



## **Equal Opportunity Employment**

**Date: 2000 12 01 / 2008 02 27 / 2013 03 05 / 2019 06 18 / 2025 06 17**

### **Administrative Procedures**

#### **1. Responsibilities**

- 1.1 The senior administrator responsible for Human Resource Services is responsible for the implementation of this policy and procedure.
- 1.2 The Human Resource Services Department, Managers and/or Principals ensure that the job postings and descriptions contain requirements or duties for employment that are reasonable, genuine, and directly related to the performance of the job.

#### **2. Expectations**

- 2.1 All employees support and work together to achieve the mission and vision of Catholic Education.
- 2.2 Criteria and qualifications for positions will be established in a fair and objective manner. Recruitment for positions will be completed as widely as is appropriate to ensure that qualified applicants have the opportunity to apply. This statement however, in no way mitigates the right of the Board to exercise its denominational rights in the hiring process.
- 2.3 The qualifications criteria for all positions shall be published electronically and will notify internal and external candidates about the availability to accommodate in the recruitment and assessment process.
- 2.4 The Board shall take into account the accessibility needs of its employees with disabilities as well as individual accommodation plans when providing career development, advancement and redeployment.

#### **3. Additional Information**

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.
- 3.2 Ontario Human Rights Code can be viewed at the following link:  
<http://www.ohrc.on.ca/en/ontario-human-rights-code>.