

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 401 - Authority to Hire

Policy

The Superintendent may employ all personnel approved in the District's annual budget. Associate Superintendents and the Director of Human Resources are delegated the authority to hire staff on behalf of the Board.

Procedure:

1. All professional staff and management contracts shall be approved and signed by the Superintendent of Schools or an Associate Superintendent
2. Principals will normally be involved in the selection process for support staff employed at their school and will recommend the hiring of the most suitable candidate to the Human Resources Department. The hiring will be reviewed and approved by the Director of Human Resources.
3. All hiring of staff must comply with the School Act, the Labour Code and applicable sections of Collective Agreements.

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