

Policy 15 – Board Involvement in Personnel Matters

Initial Approval:	September 4, 2018		
References:	The Education Act, 1995, Section 85, 87, 210-213, 216-230; 235, 237-239; The School Division Administration Regulations, 2017, Part 8		
Date Revised:		Motion:	13381

The Board believes that the Director is the one employee who is directly accountable to the Board. All other staff report directly or indirectly to the Director. Therefore, the Board seeks to limit its involvement in personnel matters and to hold the Director accountable for all personnel matters save and except those precluded by legislation, collective agreements or Board policy.

Board involvement in personnel matters are restricted to those matters which by legislation or collective agreements cannot be delegated, and to the following:

Specifically,

1. The Board has the sole authority to recruit and select an individual for the position of Director. The Director is responsible for all other staff recruitment and selection.
2. The Board, in the case of the Director; or the Director, in all other instances, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure that all current Division employees are made aware of staff vacancies.
3. All vacant principal, vice-principal and all out of scope positions must be advertised and filled through an open competition unless Board approval is granted to the contrary. In the event of an unexpected or short-term vacancy, the Director may appoint a person in a temporary “acting” role without going through a formal selection process.
4. The Board reserves the authority to approve transition to retirement/resignation requests. Such approvals will only be considered for the Director, CFO or Senior Administration positions.
5. The Board reserves the authority to review appointments, prior to approval, of Senior Administration, Principals and Vice-Principals, Coordinators and Consultants.
6. The Board will be included in the interview process for all Senior Administration positions.
7. The Board shall review, prior to approval, all contracts for Senior Administration.
8. All offers of employment shall be conditional on the successful applicant providing a priest or pastoral reference, criminal record check and vulnerable sector check that are acceptable to the Director. Additionally, the Director may require documentation certifying that the candidate is medically fit for the position.