

<b>Hiring Practices for Teachers and Occasional Teachers</b>	
<b>Adopted:</b> April 6, 2021	<b>Last Reviewed/Revised:</b> April 2, 2024
<b>Next Scheduled Review:</b> 2026-2027	
<b>Associated Policies &amp; Procedures:</b> <a href="#">III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel</a> <a href="#">II-45 Equity and Inclusive Education</a> <a href="#">VI-54 Equity and Inclusive Education</a>	

## Purpose

To provide fair, consistent and transparent teacher hiring practices that ensure equal opportunity for all qualified Roman Catholic employees and applicants for employment with the Halton Catholic District School Board (HCDSB), in accordance Human Resources procedures, the Ontario *Human Rights Code*, Section 24(1)(a), the historical right under the *Constitution Act*, 1982, the *Education Act* and PPM 165.

This procedure further serves to support the development of a strong and diverse workforce to best serve the needs of students and communities within the HCDSB.

## Application and Scope

This procedure applies to all Teachers and Occasional Teachers of the HCDSB. The Superintendent, Human Resources Services shall be responsible for implementing and monitoring this administrative procedure.

## 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

- This procedure will work in conjunction with the provisions of the applicable collective agreement obligations. In the event of a conflict between this procedure and the terms within a collective agreement, the collective agreement prevails.
- Any assignment or appointment of a person to a teaching position shall be made with due regard for the provision of the best possible program and the safety and well-being of the pupils, as required under Ontario Regulation 298, Operation of Schools – General made under the *Education Act*, and in accordance with all other requirements set out in that Regulation, including the requirement that any assignment or appointment shall be made in accordance with the qualifications recorded on the teacher’s certificate of qualification and registration.
- Nothing in this procedure shall be interpreted in a way that interferes with or controls the denominational rights of the HCDSB.

## Requirements

### Roster of Occasional Teachers

HCDSB shall continue to maintain a roster of Occasional Teachers in accordance with the applicable Collective Agreement and Central Terms’ requirements.

To support the development of a strong and diverse workforce and to best serve the needs of students and communities, PPM 165 provides guidance on:

1. Qualifications and Merit
2. Diversity, Equity and Human Rights
3. Employment Mobility
4. Fairness and Transparency
5. Monitoring and Evaluation
6. Conflict of Interest

### 1. QUALIFICATIONS AND MERIT

In assigning or appointing a candidate to a teaching position (e.g., daily supply, occasional, long-term occasional, permanent) Human Resources Services will:

- Value applicants’ demonstrated experience and commitment to creating a safe, inclusive, equitable, accessible, and high-quality learning environment;
- Determine the individual’s ability to provide the best possible program as determined by the Principal/Superintendent and considering:
  - Demonstrated teaching commitment;
  - Experience/time spent in a particular school;
  - Suitability for a particular assignment; and,
- Value applicants’ additional experiences, skills, backgrounds, lived and work experience;

- Respond to school and board priorities based on clearly defined criteria including qualifications.

## 2. DIVERSITY, EQUITY AND HUMAN RIGHTS

The promotion of human rights and equity is vital to achieving a diverse and representative teacher workforce to meet the needs of a diverse student body as a means to limit disparities in outcomes for equity-deserving staff and students in their achievement and wellbeing.

To achieve a diverse and representative workforce with varying social identities and lived experiences, Human Resources Services will:

- Ensure that all employment policies and practices are anti-discriminatory;
- Identify and remove barriers for Indigenous peoples and equity-deserving groups at each stage of the hiring process (from setting job requirements and employment conditions to establishing recruitment, application, screening, interview and selection processes);
- Undergo bias-free training for all Human Resources Services staff involved in the hiring process, who will then provide parallel training to other staff involved in the hiring process;
- Continue to collect voluntary self-identification applicant information and analyze staff recruitment hiring and promotion data to identify barriers in recruitment and hiring.

HCDSB hiring staff may consider whether Special Programs under the *Ontario Human Rights Code* may be implemented to address the effects of systemic discrimination on identified groups based on Code-protected grounds.

## 3. ENHANCED TEACHER EMPLOYMENT MOBILITY

In accordance with PPM 165, and respective Collective Agreements, the HCDSB will endeavour to enable teachers to exercise mobility by providing equal opportunity to all Ontario College of Teachers-certified teachers for any position (occasional, long-term occasional, or permanent) for which they hold the requisite qualifications.

## 4. FAIRNESS AND TRANSPARENCY

The teacher hiring policies or procedures shall include the following:

- conflict of interest disclosure policy
- clear steps to avoid nepotism
- bona fide or “legitimate” job requirements and qualifications as outlined in Reg. 298, Operation of Schools – General
- recruitment and selection process
- process for tracking and communicating with applicants
- process to promote demographically diverse hiring panels
- structured evaluation criteria, questions and tools that prevent interview and selection bias
- process for providing constructive interview feedback for candidates upon request
- accommodation(s) based on needs related to the Human Rights Code, and

- disclosure of information to the appropriate bargaining units, in accordance with the Collective Agreement

## **5. MONITORING AND EVALUATION**

A monitoring and evaluation plan will be used to review the effectiveness of the HCDSB's teacher hiring policy and will adjust as deemed necessary.

## **6. CONFLICT OF INTEREST**

HCDSB shall give due regard throughout the hiring process to avoid any conflicts of interest, including nepotism and favouritism.

In this section, "relationship" means any relationship of the employee to persons of:

- their 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 in connection with a candidate or applicant where their involvement in the hiring process could conflict with their duties.
- Employees of the HCDSB shall not participate in, or influence the outcome of, the hiring of a person with whom the employee has a relationship.
  - Where the person with whom the employee has the relationship is one of multiple applicants or candidates in a competitive hiring process, the employee must not participate in, or influence the outcome of, any aspect of that hiring process.
  - Where an employee's duties would otherwise require them to engage in an act that is or may be prohibited by this section, the employee shall immediately upon being made aware of the conflict of interest, disclose the nature and extent of the conflict to the Superintendent, Human Resources Services, or designate. If the Superintendent, Human Resources Services, or designate, determines that a prohibition in this section applies, they will then assign these duties to another person who does not have a conflict of interest and shall give any further direction to the employee that they consider necessary to protect the integrity of the hiring process.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*