

Huron-Superior Catholic District School Board

Human Resources Department

Hiring Guidelines and Procedures (Support Staff)

The Huron-Superior Catholic District School Board is committed to ensure the selection of the best-qualified applicant for each position within the Board. In keeping with our Catholic social teaching and our Mission Statement, a fair, equitable and consistent selection process and guidelines for the Board and its employees in this process will be established and monitored to ensure equal opportunity in recruitment, hiring and promotion procedures.

In order to provide consistency in the Board's hiring practices the Human Resources Department (HR) is responsible for the hiring of all employees. The schools from time to time have emergency situations where a principal may require the services of an individual who has not gone through this process. When this occurs, the principal is requested to advise HR as soon as possible in order to contact the individual and explain the required process.

CUPE (Plant, Clerical, Educational Assistants, Early Childhood Educators)

- Positions are posted in accordance with the applicable collective agreement
- Interviews are held, where applicable, and vacancies filled by appropriate staff
- Interview teams, usually of three, may consist of principals, managers and/or superintendents as required
- Debriefings will be offered by the interview team to unsuccessful applicants and all related interview notes will be retained in HR for three (3) years for further reference

OSSTF (Noon-Hour Aides)

- Positions are posted in accordance with the collective agreement
- Interviews are held and positions filled by Manager of Human Resources with input/assistance of principal
- Debriefings will be offered to unsuccessful applicants and all related interview notes will be retained in HR for three (3) years for further reference

Non-Union, Grants/Subsidized Positions

- Includes Student and Family Counsellors, Managers, Administrative Assistants, etc., and positions which are subsidized through various programs
- A posting is prepared and sent to Administrative Council for input and review
- Positions are then posted on the Board website, internally within the schools and may include an external posting as required
- Interviews may be held by appropriate staff and recommendation for hiring made
- Interview teams, usually of three, may consist of principals, managers and/or superintendents as required
- All candidates are advised of the outcome of their interview
- Debriefings will be offered by the interview team to unsuccessful applicants and all related interview notes will be retained in HR for three (3) years for further reference

The list of applicants and those recommended for short-listing will be brought forward to Administrative Council for review as well as recommendation for hire.

Summer Students

Definitions

Qualified Students – those students who have completed the previous school year at a post-secondary institution and will be returning the next school term, on a full-time basis; or students on a post-secondary co-operative placement from a recognized co-operative studies program; or high schools students in their final year and who are planning to attend a post-secondary institution the following year.

Non-Students – those students who have graduated and/or are not returning to school are presumed to be looking for full-time employment and do not qualify for summer employment with the Board.

Re-Hires/Recalls – those students who qualify in accordance with the above definition, who have a satisfactory work record with the Board may be re-hired/recalled in subsequent years (total of 3 years) while they remain qualified prior to the engagement of new hires.

Procedure

HR shall receive and retain applications for summer employment from qualified students. Selection shall be made from those applications on file.

No Board employee is to be involved in the hiring process of a summer student who is a relative and shall not be the direct supervisor of that student.

Eligibility Criteria

Preference for hire shall be administered as follows:

Student who are employed by the Board during the previous years' summer program AND are recommended for re-hire/recall will be offered summer employment opportunities first.

All things being equal, preference will then be given to those students currently attending a post-secondary institution and returning.

Consideration shall then be given to those high schools students in their final year and who are planning to attend a post-secondary institution the following year.

The selection of eligible students is based on a random drawing of lots (names).

Monitoring

Ensuring a fair and consistent process is in place is a high priority and the Board will continue to review and assess the hiring procedures/guidelines to ensure that a fair process is maintained.