

GENERAL 3100

RECRUITMENT OF EMPLOYEES 3110

1. Rationale

The purpose of this policy is to establish and maintain fair, equitable, consistent and transparent hiring practices for the Simcoe County District School Board (SCDSB).

2. Policy

2.1 It is the policy of the SCDSB that all hiring decisions will be made in accordance with all applicable legislation, SCDSB collective agreements and terms and conditions of employment. The SCDSB's recruitment practices will include the following:

- 2.1.1 diversity, equity and human rights;
- 2.1.2 qualifications and merit;
- 2.1.3 employment mobility;
- 2.1.4 accessibility and accommodation(s);
- 2.1.5 fairness and transparency; and,
- 2.1.6 monitoring and evaluation.

2.2 The Director of Education shall be responsible to the Board of Trustees for the hiring of all employees of the SCDSB.

2.3 Trustees will participate in the selection process for the Director of Education and all supervisory officer positions, and will recommend such appointments to the Board of Trustees for its decision.

2.4 The appointment of principals and vice-principals will also be recommended to the Board of Trustees for its approval.

3. Definitions

3.1 Conflict of Interest - a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity while employed by the SCDSB and occurs when a person's vested interests raise a question of whether their actions, judgement, and/or decision-making can be unbiased.

3.2 Personal benefit - a preferable outcome for an employee, a relative of an employee, or a personal contact of an employee as defined in items 3.7 and 3.8 of this policy.

3.3 Nepotism - an employee receiving an employment advantage from another SCDSB employee who is a relative or with whom they share an intimate personal relationship.

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- 3.4 Supervision - including, without limitation, the ability to grant or deny a benefit including the assignment of work, providing direction or instructions, assigning or coordinating projects, overseeing the quality and quantity of work output, the judgement of such work and the influence over the employee's working conditions or engaging in disciplinary or assessment functions.
- 3.5 Relative - this includes relationships established by blood, marriage or legal status. Examples include the employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandchild or cousin. The term also includes domestic partners (i.e. a person with whom the employee's life is interdependent and who shares a common residence), and a daughter or son of an employee's domestic partner.
- 3.6 Personal contact - an individual who is in a personal, romantic, and/or intimate relationship with the employee in question that extends beyond the workplace and has the potential to create a conflict of interest such that an employee would make decisions based on their personal relationship with the other person rather than making decisions solely in SCDSB's interests.

4. Guidelines

- 4.1 No employee shall participate in selection processes and hiring decisions that directly or indirectly benefit themselves or any of their relatives or personal contacts.
- 4.2 An employee with the ability to hire or to make hiring decisions, must ensure there is no participation in the hiring process when the employee and/or prospective employee is a relative or personal contact.
- 4.3 An employee shall not participate in, or influence the outcome or decision of, the hiring process where one of their relatives or personal contacts is an applicant or candidate in a competitive hiring process.

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5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

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