

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

REGULATION SERIES 400 - STAFF PERSONNEL

R 401 **EMPLOYMENT PRACTICES**
R 401.1 **Employment Practices**

The following general Regulations shall apply for the recruitment of all personnel.

1. Gender Representation

Where interviewing committees are established, there shall be an attempt to have representation from both genders.

2. Criminal Record Search

Those who apply for employment or volunteer to work with children will be informed that before a position is offered to an applicant or volunteer service commences, a criminal record search may be conducted. The specific details of the Criminal Record Search are found in Policy and Regulation No. 401.3.

3. Advertisement of Positions

3.1 Teaching Positions

Teaching positions will be advertised on the Make a Future (www.makeafuture.ca) and the School District (www.sd48.bc.ca) web sites and posted locally. If required, the district may expand its advertising through local, provincial and/or national newspapers.

3.2 Support Staff Positions

Support staff positions will be posted on bulletin boards at all employer facilities and on the School District website (www.sd48.bc.ca). If it is deemed that a position cannot be filled internally or without advertising, an advertisement will be published on the Make a Future web site (www.makeafuture.ca) and in the appropriate local and/or provincial newspapers.

4. Short List and Interview Processes

4.1 The appropriate principals or supervisors will normally be involved in the short-listing and interviewing processes for teaching and support staff.

Adopted: November, 1977

Revised: November, 1978, April, 1981, December, 1984, September, 1985, December, 1987 March, 1991, May, 1991, April, 1992, December, 1997, November 10, 1999, September 2011