



POLICY:
SUBJECT:
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GCC
RECRUITMENT
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1. GENERAL

The Winnipeg School Division believes that every person has the right of equality of opportunity based upon bona fide qualifications, in respect of employment, employment advancement, or promotion.

2. NON DISCRIMINATION

The Division shall not refuse to employ, to continue to employ, or to train any person for employment, to advance or promote that person, and shall not discriminate against that person in respect of employment, or any term or condition of employment because of race, nationality, religion, colour, sex, age, marital status, sexual orientation, physical or mental handicap, ethnic or national origin, political beliefs or family status of that person.

3. EMPLOYMENT RESTRICTIONS

3.1 No person who is an immediate relative of the Chief Superintendent of Schools or any member of the Board of Trustees shall first be employed by the Division during the term of office of that official except as provided for in Section 3.5.

3.1.1 For purposes of this policy relative shall mean spouse, father, mother, sister, brother, son or daughter.

3.1.2 This will not apply to any employee hired by the Division prior to the appointment or election to office of the officials stated above.

3.2 No person shall be first employed or assigned to or remain in the same school, department, or section in which an immediate relative is employed as a supervisor, foreman, department head, principal or administrator.

3.3 No person shall be employed in a position where, by reason of marital or family status, there would be the possibility of:
- collusion
- breach of confidentiality
- conflict of interest.

3.4 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.

3.5 Persons who are immediate relatives as set out in Section 1 and who, upon applying for employment in The Winnipeg School Division, are successful in having their application accepted, shall not be employed until such employment is approved by the Board of Trustees by way of a resolution duly recorded in the minutes.

4. POSTING AND ADVERTISING

4.1 Insofar as possible, all vacancies of permanent positions shall be publicized by bulletin posting within the Division and when required, through outside agencies such as Canada Employment and Immigration and/or newspaper, magazine or journal advertising.

4.2 The Chief Superintendent shall have authority to post all vacancies excepting those in the Administrative 11-20 classifications.



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4.3 The Board shall be informed of all vacancies in the Administrative 11-20 classifications and shall authorize such positions to be posted.

5. APPLICATIONS FOR VACANT POSITIONS

5.1 Every individual applying for or requesting a transfer to a vacant position, excepting those vacancies in the Administrative 1-10 and/or Administrative 11-20 groups, shall complete the appropriate application or transfer form and submit the completed form to the Human Resources Department. Copies of the application and transfer forms are included in the exhibits.

5.2 Every individual applying for or requesting a transfer to a vacant position in the Administrative 1-10 and/or Administrative 11-20 groups, shall submit a written application, including a resume detailing education, experience and reasons for applying, directly to the individual listed on the posting and/or advertisement.

6. PROBATIONARY PERIOD

6.1 All new employees hired into permanent positions other than those positions in the Administrative 1-10, Administrative 11-20, teacher and clinician classifications, and administrative and supervisory positions under the collective agreement with the Winnipeg Teachers' Association shall be considered to be on probation for a period of one hundred and twenty (120) paid working days (not including vacation or paid leave of absence) or according to the applicable provisions of the collective agreements.

6.1.1 All new employees in the Administrative 11-20 group shall be considered on probation for a period of one (1) year. If service during this time has proven to be satisfactory, the employee shall be recommended to the School Board for appointment.

6.1.2 All new employees in the Administrative 1-10 group shall be considered on probation for a period of one (1) year.

6.1.3 All appointments to teacher and clinician positions shall be made on a probationary period of one (1) year.

6.1.4 Notwithstanding previous experience, a person's initial appointment to an administrative or supervisory position included under the collective agreement with the Winnipeg Teachers' Association shall be for a two (2) year probationary period.

7. INTERVIEWING EXPENSES

7.1 It is recognized that, from time to time, the recruitment process may entail travel expenses for individuals from outside the Winnipeg area to come to the Division to meet staff, to tour facilities and to be interviewed. To this end the Division is prepared to pay economy air fare, taxi fare, accommodation and meal expenses for the applicant.

7.2 The Chief Superintendent and/or designate shall have authority to approve expenses incurred for the purposes of interviewing prospective applicants.

8. AUTHORITY TO HIRE

8.1 The Chief Superintendent and/or designate shall be authorized to hire, appoint and/or promote all staff excepting those in the Administrative 11-20 classifications and administrative and supervisory positions included under the collective agreement with the Winnipeg Teachers' Association.



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- 8.2 The Board, on the recommendation of the Superintendent, shall determine appointments and/or promotions of staff in the Administrative 11-20 classifications and administrative or supervisory positions under the collective agreement with the Winnipeg Teachers' Association.

9. STAFF ASSIGNMENTS AND TRANSFERS

9.1 Teaching/Clinical Staff

- 9.1.1 A teacher shall be assigned to a specific position by or under the direction of the Chief Superintendent, and may be transferred to any other position for which the teacher is qualified. Transfers which involve promotion or demotion of a teacher to, or in, or from administrative or supervisory positions shall be submitted to the Board for approval.
- 9.1.2 Transfers may be made at the initiative of the Chief Superintendent or other administrative officer or at the request of the teacher, and for any purpose which, in the judgment of the Chief Superintendent, is best for the welfare of the teacher or the schools.
- 9.1.3 All requests for transfer made by a supervisor for a subordinate shall be submitted in writing with an explanation of the reasons for such a request.
- 9.1.4 A request for transfer from a teacher shall, upon request by the teacher, be confidential, until such time as it becomes necessary to confer with the teacher's present and prospective superior officers in making final decisions and arrangements.

