



Policy Section: **Personnel/Employee Matters**
Policy Name: **Employee Hiring and Promotion**

700
712

Policy Statement

The Keewatin-Patricia District School Board (KPDSB) is committed to providing the human resources required to support the KPDSB's Vision Statement, Mission, and Values as identified in the KPDSB Strategic Plan.

Rationale

The Keewatin-Patricia District School Board is responsible for hiring and promoting staff to all positions to ensure high-quality service to students, staff, and the community. The KPDSB recognizes that professional talent recruitment, and succession planning, are vital to its long-term success and stability.

Guidelines

The KPDSB is committed to ensuring that its recruitment and promotion processes:

1. Select the best candidate based on education, skills, qualifications, experience, and demonstration of a commitment to the KPDSB's Vision Statement, Mission, and Values;
2. With the exception of the Director of Education, hiring of union and non-union staff is the responsibility of the KPDSB's administration;
3. Are fair, equitable, and timely while respecting personal privacy;
4. Recognize the importance of having a workforce that is reflective of the community that it serves;
5. Supports instructional, academic, and operational leadership best practices;
6. Encourages a wide range of applicants, both internal and/or external to the KPDSB;
7. Ensure that staff hiring and promotion are free of bias, conflict of interest, and nepotism, reflect transparency and process, and promote public and staff confidence in the KPDSB hiring decisions;

8. No employee of the KPDSB shall participate in, or influence the outcome of, the hiring of a person with whom the employee has a relationship. Such conflicts must be declared and will be managed in accordance with hiring procedures through the Director of Education or Designate;
 - a) In this context, “relationship” means any relationship of the employee to persons of:
 - i) their family whether related by blood, adoption, marriage, or common-law relationship;
 - ii) an intimate and/or financial nature during the preceding five (5) years; or
 - iii) past or present private interests in connection with a candidate or applicant where their involvement in the hiring process could conflict with their duties.
9. Incorporate legislative requirements, contractual requirements of collective agreements, and support KPDSB policies and procedures;
10. Can be financially supported through the KPDSB’s annual budget process;
11. The process for the selection of employees will provide distinct procedures for recruitment, identification, eligibility, transfer, and promotion of qualified staff;
12. All processes associated with the recruitment and selection of staff will be free of bias reflecting the diversity of the KPDSB communities and Northwestern Ontario Students;
13. The Director of Education is ultimately responsible for the implementation of KPDSB Policy 712 and for the hiring of appropriate, qualified, and competent staff; and
14. 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 Regulation 298 of the Revised Regulations of Ontario, 1990 (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.