

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 403
<i>Former Policy #</i> 416	<i>Page</i> 1 of 3
<i>Original Approved Date</i> October 26, 1993	<i>Subsequent Approval Dates</i> June 26, 2015 December 17, 2021

POLICY TITLE: EDUCATION WORKERS - RECRUITMENT AND PROMOTION

1. PURPOSE

The York Catholic District School Board recognizes the role qualified professionals play in sustaining the system's current success. In order to ensure that the best candidates for available positions are selected, it is essential that the selection process and parameters be transparent and applied consistently, in an equitable and bias free manner.

2. OBJECTIVE

The York Catholic District School Board is an equal opportunity employer committed to providing an environment of diversity and employment equity and is dedicated to creating a workplace culture of inclusiveness that reflects the diverse communities that it serves.

3. PARAMETERS

- 3.1 The recruitment, interviewing, hiring and promotional practices and processes of the York Catholic District School board shall:
 - 3.1.1 Be conducted in a manner that is transparent, consistent, timely, fair and equitable and is free from nepotism, cronyism or any perception of bias.
 - 3.1.2 Incorporate legislative requirements and contractual requirements of collective agreements.
 - 3.1.3 Be financially supported through the Board's annual budget process.
 - 3.1.4 Evolve based on human resources best practices.
- 3.2 Ensure all staff participating in the selection process have an obligation to disclose any real or perceived conflict of interest resulting from a relationship with a candidate prior to participating in the screening or selection process, in accordance with the Board's Conflict of Interest Policy 423. A relationship is defined as any relationship of the staff member to applicants or their immediate family, whether related by blood, adoption, marriage, or common-law relationship and/or any relationship of an intimate and/or financial nature

during the preceding five (5) years, and/or any other past or present relationship that may give rise to a reasonable apprehension of bias, including a friend or individual where nepotism may exist or be perceived to exist. All participants in the selection process will be required to sign a Confidentiality and Conflict of Interest attestation which will form part of the documentation of the hiring process.

- 3.3 With the exception of unionized positions that remain in the internal hiring process, positions will be posted to internal and external candidates concurrently. Every effort will be made to advertise position vacancies in ethnic and alternative media to promote applications from diverse candidates. Advertisements should include a statement on the accommodation process and instructions for accessing those accommodations. Advertisements should also contain a statement regarding the Board's commitment to equitable employment. These statements should be developed by the Superintendent of Human Resources and reviewed periodically in consultation with the board's Human Rights and Equity Advisor.
- 3.4 Selection will be based in accordance with collective agreement requirements and whenever possible be based on competencies, abilities and skills as identified in the job advertisement, and as demonstrated by the applicant through the recruitment process. When two (2) or more candidates have been determined by the hiring panel to be relatively equal in accordance with the above criteria, and any others as determined by the hiring panel, the panel will select the candidate who self-identifies as a member of a historically under-represented group. All candidates will be provided with a means of self-identification as part of the hiring process. The self-identification process will be devised by the Superintendent of Human Resources and the Human Rights and Equity Officer.
- 3.5 A process for debriefing internal unsuccessful candidates shall be established so that it is provided in a consistent manner and documented in the recruitment file. External candidates may be given the courtesy of feedback upon request.
- 3.6 No employee in a position of leadership or management will influence the recruitment or promotion process by providing unsolicited recommendations of candidates.

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To review and approve the Education Workers Recruitment and Promotion policy, as required.

4.2 Director of Education

- 4.2.1 To oversee compliance with the Education Workers Recruitment policy throughout the Board.

4.3 Superintendent of Human Resources and International Education

- 4.3.1 To administer the Education Workers Recruitment policy in a fair and equitable manner.

4.4 Human Resources Staff Members

- 4.4.1 To work within the parameters of the Education Workers Recruitment policy.

5. DEFINITIONS

5.1 Cronyism

The act of showing partiality to close friends or colleagues during the process of recruitment, interviewing, hiring or promoting employees

5.2 Employee

Any individual employed by the York Catholic District School Board to perform services in exchange for a salary or an hourly wage on a casual, temporary or permanent basis.

5.3 Internal Candidate

Refers to an applicant who is currently an employee of the Board.

5.4 Nepotism

The act of showing favouritism or providing preferential treatment to a family member during the process of recruiting, interviewing, hiring or promoting employees.

5.5 Education Workers

Pertains to those employee groups within the Board that are not engaged in the occupation of teaching.

6. CROSS REFERENCES

[Ontario Human Rights Code](#)

YCDSB Policy 415	<u>Accessibility Standards for Employment</u>
YCDSB Policy 413	<u>Attendance Support Program</u>
YCDSB Policy 423	<u>Conflict of Interest for Employees</u>
YCDSB Policy 614	<u>Whistleblower</u>

Approval by Board	December 17, 2021 _____ <i>Date</i>
Effective Date	December 17, 2021 _____ <i>Date</i>
Revision Date(s)	December 17, 2021 _____ <i>Date</i>
Review Date	December 2025 _____ <i>Date</i>