

Administrative Procedure 480.1

480.1 Human Resource Services

Background

The goal of the Human Resource Services portfolio is to provide comprehensive, timely, knowledgeable, fair and professional HR services.

Procedure

The Human Resource Services portfolio will have specific responsibilities for:

1. Human Resource Planning

- 1.1 Annually send out and receive teacher intent forms.
- 1.2 Annually hold meetings with school principals to discuss teacher intent requests, contractual obligations and school priorities and programs.
- 1.3 Make staffing placements in collaboration with Principals and Assistant Superintendent.

Deliverables

- Compliance 1.1-1.3

2. Recruitment and Selection of Staff

- 2.1 Determine and approve all certificated staff vacancies.
- 2.2 Advertise, receive applications, conduct reference checks, short list, and develop behavioral interviewing and selection processes for certificated staff positions.
- 2.3 Develop and implement recruitment plans.

Deliverables

- Compliance 2.1-2.4

3. Orientation

- 3.1 Develop and implement division wide orientation processes and activities.
- 3.2 Provide assistance in the development of school-based orientation processes.

Deliverables

- Compliance 3.1
- Specific examples

4. Reporting

4.1 Develop the Division-wide school organization reports for certificated staff, including recommendations for the E-Team members' consideration.

Deliverables

- School organization report

5. Collective Agreement Administration

5.1 With the assistance of the HR Director administer the collective agreement for certificated staff including administration of leaves, secondments, and exchanges.

5.2 Resolve contractual, professional, and other human resource issues.

Deliverables

- Compliance 5.1
- Specific examples

6. Contract Administration

6.1 Develop, in consultation with legal council and the Director of Human Resources the templates for all certificated staff contracts.

6.2 Determine type of contract to be offered to certificated staff.

Deliverables

- Templates
- Documentation

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Section 61, The School Act