application for substitute teaching.

(c) Must provide a Criminal Records Check.

(d) Must complete and send a Search Request to the Child Abuse Registry for the Province of Nova Scotia.

Substitute Applications

(a) Applications will be accepted throughout the year for Substitute teaching in the current school year.

(b) Application forms shall be available from the Human Resource Services Department.

(c) In some circumstances individuals not on the substitute list may be needed in special programs. It will be at the discretion of the Director of Human Resource Services or designate to review and recommend such personnel as needed.

(d) Substitutes should notify the Human Resource Services Department if they are no longer available for work. Names will be removed from the list if substitutes are not available for work.

Record of Substitutes

(a) All substitutes must be registered in the Human Resource Services Department before teaching in a school.

(b) The official registered list of substitute teachers shall be made available to Principals by the Human Resource Services Department on the website.

(c) Substitutes who teach on a day-to-day basis shall be reported by school administration to the Director of Human Resource Services or designate when unsatisfactory performance is noted.
(d) Day-to-day substitutes who do not perform their assigned duties satisfactorily will be notified that they may be excluded from the substitute register in the Human Resource Services Department, and may be denied further teaching under the Regional Board.

(e) The Director of Human Resource Services or designate may refuse to employ a substitute and remove a substitute’s name from the substitute list under Section 20A of the Education Act Governor in Council Regulations. In these cases, the Director of Human Resource Services or designate must notify the Registrar of Teacher Certification at the Department of Education.

Terms of Employment

Most substitutes will be employed on a day-to-day basis for the absence of a regular teacher as per the Collective Agreement. The Principal or designate calls in the substitute.

Procedures for Engaging Casual CUPE Employees

(a) Candidates will be interviewed by the Coordinator of Human Resource Services or designate and the Coordinator of Finance or Operations or designates and a Manager or designate.

(b) The names of successful candidates will be presented to the Management Committee/Board for information to the appropriate casual list.

(c) All successful candidates must provide successful criminal records and child abuse registry checks.

(d) Casual employees will be hired into regular positions in accordance with provisions in the CUPE Collective Agreement.

(e) Names of casual employees who are not available for work will be removed from the casual list.

(f) Directors have the authority to employ casual employees to fill in for regular part-time employees who are off work. Casual employees are to be selected from the list of casual employees that has been approved by the Board. Additions to the casual list shall be done by the Department of Human Resource Services.

(g) Directors, with the approval of the Director of Human Resource Services or designate, can hire casual employees as required for a specific task for work of a casual nature. The Superintendent will be made aware of such casual employment.
Procedures for Engaging Confidential Employees

(a) Any vacant confidential positions with the exception of Director and Coordinator will be advertised internally. If no suitable candidates apply, the position will be advertised externally.

(b) The interview committee for those confidential positions will be the Director of Human Resource Services or designate and the appropriate Director or designate and a Coordinator.

(c) The name of the successful candidate will be presented to the Management Committee and the Board for ratification.

2. VACANCIES

(a) Determining Vacancy

Each Director will assist the Director of Human Resource Services in determining the need to replace employees who leave the Board's employ. Any request for additional staff must be directed through the Director of Human Resource Services and receive Board approval prior to hiring.

(b) Posting Vacancy

All vacancies in union positions must be posted in accordance with the NSTU or CUPE Collective Agreements. If a suitable candidate is not found as a result of the posting, the Department of Human Resource Services must go outside the bargaining unit to fill the position. This is done by publicly advertising for the position.

A term teacher who has been appointed to a position for the ensuing school year will be considered for only one subsequent competition if the closing date for the competition is on or before September 30th, and the teacher holds a part-time position and applies for a 100% position.

Any non-union postings with the exception of Director or Coordinator will be posted internally and if a suitable candidate is not found as a result of the posting, the position will be publicly advertised.
(c) **Probation Period**

The probation period shall be (90) working days for newly-hired CUPE employees; and all newly hired employees shall be evaluated after the completion of thirty (30) working days.

The probation period shall be (90) calendar days for newly-hired confidential employees; and all newly-hired confidential employees shall be evaluated after the completion of thirty (30) working days.

The Director, Principal, or immediate supervisor for the department where the newly hired employees are working is responsible to present a written evaluation to the Director of Human Resource Services or designate prior to the expiration of the probationary period either confirming or advising against permanent employment.

**Associated Forms**

**Policy Review**

This policy will be reviewed by the Director of Human Resources within three years from the authorization date.

**Distribution**

Board Members
All Policy Manual Holders