



## Administrative Procedure 5056 *Employment of Support Staff*

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**Board Governance Policy Cross Reference:** [1](#), [11](#), [12](#), [13](#)

**Administrative Procedures Cross Reference:**

[Equity](#)

[Evaluation of Support Staff](#)

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[CUPE Collective Agreement](#)

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**Date Adopted:** February 2020

**Amended:** February 2020

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The Brandon School Division believes that the selection and assignment of support staff is vital in providing quality learning opportunities in all schools/locations, and in the daily operations of the Division. The Division has adopted procedures to ensure appropriate guidelines are followed, and that due diligence is adhered to when filling positions.

The Division takes its hiring practices seriously and believes that no School Leader/Supervisor should ever be involved in the hiring competitions where a relative or relationship could be perceived to advantage anyone in the selection process. Therefore, when such situations arise, the School Leader/Supervisor on the selection committee should remove themselves from the hiring process and be replaced with an appropriate staff member chosen by the Director of Human Resources.

To this end, the accompanying procedures are designed to interview, select and recommend the best qualified support staff in accordance with the current job profiles and with administrative procedure [Evaluation of Support Staff](#).

The Division agrees to post notices of job vacancies internally and externally.

The following guiding principles shall direct the process:

- Support staff are employees of the Division and assigned to respective schools/locations in accordance with Divisional standard requirements.
- Support staff are selected according to the job specific qualifications, experience, and suitability.

- Assignments are determined based on candidate suitability, and the needs of the students, staff, facilities and operations of the Division.
- Candidates are assigned with the process of shared responsibility involving the Secretary-Treasurer or designate and the School Leader/Supervisor. Approval of assignments is the responsibility of the Secretary-Treasurer or designate.

## Process

### 1. Vacancy

- Support staff vacancies will be posted and filled in compliance with the [CUPE Collective Agreement](#) (Article 10).
- Job vacancies shall be advertised on the Division website, posted by 12:00 noon on Thursday with a close date of the following Thursday at 12:00 noon.
- Job vacancies shall be advertised using the best recruitment practices available.
- Vacancies for permanent positions that arise throughout the school year will be posted and filled at the discretion of the Secretary-Treasurer or designate, to support minimal disruption in student programming and in the daily operations of the Division.

### 2. Application Procedure

- Internal candidates are to apply to any/all vacancies through the established electronic online application format, providing the required documentation as stated in the job posting.
- External applicants are to apply to any/all vacancies through the established electronic online application format located on the Division website under Employment Opportunities.

### 3. Screening and Shortlisting

- The processes of screening and shortlisting are organized by the School Leader/Supervisor and in compliance with the [CUPE Collective Agreement](#) (Article 10). Screening of all applicants is done according to the criteria of:
  - educational background/qualifications;
  - experience; and
  - suitability consistent with the Division's standard requirements.

4. Interview

- Candidates will be interviewed by an Administrative Team in accordance with established procedures and chaired by a School Leader/Supervisor.
- The decision for determining the appropriate number of candidates to interview will be handled by the Administration Team and the Office of Human Resources. If the two parties cannot come to an agreement on the appropriate number of candidates, the Secretary-Treasurer or designate will determine the number.
- Candidates may be interviewed for more than one school/location at a time, dependent on the circumstances.
- Candidates may provide the School Leader/Supervisor verbal acceptance that their previous interview be used for another competition, given the School Leader/Supervisor has interviewed them in the last 4 months for the same or similar position.
- Interview questions will be based on the current job profiles and on our strategic priorities.

5. Nomination

The nomination of the recommended candidate includes a written report of the following:

- Interview results related to:
  - educational background/qualifications;
  - experience; and
  - suitability or lack thereof consistent with Divisional standard requirements.
- Reference checks in accordance with established procedures.

6. Approval of Recommendation

- Approval of recommendation for employment is the responsibility of the Office of Human Resources, as delegated by Secretary-Treasurer or designate.
- Offer of employment is the responsibility of the School Leader/Supervisor, as delegated by the Secretary-Treasurer or designate.

7. Communication with Candidates

- All unsuccessful candidates interviewed will be contacted via email by the School Leader/Supervisor of the respective school/location, communicating the outcome of the competition.

- Upon written request, information regarding reasons for non-selection will be provided to respective interviewed candidates from the Director of Human Resources or designate.