



Rationale

The CISKD Board of Directors recognizes that the Superintendent is directly accountable to the Board. All other CISKD personnel report directly or indirectly to the Superintendent. Therefore, the Superintendent is accountable for all personnel matters except those precluded by legislation, provincial agreements/plans, CISKD Board policy, or decision that aligns with the aforementioned.

Policy

The CISKD Board of Directors involvement in personnel matters is normally restricted to those matters, which by legislation, provincial agreements/plans, Board policy, or otherwise cannot be delegated.

The CISKD Board of Directors retains responsibilities for involvement regarding the positions of Superintendent, Principals, other School-Based Administrators, Coordinators and/or Consultants to the CISKD.

Regulation

For the position of Superintendent:

1. The CISKD Board of Directors has the sole authority to recruit and select an individual for the position of Superintendent.
2. The Board shall determine the process and composition of the Selection Committee regarding the CISKD Superintendent of Schools and other senior system-level and school-based administrative positions listed in this policy.
3. The Board shall review, prior to approval, the contract for the Superintendent.
4. The CISKD Board of Directors will, in the case of the Superintendent, assume the responsibility for initiating the advertising process and will make reasonable effort to ensure that all current CISKD personnel are made aware of position vacancies.
5. The Board reserves the authority to approve transition to retirement/mutual agreement and resignation requests for the superintendent.

For all other positions:

6. The Superintendent is responsible for all other CISKD personnel recruitment and selection.
7. The CISKD Board of Directors authorizes the Superintendent of Schools to determine and facilitate the selection process for principals, vice principals and other staff. All vacant principal, vice-principal must be advertised and filled through an open competition unless Board approval is granted to the contrary. In the event of an unexpected or short-term vacancy, the Superintendent may appoint a person in a temporary "acting" role without going through a formal selection process.
8. All offers of employment shall be conditional on the successful applicant providing all requested documentation, including but not limited to:



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- a. a satisfactory priest or pastoral reference
- b. a valid marriage certificate (as applicable) according to the Catholic Church
- c. a valid, clear criminal record check and vulnerable sector check that are acceptable to the Superintendent.

Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

9. The Superintendent of Schools has the delegated authority from the CISKD Board of Directors to act in the capacity of the Employer, and provides the final authority regarding all other related employment matters including, but not limited to:
 - a. leave requests.
 - b. assisting in resolving personnel-related disputes either in decision-making or by directing procedures for their resolution.
 - c. vacation payout schedules
 - d. authorization of payroll, etcetera.
10. The Superintendent can accept retirement/mutual agreement/resignation requests of all positions, including those Senior Administrative level positions or school-based administrator positions. The Superintendent will present the terminations of Principals/Vice Principals to the Board in a report along with any follow up matters.
11. The CISKD Board of Directors retains its authority as the Employer to approve contract terms/templates, contract types, the annual operational CISKD calendar, salaries and wages, changes to Benefit options offered to its personnel, and to consider personnel appeals.

REFERENCE

Policy 204 – Role of the Board

Policy 305- Major Complaints and Appeals from Employees.

Date Approved:
Date(s) Revised: June 2023