



ADMINISTRATIVE PROCEDURE PERSONNEL	
Effective:	September 1, 2014
Last Revised:	

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HIRING OF STAFF

1. PURPOSE

This administrative procedure supports the Rainbow District School Board staffing objective of securing the best qualified and most suitable staff members available, the annual board budget.

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

2. DEFINITIONS

Immediate Family Member: For the purposes of this administrative procedure, immediate family member includes spouse, common-law spouse, child, parents, in-laws, sisters, and brothers.

3. APPLICATION

This administrative procedure applies to all supervisors and to prospective and current employees of the Rainbow District School Board.

PROCEDURES

4. Hiring of Staff

4.1 The Rainbow District School Board employs staff to fill vacancies in teaching and non-teaching positions in accordance with the *Education Act* and its Regulations, the *Ontario Human Rights Code*, and the collective agreements and terms of conditions of employment with employee groups.

4.2 It is essential that, when recommending staff to be hired, the supervisor:

- a) makes an adequate search to determine a list of qualified applicants;
- b) interviews a number of applicants, where applicable and;
- c) recommends the best qualified and most suitable applicant for the position.

4.3 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 when short-listing candidates. 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.

- 4.4 If a relative is being considered for hiring, the relationship shall be made known to the immediate supervisor and the director of education prior to any interviews being conducted.

5. Guidelines for the Hiring Process

The following guidelines apply to staff at the point of hire and after hire:

- 5.1 An immediate family member should not:
- a) occupy a position where one immediate family member directly reports to another; or
 - b) participate in any part of the selection process where another immediate family member is an applicant.
- 5.2 A direct reporting relationship encompasses a staff member who has authority over another employee to:
- a) administer monetary gains;
 - b) conduct performance appraisals, and/or
 - c) administer discipline.
- 5.3 Approval of the director of education must be obtained to waive the requirements respecting direct reporting relationships of immediate family members. The following conditions must be met before a waiver can be granted:
- a) it is necessary in order to meet the needs of the board; or
 - b) director of education is satisfied that conflict will not occur.
- 5.4 Staff members must declare when an immediate family relationship develops that puts the individual in a direct reporting relationship. As in a new hire situation, approval must be obtained from the director of education in order to allow this working relationship to continue.

6. Retention of Records

The following guidelines apply to the retention of records related to the hiring of staff:

- 6.1 For each posting, a file of documents related to the posting and the decision must be kept by the supervisor who initiated the posting for a period of one (1) year after the original posting date.
- 6.2 Each posting file shall contain the following records:
- a) a copy of the posting;
 - b) copies of the replies to postings and/or résumés of the applicants;
 - c) notes on screening (if not all applicants were interviewed);
 - d) a list of interview questions;
 - e) an interview summary;

- f) notes from reference checks (as approved under the *Municipal Freedom of Information and Protection of Privacy Act*);
 - g) any other information used to aid in the hiring decision; and
 - h) copies of all correspondence sent to the candidates related to the posting.
- 6.3 Information contained in the posting file may be viewed by the hiring manager or principal and his or her supervisor. The manager of human resources has access to files to respond to issues or complaints.
- 6.4 Files must be kept in a confidential location to maintain the board's obligation under the *Municipal Freedom of Information and Protection of Privacy Act*. After the retention of one (1) year has elapsed, files must be shredded.
- 6.5 Applicants may only have access to information within the files through the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. Any requests to review the files by individuals other than those noted above should be discussed with either the manager of human resources or the freedom of information coordinator.
- 6.6 Information contained in competition files will be used to support enquiries into hiring decisions either through the grievance procedure or other complaint mechanisms.
- 6.7 When a principal or manager is recommending the hire of a new staff member, the following information must be placed in the staff file in the human resources department:
- a) the résumé;
 - b) reference check notes on the employee;
 - c) the criminal record check form, in accordance with Administrative Procedure Criminal Background Checks;
 - d) medical documentation (if applicable); and
 - e) a signed declaration form.

REFERENCE DOCUMENTS**Legal:**

Ontario Regulation 521/01 Collection of Personal Information—background check

Ontario Human Rights Code

Municipal Freedom of Information and Protection of Privacy Act

Criminal Code of Canada

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

Board:

Board Policy No. GOV-01 Vision, Mission, and Values

Board Policy No. GOV-03 Role of the Corporate Board

Board Policy No. GOV-06 Role of the Director of Education

Board Policy No. GOV-11 Learning and Working Environment: Equity and Inclusion

Administrative Procedure Equity and Inclusion Framework

Administrative Procedure Privacy and Distribution of Personal Information

Administrative Procedure Pre-Employment Physical Abilities Screening and Auditory Testing

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