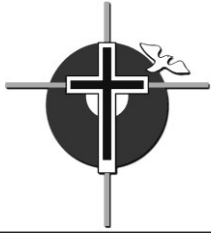


ADMINISTRATIVE PROCEDURE



CATHOLIC DISTRICT
SCHOOL BOARD OF
EASTERN ONTARIO
www.cdsbeo.on.ca

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1. Purpose

The Catholic District School Board of Eastern Ontario (CDSBEO) is committed to hiring dynamic Catholic educators that are dedicated to inspiring and supporting student achievement, academic excellence, and the Board's vision through innovative and transformational Catholic education. The following procedure serves as the framework for the hiring process, for all positions.

Legal References

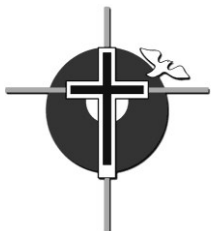
Staffing in CDSBEO is undertaken in accordance with the Ontario Human Rights Code; the Education Act; central and local collective agreements; and all applicable regulations thereunder, including but not limited, to Ontario Regulation 298: Operation of Schools.

Fair and Non-Discriminatory Hiring Practices

CDSBEO recognizes that any form of discrimination or oppression is incompatible with Catholic moral principles and is in violation of the Ontario Human Rights Code. CDSBEO recognizes that discrimination, prejudice, and oppression can be related to the following: citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, receipt of public assistance (in housing), and record of offences (in employment).

CDSBEO strives to ensure that all employment policies and practices are non-discriminatory and are committed to the identification and removal of barriers for candidates from Indigenous and equity-seeking backgrounds to be part of the CDSBEO workforce within the context of the denominational rights of Catholic school districts.

CDSBEO is committed to a fair hiring process, which is free from any bias and/or conflict of interest. CDSBEO prioritizes and establishes, as available, diverse hiring and selection panels.



2. Enrolment and Staffing Levels

Enrolment projections are reviewed carefully to determine the appropriate staffing levels for both teaching and non-teaching staff. Based on the funding provided through the GSNs, preliminary staffing levels are determined.

All required staffing adjustments are brought to Executive Council for their review and approval prior to being implemented.

October 31st Actual Enrolment & Staffing Level Adjustments

Once actual enrolment FTE has been confirmed for October 31st any significant variances from the September FTE are reviewed by Executive Council in order to determine if further staffing adjustments are warranted. Any changes in staffing will be in accordance with the applicable collective agreements.

3. The Teacher Hiring Process

Job Advertising

Prior to appointing or assigning a teacher to a long-term (longer than 30 school days) or permanent teaching position, a school board shall ensure job advertisements:

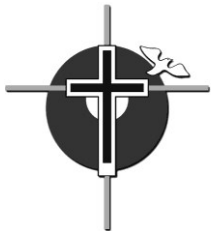
- include the bona fide job requirements and qualifications, while following the requirements in the collective agreements and as outlined in R.R.O. 1990, Reg. 298 (Operation of Schools – General);
- are written using unbiased and inclusive language (e.g., avoid gendered descriptors); and,
- clearly state that accommodation needs for an interview will be respected.

Candidate Selection

After the job advertisement has closed, the board shall:

- Assess all applications according to the requirements as identified in the job advertisement.

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Interviews

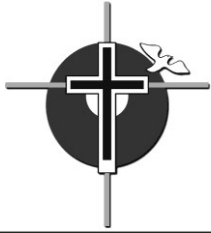
CDSBEO will:

- consider using multiple sources and methods to evaluate teachers during the interview process. This may include, for example, an interview and/or a presentation/written component. Teachers will be informed ahead of time what methods will be used during the interview process.
- conduct interviews, where possible, by a panel of two or more members. Typically, this would include a school principal, a human resources representative and, if possible, another administrator.
- use the same interview and assessment process for all candidates applying for a position. All requested accommodation requirements will be considered.
- endeavour to have diversity on hiring panels to include individuals who have the knowledge and experience, including lived experience.
- upon request, a debrief will be provided to the unsuccessful candidate.

Selection

- The Human Resources department will conduct reference verification, where required.
- Principal will make a recommendation to a Superintendent of School Effectiveness. If approved, the Superintendent of School Effectiveness will forward the duly completed Recommendation to Hire form to the Coordinator of Human Resources – Teaching.
- Human Resources will provide the successful candidate with the required documents and will manage the onboarding of the employee, ensuring all required documentation is collected.

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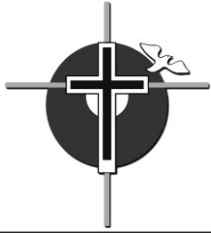
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- Once the approval process is complete, Human Resources will notify the School Principal. The School Principal will phone the successful candidate and formally offer them the position.
- Human Resources will issue a position confirmation letter to the successful candidate, following acceptance of the position.

4. **The CUPE Hiring Process**

- The Superintendent of Human Resources or designate approves the posting of all permanent and temporary vacancies.
- Positions are posted for five (5) business days and interview dates are scheduled when required (in the event that a qualified internal candidate applies, an interview is not required).
- Resumes are forwarded to Human Resources and sorted by seniority.
- Vacancies are awarded to the most senior qualified applicant.
- If there are no applications from qualified internal candidates, the position is posted externally.
- Interviews for external candidates are scheduled by Human Resources and shall include a panel of two or more individuals. Typically, this would include the Superintendent/Manager/Supervisor/Program Principal and a human resources representative.
- The same interview and assessment process will be used for all candidates applying for a position. All requested accommodation requirements will be considered.
- Reference verifications are performed by Human Resources.
- All posted positions will be filled, where possible, within ten (10) business days of the posting closing.

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- Once the approval process is completed, Human Resources will phone the successful candidate and formally offer them the position.
- Following acceptance of the position, Human Resources will manage the onboarding of the employee, which will include the collection of all required documentation and the issuance of a position confirmation letter.

5. Management/Non-union Hiring Process

- The Superintendent of Human Resources or designate approves the posting of all permanent and temporary vacancies.
- Positions are posted for a minimum of five (5) business days.
- Interviews are scheduled by Human Resources and shall include a panel of two or more members. Typically, this would include a Superintendent / Manager / Supervisor / Program Principal and a human resources representative.
- The same interview and assessment process will be used for all candidates applying for a position. All requested accommodation requirements will be considered.
- Reference verifications are performed by Human Resources.
- All posted positions will be filled, where possible, within ten (10) business days of the posting closing.
- Once the approval process is complete, the Superintendent/ Manager / Program Principal will phone the successful candidate and formally offer them the position.
- Following acceptance of the position, Human Resources will manage the onboarding of the employee, which will include the collection of all required documentation and the issuance of a position confirmation letter.