

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

POLICY MANUAL

POLICY	5100R1
DRAFT Date	January 25, 2011
Revision	0

BOARD REGULATION

HIRING of EXCLUDED STAFF

This regulation accompanying *Board Policy 5100* specifies the process for hiring management or excluded personnel.

1. Responsibility for Hiring

- 1.1 The board is directly responsible for the selection of the superintendent of schools and the secretary-treasurer.
- 1.2 The board shall assign to the superintendent of schools (or designate) the management of the selection process for those excluded staff reporting directly to him or her. These include the: assistant superintendent, directors of instruction and executive assistant to the superintendent. Hiring procedures for principals and vice-principals are covered under board *policies 4005 (Assignment and Selection of Principals)* and *4006 (Assignment and Selection of Vice-Principals)*.
- 1.3 The board shall assign to the secretary-treasurer or designate the management of the selection process for those excluded staff reporting directly to him or her. These include the director of finance, manager of information systems, director of operations, director of capital projects, and executive assistant to the board of education and secretary-treasurer. Although not having a direct supervisory relationship, it also includes other excluded staff.

2. Consultation

- 2.1 An ad hoc advisory committee will be convened to provide advice in the selection and hiring of excluded personnel at the director level and above.
- 2.2 Such an advisory committee, if convened, may include representatives of the administration, employee groups, and education partners who may be directly affected by the hiring of excluded personnel.

3. Confidentiality / Freedom of Information and Protection of Privacy

The superintendent of schools and/or the secretary-treasurer shall ensure that all participants in the process are aware of their obligations and indicate their agreement to comply with all ethical and statutory requirements in the hiring process.