



# Riverside School Board

Policy Name:	Policy Governing the <b>Engagement Hiring</b> of Personnel at Riverside School Board
Policy Number:	<b>HRXXX-XXXXXXXX replacing</b> HR309-20120417
<del>Date Submitted to Executive:</del>	<del>2012-04-03</del>
Date Received at Council:	<del>2012-02-21; 2012-04-17</del>
Consultation Period:	<del>December 14, 2011 to February 10, 2012</del>
Date Approved by Council:	<del>April 17, 2012</del>
<b>Date of Next Review:</b>	<b>3 years from approval by Council</b>

## Purpose

The purpose of this policy is to establish fair and balanced procedures in the recruitment and hiring of all categories of personnel. The policy also confirms the delegation of responsibility in the hiring process. In addition, it identifies principles and requirements to be respected in the **engagement hiring** process.

## General Principles and Requirements

This policy is designed to complement rather than to replace provisions in the law or collective agreements. In the case of conflicting or contradictory terms, those laws or collective agreements shall take precedence over this policy.

~~Prior to engagement as an employee at Riverside School Board, all individuals shall be required to provide the following documents:~~

~~At the time of hiring, all individuals shall be required to provide the following documents:~~

- ~~1. A completed application form **Personal Information Form.**~~
- ~~2. A completed *Declaration Concerning a Judicial Record* form.~~
- ~~3. As required, written proof of academic background, legal qualifications and previous related experience.~~
- ~~4. A background **Reference verification authorization form**~~
- ~~5. Any other relevant document required by the School Board (ex.: *Identification Questionnaire – Equal Access to Employment*).~~

~~The background **verification procedure of references** shall be completed by an administrator who was involved in the selection process **Human Resources Management.**~~

All offers of employment shall be conditional based upon the following:

- ~~verification process~~ satisfactory responses to the ~~background verification process~~ ~~reference~~
- ~~results from the Declaration Concerning a Judicial Record that are in accordance with the provisions of the Education Act~~

Riverside School Board is an ~~equal~~ equitable opportunity employer and has implemented an ~~Equal Access Employment Program~~ and encourages applications from women, members of visible and ethnic minorities, Aboriginal people and people with disabilities. We hire on the basis of merit and encourage applications from Indigenous persons, racialized persons, visible minorities, ethnic minorities, women, persons of minority sexual orientations and/or gender identities and persons with disabilities. We hire and encourage applications from Indigenous persons, racialized persons, visible minorities, ethnic minorities, women, persons of minority sexual orientations and/or gender identities and persons with disabilities based on their qualifications, experience and cultural competency. The hiring of all personnel shall be based solely on relevant criteria, including ~~their~~ qualifications and experience. In all cases, favouritism and nepotism shall be avoided: candidates shall neither be penalized nor benefit from consideration on the basis of who they know or to whom they are related. Employees and commissioners shall not attempt to influence the hiring of a particular individual.

~~No employee shall be permitted to work within “the chain of command” when one person’s:~~

- ~~Work responsibilities;~~
- ~~Salary and benefits;~~
- ~~Hours;~~
- ~~Evaluations;~~
- ~~Career progress;~~
- ~~Or other terms and conditions of~~

~~employment, could possibly be influenced by a~~

~~family member.~~

Family members are permitted to work in the same school, centre or department, provided there is no ~~reasonable~~ potential for conflict and no direct reporting, or supervisor-to-subordinate relationship required by the nature of their duties.

At any time, the Human Resources Department can help clarify or address any situation where potential conflicts may arise, up to and including, but not limited to, transferring an employee when deemed necessary.

### **Delegation of responsibility**

Director General The ~~engagement~~ hiring of the Director General shall be the responsibility of the Council of Commissioners (Article 198 of the Education Act).

Management Personnel The Director General shall recommend the hiring of all management personnel to the Council of Commissioners and the latter shall approve their ~~engagement~~ hiring by Board resolution. (Assistant Director General, Directors, ~~Assistant Directors~~, Coordinators, Principals, ~~Vice-Principals~~).

~~Teaching Personnel — The Principal or Centre Director shall recommend the hiring of teaching personnel to the Director of Human Resources.~~

~~Non-Teaching Professionals — The Director of Service, School Principal or Centre Director shall recommend the hiring of non-teaching professionals to the Director of Human Resources.~~

~~Support Personnel — The Director of Service, School Principal or Centre Director shall recommend the hiring of all support personnel to the Director of Human Resources.~~

For Teaching Personnel, Non-Teaching Professionals and Support Personnel, once the legal requirements of the Collective Agreement have been met, then the Principal or Centre Director or the Director of the service shall recommend the hiring of the employee to the Director of Human Resources.

It shall be the responsibility of the Human Resources Department to ensure that the rules pertaining to the hiring of personnel as contained in the various collective agreements are respected. All recommendations are subject to approval by the Director of Human Resources.

### **Procedures**

~~The procedures to be followed by administrators in the hiring process shall be those contained in the attached *Procedures for the Engagement Hiring of Personnel at Riverside School Board*. All procedures must comply with this Policy and may be subject to periodic revision, or modification.~~

---