

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name Equitable Hiring Policy  
Management Guideline Applies

704

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## POLICY

It is the policy that the Superior-Greenstone District School Board (SGDSB) apply hiring procedures that attract, recruit, and promote diverse, qualified individuals to [support student outcomes, achieve its strategic objectives while supporting the wellbeing and success of all students.](#) ~~The procedures will consider the following five areas:~~

- ~~1. Diversity, Equity, and Human Rights~~
- ~~2. Qualifications, Merit and Experience~~
- ~~3. Fairness and Transparency~~
- ~~4. Employment Mobility~~
- ~~5. Monitoring and Evaluation~~

All hiring decisions are made at SGDSB in accordance with applicable legislation, the Ontario Human Rights Code, the Canadian Charter of Rights, Collective Agreements. This Policy also upholds the principles in Regulation 298, "Operation of Schools – General", R.R.O, 1990, including those related to teacher qualifications and providing the best possible education program for students with due regard to their safety and wellbeing.

### 5 Areas of Consideration for Procedures

#### 1.0 Application

To promote equitable hiring, SGDSB procedures will consider the following:

#### 1.2 1.2 Diversity, Equity and Human Rights Representation

In keeping with the *Truth and Reconciliation Commission's* calls to action and the spirit of the *United Nations Declaration of the Rights of Indigenous Peoples*, SGDSB is committed to advancing the human rights of Indigenous peoples (First Nations, Métis and Inuit).

~~The Superior Greenstone District School Board promotes human rights and equity and~~SGDSB is committed to achieving a representative workforce that reflects ~~the diversity in our province~~ and meets the needs of ~~the students body~~. The following steps will be taken to achieve an inclusive, diverse and representative workforce.

- value, promote and encourage the hiring of staff from under-represented groups;
- ensure ~~all employment policies and practices~~[hiring procedures](#) are non-discriminatory; ~~and~~
- ~~work aim~~ to intentionally identify and remove ~~systemic~~ barriers ~~for marginalized communities at each stage of in the~~ hiring proceduresss.

#### 2.2 1.2 Qualifications, Merit and Experience

~~The Superior Greenstone District School Board~~SGDSB seeks to build a diverse workforce while adhering to the qualification requirements set out in Regulation 298, “Operation of Schools – General” and obligations under collective agreements. SGDSB will consider the following in the evaluation of qualifications and experience: recognizes the importance of the following when developing its selection and evaluation criteria:

- ~~valuing applicants’~~ additional experiences, lived experiences, skills, backgrounds and perspectives;
- ~~valuing applicants’~~ demonstrated experiences and commitment to creating safe, inclusive, equitable, accessible environments; and
- ~~considering applicants’ response to SGDSB strategic priorities and;~~
- granting first consideration, where skills, ability, and qualifications of the applicants are relatively equal, to applicants who self-identify as members of historically under-represented groups. ~~Where a collective agreement governs the hiring or promotional process, this will be done in a manner that is consistent with SGDSB’s collective agreement obligations.~~

### 3.2 1.3 Fairness and Transparency

In recognition of its commitment to accountability as a fair, equitable and inclusive employer, SGDSB will implement ~~and sustain~~ the following mechanisms-procedures to help ensure that candidates are evaluated through a fair and transparent process:

- a conflict of interest policy ~~and process~~;
- bona fide (or “legitimate”) job requirements and qualifications, while following the requirements as outlined in applicable Regulation;
- where possible, diverse hiring panels to draw on the different experiences, skill sets and educational and professional backgrounds in the Board ~~and~~;
- objective evaluation criteria and structured interview questions that prevent selection bias;
- provide training for individuals participating in hiring processes on equitable hiring practices, human rights obligations, unconscious bias, and accessibility requirements; and
- maintain records of completed training and provide refresher opportunities at regular intervals.

### 4.2 1.4 Employment Mobility

The Superior-Greenstone District School Board supports employment mobility and the renewal of an experienced workforce. SGDSB is committed to providing equal opportunity to qualified applicants who have relocated from other school boards in Ontario to apply for any positions (occasional, long-term occasional, or permanent) for which they are qualified.

### 5.2 1.5 Monitoring and Evaluation

~~The Superior Greenstone District School Board~~SGDSB will regularly monitor and evaluate its hiring policy and procedures ~~in order to~~. In addition, SGDSB will:

- ~~assess the skills, equity and human rights competencies of its workforce and examine any gaps;~~

~~In addition, SGDSB will make plans to:~~

- ~~develop and implement an appropriate response plan to ameliorate the identified gaps;~~
- collect workforce demographic data to understand, ~~determining~~ the diversity of the workforce and identifying any gaps in representation;

- develop and implement an appropriate strategy to support ~~a the enhancement of~~ diverse representation ~~across all levels~~ of the workforce ~~and;~~
- ensure all employment systems, policies, procedures and practices are non-discriminatory and that they do not create unnecessary barriers to employment.
- Address violations to this policy in a timely manner, in accordance with Code of Conduct policy;
- maintain documentation of interview questions, evaluation criteria, candidate scoring, and hiring rationales for all competitions;
- retain hiring documentation in accordance with Board record retention policies and applicable legislation; and
- review hiring documentation, as appropriate, to support transparency, address concerns, and monitor equitable outcomes.-

## References

- United Nations Declaration on the Human Rights of Indigenous Rights (UNDRIP)
- Ontario Human Rights Code
- Ontarians with Disabilities Act
- The Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- Integrated Accessibility Standards Regulation 191/11
- PPM 165 School Board Teacher Hiring Practices
- Employment Standards Act

## Board References

- Policy 707 - Employee Code of Conduct
- Policy 714 - Criminal Background Check ~~Policy 714~~
- Policy 719 - Accessibility ~~Policy 719~~
- Policy 717 - Workplace Harassment and Human Rights ~~Policy 717~~
- Policy 723 - Conflict of Interest ~~(New Policy)~~