



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES NON-ACADEMIC HIRING PRACTICES

Legal References

Hiring in the Huron-Superior Catholic District School Board (HSCDSB) is undertaken in accordance with the *Ontario Human Rights Code*; school district collective agreements, both central and local, where applicable; and the *Education Act* and all applicable regulations thereunder.

Diversity, Equity, and Human Rights

HSCDSB recognizes that any form of discrimination or oppression is incompatible with Catholic moral principles and is in violation of the *Ontario Human Rights Code*. HSCDSB recognizes that discrimination, prejudice, and oppressions can be related to any of the prohibited grounds as outlined in the *Ontario Human Rights Code*.

HSCDSB strives to ensure that all employment policies and practices are non-discriminatory. The board is committed to the identification and removal of barriers for candidates from Indigenous and equity-seeking groups at each stage of the hiring process, within the context of the denominational rights of Catholic school districts. HSCDSB strives to achieve a diverse and representative workforce to meet the needs of its diverse student population.

Qualifications and Merit

HSCDSB is committed to selecting the best-qualified applicant for each position within the board. The board is committed to ethical, fair, and transparent practices that focus on bona fide job requirements when hiring and promoting candidates. Non-academic candidate selection is based on a combination of qualifications, experiences, and/or skills candidates bring to the role, and differentiated evaluation criteria in a variety of different formats (e.g., resumes, responses to interview questions).

In order to provide consistency, the Human Resources (HR) Department oversees the hiring of all non-academic employees. The schools from time to time have emergency situations where a principal may require the immediate services of an individual. When this occurs, HR will expedite the required process.

HSCDSB is committed to a fair hiring process, which is free from any bias and/or conflict of interest. HSCDSB prioritizes and establishes, as available, diverse hiring and selection panels. It is understood that Policy 6021 – Conflict of Interest applies to the posting, shortlisting, interviewing, selection, hiring, monitoring, supervision, and promotion of all board employees.

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

- Positions are posted on the board's website, in accordance with the applicable collective agreement. External recruitment websites (e.g., Indeed) and other sources (e.g., social media platforms, news outlets) may also be used to advertise vacancies.
- HR shortlists and contacts candidates based on the qualifications and experiences outlined in the job posting.
- Interviews are held, where applicable. Interview teams, usually of three, may consist of principals, managers, non-union staff, and/or superintendents.
- Interview panels recommend selection(s).
- HR proceeds with reference checks, and if acceptable, HR offers the position to the recommended candidate(s). Vacancies are filled.
- All related documentation, including resumés and interview notes, is retained in HR for one year.
- Additional details about the hiring of academic staff (i.e., ECEs) may be found in Policy 6022 – Teacher Hiring Guidelines.

OSSTF (Noon-Hour Aides)

- Positions are posted on the board's website, in accordance with the applicable collective agreement. External recruitment websites (e.g., Indeed) and other sources (e.g., social media platforms, news outlets) may also be used to advertise vacancies.
- HR shortlists and contacts candidates based on the qualifications and experiences outlined in the job posting.
- Interviews are held, where applicable. Interview teams, usually of three, may consist of principals, managers, non-union staff, and/or superintendents.
- Interview panels recommend selection(s).
- HR proceeds with reference checks, and if acceptable, HR offers the position to the recommended candidate(s). Vacancies are filled.
- All related documentation, including resumés and interview notes, is retained in HR for one year.

Non-Union, Grants/Subsidized Positions

- A posting is prepared and sent to Administrative Council for input and review.
- Positions are posted on the board's website. External recruitment websites (e.g., Indeed) and other sources (e.g., social media platforms, news outlets) may also be used to advertise vacancies.
- HR shortlists and contacts candidates based on the qualifications and experiences outlined in the job posting.
- Interviews are held, where applicable. Interview teams, usually of three, may consist of principals, managers, non-union staff, teacher leaders, and/or superintendents.
- Interview panels recommend selection(s).
- HR proceeds with reference checks, and if acceptable, HR offers the position to the recommended candidate(s). Vacancies are filled.
- All related documentation, including resumés and interview notes, is retained in HR for one year.

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 rehired/recalled in subsequent years (total of 3 years) while they remain qualified, prior to the engagement of new hires.

Procedure

- Positions for summer students, where required, are posted on the board's website. External recruitment websites (e.g., Indeed) and other sources (e.g., social media platforms, news outlets) may also be used to advertise vacancies.
- Students who were employed by the board during the previous year's summer program AND are recommended for re-hire/recall will be recalled first.

- HR then shortlists and contacts other candidates based on the qualifications and experiences outlined in the job posting. Preference for interviews will be given to those students currently attending a post-secondary institution and returning. Consideration shall then be given to those high school students in their final year and who are planning to attend a post-secondary institution the following year.
- Interviews are held, where applicable. Interview teams, usually of three, may consist of principals, managers, and/or non-union staff.
- Interview panels recommend selection(s).
- HR proceeds with reference checks, and if acceptable, HR offers the position to the recommended candidate(s). Vacancies are filled.
- All related documentation, including resumés and interview notes, is retained in HR for one year.

Monitoring and Evaluation

HSCDSB is committed to monitoring and evaluating the effectiveness of these staffing guidelines and to making adjustments as necessary. At a minimum, all HSCDSB policies and procedural guidelines are reviewed on a five-year, cyclical basis.

Best Practices in Candidate Selection, Representation, and Accountability

HSCDSB is committed to continuous growth in developing and adhering to best practices related to candidate selection, representation, and accountability. With this in mind, the board is committed to working with various partners to ensure workforce demographic data are collected and used as a foundation for well-informed discussions and decision-making about the vision for a diverse and inclusive workplace.