



OFFICE OF THE ASSOCIATE DIRECTOR
Ed Walsh

Chair: Goronwy Price
C.E.O./Director of Education: Anthony Stack

MEMO

To: Teachers
From: Ed Walsh, Associate Director of Education-Programs and HR
Subject: Teacher Recruitment 2020-2021

In the interest of improving timeliness, efficiency and transparency in the hiring process, and in accordance with Article 6 of the Provincial Collective Agreement (Labrador West Article 42), this is to advise of the following changes that will be in place for the teacher recruitment process for the upcoming school year.

It is understood that teachers have individual preferences and may apply for more than one vacant position. However, in the interests of a timely hiring process, teachers are asked to only apply for positions they are willing to accept if offered.

It is the applicants' responsibility to ensure that their 'MyHRP' profiles are up-to-date and that all employee entered information is accurate. A job offer based on inaccurate employee entered profile information may be rescinded.

General Provisions for All Competitions

- The first large job ad of known positions will appear on the District's website on Thursday May 14, 2020 and these competitions will close one week later.
- Thereafter, known available positions will be posted to the District's website every night at 12:00 midnight (11:30 p.m. in parts of Labrador) and close seven calendar days later;
- Job offers will be emailed to candidates every day at 12:00 noon (11:30 a.m. in parts of Labrador);

- The District will not post jobs or make job offers to teachers on Saturday or Sunday
- **Phone calls will no longer be made to candidates to advise that a job offer is pending;**
- Once the job offers have been sent via email, candidates will have 24 hours to accept the position they want;
- Teachers in a part-time position may be able to better their circumstances by increasing their percentage of a Full Time Equivalent position. Betterment does not include a preference in geographical location.

Competitions for Permanent Positions with Permanent Applicants

- Subject to the provisions of Clause 6.11(a) of the Provincial Collective Agreement (Labrador West Clause 42.05(a)), District staff will identify the most senior competent, suitable, qualified applicant for that competition.
- District staff shall make the job offer to that candidate.

Competitions for permanent positions when there are no permanent applicants.

- All candidates who wish to be considered for a permanent position must apply for the individual competitions that they are interested in regardless of whether they took part in a pool interview.
- If these competitions occur in a region where Pool interviews have occurred, the shortlist will consist of applicants who have been designated as “highly recommended” through the pool interview process, if available. In such circumstances, the Principal or designated District staff person shall recommend a candidate within 24 hours of receiving the shortlist. Once the list of highly recommended candidates is exhausted the District will move to the list of recommended candidates.
- In regions where Pool interviews have not occurred, a shortlist of 3-4 candidates will be created for interviews.

Competitions for Term positions.

- Permanent teachers may apply and will be considered for term positions in accordance with Clauses 6.11(a) and (c) of the Provincial Collective Agreement (Labrador West Clauses 42.05(a) and (c)).

- All candidates who wish to be considered for a term position must apply for the individual competitions that they are interested in regardless of whether they took part in a pool interview.
- Regardless of pool interview designation, non-permanent teachers are able to apply and be considered for all term, replacement and substitute positions that become available in the province.
- Subject to Clauses 6.11(a) and (c) of the Provincial Collective Agreement (Labrador West Clauses 42.05(a) and (c)), for competitions in a region where pool interviews have occurred, the shortlist will consist of applicants who have been designated as “highly recommended” through the pool interview process, if available. In such circumstances, the Principal or designated District staff person shall recommend a candidate within 24 hours of receiving the shortlist. Once the list of highly recommended candidates is exhausted the District will move to the list of recommended candidates.
- Subject to Clauses 6.11(a) and (c) of the Provincial Collective Agreement (Labrador West Clauses 42.05(a) and (c)), in regions where pool interviews have not occurred, a shortlist of 3-4 candidates will be created for interviews.

Pool Interviews (Where they are used)

- Regional pool interviews may be conducted by the District for select teaching areas.
- Teachers who participate in regional pool interviews will be designated as follows:
 - a. Highly Recommended;
 - b. Recommended; or,
 - c. Not Recommended
- Candidates designated as “Highly Recommended” in a specific pool interview competition, with a current reference and/or a performance appraisal on file, will remain in that specific pool list with the “highly recommended” designation for three years.
- Candidates who were designated as “Highly Recommended” during the 2019-2020 pool competition process will be automatically added to the list of Highly Recommended candidates for 2020-2021.
- Candidates are still required to signal their interest in particular positions by applying. Interviews will not be required.
- All candidates who are designated as “Recommended” or “Not Recommended” through the pool interview process are required to apply yearly to pool competitions in order to be considered.

- Subject to Article 8 of the Provincial Collective Agreement (Labrador West Clauses 42.01 and 42.02), pool interviews may be used to fill positions of 30 days duration or greater, in regions where pool interviews were held, throughout the school year.

Provincial MY HRP Updates

- Beginning this year, all candidates interviewed will have access to their interview summaries for the current school year. Access to these summaries will be through the individual's online profile.
- Candidates who are "Highly Recommended" in a Regional Pool Competition will see a designation stating this in their online profiles.

Criminal Records Screening-Vulnerable Sector Check for Graduating Students or new teachers to the province.

The District is aware that there are delays in receiving Criminal Records Screening Vulnerable Sector Checks from the appropriate authorities. The following procedures are in place to address this concern.

- A new teacher looking to be employed with the District must provide the latest Criminal Records Screening-Vulnerable Sector Check document in their possession. This document must be uploaded to their profile.
- A teacher who uploads a Criminal Records Screening Vulnerable-Sector Check document not dated within the last six months must also complete the Criminal Offense Declaration component of their on-line profile.