



Riverside School Board

Policy Name:	Policy Governing the Hiring of Personnel at Riverside School Board
Policy Number:	Policy number HRXXX-XXXXXXXX replacing policy number HR309-20120417 HR631-20220621
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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 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.

Riverside School Board is an equitable opportunity employer. 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 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.

Family members are permitted to work in the same school, centre or department, provided there is no 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 hiring of the Director General shall be the responsibility of the Council of Commissioners (Article 198 of the Education Act). There will be a Director General Search Committee made up of the following commissioners: the Chair, the Vice-Chair as well as three commissioners elected by Council, including at least one Parent Commissioner.

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

The Director General shall be assisted by the Chair and/or the Vice-Chair in the interview process for the position of Assistant Director General and that of the Secretary General. If both the Chair and Vice Chair are unavailable, Council may elect a delegate.

The Director General shall be assisted by the Assistant Director General, the Chair and/or Vice-Chair in the interview process for the position of Director of Educational Services as well as for the position of Director of Complementary Services. If both the Chair and Vice Chair are unavailable, Council may elect a delegate.

The Director General shall be assisted by the Assistant Director General, the Chair or the Vice-Chair as well as the Chair of the Human Resources Committee in the interview process for the position of Director of Human Resources. The Director General shall be assisted by the Assistant Director General, the Chair or the Vice-Chair as well as the Chair of the Audit (Finance and Material Resources) Committee in the interview process for the position of Director of Finance or the Director of Material 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.