

## **403 EMPLOYMENT SELECTION**

### **Belief**

The Maskwacis Education Schools Commission (MESC) follows the cultural and traditional teachings of the Maskwacis Cree, in particular, Wahkohtowin. Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

The MESC believes in employing the best personnel available for any given position solely on the basis of merit and qualifications.

The MESC assigns responsibility for selection of employees to persons it believes to be the most knowledgeable about the requirements for the particular positions.

Employees who are committed to the goals of the Maskwacis Cree Declaration on Education and demonstrate professionalism and expertise in their area of responsibility represent one of the most important components of the MESC.

All employees of the MESC shall be of exemplary character, shall adopt a personal lifestyle in accord with Iyiniw Mamtohnehicikan, and possess competency in the skills required for the position to which they are being appointed.

It is understood that all employees have been hired to assist with carrying out the mission and mandate of the MESC.

### **Procedures**

1. The People Services Handbook outlines detailed procedures with regard to the employment of the MESC employees.

#### **Recruitment**

2. In recruiting employees, the following criteria shall be considered:
  - 2.1. Commitment to the Maskwacis Cree Declaration on Education and Iyiniw Mamtohnehicikan.
  - 2.2. Needs of MESC students, and program needs, as perceived by MESC administrative personnel.
  - 2.3. Provisions of current terms and conditions of employment.

- 2.4. Candidate interests, knowledge, education, ability and skills.
- 2.5. Candidate suitability and compatibility based upon past performance and experience.
- 2.6. Willingness to continue professional development growth.

#### Selection

- 3. The Superintendent or designate is responsible for the development, implementation, administration and assessment of employment practices. These practices must be consistent with employment legislation, current contracts, Board Policies and MESC Administrative Procedures.
- 4. Unless filled through a lateral transfer, all permanent vacancies must be advertised in open competition or as per Administrative Procedure 416 Employee Reduction.
- 5. The Authority will employ the most suitable candidate.
- 6. Where qualifications are equal, preference shall be given to the applicants from Maskwacis.
- 7. References, both personal and professional, will be checked prior to employment.
- 8. Employees will be prohibited from participation in the hiring of persons in their immediate family (parents, spouse, brothers, sisters, children) where an employee would be in a position of direct supervision of the person in their immediate family.
- 9. The employment situations where an employee would be in a position of direct supervision and evaluation by a member of their immediate family (parents, spouse, brothers, sisters, children) be prohibited;
  - 9.1. Direct supervision for purposes of this regulation is considered to be supervision that involves assignment of duties, completion of evaluation forms or related responsibilities.
  - 9.2. When an employee marries another employee and a conflict of interest or favouritism situation is obvious, an alternative place of work within the MESC should be sought for one of the employees. In such cases the wishes of the employees should be considered as to who shall be placed in other employment.

10. An appeal of an employment decision can be initiated as per Administrative Procedure 427: Employee Appeal Process.
11. The recruitment and selection of employees will be coordinated by the Associate Superintendent: People Services and the selection decision is the responsibility of the following party(ies):
  - 11.1. Superintendent - Board of Governors;k;
  - 11.2. Associate Superintendents - the Superintendent;
  - 11.3. Directors, Coordinators - Associate Superintendent;
  - 11.4. School Principals - Superintendent;
  - 11.5. Vice Principals - the Superintendent and the Principal;
  - 11.6. Certified Teachers - the Principal;
  - 11.7. Central Office Support Employees – Associate Superintendent;
  - 11.8. School-Based Support Employees (excluding custodial) - the Principal and Associate Superintendents;
  - 11.9. Custodial Employees - Custodial Coordinator;
  - 11.10. Transportation Employees - Transportation Coordinator;
  - 11.11. Maintenance Employees - the Director of Facilities and Maintenance.
12. For the positions of senior managers, Directors and Principals, the Associate Superintendent: People Services may approve reimbursement for travel expenses incurred for interviews.

#### Employment Offers

13. All offers, and acceptances of employment shall be in writing
14. All initial appointments to employees shall be made pursuant to such probationary period as may be established from time to time.
15. Employees will be notified in writing of any changes in the conditions of employment.
16. All offers of employment will be conditional on the receipt of current Criminal Record Checks and Child Welfare Intervention Record Check.

#### References

AP 416 EMPLOYEE REDUCTION

AP 402 CRIMINAL RECORD AND CHILD WELFARE INTERVENTION RECORD CHECKS

