



Hiring Non-Academic Staff

300.11

Adopted:	June 22, 2004
Last Reviewed/Revised:	June 2023
Responsibility:	Superintendent of Education – Non-Academic Staffing, Human Resources
Next Scheduled Review:	2026

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (the “School Board”) believes that to fulfill its Catholic mission statement, it must recruit, hire, and promote qualified and competent staff that are committed to supporting an extraordinary Catholic education. The Board will ensure that a fair, consistent, and transparent selection process is conducted to fill vacancies in all positions and is based on qualifications, experience, and merit. This hiring policy supports the School Board’s efforts to promote diversity, equity, and inclusion in its hiring practices.

APPLICATION AND SCOPE:

This policy applies to all candidates for employment in non-academic (non-teaching) positions within the Brant Haldimand Norfolk Catholic District School Board’s facilities, schools and learning centers, except candidates for employment in Senior Administrative positions.

The Board shall have due regard for the provision of the best possible program and the safety and well-being of the students when selecting a candidate for a position. The Board will also ensure all candidates for any position understand the principles that guide the hiring and promotion of staff and that it conducts a fair, consistent, and transparent selection process and to fill vacancies in based on qualifications, experience, merit, and system needs within the parameters set out by Ministry regulations and requirements and other employment legislation.

The Hiring Procedures – Support Staff Non-Academic Staff Policy will:

- Ensure all candidates for support Non-Academic staff positions understand the principles that shall guide the hiring and promotion of support staff Non-Academic staff.
- Ensure that the Board conducts a fair selection process to fill vacancies in support Non-Academic staff positions based on qualifications, experience, merit and where appropriate, Catholicity.

REFERENCES:

[Education Act, Sections 170\(1\) & 171\(1\)](#)

[The Ontario Human Rights Code, Section 24\(1\)\(1\)](#)

[Employment Standards Act](#)

[Ontarians with Disabilities Act](#)

[Pre-Employment Screening Policy 300.18](#)

[Student Achievement and School Board Governance Act, 2009](#)

[Constitution Act, 1982, Consolidated as of January 1, 2013 Constitution Acts, 1867 to 1982 \(justice.gc.ca\)](#)

[Professional Standards and Conflict of Interest – Employees 300.17.P.pdf](#)

[OSSTF PSS Collective Agreement](#)

[OSSTF ESS Collective Agreement](#)

[Conflict of Interest Policy - Hiring Practices 300.24.P.pdf](#)



FORMS:

- Staffing Request Form

DEFINITIONS:

Appropriate Senior Administrator: Senior Administrators are the Director of Education & Secretary, the Superintendent of Business & Treasurer, and the Superintendents of Education. The administrator who is responsible for the position or program in which the vacancy exists is defined as the appropriate Senior Administrator.

Appropriate School Administrator or Manager: The appropriate School Administrator is School Administrator of the school and/or the School Administrator assisting the Superintendent with a particular department or program. The appropriate Manager is the Manager assigned to supervise the program or department where the hiring is necessary.

Conflict of Interest

A potential, apparent, or actual conflict where an employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the employee's responsibility to the Board, or with the employee's participation in any recommendation or decision pertaining to teacher and School Administrator/Vice School Administrator hiring within the Board.

Employee

A full-time or part-time employee of the Brant Haldimand Norfolk Catholic District School Board involved in hiring.

External Activity

Includes any activity of an employee outside the scope of their employment with the Brant Haldimand Norfolk Catholic District School Board undertaken as part of a commercial or volunteer enterprise.

Non-Academic Staff: Non-Academic staff include all staff excluding Senior Administration. The list includes non-academic coordinators, supervisors, secretaries, administrative staff, educational assistants, child and youth workers, early childhood educators, computer technicians, caretakers, cleaners, maintenance personnel, behavior services, social workers, library technicians, leads, and all non-management/non-academic staff.

Relationship

Any relationship of the Employee to persons of their immediate family whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature during the preceding five years, any student-supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.

Supervisor

The person to whom an employee reports.



ADMINISTRATIVE PROCEDURES:

This policy and administrative procedure applies to the hiring of all non-academic staff and Executive Manager/Managers.

1.0 Responsibilities

1.1 Director of Education

- 1.1.1 Approves the hiring and appointment of Managers and the written report to the Board of Trustees which identifies the successful candidate.

1.2 Appropriate Superintendent

- 1.2.1 Approves the placement of internal and external advertisements for the hiring of non-academic staff.
- 1.2.2 Establishes and participates in an Interview Committee for the hiring of all non-academic staff.
- 1.2.3 Approves the hiring and appointment and placement of non-academic staff.
- 1.2.4 Provides a recommendation to the Director of Education regarding the hiring and/or appointment of Executive Managers/Managers.

1.3 Appropriate School Administrator or Manager

- 1.3.1 Establishes an Interview Committee for the hiring of non-academic staff.
- 1.3.2 Makes a hiring recommendation to the appropriate superintendent for the hiring and appointment of non-academic staff.

1.4 Human Resource Services Coordinator

- 1.4.1 Establishes interview committees.
- 1.4.2 Facilitates recruitment, posting and interview processes.
- 1.4.3 Establishes annual and ongoing staffing timelines and processes.

