

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 400
SECTION:	RELATIONS		
PROCEDURE:	PERSONNEL PRIORITY OBJECTIVES		

BACKGROUND

The primary aim of the Division is to provide an educational experience to our students enlightened by the teachings of our Catholic faith. All staff, regardless of position, have a role to play in understanding, promoting, enhancing and modeling the teachings of the Catholic faith within our school communities.

The Division believes that in order to fulfill its Catholic mission and mandate, it must be free to recruit and hire personnel, regardless of position or role in the Division, who are practicing Catholics with a demonstrated commitment to the Catholic faith and Catholic Education.

The right of Catholic Boards of Education to hire Catholic personnel is guaranteed in section 16(5) of the Saskatchewan Human Rights Code.

Nothing in this section deprives a college established pursuant to an Act of the Legislature, a school, a board of education or the Conseil scolaire fransaskois of the right to employ persons of a particular religion or religious creed where religious instruction forms or may form the whole or part of the instruction or training provided by the college, school, board of education or Conseil scolaire fransaskois pursuant to the Education Act.

The Division also recognizes that a dynamic and efficient staff dedicated to their work is necessary to maintain and constantly improve the Division's educational program. The Division is interested in the Division's employees as individuals and recognizes its responsibility for promoting their general welfare. The Division is committed to assembling a highly competent, well-trained staff, able to fit each discipline and responsibility into a balanced, well-run school program meeting the needs of all students.

PROCEDURES

1. Catholic Mission and Mandate: Whenever possible, the Division will hire candidates who are actively practicing the Catholic faith and who have demonstrated commitment to their faith through active involvement in the life of their parish. The Division recognizes that working in a Catholic school is unique and requires all employees to live their lives, both in and out of school, in accordance with the teachings of the Catholic Church and support through word and action, the Catholic mission of the Division.

2. Employment of Staff: To employ highly qualified personnel for each position vacancy through a process involving a comprehensive and thorough recruitment, screening, selection and appointment process. The individuals employed are to be:
 - 2.1 Practicing Catholics who demonstrate a commitment to the Catholic faith and Catholic Education;
 - 2.2 When suitable Catholics are unavailable for a position, preference will be given to persons actively involved in other Christian faiths, who are willing to follow a lifestyle which is in harmony with the teachings of the Catholic faith, and who undertake to support and promote the mandate of Catholic Education and the Division through both word and action;
 - 2.3 Dedicated to ongoing improvement and implementation of the Division's learning programs; and
 - 2.4 Capable and willing to enhance the total school program.
3. Staff Orientation: To make the transition of new employees into the life of the school and Division as timely, orderly and mutually beneficial as possible.
4. Authentic Relationships: To provide long-term support for one another, challenging one another to improve, to question current perceptions, and to learn together resulting in high staff morale and performance.
5. Working Environment: To establish organizational behavior characterized by cooperation, open communication, mutual trust and respect for each individual employee.
6. Collaboration: Where appropriate, include staff in planning, decision making and evaluation.
7. Staff Health and Safety: To provide and maintain a safe and healthy work environment for all employees that is characterized by respect, tolerance and compassion for all.
8. Staff Development: To provide a staff development program for as many employees as the Division's resources will allow, in order to improve school programs and the opportunity for employees to grow in their work.
9. Evaluation of Staff: To provide each employee with an opportunity to evaluate strengths and weaknesses for self-improvement and to afford the Division a systematic and continuous means of assessing staff performance and for making decisions about promotion, transfer, retention, suspension or removal.
10. Staff Assignments and Transfers: To insure that priority consideration is given to the needs of students, the overall educational program, needs of the school and Division, as well as the training, abilities and interests of staff members.
11. Promotions: To fill all administrative and coordinator positions with highly qualified individuals, giving due consideration to the staff who have clearly demonstrated their potential and interest for higher level responsibilities.

12. Employment of Substitute Personnel: To employ substitutes whose particular skills, training and experience will best enhance the Division's continuing efforts to provide a quality educational program.
13. Staff Benefits: To provide and manage a staff compensation program that will be fair and rewarding to all employees.
14. Fairness and Justice: To apply principles of fairness and justice in the development and administration of policies, procedures, and agreements.

Reference: Sections 85, 87, 108, 109, 174, 175 Education Act
Human Rights Code

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