



NAME: 08.01.01 PERSONNEL VACANCIES	VERSION: 1
PRESENTED: JUNE 6, 2015	REVIEW: 2020-2021

REVIEW EVERY 5 YEARS

PREAMBLE

The purpose of this policy is to outline the minimum required steps in the recruiting and hiring process for all staff positions at RCS. Ensuring that vacancies and new positions are available to all suitable candidates is a good business practice and will protect the school from a potential conflict of interest or financial burden it cannot afford. This policy is intended to ensure that the Administration team is able to hire the best candidate for the position while ensuring that no Conflict of Interest could be inferred or perceived. It is also intended to ensure that this policy advance the Board’s commitment to recruiting well-qualified candidates who will serve parents and the community well. New hires and in-house transfers must be hired in compliance with 8.1 Hiring and 8.1.1 Personnel Vacancies.

SCOPE OF APPLICATION

1. The Superintendent or designee shall ensure that all openings created by a new position, resignation or removal of a teacher, Vice-Principal, Principal, business office employee or administrative assistant must, at a minimum, be publicly advertised in-house and through the advertising services of SCSBC.
2. The Board Chair or designee shall ensure that an opening in the Superintendent position must, at a minimum, be publicly advertised in-house and through the advertising services of SCSBC.

NEW POSITIONS

3. Creation of a new position within the current budget year that was not previously included in the school budget must be referred to the Board for approval prior to advertising the position.
 - a. The request must include a job description, including qualifications and performance expectations and the salary range.

CONTRACTS

4. The Association Bylaw Article 4, paragraph 22 allows for the Board of Trustees to authorize the Superintendent to be responsible for signing contracts “in the ordinary course of the Society’s operations”.
 - a. The Superintendent is authorized to enter into Indefinite and Definite employment contracts on behalf of the Society.
 - b. The Superintendent has authority to select and hire short term contractual personnel who are engaged to provide a necessary service for the benefit of the successful operation of the school.

5. The Superintendent has authority to terminate an employee provided that the proper documentation is complete for termination with cause, or proper notice has been given or severance in lieu of notice has been provided for termination without cause. The notice or severance in lieu of notice where appropriate shall not be less than the minimums established by the BC Employment Standards Act and their contract of employment.
 - a. The Superintendent shall advise the Board of the termination at the earliest opportunity and no later than the next board meeting.