

Administrative Procedure 400

STAFF EMPLOYMENT

Background

Personnel who are committed to the goals of Catholic education and demonstrate professionalism and expertise in their area of responsibility represent one of the most important components of the Division. The Division further believes that hiring and retaining quality staff members is enhanced by fair and consistent employment practices.

All personnel appointed to the staff of the Division shall be of exemplary character, shall adopt a personal lifestyle in accord with the teachings of the Catholic Church and possess competency in the skills required for the position to which they are being appointed. It is understood that all staff have been hired to assist with carrying out the mission and mandate of the Division.

Procedures

1. The Superintendent or designate is responsible for the development, implementation, administration and assessment of employment practices. These practices must be consistent with employment legislation, current collective agreements or contracts, Board Policies and Division Administrative Procedures.
2. Individuals, excluding substitute teachers and casual employees, shall be appointed to the staff of the Division in accordance with the following procedures:
 - 2.1 Unless filled through a lateral transfer, all permanent vacancies must be advertised in open competition or as per Administrative Procedure 425 – Teaching Staff Reduction.
 - 2.2 The successful candidate shall be fairly selected from applicants.
 - 2.3 All offers and acceptances of employment shall be in writing.
 - 2.4 All initial appointments to staff shall be made:
 - 2.4.1 In the case of teachers, pursuant to Section 97 of the School Act;
 - 2.4.2 In the case of unionized employees, pursuant to the provisions of current collective agreements;
 - 2.4.3 In the case of non-unionized employees, pursuant to such probationary period as may be established from time to time; and
 - 2.4.4 In the case of teachers designated as Principal of a school, pursuant to Section 96 of the School Act.
3. It is not the intent of this Administrative Procedure to supersede such grievance procedures as may exist in an employee's applicable collective agreement.

4. All offers of employment will be conditional on the receipt of current Criminal Record Checks and Child Welfare Intervention Record Check (Appendix).

Reference: Section 33, 52, 53, 55, 69, 196, 197, 198, 199, 202, 203, 204, 205, 206-212, 222, 225 Education Act
Child, Youth and Family Enhancement Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Alberta Human Rights Act
Personal Information Protection Act
Teaching Profession Act

Administrative Procedure 400 – Appendix

CRIMINAL RECORD AND CHILD WELFARE INTERVENTION RECORD CHECKS

Background

Every effort is to be made to ensure that employees have a Criminal Record Check and a Child Welfare Intervention Record Check.

Procedures

1. All new employees, not employed in the previous academic year by the Division are required to provide a Criminal Record Check and Child Welfare Intervention Check as a condition of employment.
2. All contracts and job offers issued shall be contingent upon receipt of a suitable Criminal Record Check and Child Welfare Intervention Check.
3. The Criminal Record Check and Child Welfare Intervention Record Check shall be paid for by the employee.
4. The Criminal Record Check and Child Welfare Intervention Record Check are confidential and are to be maintained in the employee's personnel file at the Division Office.
5. Employees must immediately advise their supervisor of any emergent Criminal Record Check or Child Welfare Intervention Record Check entries.

Reference: Section 52, 53, 197, 222 Education Act
Alberta Human Rights Act
Child, Youth and Family Enhancement Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Controlled Drugs and Substances Act
Criminal Code
Criminal Records Act
Food and Drugs Act