

**JAMES BAY LOWLANDS  
SECONDARY SCHOOL  
BOARD**

<b>ADMINISTRATIVE PROCEDURE HUMAN RESOURCES NO. 405</b>	
Effective	August 21, 2019
Last Revised	August 15, 2023

## STAFF RECRUITMENT AND SELECTION

### PURPOSE

This administrative procedure supports the staffing objective of the James Bay Lowlands Secondary School Board of securing the best qualified and most effective staff members available, within the staff complements and salary ranges approved in collective agreements and the annual Board budget.

This procedure is intended to assist supervisors in the Board in the selection and hiring of staff who will be filling regular full-time or part-time positions.

This procedure also describes the human rights issues that must be considered when recruiting and selecting staff members.

### PROCEDURES

#### 1. General Board Expectations

- 1.1 The James Bay Lowlands Secondary School Board employs personnel to fill vacancies in teaching and non-teaching positions in accordance with the *Education Act* and its Regulations, the *Ontario Human Rights Code*, Board policy, the terms of this administrative procedure, and the collective agreements and terms of conditions of employment with employee groups.
- 1.2 It is essential that, when recommending staff to be hired, the appropriate supervisor:
  - a) reviews résumés and other submissions and determines the qualified applicant(s);
  - b) interviews applicants using the same set of questions for all;
  - c) decides on the best qualified and most suitable applicant for the position; and
  - d) complies with the terms of the following Board and administrative directives:
    - Board Policy GOV-08 Staff Recruitment and Selection;
    - Administrative Procedure 406 Collection of Personal Information;
    - Administrative Procedure 423 Workplace Accommodation; and
    - Administrative Procedure 470 Security of Personal Staff Information.

- 1.3 Human rights issues must be considered when hiring staff. The screening of applicants and résumés must be done carefully in order to eliminate potential bias. It is at this stage, in particular, that subjective and/or non-job-related criteria can have an adverse impact on designated group members. Screening involves evaluating each applicant against the actual, advertised criteria of the job.
- 1.4 If a relative is recommended for hiring, the relationship shall be made known to the immediate supervisor.
- 1.5 All staff positions, other than occasional positions, shall be authorized by the Board of Trustees, either by direct Board motion or through the budget approval process.
- 1.6 The placement of external advertisements shall be coordinated by the finance and human resources administrator and approved through the office of the director of education.

## 2. Hiring Committee

- 2.1 In establishing a hiring committee, administrators must follow the guidelines of Board Policy GOV-08 Staff Recruitment and Selection.
- 2.2 Representation on the hiring committee should include individuals who are likely to be impacted by the person hired.
- 2.3 The hiring committee will be aware and review the human rights interview guidelines and ensure questions are compliant.

## 3. Hiring

- 3.1 Upon completion of the interview(s), the finance and human resources administrator will:
  - a) obtain a recommendation from the hiring committee;
  - b) notify the prospective employee that:
    - the hiring committee will recommend him or her to the Board for hiring;
    - employment is conditional upon a vulnerable sector criminal record check being performed;
    - the original search record must be returned to the finance and human resources administrator for verification.
  - c) following receipt of the vulnerable sector criminal record check, if the record is clean:
    - take a copy of the original search record and return the original to the applicant;
    - mark the copy, 'Copy Taken from Original' and date it; and
    - include the copy in the personnel file.
  - d) If the record is not clean:

- consult with the Director of Education;
- if necessary, contact legal counsel to determine how to proceed.

#### 4. Filing of Documentation

- 4.1 For each hiring by the Board, a separate file is set up for that particular selection and hiring process.
- 4.2 All material gathered and created as a result of that particular selection and hiring process must be kept on file.

#### REFERENCE DOCUMENTS

##### **Legal:**

*Education Act: Section 171 Powers of Boards: Appoint Employees*

*Education Act, Paragraph 218.1 (f): Day to Day Management: Chief Executive Officer*

*Education Act: Subsection 283 (2) Chief Executive Officer: Develop and maintain an effective organization*

*Ontario College of Teachers Act*

*Ontario Human Rights Code*

*Criminal Code (Canada)*

*Employment Standards Act*

*Labour Relations Act*

*Municipal Freedom of Information and Protection of Privacy Act*

*Occupational Health and Safety Act*

*Ontarians with Disabilities Act*

Ontario Regulation 298 Operation of Schools-General: Assignment and Duties of Principals, Vice-Principals, Teachers

Ontario Regulation 521/01 Collection of Personal Information: Criminal background check

##### **Board:**

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-04 Delegation of Authority

Board Policy GOV-05 Multi-Year Strategic Plan

Board Policy GOV-08 Staff Recruitment and Selection

Administrative Procedure 406 Collection of Personal Information

Administrative Procedure 423 Workplace Accommodation

Administrative Procedure 470 Security of Personal Staff Information

Staff Collective Agreements