

Administrative Procedure 5100 R1
Hiring of Excluded Staff

This regulation accompanying *Board Policy 5100* specifies the process for hiring management or excluded personnel.

1. Responsibility for Hiring

- 1.1 The board is directly responsible for the selection of the superintendent of schools and the secretary treasurer, assistant superintendent and directors.
- 1.2 The board shall assign to the superintendent of schools (or designate) the management of the selection of excluded staff who are not mentioned in 1.1.

2. Consultation

- 2.1 The selection of excluded staff noted in 1.1 shall involve an ad hoc committee who will provide advice to the board in the selection process.
- 2.2 Such an ad hoc committee may include representatives of senior administration, education partners and representatives of employee groups.

3. Confidentiality and Freedom of Information and Protection of Privacy

The superintendent of schools and/or the secretary treasurer shall ensure that all participants in the process are aware of their obligations and indicate their agreement to comply with all ethical and statutory requirements in the hiring process.