

# POLICIES AND PROCEDURES

## POLICY: Hiring Authority and Reporting

**Date Approved:** March 21, 2000

**Last Reviewed:** 2019-2020

**Dates of Amendment:** June 9, 2015

**Cross Reference:**

### **POLICY:**

1. In accordance with the Acts and Regulations of the Ministry of Education, the Board shall authorize the Director of Education and Secretary-Treasurer (or his/her designate(s)) the authority to hire personnel below the Director of Education level.

### **ADMINISTRATIVE PROCEDURES:**

1. The Superintendent of Human Resources will ensure that the hiring process is conducted in accordance with the requirements of the appropriate collective agreements, Board policy and application legislation.
2. Offers of employment will only be made by the Superintendent of Human Resources or by other appropriate Human Resources Department staff, where formally delegated to do so.