



Staffing Practices and Procedures

Hiring of Personnel

The Park West School Division recognizes the importance of hiring personnel well suited to work within the environment of the division and supportive of the goals and objectives of the school system.

All teachers and administrators employed by The Park West School Division shall be assigned to specific positions under the direction of the Superintendent/CEO.

The responsibility for the management and conduct of all professional staff employment, other than the positions excluded by board policy is delegated to the Superintendent/CEO who shall have the authority to:

1. Accept and approve resignations immediately upon receipt.
2. Manage the transfer and assignment of teachers.
3. Advertise all available positions in the following manner:
 - a. Posted in each school within the Park West School Division;
 - b. Advertised on the divisional website.
 - c. Circulated to all staff via email.
 - d. Advertised in local newspapers, if deemed necessary
 - e. Advertised in daily papers, if deemed necessary.
4. Together with the appropriate administrator(s) conduct the hiring process (advertise, shortlist, interview and recommend) in a fair and reasonable manner. (The Superintendent/CEO may include others in the interview team at his/her discretion.)
5. Conduct the processes for employment of Administrative personnel.
6. Following the interview process determine the successful candidate, contact the individual and make a formal offer of employment, which if accepted shall be binding upon the teacher and The Park West School Division.
7. Forward a suitable contract of employment within 14 days.

All employments shall be reported to the board in a Personnel Report at the next regular meeting of the board.

Equal Opportunity for Employment

It is the intent of the Park West School Division to provide high quality education. It is also recognized that skills, knowledge and competency are not dependent upon such factors as race, creed, color, religion, gender or age. Every person shall be considered



for employment, re-employment or advancement solely on the basis of qualifications, professional experience and special qualities deemed best able to provide students with a high quality education.

In all hiring, transfer, promotion or other employee matters, the Park West School Division believes in and adheres to the Human Rights Act of the Province of Manitoba and upholds the belief in equal opportunity contained therein.

Steps in Staffing Process

Step One:

Distribute a memo to all teachers by March 1 which notes:

- Potential changes in staffing suggested by draft budget
- Early incentive notice (March 31, April 30)
- Leave of absence returning (March 31)
- Leave of absence requests (April 1)
- Completion of term contracts
- Requests for transfers (March 31)

Early Incentive Notice:

A notice incentive is available for all teaching staff on a permanent contract that provides early notice to the Division regarding resignation or retirement. Those who provide notice on or before March 31st receive \$600 while those who provide notice on or before April 30th receive \$300.

Leave of Absence – Returning:

Teaching staff currently on a leave of absence are asked to confirm in writing their return to work date on or before March 31st.

Leave of Absence – Requests:

Teaching staff interested in a new leave of absence or an extension on a current leave must make the request in writing by April 1st. Requests made after this time may not be considered.

Term Contracts:

All term contracts in the Division end at the end of the school year unless otherwise specified. Teachers who will be retained within the Division will be offered a new contract for the following school year.

Request for Transfers:

Teachers on permanent contract interested in transferring within the Division must submit notice in writing by March 31st.



Operational Guidelines for Transfers

Any teacher may be assigned or transferred to any position for which, in the opinion of the Superintendent/CEO, the teacher is qualified.

1. Transfers of teachers may be made at the discretion of the Superintendent/CEO or at the request of a teacher, principal or other supervisory personnel.
2. All requests for transfers, whether by an individual for him/her self or for a teacher under his/her direction, shall be made in writing on or before April 1st to the Superintendent/CEO.
3. Requests for transfer shall be treated as confidential until such time as it becomes necessary to confer with the teacher's present and prospective administrators for the purpose of exploring transfer possibilities.
4. In the case of transfers initiated by the Superintendent/CEO, as much advance notice as possible shall be given and the teacher shall be afforded opportunity for consultation regarding the rationale for the transfer.
5. The final say regarding the transfer or re-assignment of any teacher shall rest with the Superintendent/CEO.
6. The assignment of teachers within a school shall be the responsibility of the principal and, where appropriate, the vice-principal.
7. Transfers that involve promotion or demotion shall be subject to approval by the board.

Step Three:

Seniority list distributed directly to teachers by email and posted by administrators within school by March 1.

- The seniority list indicates projected experience as of the end of the current school year.
- Those on term contracts are not listed on the seniority list as only teachers on permanent contracts accrue seniority.
- Teachers will have 10 days to confirm accuracy of seniority list.
- Tenured teachers who are qualified are invited to request transfers to unfilled protected positions. Remaining unfilled protected positions will be posted as required.

Step Four:

Budget approval on or before March 15:

- Staffing projections will be confirmed as of this date.

Step Five:



Determine exact number of surplus teachers as per budget, by April 5th.

- Board approval for terminations and layoffs (not necessary this year).
- Teachers with less than one year seniority will be terminated (not necessary).
- Teachers with more than one year seniority will be laid off (not necessary).

Step Six:

Notification of teachers affected by terminations and lay-offs in person and with letters by May 1, if required.

Step Seven:

Determine exact number of surplus teachers as a result of May 31 attrition (retirements / resignations).

Resignation deadlines:

The resignation deadline for teachers hired prior to December 2004 is May 31st (one month's notice). For those teachers hired since December 2004, the resignation deadline is April 30th (two months' notice).

Step Eight:

Recall teachers who are qualified for unfilled positions (if necessary, by the first week of June).

Step Nine:

Post additional positions.

Recruitment and Selection of School Staff

Park West School Division is committed to a recruitment and selection process that is fair, reasonable, consistent and accountable. The Division will follow a process that is similar for all recruitment and selection activities and is based on merit and qualifications.

- Vacancies will be advertised when deemed necessary by the Superintendent/CEO. Of the position vacancies to be advertised, and where time permits, instructional position vacancies will be advertised in local and / or regional and provincial newspapers. Non-instructional position vacancies will be advertised in all local newspapers. All positions will be advertised on the divisional website.
- Special instructional and non-instructional position vacancies, such as, Superintendent/CEO, Secretary- Treasurer, and Supervisor of Operations, will be advertised in those newspapers specified by the Board.
- Short-listing, interviews and selection decisions will follow a standard format throughout the Division.

Factors that are to influence the selection of instructional personnel are:



- a. academic qualifications
 - b. training and certification
 - c. professional competence
 - d. personality and compatibility
 - e. suitability for the position
- The Superintendent/CEO, or designate, will conduct interviews for the positions of Instructional Personnel (including Teachers), Coordinators and Consultants, Computer Technicians, Educational s, School Librarians, In-School Administrative s and other educational resource personnel.
 - The School Principal or designate will be present at the interviews with candidates for the positions of: Teacher, Educational s, School Librarians, In-School Administratives, and Head Custodian.
 - All offers of employment are subject to a satisfactory Criminal Record and Child Abuse Registry Checks (Please refer to AP: 200A)

No employee or trustee will participate directly in the recruitment process for a specific vacancy if a candidate for that vacancy is a member of the employee's or trustee's immediate family or his/her spouse's immediate family. For the purposes of this procedure, "immediate family" will mean spouse, child, parent, brother or sister including all common-law and step relationships.