



Background

The Calgary Girls Charter School employs personnel who are committed to the vision, mission, values and beliefs of the organization. Professional behaviour, exemplary character, and expertise in areas of responsibility are highly valued. Persons appointed to the staff will be competent in the skills required for the positions for which they are selected. The role of all staff is to assist in carrying out the goals of the school.

Fair and consistent employment practices support the hiring and retention of quality staff members. The well-being of all staff is promoted in a welcoming, caring, respectful and safe work environment that respects diversity and fosters a sense of belonging.

Procedures

1. The Superintendent is responsible for the development, implementation, administration and assessment of employment practices. These practices must be consistent with employment and other legislation, current contracts, Charter Board policies and Administrative Procedures.
2. Employment procedures shall not discriminate on the basis of race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy and gender identity), physical disability, mental disability, age, marital status, family status, sexual orientation, socio-economic standing, or any other prohibited grounds.
3. The most suitable candidate for any vacant position will be someone whose philosophy and practice align with the CGCS Charter, and where applicable, the person shall meet the eligibility requirements for certification in the province of Alberta.
4. The hiring process shall be open to all interested candidates, non-discriminatory on any prohibited grounds, fair and equitable. Candidates shall be selected in accordance with the policies and administrative procedures related to hiring.

5. The school will accept and considers applications for employment from a member of an employee's immediate family or household, or an employee's close friend if the candidate has all the requisite qualifications. His/her application is considered on its own merits. However, an immediate family member (or interdependent, cohabiting partner) will not be considered for employment if doing so creates a real or perceived conflict of interest, or necessitates a supervisor/direct report relationship between family members or interdependent, cohabiting partners.
6. Employees shall not directly or indirectly influence the selection and hiring process in which their relative and/or close friend is a candidate. Supervisors must exclude themselves from any and all hiring processes if a relative or close friend is a candidate (See Appendix A: Nepotism).
7. The Superintendent will form a hiring committee to interview and select the most suitable candidate for a position with the Calgary Girls Charter School.
 - 7.1 A hiring committee will include the individuals to whom the selected candidate will have a reporting relationship.
 - 7.2 The majority decision of the hiring committee will be the determination, provided the Superintendent or delegate is included in the majority decision.
 - 7.3 Prior to interviewing candidates for a position, the hiring committee may seek input from other stakeholders regarding the desired skills, qualities and attributes that best match the needs of the school.
 - 7.4 The interview process will include predetermined questions to which all interviewed candidates will have opportunity to respond.
 - 7.5 All applications and interviews are confidential except for the school's announcement of the candidate selected for the position.
8. Each employee shall sign a written contract of employment before assuming duties; the contract shall state conditions of employment, the salary, the term and the role of contract, commencement date, and responsibilities of the position.
 - 8.1 Any changes to the standard employment contract shall be stated in writing to the employee.

- 8.2 For certificated staff, salary confirmation will be determined by evidence of teacher qualifications in the form of a Teacher Qualifications Services (TQS) evaluation and verification, in writing, of teaching experience in an educational organization that requires teachers to hold professional certification and which adhere to Programs of Studies and hours of instruction that are equivalent to Alberta Education.
- 8.3 Experience in private education organizations and/or out of Canada may, or may not qualify as experience for salary purposes. The Superintendent shall make this determination.
9. All offers of employment will be conditional on the receipt of current criminal record checks and child intervention record checks. The candidate shall assume any costs associated with providing these documents.

Reference:

Education Act, s. 52, 53, 54, 55, 68, 197, 204, 222, 225
Alberta Human Rights Act
Child, Youth and Family Enhancement Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Teaching Profession Act



Background

The employment of relatives and/or close friends may increase potential for a hostile work environment because such situations can create real or perceived conflict of interest or favoritism or family discord and scheduling conflicts that may work to the disadvantage of the organization.

Because of these concerns, CGCS is sensitive to circumstances in which relatives or close friends of employees might be hired, transferred or promoted to positions of influence with respect to a relative's employment, transfer, performance evaluation, salary administration, promotion or any other employment-related decision.

The Calgary Girls Charter School does not discriminate on any prohibited grounds and values its reputation as a fair, objective, impartial decision-maker with respect to employment decisions. When fair and impartial processes result in the hiring of an employee's relative or close friend, particularly when the relationship develops after the hiring process, the organization will take steps to limit, restrict, and prevent any real or perceptions of favoritism in employment related decisions.

Definitions: For the purpose of this procedure, the term "relative" or "relative- relationship" shall include: relationships established by blood, marriage, or legal action. Examples include the employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son or daughter-in-law, stepparent or stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and a son or daughter of an employee's domestic partner.

The term "close friend" refers to an individual who is known to the employee and as a result, the employee may be favourably biased towards the individual rather than objective and fair-minded. An employee may be unduly influenced or inclined to award favours to a close friend based on the desire to preserve a personal relationship.

Generally, any relationship that goes beyond the usual colleague-to-colleague, work-based relationship defined by professional respect and shared work, and which includes spending time together outside of work would be deemed "close friend" for the purposes of this procedure.

Procedures

1. Any person in a position to recommend, hire, evaluate, transfer or determine placement of a relative or close friend shall discuss the matter with the Superintendent and withdraw from the decision-making process if so directed by the Superintendent.

2. If a relationship develops during the course of employment that would violate this procedure, the Superintendent will work with the individuals involved to address any real or perceived conflict of interest so the best interests of students, as well as work productivity and performance are not adversely impacted.
3. Wherever possible, relatives shall not work under the supervision of the same supervisor, or create a supervisor/report relationship. When a supervisor/report relationship exists between staff members who are related, evaluations and recommendations concerning performance and/or salary shall be accomplished at the next higher level of supervision.
4. No employee relationship covered by the Administrative Procedure will be permitted, (e.g. a relative or close friend of an employee will not be considered for employment) regardless of the positions involved, if it disrupts the work environment, creates an actual or perceived conflict of interest, or is prohibited by any legal or regulatory mandate.
5. If two or more related employees work in a situation where there is a real or perceived conflict of interest, the employees shall notify their supervisor who will inform the Superintendent. The Superintendent will assess the situation and determine the necessary steps to resolve any real or perceived conflict of interest.

References:

Education Act, s. 52, 53, 54, 222

Freedom of Information and Protection of Privacy Act

Human Rights, Citizenship and Multiculturalism Act Canadian

Human Rights Act

Canadian Multiculturalism Act