



**Windsor-Essex Catholic District School Board**

Section: Human Resources

**POLICY H: 03**  
**Hiring and Promotion**

<b>NUMBER:</b>	H: 03
<b>EFFECTIVE:</b>	June 12, 2012
<b>AMENDED:</b>	
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	H: 03 Hiring of Teachers and H:05 Hiring Procedures – Admin and Support Staff
<b>REVIEW DATE:</b>	2017-2018

## 1.0 OBJECTIVE:

- 1.1 The Windsor-Essex Catholic District School Board recognizes that its staff is its most important resource. The Board believes that the quality of the staff is a major component of an effective, productive system and shall make every effort to attract and retain the best, qualified personnel.
- 1.2 The Windsor-Essex Catholic District School Board considers witness to our faith as a key premise in recruiting, hiring and promoting teachers, early childhood educators, campus ministers and any other employee whose position includes dealing with students in situations involving instruction, counseling, providing guidance or imparting curriculum. The Board will strive to recruit, hire and promote such employees who are practicing Catholics and who hold the highest professional qualifications and abilities in order to maintain and enhance the quality of Catholic education in its schools. It is an expectation that Board staff who are non-catholic will respect and support the Catholic Vision and Mission of the Board and its schools.

## 2.0 DEFINITIONS:

- 2.1 **“Relative”** for the purpose of this policy shall include parents, grandparents, grand-parents-in-law, spouses, children, step-children, siblings, brothers-in-law, sisters-in-law, nieces, and nephews.

## 3.0 GUIDING PRINCIPLES:

- 3.1 The Board believes in equal employment opportunities subject to its denominational rights and shall hire staff in accordance with the Ontario Human Rights Code and Board Policy A: 14 Promoting and Supporting Equity and Inclusion within a Catholic Community.
- 3.2 The Board shall strive to provide the highest quality Catholic educational services to the Catholic community.

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- 3.3 The Director of Education is the sole employee of the elected Board of Trustees, and reports directly to the Board. All authority of the Board to hire staff is delegated through the Director of Education. All hiring decisions (with the exception of the position of Director), including appointments to positions of responsibility, are operational matters and therefore, are the responsibility of the Director or designate.
- 3.4 Criteria and qualifications for positions will be established in a fair and objective manner. Recruitment for positions will be done as widely as is appropriate to ensure that all qualified applicants have the opportunity to apply.
- 3.5 Promotion will be based on demonstrated ability, skill, knowledge and the expertise required to perform the duties of the position and, in the case of employees assigned to positions involving interaction with students, the spiritual commitment to promote the Catholic education system and its gospel values.
- 3.6 The Board recognizes that the needs and priorities of the system must be the primary criteria for decisions with respect to hiring and promotion.
- 3.7 The Board will not discriminate in its hiring and promotions practices on the basis that the qualified applicant is related to a current or former employee. An individual may be hired, notwithstanding the applicants relationship to current or former employees provided the following issues will be considered prior to selecting a candidate:
  - a) That the employee shall not be in a direct supervisory reporting relationship to a relative (i.e. within the same department or school);
  - b) That staff do not partake in the interviews or any part of the hiring process where a candidate is a relative;
  - c) That staff who are involved in the hiring procedures and who have more than a professional relationship with the candidate (ex. Friends or a friend's relative, past or present colleague, past or present student) shall declare that relationship to the Superintendent of Human Resources. Should the Superintendent have any such relationship, he or she shall declare to the Director of Education.
- 3.8 Applications and documents of all candidates and employees of the Windsor-Essex Catholic District School Board will be maintained in a confidential file in the Human Resources Department.

### **4.0 SPECIFIC DIRECTIVES:**

- 4.1 The Director of Education shall establish procedures for the hiring of academic and support staff in accordance with this policy.
- 4.2 The Executive Superintendent of Human Resources will ensure that the recruitment and selection procedures are administered in accordance with the requirements of the appropriate collective agreements, or the terms and conditions of employment for the non- union group. Where this policy is in conflict with a current collective agreement negotiated between the Board and any of its employee associations or unions, the collective agreement will prevail.

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4.3 This policy shall not be applied retroactively to alter or disrupt any current work assignments.

### **5.0 RESPONSIBILITY:**

5.1 The Director of Education and the Executive Superintendent of Human Resources shall be responsible for the implementation of this policy.

### **6.0 REVIEW AND EVALUATION:**

6.1 This effectiveness of this policy shall be accessed through trustee, staff and community satisfaction measures.

6.2 This policy will be reviewed in the 2017-2018 policy review cycle.

### **7.0 REFERENCES:**

Education Act Section 1 (4) Constitutional Rights and Privileges

Ontario Human Rights Code

Canadian Charter of Rights and Freedoms, Section 23

Constitution Act, Section 93

Bill 177 An Act to Amend the Education Act with respect to Student Achievement, School Board Governance and Certain Other Matters

Other related policies of the Board which support this policy are:

Pr H: 03 Procedures for the Hiring of Administration and Support Staff

Pr H: 03A Procedures for the Hiring of Teachers

H: 07 Selection Process Principals and Vice-Principals

H: 04 Criminal Reference Checks