



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### HUMAN RESOURCES SUPPORT STAFF HIRING - 408

#### Rationale

Support staff are directly accountable to the local school Principal. As a result of this relationship, the Principal has been given the responsibility for the selection and appointment of all support staff.

#### Policy

The hiring of support staff is the responsibility of the Superintendent and/or local school Principal. The hiring process shall be conducted in accordance with regulations approved by the Board of Directors.

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#### Definitions

- **12-month employee** - one who occupies a position, and such a position requires services on a 12- month basis.
- **10-month employees** - one who occupies a position on a continuous basis that requires services that coincide with the school year, i.e., September 1st-June 30th. These employees may also be required to work prior to school opening and/or following school closures.
- **Part-Time Employee** - one who occupies a ten- or twelve-month position established by the local school Committee and such a position requires services on less than a full-time basis.
- **Temporary employee** - one who is employed for a specified period of time either to temporarily augment the existing staff for a specific purpose or function or to replace a staff member on extended leave of absence.
- **Casual** — one who is employed on an "as needs" basis and is paid on a fee for service.

#### Procedure

1. Hiring
  - a. Postings and Application forms are available on the CISKD website under Careers and include details on information and references to be submitted.
  - b. All applicants seeking employment must first be approved by the Superintendent's Office where they are screened for required documentation.
  - c. All newly hired support staff will be on a three-month probationary period. On the satisfactory completion of this period, employment will be considered as continuing subject to the terms and conditions of employment contained in the CISKD Policy and Procedures, and the B.C. Employment Standards Act.
2. Interviews and Selection
  - a. Principals, Pastors, and Local School Committee Representatives of individual schools form the School Selection Committee and interview eligible applicants obtained from the Superintendent's Office. In some circumstances, the Principal may conduct a local preliminary interview with the candidate. Shortlisted applicants for



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- employment will be recalled for a second interview with the school's Selection Committee.
- b. Of the short-listed applicants, the school Selection Committee recommends the candidate of choice for hire to the Superintendent of Schools who provides the offer of employment and coordinates the contract with the candidate of choice. Once a signed contract is received in the Office of the Superintendent, the school contacts the shortlisted interviewed candidates to inform them that the position has been filled.
  - c. This will be followed by a written "Offer and Acceptance of Employment" prepared by the CISKD Office. The contract will be signed by the Superintendent and the employee.
  - d. Successful applicants will be required to undergo a criminal record check.
3. Probationary period
- a. All newly hired support staff will be on a three-month probationary period. On the satisfactory completion of this period, employment will be considered as continuing subject to the terms and conditions of employment contained in the the CISKD Policy and Procedures, and the B.C. Employment Standards Act.
4. With respect to character and religious affiliation:  
The preferred applicant working with students should:
- a. be a baptized Catholic, and a registered member of a Catholic parish.
  - b. an active member of a Catholic parish community,
  - c. display exemplary character and a faithful fulfillment of religious practice common to all members of the Catholic faith,
  - d. display a willingness to support the religious program, as approved by the Bishop of Kamloops,
  - e. have completed a program of religious education acceptable to the diocesan authority, or agree to complete the requirements of the diocesan faith formation program for employees within the first two years of employment,
  - f. be willing to take the necessary steps to upgrade or maintain a level of religious knowledge and understanding appropriate to an employee working in a Catholic school. (See Section 7 with reference to applicants of other faith denominations).
5. With respect to health:  
The applicant must:
- a. be in good health, sufficient to perform his/her duties as required.
6. The following factors should be taken into consideration in interviewing applicants for positions:
- a. Suitability of the applicant for the position with respect to:
    - i. practicing Catholic
    - ii. position and assignment
    - iii. present and future needs of the school,
    - iv. training, experience, and academic background suitable to the position,
    - v. suitability of the applicant to fit into:
      - the general pattern of the school and the school system,
      - the school and school system's objectives and philosophy

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- relationship with students and staff.

7. References received from the applicant's previous employer and one other reference from a person able to attest to the applicant's professional and/or personal qualities.

References from a supervisor, accompanied by copies of performance appraisal reports and recommendation from the applicant's parish priest and/or another priest or religious person able to provide information on the candidate's recent faith practice.

#### 8. Applicants of Other Faith Denominations

Every effort must be made to employ Catholic persons. Experience has found that on occasions it is necessary to employ persons who are not of the Catholic faith.

Local School Committees, must, in such instances, respect the freedom of conscience of an employee who is not an adherent of the Catholic faith and who has so advised the Committee before acceptance of employment. It is important that the successful applicant be willing to support students in learning about the teachings and practices of the Catholic faith.

Date Approved: IP June 2023
Date(s) Revised