



RECRUITMENT AND SELECTION

POLICY #: B-13

AUTHORITY: 02-46/07-28/10-167

POLICY STATEMENT

The Northeastern Catholic District School Board wishes, subject to the exclusions provided for in the Constitutional Act 1867, to implement a recruitment and selection process which complies with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.

The Northeastern Catholic District School Board subscribes to the principles of employment equity and adopts a recruitment and selection criteria free of intentional or systemic discrimination and attends to their systematic application within the Board through uniform procedures.

The Northeastern Catholic District School Board recognizes that our school community exists to foster and exemplify Catholic values centered on the person of Jesus Christ and the Board will take matters of faith into account when recruiting and hiring teachers and any other employee whose position includes dealing with students in situations involving instruction, counseling or providing guidance or imparting curriculum. The Board will exercise preference to favor committed and practicing Catholics in recruiting and hiring such employees.

Therefore, the Northeastern Catholic District School Board is desirous of hiring the best suited and qualified person for each available position in keeping with its mission. Due to the variety of positions, teaching and non-teaching within the Board, along with a desire to create a positive productive Christian work environment, personal skills, enthusiasm and commitment along with qualifications will be taken into consideration when hiring and promoting staff.

POLICY REGULATIONS

1. POSTING REGULAR VACANT POSITIONS:

- 1.1 All available positions shall be posted in accordance with the respective collective agreement(s) where applicable.
- 1.2 Criteria and qualifications for positions will be established in a fair and equitable manner. Recruitment for positions will be done as widely as it is appropriate to ensure that a varied group of applicants has the opportunity to apply.

2. ADVERTISING:

- 2.1 Advertisements will be placed only as required and must have the approval of the Director of Education or his/her designate. With respect to selection/recruitment of Senior Administration, the advertisement must have the approval of the Chair and Vice Chair of the Board of Trustees. The specific job and its location will be taken into account when advertising is contemplated.

3. APPLICATION FORM:

- 3.1 All applicants shall be required to complete an application form provided by the Board when responding to a solicited position. A criminal reference check (dated within the last year) shall be a condition of employment and shall be used to determine whether candidates have a record of offences which would render them unsuitable for employment. The candidate shall be directed to the local police department who will perform the criminal reference check. The fee charged for this service shall be the responsibility of the candidate.

4. PROCESSING APPLICATIONS:

- 4.1 The Manager of Human Resources will be responsible for all routine correspondence with applicants.
- 4.2 The Manager of Human Resources will conduct an initial screening of applicants in consultation with the Director of Education or his/her designate.

5. SELECTION COMMITTEES:

- 5.1 The Northeastern Catholic District School Board will not discriminate in its hiring practices on the basis that the qualified applicant is related to a current or former employee. The person when related to a candidate shall not partake in the selection process.
- 5.2 Each selection committee shall consist of at least three (3) members with male and female representation where possible. The selection committee shall forward its recommendation to the Director of Education for consideration by the Board.

6. COMPOSITION OF SELECTION COMMITTEE AS PER PERSON:

- 6.1 Director of Education: All available and eligible trustees and, subject to the decision of the Board, one or more resource persons.
- 6.2 Superintendent of Education: Director of Education, Superintendent(s) of Education and Manager of Human Resources.
- 6.3 Other Senior Administration: Director of Education, Superintendent(s) of Education and Manager of Human Resources.
- 6.4 School Principals / Vice-Principals: Director of Education, Superintendent of Education and School Principal (in the case of the employment of a vice-principal), Manager of Human Resources. A parent appointed by the respective Catholic School Council may participate as an observer.
- 6.4 Teachers: Superintendent of Education or his/her designate a minimum of two School Principals.
- 6.6 Support Staff in the Departments of:
 - 6.6.1 Director: Director, Superintendent, Manager of Human Resources
 - 6.6.2 Superintendent: Director of Education, Superintendent of Education, Manager of Human Resources
 - 6.6.3 Finance: Superintendent of Education and/or designate, Manager of Human Resources, Manager of Finance
 - 6.6.4 Plant & Operations: Superintendent of Education, Manager of Human Resources, Manager of Plant & Operations.
 - 6.6.5 Human Resources: Superintendent of Education, Manager of Human Resources, one other Senior Administrator.
 - 6.6.6 Other Support Staff: Superintendent of Education or his/her designate, Manager of Human Resources, and other Senior Administrators and/or Principals where deemed relevant.

