



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
TITLE: STAFF ALLOCATION
CODE: 4013 Procedure for the Division

Reference Matrix	
Education Act (1995)	Section 85, 87
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

Background:

The Director of Education or designate is responsible for all staff recruitment and selection in order to provide support for the educational program of all schools in the Division.

The Director of Education or designate will strive to employ Catholic staff of competence, skill, and good character. The Division recognizes that school staff will require specific professional support to most effectively provide for student learning.

The Director of Education or designate will hire professional support staff for the Division in accordance with the resources available on an annual basis.

In order to ensure the consistent and impartial application of all relevant documentation pertaining to personnel in the employ of the Division, the administrative procedures detailed below shall be followed by the administrative staff to whom responsibility is delegated by the Director of Education. Please refer [4012 Appendix 1 Staff Recruiting Process](#).

Procedures:

1. The Director of Education or designate will be responsible for the development of a

framework for provision of professional support staff in the Division.

2. The Director of Education or designate will coordinate employee recruitment and selection in a collaborative manner with those involved in the decision making process.
3. Any change in staff beyond those provided by the staffing guide must be approved by the Director of Education or designate, and must be within the framework of the budget.