



AP 401 – STAFFING GUIDELINES

BACKGROUND

Saskatoon Public Schools believes that every person has the right to equitable opportunities based upon bona fide qualifications for employment, employment advancement, or promotion. The school division aims to achieve a representative and culturally competent workforce that is reflective of our school communities.

PROCEDURES

1. Employment Practices
 - 1.1. There will be no discrimination with respect to the screening, recruitment, hiring, or promotion of employees regardless of religion; creed; marital status; family status; sex; sexual orientation; disability; age; colour; ancestry; nationality; place of origin; race or perceived race; receipt of public assistance or gender identity (as defined by the Saskatchewan Human Rights Code).
 - 1.2. Exclusions include:
 - 1.2.1. The school division works towards not having two members of the same family employed in the same section, location or in situations where one exercises a supervisory relationship over the other. Family refers to spouse, parent, sibling, children, or a cohabitation relationship.
 - 1.2.2. No person shall be permitted to hire or be responsible for hiring a member of their own family, a relative or a person about to become a relative.
2. Selection Procedures
 - 2.1. The board selects the director of education.
 - 2.2. The selection of all other staff is the responsibility of the director of education or designate.
3. Requisition for Staff
 - 3.1. Requisitions for new positions or staff replacements for positions not covered by a formula shall be submitted to the human resources department.
 - 3.2. Authority for hiring must be based upon budget, allotments and/or program requirements.
4. Posting and Advertising
 - 4.1. Wherever possible, all permanent positions will be advertised within the division and, when required, externally. It is understood that not all individual teaching or educational assistant positions will be advertised.
 - 4.2. Authorization for the expenditure of monies for advertising must be obtained through the superintendent of human resources.
 - 4.3. All postings will be coordinated by the human resources department and, where required, will follow any guidelines found in the prevailing collective agreement.



5. Selection Process

All candidates short-listed for a position will be interviewed by a staffing panel, staffing superintendents or by human resources personnel.

- 5.2. All costs incurred by persons relative to their attendance at interviews shall be at the expense of the applicants unless prior authorization has been obtained from the superintendent of human resources.
- 5.3. Reference checks will be completed to assess an external candidates qualifications and work history prior to any offers of employment being made.

When evaluating internal candidates, discussions with previous supervisors or review of their personnel file may occur.

- 5.4. The superintendent of human resources or designate, shall be responsible for approving all offers of employment made to selected applicants.

Letters of offer shall be prepared by the human resources department. All offers are subject to the receipt of a satisfactory security check from the local police service including a vulnerable sector search and required educational documents including confirmation of designations (i.e., teaching certificate).

6. Staff Allotment and Allocation

- 6.1. The director of education has responsibility for the determination of the structure of administrative council and for the allocation of staff in the director's office.
- 6.2. The superintendents of education have responsibility for the allocation of professional staff to schools and for the allocation of coordinators and consultants in central office.
- 6.3. The superintendent of human resources has responsibility for the allocation of all other support staff in the division.
- 6.4. Principals will survey their staff regarding teacher intent for the following year (superannuation, resignation, leave, transfer, reassignment) and shall communicate this information to the superintendents of education with responsibility for staffing in their area. They will also make recommendations regarding special qualifications and competencies of staff required to fill vacancies in the school.
- 6.5. Appointments of principals, vice principals, teachers and support staff are deemed to be made to the division. Appointments are not specifically to a given school except in the case of temporary personnel who may be assigned to fill a vacancy for one year or less.
- 6.6. Teacher placements and transfers are reviewed annually by the staffing superintendents in consultation with principals.

Date Last Revised: January 2024