

SECTION 500 – Personnel and Employee Relations

**POLICY 500: GUIDING PRINCIPLES FOR PERSONNEL**

**BACKGROUND**

It is a primary responsibility of the Board of Trustees to ensure that the students of the Medicine Hat Public School Division (MHPSD) are served by the best qualified and most effective staff in each position.

**POLICY**

The Board is committed to employing well-qualified staff.

**GUIDELINES**

1. The goal of the MHPSD is a constantly improving educational program.
2. The Board's specific personnel service goals are to:
  - 2.1. Recruit, select, employ, develop and retain the best qualified personnel available to staff the school system.
  - 2.2. Provide equal employment opportunities for all candidates for positions.
  - 2.3. Develop and implement staff compensation, leave, and benefit programs in ways that attract and retain qualified employees.
  - 2.4. Oversee an employee evaluation program that contributes to the improvement of staff performance and professional development through high expectations and due diligence.
  - 2.5. Administer personnel policies in a manner that is open and transparent, respects privacy, builds relationships, and encourages collaboration.
  - 2.6. Effectively administer contracts, collective bargaining agreements, and personnel policies with the aim of safeguarding good relations between the Board and its staff as well as being fiscally responsible.
  - 2.7. Promote and support the on-going professional development of all staff in fulfillment of the educational goals of the MHPSD.

ADMINISTRATIVE PROCEDURES – ROLE DESCRIPTIONS

[500 R 001 – Principal](#)

[500 R 002 – Teacher](#)

**Approved:** September 7, 2004

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