

The 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) All competitions for UNW and Excluded positions are to be 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 designate
  - ii) The Superintendent may choose to participate in the reference checks.

### **2) NWTTA Staffing**

- a) *School Positions*
  - i) The selection committee for teachers will consist of a minimum of three participants, including at least one DEA member and the Principal and/or his/her designate as Chairperson.
    - 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 consist of a minimum of three participants, including at least one DEA member and the Superintendent and/or his/her designate as Chairperson.
- b) *Regional Office Positions*
  - i) The selection committee will consist of a minimum of three participants, including the Divisional Education Council Chairperson or his/her designate and the Superintendent as Chairperson of the selection committee.
    - 1) 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) The Chairpersons of the respective selection committees will carry out the 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  
Date: February 1993  
Amended: October 2002  
June 2006  
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