





[PPM 165](#)

## Principles

HCDSB recognizes that our school community exists to foster and exemplify Catholic values





member will perform the function of selecting the candidate for Supervisory Officer. The final candidate in each hiring situation will be presented to the Board for approval, in camera.

Trustees of the HCDSB shall entrust the day-to-day management of the HCDSB to its staff through the Director of Education or designate.

Criteria and qualifications for positions will be established in a fair and objective manner.

Recruitment for positions will be done to ensure that all qualified applicants have the opportunity to apply.

~~the HCDSB subject to foregoing principles.~~  
the HCDSB subject to foregoing principles.

Promotion will be based on demonstrated ability, skill, knowledge and the expertise required to perform the duties of the position and, in the case of employees assigned to positions involving interaction with students, the spiritual commitment to promote the Catholic education system and its Gospel values. The HCDSB recognizes that the needs and priorities of the system must be the primary criteria for decisions with respect to hiring and promotion.

Within the context of the denominational rights of Catholic school boards, every effort will be made to identify and remove discriminatory biases and systemic barriers that may limit an individual's candidacy for hiring or promotion.

- A qualified applicant who is related to a current or former employee may be hired upon consideration of potential, apparent and actual conflicts of interest. The following issues will be considered prior to selecting a candidate:
  - o That staff shall not be in a direct supervisory reporting relationship to a relative;
  - o That staff who are related to the candidates must disclose such information to Human Resources Services;
  - o That staff who are related do not partake in interviews or any part of the hiring process;
  - o That staff who are involved in the hiring procedures and who have more than a ~~professional relationship with the candidate disclose such information to~~ Human Resources Services.

Applications and documentation of all candidates and employees of the HCDSB will be maintained in a confidential file in Human Resources Services in accordance with HCDSB Policy I-02 Records and Management Information Policy.

The Director of Education will report to the Board, on an ongoing basis, or as required, on the implementation of this policy.

## Responsibilities

The Director of Education or designate ensures effective systems are in place for the selection, supervision, development and performance review of all staff.



The Superintendent, Human Resources Services shall be responsible for implementing and monitoring this policy and administrative procedures.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*

