



POLICY:

REGULATION: GBQ - DISCRETIONARY SCHOOL-BASED HIRES

EXHIBIT:

The Board has delegated the authority to hire personnel other than Senior Administration to the Superintendent's Department.

Recommendations for hire for all school based staff shall be submitted to the Division Office for approval and processing, regardless of where the funds are generated. All employees paid to work within the schools are employees of the Division and must have statutory deductions submitted and appropriately reported. Schools and Parent Advisory Committees are not legal hiring entities.

When a school identifies a position to be filled within the school and funded outside of the normal staffing, the following process will be followed:

1. A written request authorized by the Principal will be forwarded to the Human Resource Department and will include the following information:
 - I. Nature of position
 - II. Proposed hours of work
 - III. Proposed rate of pay (excluding the employer costs)
 - IV. Start and end dates
 - V. Source of funds
 - VI. Name of person being considered

NOTE: The funding sources must be confirmed before sending in the request.

2. Once the request is approved by the Superintendent's Department, a letter confirming employment will be produced by Human Resources. The following payroll forms will be included for completion by the new employee:
 - I. New Employee Data Sheet
 - II. Direct Deposit
 - III. TD1
3. The Payroll/Accounting Department will follow-up with the Principal to confirm payroll and accounting procedures. Where feasible, the new employee will be set up to receive a regular wage with attendance reporting by exception required. This will be in lieu of the employee completing a timesheet on a bi-weekly basis.

APPROVED:

REVISED: October 2004

SOURCE:

OTHER REFERENCE:

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