



## Recruitment of Personnel Procedure

This procedure clarifies the positions that are covered by this policy, the process that is to be followed and the responsibilities of staff.

### 1. Positions

The following positions are covered by this policy:

Permanent full-time  
Permanent part-time  
Casual

Definitions of these positions are included in the glossary following the introduction to this section.

### 2. Vacancies

Vacancies are defined as:

- a) a position resulting from resignation or termination,
- b) a newly created position,
- c) a replacement for an employee away on leave of absence. (A leave of absence may be maternity leave, parental leave, medical leave, special leave, sabbatical leave and short or long-term disability.)
- d) a temporary or short-term position.

### 3. Process

#### a. Preference for Filling Vacancies

Where promotion or transfer is not feasible, personnel will be recruited as follows.

#### i. Teaching Positions

SEC shall give preference to Aboriginal Teachers when all skills and experiences are of those candidates are of equal values.

#### ii. All other Support Staff Positions

SEC shall give preference to Southeast community members, when all skills and experience are of equal values..

**b. Posting and Advertising Vacancies**

All vacancies will be, at a minimum, advertised locally at the SERDC office and internally. If the vacancy cannot be filled by this method, it will be advertised in Newsprint

**4. Roles and Responsibilities**

**a. Staff**

The role of staff in the recruitment of personnel is outlined below:

The recruitment of SEC staff is the responsibility of the Director/Principal, and the Director of Operations

**5. Appointment Process**

**a. Notification to Unsuccessful Applicants**

Verbal notification will be provided to all unsuccessful applicants interviewed.

**b. Offer Letter or Contract**

Prior to the employee commencing employment, a contract must be signed.

**c. Required Qualifications, Criminal Record and Child Abuse Registry Checks**

All appointments are conditional upon the verification of required qualifications and clear Criminal Record and Child Abuse Registry checks.

- Criminal Record and Child Abuse Registry checks must be submitted to the Director of Operations
- Where a criminal record exists, SEC's policy on Criminal Record Checks, E.1.D, applies.

Adoption Date: August 21/12	Revision Date: October 26/16
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