7. RESPONSIBILITIES:

- 7.1 The selection committee shall make the following determinations:
 - 7.1.1 Establish the recruitment and selection criteria taking into account:
 - 7.1.1.1 Education or equivalent
 - 7.1.1.2 Experience
 - 7.1.1.3 Knowledge
 - 7.1.1.4 Abilities
 - 7.1.1.5 Aptitudes
 - 7.1.2 Ensure that the requirements that are set out are consistent with our Mission.
 - 7.1.3 Determine the list of candidates to be interviewed.
 - 7.1.4 Consider the profile submitted by the respective Catholic School Council for the selection of a School Principal.
 - 7.1.5 Evaluate the candidates and prepare a recommendation for employment.
 - 7.1.6 Return all written evaluation and ratings to the Manager of Human Resources to be kept on file for a period of one (1) calendar year.

8. SELECTION PROCESS:

- 8.1 The job posting will be prepared by the Manager of Human Resources in consultation with the Supervisor of the Department. The job posting will provide for the following:
 - 8.1.1 The number of the competition
 - 8.1.2 Title of the position and the summary of the duties
 - 8.1.3 Qualifications and skills required
 - 8.1.4 Closing date of competition
 - 8.1.5 Name of person to whom application is to be forwarded
 - 8.1.6 Request for a resume and, as the case may be, a Faith Reference Portfolio for teachers.
- 8.2 Notwithstanding the above (8.1), the job posting shall specifically identify the following criteria:
 - 8.2.1 Teachers:
 - 8.2.1.1 Qualifications Card and Proof of Registration with the Ontario College of Teachers.
 - 8.2.1.2 Original copy of the Police Reference Check.
 - 8.2.1.3 Additional Qualifications in Religious Education Part 1 or written commitment to obtain such qualifications within three (3) years of their respective date of hiring (to the start of the following school year) as a condition of continuous employment.
 - 8.2.1.4 Evidence of freedom from tuberculosis as required by the regulations of the Ministry of Education and Training.

8.2.2 School Principals / Vice - Principals:

8.2.2.1 School Principal's Qualifications Part 1 and 2.

8.2.2.2 Qualification Card and Proof of Registration with the Ontario College of Teachers.

8.2.2.3 Original copy of Police Reference Check if external applicants.

8.2.2.4 Additional qualifications in Religious Education Part 1 and commitment to obtain Part 2 and 3 within five (5) years of their respective date of promotion/hiring as a condition of continuous employment.

8.2.2.5 Evidence of freedom from tuberculosis as required by the Ministry of Education and Training.

8.2.3 Administrative and Support Staff

8.2.3.1 Original copy of Police Reference Check

8.2.3.2 Evidence of freedom from tuberculosis as required by the Ministry of Education and Training.

9. STATUS OF APPLICATION:

9.1 All applicants who have been interviewed shall be informed of the status of their application by the Manager of Human Resources within a reasonable time following the interviews.

10. TRAVELLING ALLOWENCE FOR INTERVIEWS:

10.1 The Board may reimburse a prospective employee for coming to an interview. Reimbursement shall require the prior approval of the Director of Education.

11. MEDICAL EXAMINATIONS:

11.1 A medical examination is a prerequisite to employment and, therefore, must be passed successfully prior to commencing duties with the Board.

11.2 The Manager of Human Resources will be notified about the candidate's ability to perform the essential duties of the job.

12. PROBATIONARY PERIOD:

12.1 Before being officially hired, all new employees will be informed that they will need to complete a probationary period as set out in their respective collective agreement or in the Board's general administrative procedures.

- 12.2 In the case of employees deemed non-union, a probationary period of six (6) months will apply upon hiring. During the period of probation, the employee will be subject to a performance appraisal completed by the immediate supervisor.
- 12.2 The final appraisal will provide a recommendation to continue employment or termination.

13. HIRING RELATIVES:

- 13.1 At no time should a trustee or Board employee interview a relative for the purposes of hiring or recommending them for employment for any position within the Board.