

Administrative Procedures Manual	Administrative Procedure 400
	Staff Employment
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: August 2016, April 2020, September 2024
LEGAL REFERENCE:	Section 52, 53, 55, 68, 197, 198, 199, 202, 203, 204, 205, 222, 225 Education Act Alberta Human Rights Act Child, Youth and Family Enhancement Act Employment Standards Code Freedom of Information and Protection of Privacy Act Personal Information Protection Act Teaching Profession Act

Background

Personnel who are committed to the Division’s mission and guiding principles and demonstrate professionalism and expertise in their area of responsibility represent one of the most important components of the Division. The Division further believes that hiring and retaining quality staff members is enhanced by fair and consistent employment practices.

All personnel appointed to the staff of the Division shall be of exemplary character and possess competency in the skills required for the position to which they are being appointed. It is understood that all staff have been hired to assist with carrying out the goals of the Division. [Board Policy 01 - GPPSD Mission and Guiding Principles.](#)

Procedures

1. 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 collective agreements or contracts, Board policies, and Division administrative procedures.
2. Individuals, excluding substitute teachers and casual employees, shall be appointed to the staff of the Division in accordance with the following procedures:
 - 2.1 Unless filled through a return from leave, a lateral transfer, or as per [Administrative Procedure 425 - Reduction in Instructional Staff Work Force](#) or [Administrative Procedure 443 - Reduction in Non-Instructional Staff](#), all permanent vacancies must be advertised in open competition.
 - 2.2 The successful candidate shall be fairly selected from applicants.
 - 2.3 All offers and acceptances of employment shall be in writing.
3. All initial appointments to staff shall be made:
 - 3.1 In the case of teachers, pursuant to Section 205 of the Education Act;
 - 3.2 In the case of unionized employees, pursuant to the provisions of current collective agreements;
 - 3.3 In the case of non-unionized employees, pursuant to such probationary period as may be established from time to time; and

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3.4 In the case of teachers designated as Principal of a school, pursuant to Section 202 of the Education Act.

- All offers of employment will be conditional on the receipt of current Police Information and Child Intervention Record Checks as outlined in [AP 400 Appendix B - Police Information and Child Intervention Record Checks](#).