

Hiring and Promotion Policy, Academic and Non-Academic Personnel	
<b>Adopted:</b> February 14, 1985	<b>Last Reviewed/Revised:</b> April 16, 2024
<b>Next Scheduled Review:</b> 2026-2027	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-28 Selection and Appointment of Positions of Academic Administrative Responsibilities</a> <a href="#">I-02 Records and Management Information Policy</a> <a href="#">VI-82 Records and Information Management Procedure</a> <a href="#">VI-99 Hiring Practices for Teachers and Occasional Teachers</a> <a href="#">II-45 Equity and Inclusive Education</a>	

## Purpose

To provide a fair, consistent, and transparent hiring policy that ensures equal opportunity for all qualified employees and applicants for employment with the Halton Catholic District School Board (HCDSB), in accordance with the *Ontario Human Rights Code*, and where possible by virtue of the availability of qualified candidates, give preferential consideration to qualified Roman Catholic applicants as indicated in Human Resources Services Procedures and in accordance with the *Ontario Human Rights Code*, Section 24(1)(a), and the historical right under the *Constitution Act, 1982*, the *Education Act* and Policy/Program Memorandum (PPM) 165.

This policy further serves to support the development of a strong and diverse workforce to best serve the needs of students and communities within the Halton Catholic District School Board (HCDSB).

## Application and Scope

This policy applies to all employees and applicants for any position of employment with the HCDSB and is consistent with PPM 165.

## References

[Constitution Act, 1982](#)

[Education Act](#)

[Ontario's Anti-Black Racism Strategy](#)

[Ontario Human Rights Code](#)

[Ontario Regulation 298, Operation of Schools - General](#)

[PPM 165](#)

## Principles

- HCDSB recognizes that our school community exists to foster and exemplify Catholic values centred on the person of Jesus Christ.
- HCDSB believes that every person has a right to employment without discrimination. While qualifications and experience will be the determining factors, the HCDSB shall promote the hiring of staff from under-represented groups.
- HCDSB considers witness to our faith as a key premise in recruiting, hiring and promoting teachers or any other employee whose position includes dealing with students in situations involving instruction, counselling, providing guidance or imparting curriculum. The HCDSB will exercise preference to favour committed and practising Catholics in recruiting, hiring and promoting such employees.
- HCDSB recognizes the interdependent components of qualifications and merit, diversity, equity and Human Rights, employment mobility, fairness and transparency, monitoring and evaluation, and conflict of interest in teacher hiring requirements.
- HCDSB recognizes that teachers and the quality of their teaching is the single most important factor in the improvement of student achievement.
- HCDSB will not discriminate in its hiring and promotion practices.

## Requirements

- This policy will work in conjunction with the provisions of the applicable collective agreements, the *Ontario Human Rights Code* and applicable laws. In the event of a conflict between this policy and the terms within a collective agreement, the collective agreement prevails.
- This policy will maintain due regard for the provision of the best possible program, safety and wellbeing of students as mandated in Ontario Regulation 298, Operation of Schools – General.
- It is understood that teaching positions and other positions involving interaction with students within the HCDSB, require a significant degree of participation in the religious life of the Catholic school community. This would include participation in liturgical celebrations for students and staff; liaison with pastors and families for sacramental preparation programs and providing staff members with adult faith opportunities.
- The Director of Education is the employee of the elected Board of Trustees and reports directly to the Board.
- The Board of Trustees through a hiring committee composed of three Trustees; the Secretary/Director; the Superintendent, Human Resources Services and a Senior Staff

member will perform the function of selecting the candidate for Supervisory Officer. The final candidate in each hiring situation will be presented to the Board for approval, in camera.

- Trustees of the HCDSB shall entrust the day-to-day management of the HCDSB to its staff through the Director of Education or designate.
- Criteria and qualifications for positions will be established in a fair and objective manner.
- Recruitment for positions will be done to ensure that all qualified applicants have the opportunity to apply.
- All employees and prospective employees shall have access and opportunity to positions within the HCDSB subject to foregoing principles.
- 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. The HCDSB recognizes that the needs and priorities of the system must be the primary criteria for decisions with respect to hiring and promotion.
- Within the context of the denominational rights of Catholic school boards, every effort will be made to identify and remove discriminatory biases and systemic barriers that may limit an individual's candidacy for hiring or promotion.
- A qualified applicant who is related to a current or former employee may be hired upon consideration of potential, apparent and actual conflicts of interest. The following issues will be considered prior to selecting a candidate:
  - That staff shall not be in a direct supervisory reporting relationship to a relative;
  - That staff who are related to the candidates must disclose such information to Human Resources Services;
  - That staff who are related do not partake in interviews or any part of the hiring process;
  - That staff who are involved in the hiring procedures and who have more than a professional relationship with the candidate disclose such information to Human Resources Services.
- Applications and documentation of all candidates and employees of the HCDSB will be maintained in a confidential file in Human Resources Services in accordance with HCDSB Policy I-02 Records and Management Information Policy.
- The Director of Education will report to the Board, on an ongoing basis, or as required, on the implementation of this policy.

## Responsibilities

- The Director of Education or designate ensures effective systems are in place for the selection, supervision, development and performance review of all staff.



- The Superintendent, Human Resources Services shall be responsible for implementing and monitoring this policy and administrative procedures.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*