



## Administrative Procedure 5115

# Recruitment of Employees

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**Board Governance Policy Cross Reference:** [1](#), [11](#), [12](#), [13](#), [15](#)

**Administrative Procedures Cross Reference:**

[Workplace Harassment](#)

[Workplace Safety and Health](#)

[Respectful Workplace](#)

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[Manitoba Human Rights Code](#)

[Public Schools Act](#)

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**Date Adopted:** April 2004

**Amended:** December 2017

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The Brandon School Division will endeavor to employ well-qualified individuals available for positions, maintaining a focus on student achievement, well-being and success in support of the values, mission, vision and goals of the Division.

No person shall be discriminated against on the basis 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.

It is the responsibility of the Superintendent/CEO or designate to ensure that all persons employed by the Division to give or supervise instruction in the Division are duly qualified and certified, and that legal and contractual requirements are satisfied.

The Superintendent/CEO or designate, is authorized to enter into contracts of employment with teachers, to accept resignations of teachers, and to recommend the termination of contracts of teachers in the manner set forth in the *Public Schools Act*.

The Secretary-Treasurer or designate, is authorized to enter into contracts of employment with support personnel, to accept resignations of support personnel, and to recommend the termination of employment of support personnel.

Semi-monthly reports giving the names of teachers and support personnel entering into contracts with the Division, or resigning from the staff, and those whose contracts have been terminated shall be presented to the Board for ratification.

Recruitment and hiring practices shall consider Division needs, fiscal responsibility and market conditions.

The Division expects that:

- employment will be based generally upon open competition postings;
- recommended employment for the “most suitable” candidate;
- where qualifications and suitability are equal, preference shall be given to the internal applicant;
- references (professional) will be checked prior to employment;
- each new employee will provide a Criminal Record Check and Child Abuse Registry Check satisfactory to the Division;
- each new employee be provided with a written statement outlining the conditions of employment;
- each new employee will complete the Division Harassment Awareness, Workplace Safety and Health, and Respect in Schools Workshops within 1 month of commencing employment; these workshops reference the *Workplace Harassment, Workplace Safety and Health, and Respectful Workplace* administrative procedures;
- each employee will be notified in writing of any changes in the conditions of employment;
- employees will be prohibited from participation in the hiring of persons in their immediate family (parents, spouse/partner, brothers, sisters, children) where an employee would be in a position of direct supervision of that person.

All personnel employed with the Division shall exercise the greatest care that neither their influence with students nor their position on the staff shall be used for personal advantage or to promote the commercial or partisan interests of any person, business or institution in which the employee and/or their spouse has a personal financial interest.