



Hiring Process and Policies

1 Advertising

1. Ads (for teaching positions) will be placed in the SAA Journal, relevant Suzuki newsletters, and at Canada Employment for a minimum of 28 days and letters sent to other Suzuki Schools and teacher trainers.
2. Ads (for administrative assistance) will be placed in School newsletter, and, if necessary, local paper and Canada Employment for a minimum of 28 days.
3. Applications will be addressed to the Human Resources Chair.
4. Ads will be drafted by Human Resource Committee and should include:
 - a. teaching positions - salary (in conjunction with Finance Committee), request for resume and two references.
 - b. administrative assistant - salary (in conjunction with Finance Committee), request for resume and two references.

2 Application Screening

2.1 Teaching Positions

1. Human Resource Committee receives applications and makes sure that all required information is present and communicates with applicants indicating receipt of application. If application is not complete, the Human Resources Chair asks applicants for missing data.
2. Complete applications will be circulated to all faculty.
3. Faculty meets and chooses short list.
4. Human Resource Chair contacts chosen candidates for interview and sends job description.

2.2 Administrative Assistant

1. See section 2.1, paragraph 1 above.
2. Human Resource Committee chooses short list.
3. Human Resource Committee contacts chosen candidates for interview and sends job description.

2.3 Interview for Teaching Positions

1. A stipend for travelling expenses will be offered by the School (the amount may be decided by the Finance Committee based on distance travelled).
2. Human Resource Committee designates an Interview Committee constituted by at least two parents and all faculty. The Interview Committee will determine the time schedule for the interview process.
3. Interview Committee auditions the candidates. Audition consists of teaching three students to be chosen by faculty and the performance of repertoire also to be designated by faculty.
4. Artistic Director contacts parents of students involved in the audition for input.
5. Informal interview by the Interview Committee to discuss job description, probationary period, salary, benefits, etc.. Time of response should be communicated to candidates.
6. Interview Committee meets and comes with final decision which is communicated to Human Resource Committee.



7. Human Resource Committee recommends the hiring of the successful candidate to the Board of Directors.
8. Upon approval, Human Resources Chair communicates decision to candidates. If position is filled, the Chair contacts applicants not selected for short list indicating situation. If position is not filled, applicants not selected for short list should be reviewed.
9. Letter of Employment shall be signed by new teacher and the Chair of Board.

2.4 Interview for Support Staff

1. An Interview Committee consisting of Human Resource Committee interviews applicants and discusses job description, honorarium and probationary period. The committee indicates time of response to candidates.
2. Human Resource Committee gets approval from Board of Directors.
3. See section 2.3, paragraph 8 above.
4. Letter of Employment is signed by successful candidate and the Chair of Board.

2.5 Temporary Full-Time Teaching Positions

From time to time, the Board may find it necessary to temporarily increase a part-time teacher's hours to full-time levels or to hire replacement teacher(s), in order to cover staff shortages when personal leaves are granted. The Board will offer teachers on staff the opportunity to pick up additional hours before looking for external hires. Part-time teachers who achieve full-time status as a result of such situations will return to part-time status upon the return of the teacher(s) completing his/her personal leave; the return to part-time status would take place at the beginning of the school year.



Employment Policies

3 Probationary period for teachers:

1. Length-- six months
2. Interview with Human Resource Committee including Artistic Director after two and four months.
3. By the end of the third month of employment, faculty will have observed the teacher and communicate opinions to the Artistic Director and take to the Human Resource Committee.
4. The probationary salary will be lower by approximately 5% but may be waived in the case of extensive training and/or experience. Difference of salary will go to School Teacher Training fund.
5. In the case of a teacher without a University music degree, continuing instrumental lessons and musical training as determined by the School is required.
6. The School may require a minimum of six units of teacher training by the beginning of the third year of employment.

4 Annual Interview

Towards the end of each School year, the Artistic Director will meet with each teacher individually for discussion on working conditions.

5 Part-time to Full-time Transition

The employment status of a teacher, i.e., part-time vs full-time, is used to determine whether the teacher qualifies for the School's benefits program. A full-time teacher works for a minimum of 20 hrs/week; a part-time teacher works for less than 20 hrs/week. The status of a teacher is spelled out in the teacher's contract with the SSSG; this is typically signed at the beginning of the school year. Additionally, it is possible that a part-time teacher's workload may increase during the school year. In such cases, the teacher will transition from part-time to full-time and his/her contract will be updated; the School will pay benefits for the balance of the school year.

Occasionally, a full-time teacher's workload may drop below 20 hrs/week (i.e., students departing mid-year). The teacher's status will remain full-time for the balance of the school year, i.e., the teacher will continue to qualify for benefits.

6 Leaves of Absence

Employment will be guaranteed for long term leaves due to maternity/paternity or health-related reasons. Employment for all other long term leaves will not be guaranteed.

7 Conflicts

If a member of the Human Resource Committee is made aware of a conflict, then the parties involved shall be encouraged to discuss the issue between themselves. The Human Resource Committee, or a member thereof, will be made available as a mediator if requested by either of the conflicting parties.

8 Exit Interview

A discussion between the departing staff member and the Human Resource Committee will be arranged not less than one week after giving notice.

9 Termination

In the event that the Board finds it necessary to terminate an employee's contract, the following terms should be observed, depending on the reasons for termination:



1. Just cause: immediate dismissal with two weeks' pay.
2. Deviation from School policy: written notice by January 31 (teachers only). Only after reasonable attempts have been made by the Human Resource Committee to rectify differences.
3. Unsatisfactory work: two weeks' notice (administrative assistant only).

In the event that an employee decides to terminate his/her contract, the following terms should be observed:

4. Teacher: six months' written notice prior to January 31 for the following school year
5. Administration: two weeks' notice.