



**POLICY:** GCC  
**SUBJECT:** RECRUITMENT  
**APPROVAL DATE:** September 21, 1993  
**REVISION DATE:** February 18, 2003  
November 3, 2003  
August 25, 2008

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**1. GENERAL**

The Winnipeg School Division believes that every person has the right of equality of opportunity based upon bona fide qualifications, in respect of employment, employment advancement, or promotion.

**2. NON DISCRIMINATION**

The Division shall not refuse to employ, to continue to employ, or to train any person for employment, to advance or promote that person, and shall not discriminate against that person in respect of employment, or any term or condition of employment because of race, nationality, religion, colour, sex, age, marital status, sexual orientation, physical or mental handicap, ethnic or national origin, political beliefs or family status of that person.

**3. EMPLOYMENT RESTRICTIONS**

3.1 No person who is an immediate relative of the Chief Superintendent of Schools or any member of the Board of Trustees shall first be employed by the Division during the term of office of that official except as provided for in Section 3.5.

3.1.1 For purposes of this policy relative shall mean spouse, father, mother, sister, brother, son or daughter.

3.1.2 This will not apply to any employee hired by the Division prior to the appointment or election to office of the officials stated above.

3.2 No person shall be first employed or assigned to or remain in the same school, department, or section in which an immediate relative is employed as a supervisor, foreman, department head, principal or administrator.

3.3 No person shall be employed in a position where, by reason of marital or family status, there would be the possibility of:  
- collusion  
- breach of confidentiality  
- conflict of interest.

3.4 No person shall be permitted to hire or be responsible for hiring a member of their own family, a relative or a person about to become a relative.

3.5 Persons who are immediate relatives as set out in Section 1 and who, upon applying for employment in The Winnipeg School Division, are successful in having their application accepted, shall not be employed until such employment is approved by the Board of Trustees by way of a resolution duly recorded in the minutes.

**4. POSTING AND ADVERTISING**

4.1 Insofar as possible, all vacancies of permanent positions shall be publicized by bulletin posting within the Division and when required, through outside agencies such as Canada Employment and Immigration and/or newspaper, magazine or journal advertising.

4.2 The Chief Superintendent shall have authority to post all vacancies excepting those in the Administrative 11-20 classifications.



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4.3 The Board shall be informed of all vacancies in the Administrative 11-20 classifications and shall authorize such positions to be posted.

**5. APPLICATIONS FOR VACANT POSITIONS**

5.1 Every individual applying for or requesting a transfer to a vacant position, excepting those vacancies in the Administrative 1-10 and/or Administrative 11-20 groups, shall complete the appropriate application or transfer form and submit the completed form to the Human Resources Department. Copies of the application and transfer forms are included in the exhibits.

5.2 Every individual applying for or requesting a transfer to a vacant position in the Administrative 1-10 and/or Administrative 11-20 groups, shall submit a written application, including a resume detailing education, experience and reasons for applying, directly to the individual listed on the posting and/or advertisement.

**6. PROBATIONARY PERIOD**

6.1 All new employees hired into permanent positions other than those positions in the Administrative 1-10, Administrative 11-20, teacher and clinician classifications, and administrative and supervisory positions under the collective agreement with the Winnipeg Teachers' Association shall be considered to be on probation for a period of one hundred and twenty (120) paid working days (not including vacation or paid leave of absence) or according to the applicable provisions of the collective agreements.

6.1.1 All new employees in the Administrative 11-20 group shall be considered on probation for a period of one (1) year. If service during this time has proven to be satisfactory, the employee shall be recommended to the School Board for appointment.

6.1.2 All new employees in the Administrative 1-10 group shall be considered on probation for a period of one (1) year.

6.1.3 All appointments to teacher and clinician positions shall be made on a probationary period of one (1) year.

6.1.4 Notwithstanding previous experience, a person's initial appointment to an administrative or supervisory position included under the collective agreement with the Winnipeg Teachers' Association shall be for a two (2) year probationary period.

**7. INTERVIEWING EXPENSES**

7.1 It is recognized that, from time to time, the recruitment process may entail travel expenses for individuals from outside the Winnipeg area to come to the Division to meet staff, to tour facilities and to be interviewed. To this end the Division is prepared to pay economy air fare, taxi fare, accommodation and meal expenses for the applicant.

7.2 The Chief Superintendent and/or designate shall have authority to approve expenses incurred for the purposes of interviewing prospective applicants.

**8. AUTHORITY TO HIRE**

8.1 The Chief Superintendent and/or designate shall be authorized to hire, appoint and/or promote all staff excepting those in the Administrative 11-20 classifications and administrative and supervisory positions included under the collective agreement with the Winnipeg Teachers' Association.



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8.2 The Board, on the recommendation of the Superintendent, shall determine appointments and/or promotions of staff in the Administrative 11-20 classifications and administrative or supervisory positions under the collective agreement with the Winnipeg Teachers' Association.

**9. STAFF ASSIGNMENTS AND TRANSFERS**

**9.1 Teaching/Clinical Staff**

9.1.1 A teacher shall be assigned to a specific position by or under the direction of the Chief Superintendent, and may be transferred to any other position for which the teacher is qualified. Transfers which involve promotion or demotion of a teacher to, or in, or from administrative or supervisory positions shall be submitted to the Board for approval.

9.1.2 Transfers may be made at the initiative of the Chief Superintendent or other administrative officer or at the request of the teacher, and for any purpose which, in the judgment of the Chief Superintendent, is best for the welfare of the teacher or the schools.

9.1.3 All requests for transfer made by a supervisor for a subordinate shall be submitted in writing with an explanation of the reasons for such a request.

9.1.4 A request for transfer from a teacher shall, upon request by the teacher, be confidential, until such time as it becomes necessary to confer with the teacher's present and prospective superior officers in making final decisions and arrangements.

**9.2 Support Staff**

9.2.1 Certain non-professional staff assignments and transfers are covered by various collective agreements.

9.2.2 The applicable sections of 9.1 of this policy will determine assignments and transfers for those non-professional staff not covered by collective agreements.

**10. Teacher Surplus**

10.1 Teachers who are declared surplus in their school shall be given priority for placement in vacant positions.

**11. Employees Covered By Collective Agreements**

11.1 Where provisions for recruitment exist within a collective agreement, they shall apply.