



Windsor-Essex Catholic District School Board

Section: **Human Resources**

Policy: **Hiring Procedures –
Administrative and Support Staff**

H:05

POLICY

1. The Windsor-Essex Catholic District School Board shall strive to provide the highest quality Catholic educational services to the Catholic community.
2. The Board recognizes that its staff is its most important resource. The Board believes that the quality of the staff is a major component of an effective, productive system and shall make every effort to attract and retain the best qualified personnel.
3. The Board believes in equal employment opportunities and shall hire employees in accordance with the Ontario Human Rights Code.

REGULATIONS

Ontario Human Rights Code
Part I, Sections 1 and 5
Part II, Sections 10

PROCEDURES

1. Administration is responsible for the hiring of all administrative and support staff positions.
2. All available positions shall be posted in accordance with the respective collective agreement(s) where applicable.
3. All applicants shall be required to complete an application form provided by the Board.
4. The hiring process for new administrative and support staff to the Board shall be as follows:
 - a. Prospective candidates' files shall be reviewed by Administration for the purpose of selecting candidates for interviews.
 - b. Interviews may be conducted by an Administrative Team consisting of the Supervisor of the respective department and/or Principal and a representative of the Human Resources Department.
5. All new hiring shall be reported to the Board of Trustees on an Administrative Staff Report through the Director of Education.
6. All applicants, who have been interviewed shall be informed of the status of their application by the

Human Resources Department within a reasonable time following the interview.

7. All offers of employment to the successful applicants shall be subject to the applicant providing the Board with the following:
 - a. A satisfactory criminal reference check.
 - b. A copy of diploma or qualifications, if applicable.
 - c. A satisfactory medical examination report including a negative tuberculosis test.
 - d. A satisfactory vehicle driving record abstract, if applicable.

Approved by the Board: August 25, 1998

Reviewed by the Board: June 2005

Related Policy: H:03 Hiring Procedures – Teachers
H:04 Criminal Reference Check

Related Board Committee:

Policy Review Date: 2010