



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Hiring – Support Staff**

		<b>Policy Number:</b>	300.11
<b>Adopted:</b>	June 22, 2004	<b>Former Policy Number:</b>	N/A
<b>Revised:</b>	May 24, 2011	<b>Policy Category:</b>	Human Resources
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that in order to fulfill its Catholic mission statement, it must recruit, hire and promote staff on the basis of qualifications, experience, merit and where appropriate, Catholicity.

**Policy Statement:**

This policy applies to all candidates for employment in non-academic positions within the Board's schools and learning centers, except candidates for employment in Senior Administrative positions.

The Hiring Procedures – Support Staff Policy will:

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

**Glossary of Key Policy Terms:**

**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.

**References**

- Education Act, Sections 170(1) & 171(1)
- Ontario Human Rights Code, Section 24(1)(1)
- Employment Standards Act
- Ontarians with Disabilities Act
- Pre-Employment Screening Policy
- Student Achievement and School Board Governance Act, 2009



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## Hiring – Support Staff AP 300.11

**Procedure for:** Principals, Managers, Supervisors

**Adopted:** June 22, 2004

**Submitted by:** Director of Education & Secretary

**Revised:** May 24, 2011, January 27, 2015;  
April 28, 2015

**Category:** Human Resources

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### Purpose

The Brant Haldimand Norfolk Catholic District School Board recognizes that in order to fulfill its Catholic mission statement, it must recruit, hire and promote staff on the basis of qualifications, experience and merit. The Board will ensure that a fair selection process to fill vacancies in support staff positions is conducted based on qualifications, experience, merit and where appropriate, Catholicity.

### Information

This administrative procedure applies to the hiring of all support staff and executive managers/managers.

### Responsibilities

#### Appropriate Superintendent

- Approves the placement of internal and external advertisements for the hiring of support staff.
- Establishes an Interview Committee for the hiring of support staff.
- Approves the hiring and appointment of support staff.
- Provides a recommendation to the Director of Education regarding the hiring and/or appointment of Executive Managers/Managers.

#### Appropriate Principal or Executive Manager/Manager

- Establishes an Interview Committee for the hiring of support staff.
- Makes a hiring recommendation to the appropriate superintendent for the hiring and appointment of support staff.
- Makes a hiring recommendation for support staff to the appropriate superintendent.

### Procedures

#### 1.0 General

- 1.1 The placement of internal and external postings shall be approved by the appropriate superintendent and facilitated by a Human Resources Coordinator. The appropriate superintendent shall consult with the Executive Manager/Manager of Human Resources or designate regarding the content of all postings prior to approval.
- 1.2 All external candidates must comply with the conditions outlined in the Pre-Employment Screening Policy.
- 1.3 With respect to interview committees, the leader of each committee shall consult with the Executive Manager/Manager of Human Resources or designate to ensure that all Hiring Recommendation forms, 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.

#### 2.0 Interview Committees, Hiring Recommendations and Approvals for Hiring

- 2.1 The appropriate principal or manager shall establish interview committees for the hiring of support staff. The appropriate principal or manager shall consult with the Executive Manager/Manager of Human



- Resources or designate regarding the composition of the interview committee, the substance of interview processes and all processes used to support the hiring of support staff.
- 2.2 In the instance where the support 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 Executive Manager/Manager of Human Resources or designate regarding the composition of the interview committee, the substance of interview processes and all processes used to support the hiring of support staff.
  - 2.3 The interview committee shall be led by the appropriate manager or principal and may consist of additional managers or principals, appropriate Human Resources personnel, and any other person the manager or principal sees fit to assist with the process (especially in the instance where specific expertise is needed). No interview committee shall consist of fewer than two staff.
  - 2.4 The appropriate manager or principal shall make hiring recommendations to the appropriate superintendent.

### 3.0 Executive Managers/Managers

- 3.1 The appropriate superintendent shall establish an interview committee to interview candidates and make a hiring recommendation. The appropriate superintendent shall consult with the Executive Manager/Manager of Human Resources or designate regarding the composition and substance of interview processes and all processes used to support the hiring of executive managers/managers.
- 3.2 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.
- 3.3 The superintendent will provide a recommendation to the Director of Education for approval to hire and/or appoint Executive Managers/Managers.
- 3.4 The Director will recommend Executive Manager/Manager appointment/hiring to the Board of Trustees, for approval.

### Definitions

#### Appropriate Superintendent

Superintendents include the Director of Education, the Superintendent of Business and the Superintendents of Education. The appropriate superintendent is the superintendent who is responsible for the position or program in which the vacancy exists.

#### Appropriate Principal or Manager

The appropriate principal is principal of the school and/or the principal 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.

#### Support Staff

Support staff include all non-academic staff excluding the Superintendent of Business. 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.

### References

Education Act, Sections 170(1) & 171(1)  
Ontario Human Rights Code, Section 24(1)(1)  
Employment Standards Act  
Ontarians with Disabilities Act  
Pre-Employment Screening Policy