

Recruitment and Selection Procedure

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) strives to attract qualified individuals to support the achievement of its strategic directions. The board is committed to creating and sustaining an inclusive and safe work environment through recruitment and selection practices that are consistent, transparent and equitable.

HWDSB believes in:

- establishing and maintaining discrimination-free environments.
- maintaining the highest level of ethical and professional standards.
- recruiting and hiring skilled and qualified employees to support student achievement.
- developing a workforce that is representative of the diversity of the student body in the Hamilton-Wentworth region.
- exercising due diligence throughout the hiring process to align with legislated mandates.
- equitable treatment of potential employees throughout the hiring process.
- providing support and training to staff who are involved in the hiring process.

TERMINOLOGY:

Employee: An employee is an individual who agrees to work in a contract for services, on a full-time or part-time basis, for Hamilton-Wentworth District School Board (the Board) for a specified or indeterminate period. Salary or wages are paid to this individual, and from this payment, deductions are taken for Canada Pension Plan, Income Taxes, and Employment Insurance.

Conflict of Interest: Conflict between a person's private interests and public obligations.

Equity: A condition or state of fair, inclusive and respectful treatment of all people. It does not mean treating people the same without regard for individual differences.

Workplace Hazardous Material Information System (WHMIS): Is Canada's national hazard communication standard. The key elements of the system are cautionary labelling of containers of WHMIS "controlled products", the provision of material safety data sheets (MSDSs) and worker education and training programs.

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PROCEDURES:

HWDSB is an equal opportunity employer and recruitment and hiring processes are applied consistently as follows:

1.0 General Requirements

1.1 To be considered for employment, an applicant must:

- 1.1.1 a Canadian citizen, landed immigrant, or possess an employment visa or other authorization to work in Canada if not a Canadian citizen or landed immigrant, and;
- 1.1.2 required to produce a Social Insurance Number issued by the Canada Employment and Immigration Commission.

2.0 Equity

2.1 No applicant shall be discriminated against in any way based on race, national or ethnic origin, color, religion, age, gender, sexual orientation, marital or family status, or disability.

3.0 Recruitment

- 3.1 Any employee whose employment with HWDSB has been terminated will be prohibited from any future employment opportunities with the board.
- 3.2 Any employees involved in any aspect of recruitment and selection must be aware of and act in accordance with applicable policies, procedures, legislation, and Collective Agreements.
- 3.3 Accommodation for applicants is available in the recruitment process.
- 3.4 Experienced teachers are required to provide a copy of their most recent TPA when applying for a teaching position.
- 3.5 All applications for teaching positions will be posted on Apply to Education to allow HWDSB to select appropriate applicants with teaching certifications in accordance with Education Act requirements.
- 3.6 All teaching applicants must be certified with the Ontario College of Teachers.
- 3.7 Job applications will be accepted in varying formats as outlined on individual job postings.

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3.8 Applications are solicited from individuals in diverse communities for vacant positions at HWDSB whenever possible by:

3.8.1 seeking and inviting applications from a variety of post-secondary institutions and internet websites.

3.8.2 advertising for positions in non-traditional journals, newspapers and magazines.

4.0 Interviewing Process

4.1 Transparent interview processes are conducted that evaluate all candidates fairly and consistently on the requirements and expectations of the advertised position.

4.2 Applicant information and discussions/decisions during the recruitment and selection process are to be held in the strictest of confidence.

4.3 All documentation relating to recruitment and selection must be treated with confidentiality in accordance with HWDSB policies and relevant legislation.

4.4 To avoid conflict of interest in the hiring process, no employee shall engage in proceedings that could affect the hiring, promotion, or salary of a family member. Use of influence or authority to help ensure the hiring of a family member is strictly prohibited.

5.0 Pre-Employment Screening

5.1 During the hiring process, prospective employees are required to complete and submit all pre-employment documents prior to commencing employment with HWDSB:

- Workplace Hazardous Material Information System (WHMIS) training
- Criminal background check
- Vulnerable sector screening as applicable
- Appropriate certification/documentation and proof of education as required

5.2 WHMIS Training:

5.2.1 In accordance with Sections 42(1)(2)(3) of the *Occupational Health and Safety Act (OHSA)*, all new employees must receive WHMIS training and provide documented proof prior to commencing employment. New employees who have received WHMIS training within the past twelve months must provide written documentation.

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5.3 Criminal Background Check and Vulnerable Sector Screening:

5.3.1 The Board will not knowingly offer employment to any person with a record of criminal conviction for which a pardon has not been granted or that would put students and/or staff at harmful risk. The following offences especially compromise the safety and well-being of its students, employees, and volunteers:

- any sexual offence under the Criminal Code;
- any violations under the Controlled Drug and Substances Act;
- any criminal offence involving minors;
- crimes of violence which include, but are not limited to, threats, assaults and use, possession or concealment of a weapon or imitation of a weapon;
- propagation of hate literature or incitement to hatred;
- possession, distribution or sale of any pornographic or violent material;
- other offences specifically related to the job.

5.3.2 While the conviction of any of the above noted offences would, in the normal course, present a bar to employment, the Board does recognize the principle of rehabilitation and may therefore consider the hiring of a person after a full assessment based upon consideration of the following factors:

- the specific duties and responsibilities of the position in question and the relevance of the police records, criminal charge(s), and/or conviction(s) to that position;
- the length of time since the police record was established;
- rehabilitative efforts undertaken;
- the risk posed to the safety and security of students, staff, volunteers and/or Board property.

5.3.3 The Human Resources Department will examine the Criminal Background Check and Vulnerable Sector Screening reports. Where there is a concern, the information will be assessed by a supervisory officer. A meeting will be held with the candidate and the appropriate supervisory officer before a final recommendation to hire is made.

5.4 Before making a recommendation to hire an individual, the hiring supervisor must check a minimum of two references and complete and submit the pre-employment screening form to Human Resources.

5.5 Individuals who have left the employ of the Board and who return to employee status within one year are exempt from the pre-employment screening process.

5.6 All costs for the following pre-employment screening documentation are to be paid by the prospective employee.