

**PUBLIC SCHOOLS BRANCH
OPERATIONAL POLICY**

RECRUITMENT AND HIRING	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 501
<i>Pages</i> 2	<i>Approved Date</i> September 19, 2016
<i>Reviewed Date</i>	<i>Effective Date</i> September 19, 2016
<i>Replaces: ELSB Operational Policy 501 Recruitment and Hiring, May 27, 2013</i>	

1.0 PURPOSE

The purpose of this policy is to provide for a consistent recruitment and hiring process that promotes equal employment opportunities and ensures the most qualified candidates are selected for positions.

2.0 POLICY STATEMENT

As an equal opportunity employer, the Public Schools Branch is committed to establishing policies which will have the basic goal of placing the most qualified candidate into all positions.

The Public Schools Branch is committed to recruiting and selecting the best candidates for employment. The recruitment shall support the Public Schools Branch's commitment to diversity management. The Public Schools Branch is committed to achieving a qualified workforce that reflects the diverse community it serves. The Public Schools Branch will employ a hiring process designed to identify and eliminate discrimination in employment practices, policies, procedures and remedy the effects conscious or unconscious systemic barriers.

3.0 PARAMETERS

- 3.1 The Public Schools Branch follows an equal opportunity employment policy in that no applicant shall be refused employment because of race, colour, religion, national origin, ancestry, place of origin, age, medical or physical condition, disability, marital or family status, political belief, gender or sexual orientation or any other prohibited ground as outlined in the *Canadian Charter of Rights and Freedoms* and the *PEI Human Rights Act*.
- 3.2 The Public Schools Branch will appoint the best qualified staff by implementing a recruiting and selection process that is open, understandable, and consistent with applicable collective agreements and provides equal opportunity to all applicants.
- 3.3 The Public Schools Branch will honour the spirit, intent and wording of Collective Agreements in the implementation of this policy.

- 3.4 The Public Schools Branch will ensure the safety of the students and employees of the school board through employment of qualified candidates of good character. All candidates who seek employment will be required to agree to a current Criminal Record Check for the Vulnerable Sector prior to employment.

4.0 CROSS REFERENCES

- a) Operational Procedure *501.1 Recruitment and Hiring*
- b) Operational Procedure *501.2 Criminal Record Check*
- c) Operational Procedure *501.3 Criteria for Adjudicating a Criminal Abstract*