

## EMPLOYMENT PRACTICES

### Background

The hiring of staff is the responsibility of District administration but personnel with direct supervisory responsibility will carry out, or participate in, the selection of their staff.

Any personnel who would normally be involved in the hiring process for a position who have a conflict of interest because of a personal relationship with a candidate for the position will declare the potential conflict and step aside from the hiring process.

Personnel are to be hired to the District in accordance with the administrative procedures and provisions of applicable collective agreements and other contracts of employment.

### Procedures

#### 1. Employment Conditions of:

##### 1.1 Union Employees

1.1.1 Terms of employment are outlined in each respective Collective Agreement.

##### 1.2 Principals and Vice Principals

1.2.1 Terms of employment, including salary and benefits, are outlined in each Principals and Vice Principal's personal service contract, although all contracts are generic in nature.

1.2.1.1 Principals and Vice Principals are hired as outlined in Board Policy 15 – Recruitment and Selection of Personnel.

##### 1.3 Senior Administration

1.3.1 Terms of employment, including salary and benefits, are outlined in each Senior Administrator's personal service contract, although all contracts are generic in nature.

1.3.1.1 Senior Administrators are hired as outlined in Board Policy 15 – Recruitment and Selection of Personnel.

##### Exempt Staff

1.5.1 Terms of employment are detailed in Exempt Staff guidelines.

1.5.1.1 Exempt staff are hired through postings or advertisements for specific terms or on an ongoing basis as determined through program needs.

1.5.1.2 Compensation is outlined in the Exempt Staff grid, which has been developed using a pay equity plan and benefits.

1.5.1.3 Benefits as according to Exempt Staff schedule

Casual, Temporary and TOC (Teacher on Call) Personnel

1.7.1 Terms and conditions of casual, temporary and TOC (Teacher-on-Call) personnel who belong to unions are outlined in the respective Collective Agreements.

2. Filling Positions

2.1 Subject to the respective collective agreement or individual contract, an existing employee may be reassigned.

*Reference: Sections 22, 65, 85 School Act  
Collective Agreements*

*SD No. 40 (New Westminster)*

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*Adopted: May 30, 2017*

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)