



Northeastern Catholic District School Board

RECRUITMENT AND SELECTION

Policy Number: P-9

Authority: 02-46/07-28/10-167/14-07/15-218/20-26/21-51

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to recruiting, hiring, and promoting the best, most qualified individuals to support the NCDSB's mission, vision, and strategic commitments. The NCDSB subscribes to the principles of fair, equitable, and transparent hiring practices in accordance with the *Ontario Human Rights Code*, the Board's historical rights under the *Constitution Act, 1982*, and the *Education Act*. The NCDSB expects its staff to abide by the teachings of the Roman Catholic Church and by word and example, all staff help to create and sustain a positive, productive Christian work environment.

REFERENCES

Constitution Act, 1982

Education Act

Ontario Human Rights Code

Ontario Accessibility Standards for Employment
Policy/Program Memorandum No. 165

NCDSB Policy

P-5 Criminal Background Checks

NCDSB Administrative Procedures

APP001: Posting for Non-Academic Staff Positions

APP002: Posting for Academic Staff Positions

APP004: Criminal Background Checks

APP023: Recruitment and Selection

DEFINITIONS

Nil.

POLICY REGULATIONS

- 1.0 The NCDSB will take matters of faith into account when recruiting and hiring teachers and any other employee. Wherever possible, feasible, and in accordance with availability, qualifications and competence, the NCDSB will exercise preference to favour committed and practicing Catholics in recruiting and hiring Teachers, Principals, Vice-Principals and Superintendents of Education.

- 2.0 Criteria and qualifications for positions will be established in a fair and equitable manner that focus on bone fide job requirements. Teacher candidate selection shall be based on a combination of their teaching qualifications, merit, demonstrated experience, and commitment to creating a safe, inclusive, equitable, accessible and high-quality learning environment.
- 3.0 Employment policies and practices shall be non-discriminatory.
- 4.0 Recruitment for positions will be done as widely as it is appropriate to ensure that a varied group of applicants have the opportunity to apply.
- 5.0 The NCDSB will not discriminate in its hiring practices on the basis that the qualified applicant is related to a current or former employee. The Board is committed to the identification and removal of barriers for candidates from Indigenous and equity-seeking backgrounds to enter the teaching profession, within the context of the denominational rights of Catholic school board.
- 6.0 The Board is committed to a fair hiring process which is free from bias and/or conflict of interest. The Board shall prioritize and establish as available, diverse hiring and selection panels.
- 7.0 The Board is committed to fair and transparent hiring process and shall give due regard to avoid any conflict of interest, including nepotism and favoritism. Any NCDSB employee related to an applicant shall not partake in or influence the outcome of, the selection process of a person with whom the employee has a relationship.
- 8.0 Employee hiring practices shall be in accordance with the appropriate governing legislation, provisions of related collective agreements, terms of conditions, and other NCDSB policies.
- 9.0 The Board is committed to monitoring and evaluating the effectiveness of this policy and to making adjustments as necessary.
- 10.0 The attendant administrative procedures will detail minimum selection committee requirements and the process for recommendation for hire to the Director of Education. These procedures shall be reviewed regularly and will be revised in accordance with legislative requirements.