

The Government of the Northwest Territories (GNWT) mandates the legislation and procedures to be used in the selection of government staff. Education governing bodies have the authority granted to them by the Education Act to hire staff. The Superintendent is responsible for ensuring that all GNWT policies, procedures, guidelines and practices are followed when staffing Council office and school positions. This policy further clarifies the related involvement and authorities.

REGULATIONS

1) UNW/Excluded Staffing

a) *General Competitions*

All competitions for positions covered by the Union of Northern Workers (UNW) and Excluded staff administered by the Regional Human Resource Service Centre.

b) *School Positions*

- i) The Human Resource Service Officer administers the competition under the direction of the principal and at least one DEA representative.
- ii) The principal may choose to participate in the reference checks.

c) *Regional Office Positions*

- i) The Human Resource Service Officer administers the competition under the direction of the Superintendent and the Council Chairperson or their designate
- ii) The Superintendent may choose to participate in the reference checks.

2) NWTTA Staffing

a) *School Positions*

- i) The selection committee for teacher positions will include at least 3 participants, including at least one DEA member and the principal and/or their designate as Chairperson. In situations where a DEA representative is unavailable, the committee may proceed with 2 participants, provided prior approval is granted by the DEA Chair.
 - 1) The principal may request the Regional Human Resource Service Centre to administer the competition as per the provisions of regulation #1 (UNW/Excluded) above.
- ii) The selection committee for principals will include at least 3 participants, including at least one DEA member and the Superintendent and/or their designate as Chairperson.

b) *Regional Office Positions*

- i) The selection committee will include at least 3 participants
 - 1) The Divisional Education Council Chairperson or their designate
 - 2) The Superintendent as Chairperson of the selection committee.
- ii) The Superintendent may request the Regional Human Resource Service Centre to administer the competition as per the provisions of regulation #1 (UNW/Excluded) above.

c) *Reference Checks*

The Chairpersons of the respective selection committees are responsible for conducting reference checks.

- 3) Final authority for all staffing decisions remains with the legislated Deputy Head, the Council Superintendent.

References: Public Service Act
Education Act
GNWT Human Resource Manual section 100
DEA Staffing Manual

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