

301 Personnel & Employee Relations AP – Staff Employment

PRPS recruitment procedures and practices shall maintain the integrity of the hiring process and follow Alberta Human Rights Legislation in fulfilling the staffing needs of all division locations.

1. When a vacancy occurs in a teaching or support staff position or it is determined additional staff are required, the principal and PRPS executive shall determine the Division needs. If it is deemed that division needs cannot be satisfied through restructuring and hiring is required, the following procedures shall be followed:
 - a) the employment opportunity shall be shared by Human Resources, as per P304 Article 2.12.
 - b) the employment opportunity shall be advertised by the Division, if deemed appropriate by the Superintendent or designate.
 - c) Existing staff members may apply and be considered for advertised positions.
 - d) transfer requests of staff shall be considered. Teachers requesting a transfer in the subsequent school year shall notify the Deputy Superintendent no later than March 1 of the current year.
2. All resumes for advertised vacant positions shall be directed to the Hiring Manager for vetting.
3. The Superintendent or designate shall restructure as deemed appropriate to best serve division needs.
4. **Hiring Selection Committees may include:**

School Based Support Staff Positions

- School Administrator(s) – considered the Hiring Manager
- Human Resources representative
- Director of Inclusive Education or Custodial Supervisor if appropriate/requested.
- School-based personnel as requested.

Teachers

- School Administrator(s) – considered the Hiring Manager
- Deputy Superintendent or designate.
- Other division office representatives as requested.
- School-based personnel as requested.

School Administrators

- Superintendent - considered the Hiring Manager
- Deputy Superintendent
- Principal and/or Vice Principal – if appropriate/requested by the Hiring Manager
- Other division office representative(s) and/or principal from a different PRPS location

Division Office and Maintenance Positions

- Direct Supervisor - considered the Hiring Manager

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- Human Resources representative(s)
- Other division office representative(s) as requested.

Executive Leadership Positions

- Superintendent - considered the Hiring Manager for the following positions: Deputy Superintendent, Assistant Superintendent, and Chief Financial Officer
- Other Division office staff as requested.
- School Board Member(s) as requested.

Note: For Superintendent vacancies, the Hiring Manager will be determined by the Board of Trustees. The recruitment process may be managed by an outside agency.

5. If/when available, all selection committee members shall independently complete a hiring evaluation/rubric for each candidate, as provided by the Hiring Manager and/or Human Resources.
 - All information collected during the hiring process must be kept by the Hiring Manager or Human Resources for one year from the date of interviews.
6. Based on interview results and/or evaluation/rubric results, where qualifications seem to be equal, candidate suitability/fit shall be the deciding factor. In all instances, after consultation with the selection committee, the final decision for hiring shall be made by the Superintendent and/or designate (Hiring Manager).
7. Vacancies may be filled by the principal/direct supervisor, in consultation with the Deputy Superintendent, without providing notice of employment opportunities (subject to the relevant collective or employment agreement).
8. Professional references shall be checked prior to an offer of employment.
9. As of September 2022, per Bill 85 – “The Students First Act” – All teachers and teacher leaders will be required to have on file with PRPS, a satisfactory Police Information Check, including a Vulnerable Sector Search, updated every five years.
10. The current ATA Collective Agreement, CUPE Agreement, and Human Resources Handbook shall be shared with new employees via an email link to the PRPS Division website Human Resources page.

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