

# HIRING POLICY

## References:

This policy references section 8 of the Private Schools Regulation regarding requirements respecting instructional staff and section 5 of the Early Childhood Services Regulation regarding teachers.

## Policy:

It shall be the policy of the Board of the Phoenix Home Education Foundation that Phoenix will select the best available candidate for all positions.

1. The Administrator is responsible to staff all positions in a manner that maximizes the effectiveness of the educational and administrative functions of the Foundation.
2. In so far as it is practical, all current staff shall be advised of open positions as they arise to permit them to apply for openings as they see fit. However, from time-to-time circumstances may necessitate that the Administrator appoints personnel to positions rather than undertaking an open competition.
3. Applications may be invited by advertising positions and/or by personally contacting individuals who may be appropriate candidates for the position.
4. The Administrator shall make the final decision on all hiring.
5. All applications shall be retained one year from the date they are received or until such time as withdrawn by the applicant.
6. Qualifications and references of applicants must be appropriate for all positions and should be confirmed.
7. Applicants shall be made fully aware of remuneration, benefits, terms of employment, assignment, duty hours and other requirements of the job prior to engagement.
8. Offers of Employment and Contracts of Employment shall be in writing.
9. All contracts will include a probationary period of a minimum of 3 months.
10. Employees will be provided an orientation to the job.

**Date Reviewed: Feb. 19, 2015**

Board Chair: \_\_\_\_\_

Board Secretary: \_\_\_\_\_

*\* Added the references to the new Early Childhood Services Regulation and Private Schools Regulation. Updated the formatting. Significant change from Board to administrator.*