

# Administrative Procedure 400

## Human Resources

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### GENERAL EMPLOYMENT

#### BACKGROUND

The charter board believes the practices and standards used in the employment of staff must serve the best interests of the school while also safeguarding the rights of the individual employee.

The superintendent is responsible for the administration of this administrative procedure.

#### PROCEDURES

1. The employment practices of the charter board will not discriminate on the basis of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic (source of income) status, and sexual orientation.
2. The charter board expects that:
  - 2.1 It will employ those candidates with:
    - 2.1.1 strong inter-personal relationship skills;
    - 2.1.2 professional skills; and
    - 2.1.3 knowledge suitable for the position.
  - 2.2 References, both personal and professional, will be checked prior to employment.
  - 2.3 As a condition of employment, employees will provide:
    - 2.3.1 a current police information check issued by the RCMP or the City of Calgary Police Service.
  - 2.4 All staff will be initially employed for a probationary period.
  - 2.5 Each new employee will be provided with a written statement outlining the conditions of employment.
  - 2.6 Each employee will be notified, in writing, of any changes in the conditions of employment.
  - 2.7 Employees with hiring authority will be prohibited from the hiring of a near relative where an employee would be in a position of direct supervision of his/her near relative.
  - 2.8 Near relatives include spouse, parent, son, daughter, brother, sister, parent of spouse, grandparent, grandparent of a spouse, brother-in-law, sister-in-law, daughter-in-law and son-in-law.
  - 2.9 No continuing employee will be assigned to a position where that employee's immediate supervisor is a near relative.
3. The charter board expects all employees to:
  - 3.1 provide a high standard of conduct and professional performance;
  - 3.2 behave in a manner that recognizes they are role models for students;
  - 3.3 be understanding, accepting and responsive to the distinct characteristics and needs of students;

- 3.4 respect the confidential nature of sensitive information their roles expose them to in relation to staff, students and their families;
- 3.5 be active learners in relation to their professional responsibilities;
- 3.6 be willing to change assignments (for which they are qualified) for reasons of personal and/or professional growth or to meet the needs of the school; and
- 3.7 be free of conflict of interest in the provision of goods and services to the school.

**Legal Reference:** *Education Act*  
*Alberta Human Rights Act*  
Charter Agreement

**Cross Reference:** AP-404 Staff Selection  
AP-415 Conflict of Interest

**Date of Approval:** April 12, 1999

**Date of Revision:** December 5, 2003, March 31, 2004, September 9, 2016, October 2, 2019,  
December 14, 2022

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