

EDMONTON PUBLIC SCHOOLS

May 8, 2001

TO: Board of Trustees

FROM: Trustee S. Hansen, Planning and Policy Committee
Trustee G. Gibeault, Planning and Policy Committee
Trustee J. Melnychuk, Planning and Policy Committee

SUBJECT: Policy and Regulation Updates – Personnel Services

ORIGINATOR: M. de Man, Department Head Designate

RESOURCE
STAFF: Bob Holt, Veda Lastiwka, Diann Podlubny, Marie Tauber

RECOMMENDATION

1. a) That revised board policy GAA.BP - Personnel Policies Priority Objectives (Appendix I) be approved.
b) That current board policy GAA.BP – Personnel Policies Priority Objective be rescinded.
2. That new board policy GB.BP – Authority for Personnel Decisions (Appendix II), be approved.
3. That new board policy GC.BP - Recruitment, Employment and Deployment of Staff (Appendix IV), be approved.
4. a) That revised board policy GCA.BP – Qualifications for Employment (Appendix V), be approved.
b) That current board policy GCA.BP – Qualifications for Employment, be rescinded.
5. That board policy GCB.BP – Appointments (Appendix VII), be rescinded.
6. That board regulation GDA.BR – Designation, Appointment and Assignment to Leadership Positions (Appendix X) be rescinded.

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This report is one of four packages that recommend the approval, amendment and rescission of a number of board policies and regulations. The intent of the grouping of these recommendations is to consolidate a number of items and to develop a logical sequence for personnel related policies and administrative regulations.

Rationale

GAA.BP – Personnel Policies Priority Objectives (Revised)

Attached is the proposed amendment to policy GAA.BP. A statement related to recruitment practices has been added and is highlighted for reference. A statement regarding the role of principals (moved from GCA.BP – Qualifications for Employment) has also been added and highlighted. No other changes are proposed.

GB.BP – Authority for Personnel Decisions (New)

Attached is the proposed new board policy for the Authority for Personnel Decisions. This policy will provide direction for the efficient and timely development of personnel practices. The authority to employ, appoint, determine grid placement, suspend, demote, terminate employment, terminate designation, accept resignations and approve leaves of absence for all district staff is outlined in this document and is included as Appendix III.

A statement related to the role of the board regarding the designation of principals to the district, the confirmation of principals in their designation, and the appointments of exempt management staff other than supervisors/managers has been added and is highlighted (moved from GDA.BR – Designation, Appointment and Assignment to Leadership Positions).

GC.BP – Recruitment, Employment and Deployment of Staff (New)

This new policy identifies the basis upon which recruitment, employment and deployment decisions are made. It emphasizes the district's commitment to hiring the very best and its commitment to student achievement and success, while recognizing fiscal and collective agreement requirements.

GCA.BP – Qualifications for Employment (Revised)

Attached is the proposed amendment to board policy GCA.BP – Qualifications for Employment. This policy reflects current district practice for the issuing of a continuing teaching contract as it relates to teacher certification. The superintendent is authorized to issue continuing contracts in accordance with board policies CHA.BP – Board Delegation of Authority and GB.BP – Authority for Personnel Decisions.

As it is not within our purview to mandate requirements for organizations external to Edmonton Public Schools, it is recommended that the reference to the Faculty of Education be deleted.

The statement regarding the primary function of school administrators being educational leadership has been moved to GAA.BP - Personnel Policies Priorities Objectives. Further guidance regarding the responsibilities of district school administrators is provided by the *School Act*, and by district documents including the *Role and Responsibility Statement for Principals*, *Knowledge, Skills and Attitudes Required for the Principalship*, and *Characteristics of Principals as Senior Staff*.

GCB.BP – Appointments (Rescind)

It is recommended that board policy GCB.BP – Appointments be rescinded.

Part A - Contracts for Employment is already covered by CHA.BP – Board Delegation of Authority and the offer of employment and the acceptance of resignations is outlined in the Authority for Personnel Decisions document.

Part B – An administrative regulation GCAA.AR – Teacher Contracts (Appendix VIII) has been developed that outlines procedures for teachers who wish to make changes to their full-time or part-time continuing contract status.

Part C – Employment of Teachers Over Sixty-Five Years of Age is spoken to in GLA.BP – Retirement Provisions (Appendix IX). Work on this policy is ongoing and will be presented at a future date. Board policy GC.BP – Recruitment, Employment and Deployment of Staff outlines the board’s commitment to hiring the best individuals with attention to district needs, fiscal responsibility and market conditions.

Part D – Contract with Superintendent of Schools is covered under the board’s responsibility having to do with employer/employee relations. The Board Secretary is developing a statement regarding this authority that will be added to the description of the conference committee responsibilities so that this responsibility will be clear.

GDA.BR – Designation, Appointment and Assignment to Leadership Positions (Rescind)

It is recommended that this board regulation be rescinded. Information related to the role of the board regarding the designation of principals to the district, the confirmation of principals in their designation, and the appointments of exempt management staff other than supervisors/managers has now been included within GB.BP – Authority for Personnel Decisions.

Administrative regulation GBA.AR – Designation, Appointment and Assignment to Leadership Positions (Appendix XI) has been developed to provide definitions and to outline process. The assignment of staff is spoken to in board policy GB.BP – Authority for Personnel Decisions. The intent of the new administrative regulation remains unchanged from the board regulation, but has been edited to reflect current district practice and language.

VL:dp

APPENDIX I –	GAA.BP Personnel Policies Priority Objectives (page 4)
APPENDIX II –	GB.BP Authority for Personnel Decisions (page 5)
APPENDIX III –	Authority for Personnel Decisions Document (pages 6 - 12)
APPENDIX IV –	GC.BP Recruitment, Employment and Deployment of Staff (page 13)
APPENDIX V –	GCA.BP Qualifications for Employment (page 14)
APPENDIX VI –	CHA.BP Board Delegation of Authority (page 15)
APPENDIX VII –	GCB.BP Appointments (page 16 - 17)
APPENDIX VIII –	GCAA.AR Teacher Contracts (page 18)
APPENDIX IX –	GLA.BP Retirement Provisions (page 19)
APPENDIX X –	GDA.BR Designation, Appointment and Assignment to Leadership Positions (page 20 - 21)
APPENDIX XI –	GBA.AR Designation, Appointment and Assignment to Leadership Positions (page 22)