

ANGLOPHONE SOUTH SCHOOL
DISTRICT

Human Resources Policy Essentials

Recruitment • Payroll • Staffing •
Employee Concerns

Our move from DOS payroll to FUSION

We launched live on July 6th- this has been a tremendous effort on the part of the HR/Payroll Department.

WHAT WE KNEW



DOS payroll

Familiar and dependable—but limited, manual, and supported by years of workarounds and institutional knowledge.

THE MESSY MIDDLE



FUSION go-live

New processes, changed pay cycles, data clean-up, leave-balance questions, insecurity about responses and work-flows.

THE ROAD AHEAD



One connected HRIS

Cleaner data, stronger self-service, consistent processes, and better reporting.

POLICIES, CONSISTENCY and FAIR PROCESS:

Clear roles, documented decisions and timely communication protect candidates, employees and the District.
When in doubt, involve Human Resources early.



Recruitment
Transparent,
equitable and
documented
selection.



Staffing
A planned annual
cycle tied to FTE (full-
time equivalency)
and agreements.



Concerns
Use the regular
communication and
escalation channels.

Orientation includes review and sign-off on six key policies

Employees review and sign off on these five policies during orientation.

Sign-off confirms awareness.
Raise questions before acknowledging.

- ④ Technology Use
- ④ Prevention of Workplace Violence
- ④ Substance Use in the Workplace
- ④ Respect in the Workplace
- ④ Pupil Protection Policy
- ④ Social Media Policy

Recruitment starts with consistent, documented decisions

Every competition must be fair,
transparent and consistent with
legislation and collective agreements.

HR supports the process.

The Superintendent makes the final decision.

- ④ HR reviews every advertisement
- ④ Criteria set before files open
- ④ Use scoring and consensus
- ④ Return all records to HR

A defensible competition depends on process, records, and alignment with the collective agreement

THE STANDARD

Questions and activities must reflect the advertised skillsets. Committee members must understand confidentiality, transparency and conflict-of-interest expectations.

Candidates interviewed are contacted promptly and offered one debriefing.

Selection committee

Minimum two members
HR or designate represented
Consensus documented

Competition file

Applications and screening
Notes, scores and references
Retained by HR for 3+ years

Teacher and administrator staffing follows an annual cycle

FEB–EARLY
MAY

Plan and configure
Transfer interests,
retirements and leaves
are gathered;
administrator roles are
posted; schools
configure classes from
FTE and enrolment.

MAY–JUNE

Place and post
B transfers and surplus
placements occur,
partial Bs are
addressed, and D
positions move through
recall and public
posting rules.

OCTOBER/NOVEMBER

Confirm permanent
needs
Available B positions
are determined from
FTE, current positions,
retirements and
resignations.

Employee concerns should move through the regular channels

STEP 1

Start locally:
Raise the concern with school administration or the immediate supervisor, where appropriate.

STEP 2

Try informal resolution:
Discuss the concern with the supervisor, union or Human Resources and use the applicable collective-agreement process.

STEP 3

Escalate formally:
Formal concerns may be directed to District administration; that decision is the final normal step.

PROCESS THAT WE ENCOURAGE WITH ALL MANAGERS,
PRINCIPALS, SUPERVISORS, LEADERSHIP

Pause. Document.
Consult HR.

Apply the policy
Protect confidentiality
Use the right channel

QUESTIONS?