



Administrative Procedure 400

RECRUITMENT, SELECTION, ASSIGNMENT AND TRANSFER OF STAFF

Background

It is the intention of the District to provide the best possible educational opportunities for all students in the District. In order to maintain high quality education programs, the District shall continue to develop and implement personnel policies and practices which will result in effective recruitment, selection, deployment, development and evaluation of employees. The District also recognizes its responsibility to maintain a positive and safe working environment as an important component in maintaining quality educational programs.

Staffing processes for all employees are designed to provide the best possible educational services to students using the resources available. The following are the guiding principles:

- Recruitment is to be designed to develop the widest possible pool of applicants for all positions.
- Selection and assignment procedures will be fair, equitable and designed to ensure that the best qualified candidates are chosen for all positions.
- Transfer of employees is a positive action that reflects the District's desire to meet the changing needs of individuals, schools and programs.

Procedures

1. The recruitment, selection, assignment, and transfer of employees shall be in accordance with applicable collective agreements for unionized personnel and contractual requirements for non-unionized employees.
2. There shall be no discrimination on the grounds of race, religion, age, marital status, sex, ancestry, place of origin, political belief, family status, physical or mental disability, or sexual orientation during the process of recruitment, selection, or transfer.
3. Retention of employees reflects the District's commitment to developing and fostering the professional growth of its employees in furtherance of achieving excellence in student performance.

Reference: Sections 22, 65, 85 School Act

Adopted: November 2, 1981

Revised: June 18, 1984; June 17, 1991; March 12, 2002; December 15, 2020