



Policy Section: **Personnel/Employee Matters**

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Policy Name: Employee Hiring and Promotion

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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 external to the Board;
- vii. Ensure that staff hiring and promotion are free of bias, nepotism, reflect transparency and process, and promote public and staff confidence in Board hiring decisions;
- viii. incorporate legislative requirements, contractual requirements of collective agreements, and support Board policies and procedures;

Cross Reference:

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

Review by: 2018



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- 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.

Cross Reference:

Policies:

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