POLICY: SCHOOL BOARD TEACHER HIRING PRACTICES # 833

SECTION: 800 : Personnel and Employee Matters Page 1 of 4

APPROVAL/REVISION DATE: May 9, 2022
EFFECTIVE DATE: May 10, 2022
REVIEW DATE: May 10, 2027

CROSS REFERENCE:
PPM 165: Teacher Hiring Practices for School Boards
Regulation 298: Operation of Schools - General
Ontario Human Rights Code
Employment Standards Act, 2000
Accessibility for Ontarians with Disabilities Act, 2005
Section 93 of the British North America Act
Section 29 of the Canadian Constitution

A: RATIONALE

1.1 This Policy is required to comply with the Ministry of Education (PPM 165). PPM 165 replaces Ontario Regulation 274/12: Hiring Practices.

1.2 The Thunder Bay Catholic District School Board develops, supports, and retains a strong and diverse workforce that best represents and serves the needs of its students and communities.

1.3 This policy will apply to all candidates applying to posted teaching positions of employment with TBCDSB.

1.4 This policy shall be applied in accordance with applicable laws/legislation, including, but not limited to, the Ontario Human Rights Code, Employment Standards Act, Accessibility for Ontarians with Disabilities Act, terms and conditions obligations, and collective agreement obligations. In the event of a conflict between this policy and the terms outlined within legislation, terms and conditions, or collective agreements, the legislation, terms and conditions, or collective agreement will prevail.

B: POLICY

2. 2.1 The Thunder Bay Catholic District School Board acknowledges the importance in establishing fair, consistent, and transparent policies for teacher hiring.

2.2 TBCDSB has developed effective practices to remove barriers and gaps in teacher hiring. This policy will remain relevant and will establish a mechanism or use existing mechanisms, to collaborate with local teachers' federations and associations.

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C: EXPECTATIONS

3. 3.1 All external teacher hiring shall be aligned with the appropriate collective agreements, and in compliance with Policy/Program Memorandum (PPM) 165 "Teacher Hiring Practices". Furthermore, any assignment of a teacher shall be made with due regard for the provision of the best possible program and the safety and well-being of our students as required under Ontario Regulation 298 "Operation of Schools — General", including the requirement that any assignment or appointment shall be made in accordance with the qualifications recorded on the teacher's certificate of qualification and registration with the Ontario College of Teachers (OCT).

3.2 TBCDSB values its union partnerships and will ensure that there are processes in place to disclose information, where required, and provide opportunities for ongoing collaboration with local unions and associations.

3.3 The following interdependent components will form an integral part of the recruitment and hiring process within the TBCDSB:

3.3.1 qualifications and merit.
3.3.2 diversity, equity, and human rights.
3.3.3 employment mobility.
3.3.4 fairness and transparency – effective practices.
3.3.5 monitoring and evaluation.

3.4 **Qualifications and Merit**

3.4.1 TBCDSB strives to develop and implement selection and hiring criteria that will:

3.4.1.1 utilize all minimum requirements as set out in relevant legislation and regulations, and incorporate any bona fide job requirements;
3.4.1.2 place value on an applicant's lived and worked experiences, additional experiences/skills/background (e.g., the unique perspectives offered by newly qualified teachers; the ability to speak languages in addition to English or French;

professional experience outside of the classroom; other experiences of well rounded candidates), suitability for particular assignment(s), and overall commitment to creating a safe, inclusive, equitable, accessible, and high-quality learning and working environment; and respond to school and board priorities.

3.5 Diversity, Equity, and Human Rights

3.5.1 TBCDSB believes that its workforce should be reflective and representative of its school community. In promotion of human rights and equity, TBCDSB will:

3.5.1.1 ensure that all employment policies and practices are not discriminatory;

3.5.1.2 work to intentionally identify and remove barriers for Indigenous peoples and equity-seeking groups at each stage of the hiring process. This involves examining each part of the process (e.g., setting job requirements, employment conditions, recruitment, applications, screening, interviewing, and selection processes) to ensure that no stage creates barriers for candidates; and

3.5.1.3 provide reasonable accommodation at each stage of the hiring process.

3.5.1.4 the TBCDSB considers practicing the Catholic faith as a key premise in recruiting, hiring and promoting teachers.

3.5.1.5 make hiring decisions that will be in accordance with the denominational rights conferred upon it under Section 93 of the British North America Act and guaranteed under Section 29 of the Canadian Constitution.

3.5.1.6 strive to ensure that all employment policies and practices are non-discriminatory, and is committed to the identification and removal of barriers for candidates from Indigenous and equity-seeking backgrounds to enter the teaching profession within the context of the denominational rights of Catholic school districts.

3.6 Employment Mobility

3.6.1 TBCDSB endeavours to address employment mobility by providing equal opportunity to qualified candidates, including all Ontario College of Teacher (OCT) certified teachers, irrespective of where they are currently employed.

3.7 Fairness and Transparency

3.7.1 In support of fair and transparent hiring process for all candidates, TBCDSB will develop and maintain processes in accordance with the provisions listed in PPM 165 and consistent with its constitutional and denominational rights and the terms and conditions found in the Collective Agreement:

3.8 Monitoring and Evaluation of the Policy

3.8.1 In accordance with PPM 165 and Policy 201, TBCDSB will review the effectiveness of this policy and its implementation and adjust as necessary.