2.0 General Process

- 2.1 All staffing changes must be requested by completing a staffing request form and submitted to the appropriate Superintendent for approval. The completed form is required to initiate any change to current staffing.
- 2.2 The placement of internal and external postings shall be approved by the appropriate superintendent and facilitated by a Human Resource Services Coordinator. The appropriate superintendent shall consult with the Human Resources Services Coordinator or designate regarding the content of all postings prior to approval.
- 2.3 All external candidates must comply with the conditions outlined in the Pre-Employment Screening Policy.
- 2.4 With respect to interview committees, the leader of each committee shall consult with the Human Resource Services Coordinator to ensure that all Hiring Recommendation forms (Form 1), interview tools and hiring processes comply with collective agreements, the Employment Standards Act, applicable statutes and regulations (including but not limited to the Ontario Human Rights Code) and principles of fair and transparent hiring.

3.0 Interview Committees, Hiring Recommendations and Approvals for Hiring

- 3.1 The appropriate School Administrator or manager shall establish interview committees for the hiring of non-academic staff. The appropriate School Administrator or manager shall consult with the Human



Resource Services Coordinator regarding the composition of the interview committee, the substance of interview processes and all processes used to support the hiring of non-academic staff.

- 3.2 In the instance where the non-academic staff position reports directly to a Superintendent, the Superintendent shall establish an interview committee that consists of any person the Superintendent deems fit. The appropriate Superintendent shall consult with the Human Resource Services Coordinator regarding the composition of the interview committee, the substance of interview processes and all processes used to support the hiring of non-academic staff.
- 3.3 The interview committee shall be led by the appropriate manager or School Administrator and may consist of additional managers or School Administrators, appropriate Human Resource Services personnel, and any other person the manager or School Administrator sees fit to assist with the process (especially in the instance where specific expertise is needed).
- 3.4 Selection of interview teams will comply with the Board's Conflict of Interest Policy 300.17.
- 3.5 No interview committee shall consist of fewer than two staff.
- 3.6 The appropriate manager or School Administrator shall make hiring recommendations to the appropriate superintendent.

4.0 Hiring Managers, Supervisors

- 4.1 The appropriate superintendent shall establish an interview committee to interview candidates and make a hiring recommendation. The appropriate superintendent shall consult with the Human Resources Services Coordinator regarding the composition and substance of interview processes and all processes used to support the hiring of executive managers/managers.
- 4.2 The committee shall be led by the appropriate superintendent and shall consist of the appropriate superintendent, up to two trustees and anyone else that the superintendent deems fit.
- 4.3 The superintendent will provide a recommendation to the Director of Education for approval to hire and/or appoint Executive Managers/Managers.
- 4.4 The Director will recommend Executive Manager/Manager appointment/hiring to the Board of Trustees, for approval.

5.0 Conflict of Interest

- 5.1 This Hiring Policy is intended to facilitate employees' ability to maintain the highest business and ethical standards, and to facilitate the protection of the integrity of employees in the course of their hiring responsibilities to the Brant Haldimand Norfolk Catholic District School Board.
- 5.2 This Conflict of Interest section defines and addresses potential, apparent and actual conflicts of interest. It provides guidance to employees so that conflicts of interest are recognized and either avoided or resolved expeditiously through appropriate disclosure and management. Employees must not permit relationships with others or external business activities to conflict, or appear to conflict, with the interests of the Board.
- 5.3 The following circumstances are examples of what might give rise to Conflicts of Interest:
 - 5.3.1 Participating in, or influencing the outcome of the appointment, hiring, promotion, supervision, or evaluation of a person with whom the employee has, or has had, a relationship.
 - 5.3.2 Acceptance by an employee of a gift from any of the following persons or entities if a reasonable person might conclude that the gift could influence the employee when performing hiring duties with the School Board:
 - a person, group, or entity that has dealings with the School Board;
 - a person, group, or entity to whom the Employee provides services in the course of his or her duties to the School Board;
 - a person, group, or entity that seeks to do business with the School Board.



An Employee who is offered a gift in the circumstances described in above shall, in writing, notify their Supervisor.

6.0 Procedures for Disclosure of Conflicts of Interest

- 6.1 All employees have an obligation to disclose to their supervisor or the Superintendent of Human Resource Services any conflict of interest.
- 6.2 The employee must disclose in writing as soon as they reasonably become aware that a conflict of interest exists. The existence of a conflict of interest does not necessarily preclude involvement in the issue which has given rise to the conflict.
- 6.3 The employee must declare, in writing, the nature and extent of the conflict of interest no later than any meeting or process in which the employee participates and at which the matter is to be considered. The employee must refrain from taking part in any discussion or decision-making in relation to the matter and withdraw from any meeting or process when the matter is being discussed until a decision has been reached regarding the way the conflict of interest will be addressed.
- 6.4 A conflict of interest involving an employee may also be reported to a supervisor by any other person. A report to a supervisor about the existence of a potential, apparent or actual conflict of interest shall be made in writing.

7.0 Procedures for Management of Conflicts of Interest

- 7.1 If the supervisor or Superintendent of Human Resource Services to whom the disclosure is made also has a conflict of interest, the disclosure should be made in writing to the person at the next highest level of authority.
- 7.2 The supervisor or Superintendent of Human Resource Services will investigate to determine if a conflict of interest exists. Where appropriate, the supervisor or Superintendent of Human Resource Services may consult with the employee and/or others.
- 7.3 If the supervisor or Superintendent of Human Resource Services determines there is a conflict of interest, the supervisor or Superintendent of Human Resource Services will resolve the matter.

8.0 Options for Resolving Conflicts of Interest

- 8.1 The supervisor or Superintendent of Human Resource Services will decide a course of action from the following options:
 - The employee with the conflict is removed from the hiring process;
 - If the employee is knowledgeable and has information central to the discussion, the employee with a conflict or appearance of conflict may be permitted to be involved in the matter without participating in the final decision;
 - If an employee fails to disclose a conflict, a range of remedies can be applied, including discipline up to and including the termination of their employment.