

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:	SECTION/CODE:
Fair and Equitable Hiring and Promotions	Personnel A – 1

APPROVAL DATE:	SUPERSEDES:	NUMBER OF PAGES:	REVIEW DATE:
May 10, 2021	October 17, 2016	Page 1 of 8	March 29, 2021

***Upon request, this policy will be made available in large print. Please call (705) 549-6442**

POLICY STATEMENT

The Protestant Separate School Board of the Town of Penetanguishene (PSSBP) is committed to removing any barriers in the selection and recruitment process that may unduly disadvantage any group and to establish a workforce that reflects and understands the community it serves.

This Policy does not supersede, and must be read in concert with, all collective agreements and terms of employment, Board Policies, A-3a Workplace Violence, Discrimination and Harassment Prevention, A-16 Conflict of Interest and A-3b Equity and Inclusive Education.

REFERENCES

- Ontario Human Rights Code RSO 1990
- Ministry of Education – Education Equity Action Plan

APPENDIX A

- Job Posting Template

ADMINISTRATIVE GUIDELINES:

Introduction

Women, First Nations, Metis, Inuit, members of visible minorities and people with disabilities have historically been subject to discrimination in our society. The intent of this Policy is to remove any barriers in the selection and recruitment process that may unduly disadvantage these groups and to establish a workforce that reflects and understands the community it serves. The Protestant Separate School Board of the Town of Penetanguishene (PSSBP) commits to gaining the best possible recruitment outcomes with processes that are fair and equitable. The Board supports the recruitment and selection of new employees and promotions based solely on the ability of the candidates to perform the job. The best possible recruitment outcomes are only possible where no candidates are advantaged or disadvantaged because they are from a specific group. Each individual candidate must have the same open, unhindered and unbiased access to employment and promotion opportunities.

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Commitment to Equity

The PSSBP is welcoming of employees from diverse communities, backgrounds and identities and encourages applications from qualified members of these groups.

Equity in Recruitment and Selection

Equity in recruitment and selection means ensuring the hiring process is fair and equitable so the abilities of each candidate are the only criteria upon which a hiring or promotion decision is made. Equity involves hiring or promoting the candidate with the best ability to perform the job while ensuring that the selection processes for each position are fair and equitable for all persons. Moreover, equity means that candidates are not advantaged or disadvantaged based on whether or not an individual is from a group historically subject to discrimination.

Job Content

The first step in the recruitment and selection process is to determine the job content of the position being recruited for. The job content includes the general tasks, functions, responsibilities and reporting relationships of a position. The job content is to be determined by the hiring committee (where applicable), on the advice of the Supervisory Officer.

Selection Criteria

The selection criteria include the qualifications, designations, competencies, experience, skills, knowledge and abilities necessary to perform the job content. The selection criteria must directly reflect the job content of the position being recruited for. Selection criteria that are not reasonably linked to the job content cannot be included.

Selection criteria cannot be related to any of the prohibited grounds identified in Section 5(1) of the *Ontario Human Rights Code, 1990*:

- race
- ancestry
- place of origin
- colour
- ethnic origin
- citizenship
- creed

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- sex
- sexual orientation
- gender identity
- gender expression
- age
- record of offences
- marital status
- family status
- disability.

An exception may occur where a position requires evidence of Protestantism as permitted by section 19 of the Ontario Human Rights Code, the Constitution Act, 1867 and the Education Act. Other exceptions may occur due to bona fide job requirements. All exceptions must be approved by the Supervisory Officer or designate.

Selection criteria that are unreasonably high, unnecessary, not directly related to the job content and/or based on a prohibited ground identified in the Ontario Human Rights Code will unfairly result in barriers that exclude job applicants.

Selection Criteria may include:

1. Minimum requirements: those qualifications, designations, competencies, experience, skills, knowledge and abilities reasonably required to perform the current job content of a position. A candidate must possess these criteria in order to successfully perform the job content.
2. Desirable assets: those qualifications, designations, competencies, experience, skills, knowledge and abilities that are known to enhance the performance of the job content of the employee. Desirable assets must be reasonable directly related to the job content of a position.

Equivalencies for minimum requirements or desirable assets must be determined prior to the development of a job posting. Examples of equivalencies include a type of work experience that is reasonably equivalent to an educational requirement, or vice versa. Equivalencies must be determined collaboratively by the hiring committee and the Supervisory Officer.

Questions for administrators and the appropriate hiring committee to consider when determining minimum requirements, desirable assets and equivalencies:

- What minimum level of education required for the position? Can an employee successfully perform the job content without the minimum level of education?

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- Is a professional designation required for the position? Is the professional designation required by law, regulation or by a professional, self-regulated college? Can the job content be performed without the professional designation?
- What type of experience is required for an employee to successfully perform the job content? Is the nature or length of experience more important? Can the required necessary experience be quantified?

Requirements for Job Postings

All job postings must follow the Job Posting Template (Appendix A).

