



*Policy Section:* **Personnel/Employee Matters**

**700**

*Policy Name:* Employee Hiring and Promotion

**712**

## **Policy Statement**

The Keewatin Patricia District School Board is committed to providing the human resources required to support the Board's Vision Statement, Mission, and Values as identified in the Board 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 community. The Board recognizes that professional talent recruitment, and succession planning are vital to its long-term success, and stability.

## **Guidelines**

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

- i. Select the best candidate based on education, skills, qualifications, experience and demonstration of a commitment to the Board's Vision Statement, Mission, and Values;
- ii. With the exception of the Director of Education, hiring of union and non-union staff is the responsibility of Board administration;
- iii. are fair, equitable, and timely while respecting personal privacy;
- iv. recognize the importance of having a workforce that is reflective of the community that we serve;
- v. supports instructional, academic and operational leadership best practices;
- vi. encourages a wide range of applicants both internal and/or external to the Board;
- vii.
  - a. Ensure that staff hiring and promotion are free of bias, conflict of interest, nepotism, reflect transparency and process, and promote public and staff confidence in Board hiring decisions;
  - b. 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.

Cross Reference:  
Ontario Reg: 298  
**Policies:**  
701, Criminal Background Checks for Employees, Volunteers,  
Service Providers and Others  
706, Employee Code of Conduct

Date Approved: February 14/12  
Date Reviewed: May 14, 2013  
Date Revised: October 11, 2016  
Date Revised: Dec 8, 2020  
  
Review by: 2024

In this context, “relationship” means any relationship of the employee to persons of:

- their family whether related by blood, adoption, marriage, or common-law relationship;
- an intimate and/or financial nature during the preceding five years; or
- past or present private interests in connection with a candidate or applicant where their involvement in the hiring process could conflict with their duties.

- viii. incorporate legislative requirements, contractual requirements of collective agreements, and support Board policies and procedures;
- ix. can be financially supported through the Board’s annual budget process;
- x. the process for the selection of employees will provide distinct procedures for recruitment, identification, eligibility, transfer and promotion of qualified staff;
- xi. all process associated with the recruitment and selection of staff will be free of bias reflecting the diversity of the Keewatin-Patricia District School Board communities and northwestern Ontario students;
- xii. the Director of Education is ultimately responsible for the implementation of Policy 712, and for the hiring of appropriate, qualified and competent staff.
- xiii. 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.