9.2 Support Staff

- 9.2.1 Certain non-professional staff assignments and transfers are covered by various collective agreements.
- 9.2.2 The applicable sections of 9.1 of this policy will determine assignments and transfers for those non-professional staff not covered by collective agreements.

10. Teacher Surplus

- 10.1 Teachers who are declared surplus in their school shall be given priority for placement in vacant positions.

11. Employees Covered By Collective Agreements

- 11.1 Where provisions for recruitment exist within a collective agreement, they shall apply.



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Regulations governing procedures and operations for the recruitment of staff as determined by the Chief Superintendent.

1. Advertising

1.1 When a vacancy is created, except for vacancies within the Administrative 11-20 classifications, the Chief Superintendent or designate shall have the responsibility of determining and approving when advertising in external media shall take place.

2. Interview Expenses

2.1.1 Individuals should not normally be required to spend more than one day at the Division, although, depending on the circumstances, more time may be required.

2.1.2 Prior to an interview being held with an applicant for a vacant position, the Chief Superintendent and the Director of Human Resources shall determine those expenditures (and the dollar amounts) for which an applicant will be reimbursed.

2.1.3 Reimbursement will be made only upon presentation of official receipts by the applicant. In many cases travel and accommodation is arranged directly by the Human Resources Department.

3. Criminal Record Search and Provincial Child Abuse Registry Check

3.1 All new employees must have a criminal record search and child abuse registry check prior to being offered employment with the Division. The following procedure will be followed:

3.1.1 Applicants who are selected for employment with the Division shall be informed that employment is subject to the Division receiving documentation that a criminal record search has been completed and that the Division has conducted a child abuse registry check.

3.1.2 In situations where the criminal record search and/or child abuse registry check has not been completed prior to an individual's proposed start date, the individual shall be placed on staff as a casual or substitute employee until such time as the documentation is received.

3.1.3 Employment decisions regarding a candidate where a police or child abuse registry record exists will be at the discretion of the Division and will be made by the Director of Human Resources taking the following into consideration:

- the nature of the offence for which the person was convicted;
- the relevance and risk the offence poses in relation to the duties for which the applicant is being considered;
- the length of time since the conviction;
- the circumstances surrounding the charge and conviction as described by the applicant and, if necessary, verified by other references;
- references from past employers;
- the rehabilitative efforts made by the candidate.

3.1.4 If it is judged that the offence(s) is such that there is a risk for potential harm to the Division students or staff, the person will not be hired and will be advised accordingly by the Director of Human Resources.



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- 3.1.5** Candidates who are not employed as a result of a criminal or child abuse record may appeal this decision to the Chief Superintendent. Candidates appealing a decision must make their appeal in writing and include all information which they wish to have considered.
- 3.1.6** The Chief Superintendent will notify the candidate in writing of the outcome of the appeal.
- 3.2** Applicants selected for employment shall be provided with copies of the following:
- 3.2.1** An application form granting the Division the right to request access to the provincial child abuse registry which the individual must complete and return to the Division. The Division will submit the request directly to the Provincial Child Abuse Registry office.
- 3.2.2** A Criminal Record Search form which the individual must complete and submit for processing to the Bureau of Police Records. The Division must be provided documentation from the Bureau of Police Records which details the results of the Criminal Record Search.
- 3.3** Applicants who have undergone a criminal records search for professional certification purposes during the twelve months prior to their application with the Division shall not be required to undergo another search. The Division shall be provided documentation that a criminal record search was completed and certification was granted to the individual.
- 3.4** Upon receipt and review of the completed Criminal Record Search and Child Abuse Registry check the individual will be informed that their employment has been confirmed if there is no information provided to the Division which would affect this decision. If information is provided which affects the employment decision the individual shall be informed that employment cannot be confirmed.
- 4. Teaching/Clinical Staff Hiring**
- 4.1** All applications for teaching positions are given full consideration. The following procedure will be followed:
1. letters will be sent to the persons whose names are given for reference, asking them to submit an evaluation of the applicant's effectiveness as a teacher;
 2. on the basis of the experience, qualifications and the information obtained in references, selected applicants will be identified as top-rated prospects;
 3. interviews will be arranged for these persons at the School Division's Administration Building. During the spring, in anticipation of numerous staff changes for September, the top-rated applicants may be given the opportunity to be interviewed by teams of principals and other administrators. At other times of the year suitable candidates will be interviewed by the Assistant Director of Human Resources;
 4. candidates will be assessed further on the basis of the interview;
 5. before outside teachers are appointed, an attempt will be made to place teachers within the Division who are already on contract or are returning from leave of absence;
 6. as soon as the Division becomes aware of the need to recruit additional teachers from outside, suitable candidates will be invited to a further interview with the principal of the school in which there is a vacancy;