

<b>EASTERN TOWNSHIPS SCHOOL BOARD</b>	<i>Title:</i> <b>EMPLOYMENT PRACTICES</b>	
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## ***EMPLOYMENT PRACTICES***

Updated – May 2018

# EMPLOYMENT PRACTICES EASTERN TOWNSHIPS SCHOOL BOARD

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## INTRODUCTION

# 1

The purpose of this document is to establish procedures in the recruitment and hiring of all categories of personnel. It also confirms the delegation of responsibility in the hiring process and what is to be respected in the engagement process.

In all cases, this document is a complement to all provincial laws and regulations, internal policies, procedures, by-laws and collective agreements. It shall be carried out in line with the delegation of powers and within approved budgets and staffing plans approved by the Council of Commissioners.

### PRIOR TO ENGAGEMENT

Prior to engagement, all individuals must provide the following documents:

1. A completed application form;
2. A completed Declaration Concerning a Judicial Record form;
3. As required, written proof of academic background, legal qualifications and previous related experience;
4. Any other relevant document required by the School Board.

### EQUAL OPPORTUNITY EMPLOYER

The Eastern Townships School Board is an equal opportunity employer, basing its hiring on relevant criteria, qualifications and experience. In all cases, favoritism and nepotism shall be avoided. Candidates shall neither be penalized nor benefit from consideration based on who they know or to whom they are related.

The Human Resources Department can help clarify or address situations of possible conflict and provide solutions, which may include transferring an employee when deemed necessary.

### DELEGATION OF RESPONSIBILITY

#### Director General

The engagement of the Director General shall be the responsibility of the Council of Commissioners (Article 198 of the Education Act).

#### Management Personnel

The Director General shall recommend the hiring of all management personnel to the Council of Commissioners and the latter shall approve their engagement by Board resolution.

### Teaching Personnel

The Principal or Centre Director shall recommend the hiring of teaching personnel to the Director of Human Resources.

### Non-Teaching Professionals

The Director of Service, School Principal or Centre Director shall recommend the hiring of non-teaching professionals to the Director of Human Resources.

### Support Personnel

The Director of Service, School Principal or Centre Director shall recommend the hiring of support personnel to the Director of Human Resources.

In all cases, it is the responsibility of the Director of Human Resources to ensure that the rules pertaining to the engagement of personnel contained in the various collective agreements are respected. All recommendations are subject to the approval of the Director of Human Resources. All engagements are approved by resolution of the Executive Committee of the Council of Commissioners.

This policy does not apply when there is a need to hire support staff working 10 hours or less per week or for 15 days or less.

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# RECRUITMENT

# 2

The purpose of recruitment is to attract qualified job applicants to fill available employment opportunities.

Consequently, practices must seek to broaden the pool of applicants and the orientation of all such practices must be one of inclusion and encouragement.

The School Board considers bilingualism to be an asset.

## **POLICY STATEMENTS: INTERNAL RECRUITMENT**

### **A. Job Postings**

The Human Resources Department shall assume the responsibility for creating all job postings for the particular department, school or centre concerned. All job postings shall be sent to schools and centres to post internally, accessible to all employee groups. In addition, job postings may be displayed on our Board website or advertised externally by the Human Resources Department. Job postings shall contain a description of tasks for the vacant position, reflecting key functions and responsibilities for the position.

### **B. Screening Applicants**

Applications shall be reviewed to determine whether they have the minimum requirements for the position. A list of candidates to be interviewed shall be prepared by Human Resource and / or the department, school or centre concerned.

### **C. Interview Process**

A selection committee, generally comprised of at least two administrators shall conduct the interviews. The Human Resources Department prepares interview questionnaires appropriate to the vacant position. In certain cases, testing may be required.

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# SELECTION

# 3

## A. Interview Teams

Every interview team should have at least one representative from the Human Resources Department and an administrator from the service / school / centre. The same team should interview all candidates for a specific job.

## B. The Interview Process

Interviews must be systematically organized in order to ensure all candidates are treated equally. The following steps are followed in interviews:

1. Whenever possible an appropriate list of selection criteria should be drawn up for each position, with weighting if necessary, to help the interviewers in the selection process.
2. Members of the interview team are to be provided with a common bank of questions appropriate to the job in question. All questions asked must respect the guidelines set by the Quebec Charter of Human Rights and Freedoms. The questions are to be prepared by the Human Resources Department in conjunction with the Department/School/Centre concerned.
3. Interviews are to be documented on the confidential evaluation form and kept in a confidential file in the Human Resources Office.

## C. Testing

Whenever testing is required, the following conditions must be adhered to:

1. All tests must be job related and appropriate to the positions in question;
2. Tests must be closely monitored with a view to eliminate any biases (e.g. gender, ethno cultural, etc.);
3. When required, job postings should indicate that testing will be administered;
4. The conditions under which tests are administered must be standardized for all applicants.

5. Testing materials should be adapted to meet any special needs of the handicapped wherever appropriate.
6. Test areas must be accessible to handicapped people.

**D. Offer of Employment**

The selection committee shall recommend a candidate to the Director of Human Resources prior to any confirmation of engagement. Once all pertinent documentation has been received by the Human Resources Department, a formal letter of engagement and / or a contract of engagement shall be sent to all new employees. All offers of employment become official following approval of the Executive Committee of the Council of Commissioners.

**E. Confidentiality**

All information provided prior, during and after the hiring process is strictly confidential. All documents used by the selection committee must be returned to the Director of Human Resources in a confidential manner.