



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION

POLICY NO: H.M. 40

Date Approved:
September 26, 2013- Board

Date of Review:
May 2023

Dates of Amendment:
May 17, 2018

Cross Reference:

Ontario Human Rights Code, 24 (1) (a)

Education Act, Ontario Regulation 274/12, Hiring Practices

PPM 119 Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools

Municipal Conflict of Interest Act

TCDSB By-law # 175

Employment Equity H.M.11

Catholic Equity and Inclusive Education Policy H.M. 24

Catholicity And School Support H.M.08

QUALIFICATIONS - CATHOLICITY H.T.01

APPENDIX A: Operational Procedures—Staff Recruitment & Selection

Purpose:

This Policy affirms the Board's commitment to providing fair, equitable and transparent hiring processes at the Toronto Catholic District School Board consistent with its denominational rights and in accordance with the Ontario Human Rights Code. Offers of employment and promotion will be based on the merit of the applicant, free from the practices of nepotism and cronyism.

Scope and Responsibility:

The policy extends to the hiring process for all applicants to any position of employment at the TCDSB, and for employees seeking promotion. The Director of



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POLICY NO: H.M. 40

Education and the Superintendent of Human Resources are responsible for this policy.

Alignment with MYSP:

Inspiring and Motivating Employees

Strengthening Public Confidence

Financial Impact:

~~Funding for positions of employment is derived from the Ministry of Education's Grants for Student Needs (GSN).~~

Legal Impact:

~~There may be liability that is associated with the influences of nepotism and cronyism in hiring practices.~~

Policy:

The TCDSB is committed to hiring and promoting the best, most qualified individuals supportive of its Multi Year Strategic Plan, subject to its denominational rights and in accordance with the Ontario Human Rights Code. The application, interview, hiring and promotion of individuals at TCDSB will be based on ability and qualifications and will be conducted in a fair and transparent manner, free from discrimination, nepotism and cronyism.



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POLICY NO: H.M. 40

Regulations:

1. Recruitment practices and application processes used at TCDSB will be open and transparent, free from nepotism and cronyism, ensuring no partiality or preferential treatment as a result of personal relationships.
2. Any applicant for employment or promotion at TCDSB will not be advantaged or disadvantaged as a result of a relationship with an immediate family member or relative employed at TCDSB.
3. The procedures followed for the review of applications for employment will allow for equal opportunity for all applicants, free from conflicts of interest. (*hyperlink to Appendix A*).
4. **Any TCDSB employee charged with responsibilities for recruiting and selecting staff, including interviewing, hiring, placement or promotion of applicants, must take steps, including excluding themselves from the decision-making process if applicable, to ensure that they are free from any real or perceived conflicts of interest prior to fulfilling their duties.**
5. A Trustee or a TCDSB employee in a position of leadership will not influence the hiring or promotion process through unsolicited promotion and recommendations of candidates.
6. Placement of employees through the transfer process shall be fair, transparent and respectful of collective agreements and/or terms and conditions of employment contracts.
7. **Internal** Applicants **who have been interviewed and** unsuccessful in their attempt to gain employment or promotion at TCDSB will be afforded the



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SUB-SECTION: MISCELLANEOUS

POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION

POLICY NO: H.M. 40

opportunity to request ~~descriptive~~ feedback from the Sr. Manager of Recruitment **no later than 3 weeks after the date from which they received notification of the assessment/interview results.** If the unsuccessful candidate is not satisfied with the response or the recruitment process, he or she can contact the Sr. Coordinator of Academic Services, Human Resources to discuss the matter further.

- 8. External candidates who have unsuccessfully interviewed for a designated executive position will be afforded an opportunity to request feedback from the Director of Education or designate no later than 3 weeks after the date from which they received notification of the interview results.**

Definitions:

Conflict of Interest

This is a situation in which the impartial exercise of the duty of an individual acting for an organization is compromised by that person's self-interest and position, often undermining the public trust. **In the context of this policy, a conflict of interest occurs when family members have direct reporting relationships.**

Cronyism

The act of showing partiality to friends or close colleagues, especially in the application, hiring, placement and promotion stages of employment, without regard to qualifications or ability. In the context of this policy, cronyism can occur when an individual within the organization influences the decision to hire or promote a friend or colleague.



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Immediate Family

Members consist of a person's spouse, child(ren), step child(ren) or parent, **parent-in-law, grandchild, brother or sister, son-in-law, daughter-in-law, a former legal guardian, or ward and fiancé** of an employee.

Nepotism

The act of showing favouritism or providing preferential treatment to a family member or close relative, especially in the application, hiring and placement stages of employment. In the context of this policy, nepotism can occur when an individual within the organization influences the decision to hire or promote a close family member, or supervises that subordinate family member.

Relative

Members consist of **a person's** ~~siblings, step-children,~~ nieces, nephews, grandparents, cousins ~~and in-laws.~~ **uncles, aunts, grandparents, brothers-in-law and sisters-in-law.**

Evaluation and Metrics:

1. The Director of Education will monitor and review hiring and promotion procedures.
2. ~~An annual report will be provided to the board about employment statistics, and be added to the rolling calendar.~~