

Policy Title	Employee Hiring Practices		
Date of Issue	December 15, 2020	Related Procedure	AP 7310-D
Revision Dates	October 19, 2021	Related Forms	
Review Date	October 1, 2026	Originator	Board of Trustees
References			
Education Act; Employment Standards Act, 2000; Accessibility for Ontarians with Disabilities Act (AODA); Ontario Human Rights Code; Ministry of Education Policy/Program Memorandum (PPM) 165 "Teacher Hiring Practices"; Revoked Ontario Regulation 274/12; Ontario Regulation 298 "Operation of Schools - General"; BP 7520-D "Human Rights"; AP 1430-D "Accessibility Standards for Employment"; BP 1401-D "Conflict of Interest"; BP 6303-D "Equity and Inclusive Education"; BP 6820-D "Safe and Accepting Schools"			

1.0 RATIONALE

- 1.1 Bluewater District School Board policies will support and provide the direction necessary to achieve the board's Vision, Mission, and Strategic Plan priorities.
- 1.2 Bluewater District School Board endeavours to develop, support, and retain a strong and diverse workforce that best represents and serves the needs of its students and communities.
- 1.3 Bluewater District School Board acknowledges the importance of supporting the various business functions that are essential to, and aligned with, the board's Multi-Year Strategic Plan.

2.0 POLICY

- 2.1 Bluewater District School Board will develop, monitor, and evaluate hiring practices that are fair, transparent, consistent, and equitable, and that consider: diversity, human rights, qualifications and merit, and permit employment mobility.
- 2.2 This policy will apply to all candidates applying to posted positions of employment with Bluewater District School Board.
- 2.3 This policy shall be applied in accordance with applicable laws/legislation, including, but not limited to, the Ontario Human Rights Code, Employment Standards Act, Accessibility for Ontarians with Disabilities Act, terms and conditions obligations, and collective agreement obligations. In the event of a conflict between this policy and the terms outlined within legislation, terms and conditions, or collective agreements, the legislation, terms and conditions, or collective agreement will prevail.
- 2.4 This policy will be implemented in coordination with relevant board policies and procedures, including, but not limited to, BP 1401-D "Conflict of Interest", BP 7520-D "Human Rights", AP 1430-D "Accessibility Standards for Employment", BP 6303-D "Equity and Inclusive Education", and BP 6820-D "Safe and Accepting Schools".

3.0 SYSTEM EXPECTATIONS

- 3.1 Where possible, all external teacher hiring shall be aligned with the appropriate collective agreements, and in compliance with Policy/Program Memorandum (PPM) 165 “Teacher Hiring Practices”. Furthermore, any assignment of a teacher shall be made with due regard for the provision of the best possible program and the safety and well-being of our students as required under Ontario Regulation 298 “Operation of Schools — General”, 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 with the Ontario College of Teachers (OCT).

- 3.2 Bluewater District School Board values its union partnerships and will ensure that there are processes in place to disclose information, where required, and provide opportunities for ongoing collaboration with local unions and associations.

- 3.3 The following inter-dependent components will form an integral part of the recruitment and hiring process within Bluewater District School Board:
 - 3.3.1 qualifications and merit
 - 3.3.2 diversity, equity, and human rights
 - 3.3.3 employment mobility
 - 3.3.4 fairness and transparency – effective practices
 - 3.3.5 monitoring and evaluation

- 3.4 **Qualifications and Merit**
 - 3.4.1 Bluewater District School Board strives to develop and implement selection and hiring criteria that will:
 - 3.4.1.1 utilize all minimum requirements as set out in relevant legislation and regulations, and incorporate any bona fide job requirements;
 - 3.4.1.2 place value on an applicant's lived and worked experiences, additional experiences/skills/background (e.g., the unique perspectives offered by newly qualified teachers; the ability to speak languages in addition to English or French; professional experience outside of the classroom; other experiences of well-rounded candidates), suitability for particular assignment(s), and overall commitment to creating a safe, inclusive, equitable, accessible, and high-quality learning and working environment; and
 - 3.4.1.3 respond to school and board priorities.

- 3.5 **Diversity, Equity, and Human Rights**
 - 3.5.1 Bluewater District School Board believes that its workforce should be reflective and representative of its school community. In promotion of human rights and equity, and in support of BP 7520-D “Human Rights”, Bluewater District School Board will:
 - 3.5.1.1 ensure that all employment policies and practices are anti-discriminatory;
 - 3.5.1.2 work to intentionally identify and remove barriers for Indigenous peoples and equity-seeking groups at each stage of the hiring process. This involves examining each part of the process (e.g., setting job requirements, employment conditions, recruitment, applications, screening, interviewing, and selection processes) to ensure that no stage creates barriers for candidates; and
 - 3.5.1.3 provide reasonable accommodation at each stage of the hiring process.

3.6 Employment Mobility

- 3.6.1 Bluewater District School Board endeavours to address employment mobility by providing equal opportunity to qualified candidates, including all Ontario College of Teacher (OCT) certified teachers, irrespective of where they are currently employed.

3.7 Fairness and Transparency – Effective Practices

- 3.7.1 In support of fair and transparent hiring process for all candidates, Bluewater District School Board will establish and/or implement:
- 3.7.1.1 processes to ensure adherence to the bona fide or “legitimate” job requirements and qualifications through the hiring process, while following the requirements outlined in Regulation 298, “Operation of Schools – General”;
 - 3.7.1.2 board policy BP 1401-D “Conflict of Interest”, which provides board employees with clear guidelines relating to conflict of interest, whether actual, potential, or perceived, that may impact the integrity and public image of the board, giving due regard through the hiring process to avoid any conflicts of interest, including nepotism and favouritism;
 - 3.7.1.3 criteria for all aspects of hiring – setting job requirements, postings, outreach and recruitment, application, screening, interview, and selection processes, including the communication of these;
 - 3.7.1.4 a process for tracking and communicating with applicants;
 - 3.7.1.5 processes to promote demographically diverse hiring panels that draw on the different experiences, skill sets, and educational and professional backgrounds in the board;
 - 3.7.1.6 criteria for evaluating candidates based on more than one source;
 - 3.7.1.7 provisions for structured evaluation criteria, questions and tools that prevent interview and selection bias;
 - 3.7.1.8 a process for providing constructive interview feedback for candidates, upon request;
 - 3.7.1.9 a process for providing accommodation based on needs related to the Human Rights Code; and
 - 3.7.1.10 a process for the disclosure of information to the appropriate bargaining units.

3.8 Monitoring and Evaluation

- 3.8.1 In order to review the effectiveness of this policy and its implementation, and adjust as necessary, Bluewater District School Board strives to regularly evaluate and monitor its hiring practices by:
- 3.8.1.1 assessing the skills of its workforce and identify gaps in those skills;
 - 3.8.1.2 determining the diversity of its workforce and identify gaps in representation;
 - 3.8.1.3 ensuring that all policies, procedures, and practices are anti-discriminatory and working to remove barriers for candidates.
- 3.8.2 Bluewater District School Board may choose data collection (e.g., collection of voluntary demographic information from the board’s current workforce as well as from candidates within the hiring process) and analysis as a means of evaluating and monitoring the effectiveness of its hiring practices, and also as a foundation for an Employment Systems Review (ESR).
- 3.8.3 Working together, board staff and union/employee representatives may use the results of any such data collection/ESR to develop a fairness in employment plan that includes goals and timelines for closing/removing identified gaps/barriers.