



HURON-PERTH CATHOLIC

District School Board

Hiring Practices

Adopted:	April 26, 2021	Policy #:	P 3.4.19.
Revised:		Policy Category:	3.4. Human Resources

POLICY STATEMENT:

It is the policy of the Board that hiring in the Huron-Perth Catholic District School Board (the Board) is undertaken in accordance with: the Ontario Human Rights Code; school district collective agreements (central and local terms); policy and program memoranda; the Education Act and all applicable regulations thereunder, including, but not limited to, Ontario Regulation 298: Operation of Schools; the Employment Standards Act; and the Accessibility for Ontarians with Disabilities Act.

The Board recognizes that any form of discrimination or oppression is incompatible with the Board's mission and values, and is in violation of the Ontario Human Rights Code. The Board is committed to ensuring that all employment policies and practices are non-discriminatory, and further commits to the identification and removal of barriers for candidates from Indigenous and equity-seeking backgrounds, within the context of the denominational rights of Catholic school boards.

The Board is committed to a fair hiring process, focused on bona fide job requirements, and free from any bias and/or conflict of interest. Candidate selection shall be based on a combination of qualifications, additional experiences and/or skills, and differentiated evaluation criteria. HPCDSB prioritizes and establishes, as available, diverse hiring and selection panels.

PROCEDURES:

1. The Board shall give due regard to avoid any conflict of interest, including nepotism and favouritism.
2. No employee of the Board shall participate in, or influence the outcome of the appointment, hiring, promotion, supervision or evaluation of a person with whom the employee has or has had a relationship.
3. For the purpose of this policy, "relationship" shall mean any relationship of the employee to persons of:
 - Their immediate family, whether related by blood, adoption, marriage, or common-law relationship;
 - An intimate and/or financial nature during the preceding five years; or
 - Past or present private interests or relationships, including a student-supervisor relationship, in connection with a candidate or applicant where their involvement in the hiring process could reasonably conflict with their duties.

4. Should a conflict of interest be identified in the hiring process, the employee shall immediately disclose the nature and extent of the conflict to the Executive Manager of Employee Relations, in writing.
5. Furthermore, it is the responsibility of an employee to declare a conflict of interest in writing to the Executive Manager of Employee Relations when a relationship exists, and/or develops, that places the employee in a direct supervisory employment relationship.
6. Any other person may report in writing, to the Executive Manager of Employee Relations, a potential, apparent or actual conflict of interest.
7. Should the Executive Manager of Employee Relations to whom the disclosure is made, also have a conflict of interest, the disclosure shall be made to the Director of Education.
8. The Executive Manager of Employee Relations, or Director of Education, shall investigate the matter. If it is determined that a conflict of interest exists, the remedy and course of action shall be documented in writing.
9. Failure to disclose a conflict of interest, whether arising from dishonesty or inattention, may lead to disciplinary action, up to and including dismissal from employment.

DEFINITIONS:

- N/A

REFERENCES:

- N/A

RESOURCES, APPENDICES AND FORMS:

- N/A