Each job posting must include the Board's Commitment to Equity: The Board is welcoming of employees from diverse communities, backgrounds and identities and encourages applications from qualified members of these groups.

The job posting must directly reflect the current job content. If equivalencies for any minimum requirements or desirable assets have been determined, the job posting must indicate the equivalencies.

The job posting must indicate what information candidates are required to provide in order to apply to the position.

The job posting will invite candidates to self-identify if they are First Nations, Metis, Inuit, members of a visible minority group or a person with disabilities.

All job postings must comply with the Accessibility for Ontarians with Disabilities Act and invite candidates to indicate accommodations needed for the selection process.

Requirements for Pre-screening

All pre-screening must be completed in accordance with the pre-set selection criteria and be documented in order to verify why a candidate was or was not selected for further assessment.

Pre-screening will be performed by appropriate staff related to the hiring process, with assistance from the Supervisory Officer as needed.

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The reasons for the selection of candidates must be objective, documented and explainable. Each assessment must be documented (e.g. interview notes, reference checks, etc.).

Each assessment must be measurable and scored independently by all staff conducting the assessment.

All interviews must be conducted by at least two staff members.

All assessments must directly reflect the job content and selection criteria. The relative value of each assessment must be noted internally prior to the selection process. That is, if a case-study or in-box exercise is of greater value than an interview, it must be noted to the selection team prior the selection process.

Assessments cannot require a candidate to provide information related to any of the prohibited groups indicated in Section 5(1) of the Ontario Human Rights Code (listed above). An exception occurs when the position requires evidence of Protestantism or where there is a bona fide job requirement. All exceptions must be approved by the Supervisory Officer or designate.

Candidate assessments and their relative value are to be developed by the hiring committee and the Supervisory Officer.

Questions for the hiring committee and/or the Supervisory Officer to determine the appropriate assessment methods and criteria:

- What evidence will identify candidates who possess the selection criteria for the position?
- Is the evidence measurable?
- What assessment methods can measure the evidence?
- Are the assessments directly related to the job content?
- What selection criteria does each assessment measure?
- Will these assessments identify the most qualified and best-suited candidates according to the selection criteria?

Conflict of Interest

The PSSBP shall give due regard throughout the hiring process to avoid any conflicts of interest, including nepotism and favoritism.

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In this section, “relationship” means any relationship of the employee to persons of:

- their family whether related by blood, adoption, marriage, or common-law relationship;
- an intimate and/or financial nature during the preceding five years; or
past or present private interests in connection with a candidate or applicant where their involvement in the hiring process could conflict with their duties.

No employee of the PSSBP shall participate in, or influence the outcome of, the hiring of a person with whom the employee has a relationship.

Where the person with whom the employee has the relationship is one of multiple applicants or candidates in a competitive hiring process, the employee shall not participate in, or influence the outcome of, any aspect of that hiring process.

Where an employee's duties would otherwise require them do something that is or may be prohibited by this section, the employee shall, immediately upon being made aware of the conflict of interest, disclose the nature and extent of the conflict to their supervisor. If the supervisor determines that a prohibition in this section applies, the supervisor shall then assign these duties to another person who does not have a conflict of interest, and shall give any further direction to the employee that the supervisor considers necessary to protect the integrity of the hiring process.

File Retention

All files for the posting must be retained for a minimum of five years.

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Appendix A- JOB POSTING TEMPLATE

**The Protestant Separate School Board of the Town of Penetanguishene Requires
?? FTE (Identify Role)
(_____ Contract Position – _____)**

All positions at The Protestant Separate School Board of the Town of Penetanguishene support the Board's and School's priority of providing an educational environment that encourages all students to achieve their full potential spiritually, academically, physically, and socially in preparation toward becoming contributing members of society.

PURPOSE OF JOB:

The purpose of the _____ position is to _____

REPORTS TO:

DUTIES AND RESPONSIBILITIES:

QUALIFICATIONS REQUIRED:

CERTIFICATIONS OF ASSET:

CONDITIONS OF EMPLOYMENT:

- New employees to the PSSBP are required, by legislation, to submit a satisfactory Criminal Record and Vulnerable Sector Check.

- The _____ position requires that the successful candidate be a member of the _____. Further details of employment will be subject to the current _____ Collective Agreement that is in place.

Qualified candidates are requested to forward their letter of application and résumé to:

Name of Board Staff Member
The Protestant Separate School Board of the Town of Penetanguishene
2 Poyntz Street, Box 107
Penetanguishene ON L9M 1M2 or via email: _____

Closing Date: _____

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The Board is welcoming of employees from diverse communities, backgrounds and identities and encourages applications from qualified members of these groups.

Candidates who apply are invited to self-identify if they are First Nations, Metis, Inuit, members of a visible minority group or a person with disabilities.

Persons with disabilities are invited to indicate accommodations needed for the selection process.

***Upon request, this posting will be made available in large print. Please call (705) 549-6442**

Applicants are thanked for their interest in this position, however, only those selected for an interview will be contacted.