



ADMINISTRATIVE PROCEDURES

HIRING AND PROMOTION OF STAFF (Policy Statement: Hiring and Promotion)

Purpose

This procedure is intended to facilitate the hiring and promotion of staff within the Algonquin and Lakeshore Catholic District School Board, and will be implemented in coordination with other relevant Board policies and administrative procedures.

References

Ontario Human Rights Code

Hiring and Promotion of Staff – Conflict of Interest

Policy/Program Memorandum (PPM) No. 165 “Teacher Hiring Practices”

Policy/Program Memorandum (PPM) No. 119 “Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools”

Applicable Collective Agreements

Algonquin and Lakeshore Catholic District School Board – Leadership Pathway

Procedures

1. General

- 1.1 The Superintendent of Human Resources will ensure that the hiring and promotion process is conducted in accordance with the requirements of the appropriate collective agreements/employment agreements, Board policy, and applicable legislation.
- 1.2 Offers of employment will only be made by the Superintendent of Human Resources or by other appropriate Human Resources Department staff, where formally delegated to do so.
- 1.3 The Human Resources department will adopt processes and procedures, including for job requirements, job postings, the review of applications for employment and the interviewing and selection of candidates, that are consistent with industry standards, free from discrimination and conflicts of interest and allow for equal opportunity for all applicants.
- 1.4 While respecting denominational rights, in order to identify and remove barriers, the Algonquin and Lakeshore Catholic District School Board will examine each part of the hiring process (e.g., job requirements, job postings, employment conditions, recruitment, applications

screening, interviewing, and selection processes) to ensure that barriers are identified and addressed at all stages of the hiring process.

- 1.5 All applicants for educator positions, including Early Childhood Educators, shall be required to provide either a Pastoral Letter of Reference from a Catholic priest or a Roman Catholic Baptismal certificate with a Letter of Faith on a form provided by the Board.
- 1.6 The Human Resources Department will ensure that all applicants are offered accommodation to most effectively participate in the hiring process, and to remove barriers to equitable participation in the hiring process.
- 1.7 Feedback on the interview will be offered in accordance with the terms of the applicable collective agreement.
- 1.8 Where available, diverse interview panels will be used that draw on different experiences, skill sets, and educational and professional backgrounds.
- 1.9 Human Resources will ensure that applicants are assessed based on structured evaluation criteria, questions and tools that prevent interview and selection bias.
- 1.10 Human Resources will ensure that job postings reflect the bona fide requirements of the job as well as the required qualifications.

2. Teaching Positions

In accordance with the applicable collective agreement, the Human Resources Department will coordinate a hiring and promotion process for teaching positions under the following parameters:

- 2.1 The Human Resources Department will ensure that appropriate procedures are implemented in the teacher recruitment process in regard to verifying the catholicity of applicants for teaching positions.
- 2.2 The Superintendent of Human Resources and Director of Education will review and approve the hiring of non-Catholic teachers where necessary.
- 2.3 When assigning or appointing a person to a teaching position, the Algonquin and Lakeshore Catholic District School Board will adhere to the qualifications in O. Reg 298, "Operation of Schools – General" as well as any additional bona fide job requirements and qualifications, and providing the best possible education program for students as determined by the hiring panel.
- 2.4 Selection and evaluation criteria will include the applicants' additional experiences, skills, backgrounds, and work experience (e.g., the unique perspectives offered by newly qualified teachers; the ability to speak languages in addition to English or French; professional experience outside of the classroom; and other experiences of well-rounded candidates).
- 2.5 Consideration of candidates will include:
 - 2.5.1 Teaching commitment;
 - 2.5.2 Suitability for a particular assignment;
 - 2.5.3 Local needs based on clearly defined criteria, including qualifications.
- 2.6 To promote employment mobility for teachers, and in accordance with the applicable collective agreement, the Algonquin and Lakeshore Catholic District School Board may:

- 2.6.1 Permit qualified teachers who have relocated from other school boards in Ontario to be granted an interview; and
- 2.6.2 Enable all teachers, including those that have relocated from another board, to be eligible to apply for any position (i.e., occasional, long-term occasional, or permanent) for which they are qualified.

3. Job Postings

The board shall ensure that all job postings:

- 3.1 Include the bona fide job requirements and qualifications of the position;
- 3.2 Are written using unbiased and inclusive language; and
- 3.3 Clearly state that accommodation needs for an interview will be respected.

4. Candidate Selection

After the job posting has closed, applicable Board staff will:

- 4.1 Assess all applications, according to the requirements listed in the job posting, and the collective agreement if applicable; and
- 4.2 Select for interviews from among the candidates who have the job requirements and qualifications.

5. Interviews

When planning and conducting interviews, the Board will:

- 5.1 Consider using multiple sources and methods to evaluate candidates during the interview process. This may include, for example, an interview, a presentation, or a written component. Upon request, candidates will be informed in advance what methods will be used during the interview process;
- 5.2 Where possible, arrange an interview panel of two or more members;
- 5.3 Apply the same interview and assessment process to all candidates applying for a position, while also taking into account accommodation requirements;
- 5.4 Ensure structured evaluation criteria and questions are used to prevent selection bias; and
- 5.5 Where possible, include a minimum of one individual who has completed anti-bias interview training on all interview panels, as well as those who have different educational and professional backgrounds within the board.

6. Evaluation and Monitoring

Evaluation and monitoring of the Board's hiring practices will be managed through:

- 6.1 Assessing the skills of the Board's workforce and identifying gaps in those skills;
- 6.2 Determining the diversity of its workforce and identifying gaps in representation; and
- 6.3 Ensuring that all policies, procedures, and practices are non-discriminatory.
- 6.4 The collection of voluntary demographic information from candidates that are applying for positions may be used to assess the diversity in applications received by the Board, as well as to identify any barriers in the hiring process.

Appendices

Forms

Associated Documents

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