

Policy Number and Name: 324 Board Involvement in Personnel Matters

Policy Section: 300 Board Governance

Effective Date: November 23, 2023

Revised Date:

Purpose:

The Board believes that the Director is the one employee who is directly accountable to the Board. All other staff report directly or indirectly to the Director of Education. Therefore, the Board seeks to limit its involvement in personnel matters and to hold the Director of Education accountable for all personnel matters save and except those precluded by legislation, collective agreements, or Board policy.

Policy:

- 1) The Board delegates all staff authority through the Director; this means the Board will not direct, manage, evaluate, or terminate any staff other than the Director.
- 2) The Board does not have access to personnel records other than the Director or situations that are warranted by policy.
 - a) Personnel files are confidential and consequently open only to the Director, those designated by the Director, and the individual employee.
 - b) Trustees acting as individuals do not have access to personnel files. The Board, however, may request information from those files.
- 3) Board involvement in personnel matters is restricted to those matters which by legislation or collective agreements cannot be delegated and to the following:
 - a) The Board has the sole authority to recruit and select an individual for the position of Director of Education. The Director of Education is responsible for all other staff recruitment and selection.
 - b) The Board, in the case of the Director of Education; or the Director of Education, in all other instances, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure that all current Division employees are made aware of staff vacancies.
 - c) For vacant principal and vice principal positions, an open general competition for entry into a principal and vice principal pool will be used. The Board's Human Resources Committee will participate in the interview panels. In the event of an unexpected or short-term vacancy, the Director of Education may appoint a person in a temporary "acting" role without going through a formal selection process.
 - d) The Chair or Vice Chair and one (1) Trustee will participate in hiring of Superintendents and Coordinators.

- e) The Board reserves the authority to approve Transition to Retirement requests. Such approval will only be considered for the CFO and Superintendent positions.
- f) In order to uphold the fiscal integrity of the Division, the Board will require the Director of Education to keep the staff compensation within the rate of eighty percent to one hundred and twenty percent (80-120%) of industry and/or sector average, and to keep benefits from falling behind the norm in the industry and/or sector.
- g) The Board will require that all offers of employment shall be conditional upon the successful applicant providing a criminal record check and vulnerable sector check that is acceptable to the Director of Education. Additionally, the Director of Education may require documentation certifying that the candidate is medically fit for the position.

Reference:

The Education Act, 1995, Section 85, 87, 210-213, 216-230; 235, 237-239
The School Division Administration Regulations, 2017, Part 8