



Policy: Hiring

Table Of Contents

[Policy: Hiring](#)

[1.0 Policy Statement](#)

[2.0 Rationale](#)

[3.0 Expectations for Hiring](#)

[4.0 Qualifications and Merit](#)

[5.0 Diversity, Equity, and Human Rights](#)

[6.0 Mobility](#)

[7.0 Fairness and Transparency](#)

[8.0 Monitoring and Evaluation](#)

[References](#)

[Approval and Review Dates](#)

1.0 Policy Statement

- 1.1 It is the policy of the Superior North Catholic District School Board (SNCDSB) to select the most qualified and acceptable candidate for each position, using a process that provides fair, consistent, transparent, and equitable opportunity for consideration of candidates.

2.0 Rationale

- 2.1 Superior North Catholic District School Board supports and is committed to having the best education system in order to prepare students for success, now and in the future, to meet the Catholic Graduate Expectations. To achieve this, it is critical to have a well-prepared, qualified and diverse workforce with the

knowledge, skills and attributes needed to ensure that all students reach their full potential, regardless of their background or social identity.

- 2.2 This policy will apply to all candidates applying to posted positions of employment with Superior North Catholic District School Board.
- 2.3 This policy shall be applied in accordance with applicable laws/legislation, including, but not limited to, the Ontario Human Rights Code, *Employments Standards Act*, *Accessibility for Ontarians with Disabilities Act*, terms and conditions obligations, and Collective Agreement obligations. In the event of a conflict between this policy and the terms outlined within legislation, terms and conditions, or Collective Agreements, the legislation, terms and conditions, or Collective Agreement will prevail.

3.0 Expectations for Hiring

- 3.1 All external hiring shall be aligned with the appropriate Collective Agreements.
- 3.2 SNCDSB values its union partnerships and will ensure that there are processes in place to disclose information, where required, and provide opportunities for ongoing collaboration with local unions and associations.
- 3.3 The following interdependent components will form an integral part of the recruitment and hiring process within SNCDSB:
 - 3.3.1 qualifications and merit
 - 3.3.2 diversity, equity, and human rights.
 - 3.3.3 employment mobility
 - 3.3.4 fairness and transparency - effective practices.
 - 3.3.5 monitoring and evaluation.

4.0 Qualifications and Merit

- 4.1 Superior North Catholic District School Board will continue to develop and implement selection, evaluation and hiring criteria that will:

- 4.1.1 place value on applicants' demonstrated commitment, experience or time spent in a particular school or suitability for a particular position;
- 4.1.2 value applicants' additional experiences, skills, backgrounds, lived and work experience;
- 4.1.3 respond to school and board priorities based on clearly defined criteria, including qualifications.

5.0 Diversity, Equity, and Human Rights

- 5.1 The promotion of human rights and equity is vital to achieving a diverse and representative school board workforce to meet the needs of a diverse student body. Superior North Catholic District School Board will:
 - 5.1.1 Ensure that all employment policies and practices are anti-discriminatory;
 - 5.1.2 work to intentionally identify and remove barriers for Indigenous peoples and equity-seeking groups at each stage of the hiring process. This involves examining each part of the process (e.g., setting job requirements, employment conditions, recruitment, applications, screening, interviewing, and selection processes) to ensure that no stage of the hiring practice creates barriers for candidates;
 - 5.1.3 provide reasonable accommodation at each stage of the hiring practice;
 - 5.1.4 practice the Catholic values as a key premise in recruiting, hiring and promoting staff;
 - 5.1.5 strive to ensure that all employment policies and practices are anti-discriminatory, and committed to the identification and removal of barriers for candidates from Indigenous and equity-seeking backgrounds to enter their profession within the context of the denominational rights of Catholic school districts.

6.0 Mobility

- 6.1 Superior North Catholic District School Board shall endeavor to ensure equal opportunity to all applicants to apply for any position for which they are qualified irrespective of where they are currently employed and shall be done in accordance with the Collective Agreements.

7.0 Fairness and Transparency

- 7.1 In support of a fair and transparent hiring process for all candidates, Superior North Catholic District School Board will develop and maintain processes in accordance with applicable legislation and consistent with its constitutional and denominational rights and the terms and conditions found in the Collective Agreements.

8.0 Monitoring and Evaluation

- 8.1 In accordance with Policy 101, Superior North Catholic District School Board will review the effectiveness of this policy and its implementation and adjust as necessary.

References

- P-538 Human Resources - Teacher Hiring Practices
- P-542 Human resources - Teaching Hiring Conflict of Interest
- P-535 Human Resources - Conflict of Interest
- Ontario Human Rights Code
- *Employment Standards Act, 2000*
- Accessibility for Ontarians with Disabilities, 2005
- P-GL 101 Policy Development

Approval and Review Dates

Prior Date Approved: April 11, 2011

Revised Date Approved: April 5, 2023

Review Prior To: March, 2028

Reviewed by: Policy Committee, Administrative Council