



Teacher Hiring Conflict of Interest

Date: 2021 03 30

Administrative Procedures

1. Responsibilities

- 1.1 The senior administrator responsible for Human Resource Services will be responsible for the implementation of this Policy and Procedure.
- 1.2 All employees have an obligation to disclose to their Supervisor or the senior administrator responsible for Human Resource Services any Conflict of Interest related to teacher hiring.

2. Specific Conflicts

- 2.1 Without restricting the generality of this Policy, the following circumstances may give rise to Conflicts of Interest:
 - i) participating in, or influencing the outcome of the appointment, hiring, promotion, supervision, or evaluation of a person with whom the Employee has, or has had, a Relationship;
 - ii) acceptance by an Employee of a gift from any of the following persons or entities if a reasonable person might conclude that the gift could influence the employee when performing hiring duties with the School Board:
 - a) a person, group, or entity that has dealings with the School Board;
 - b) a person, group, or entity to whom the Employee provides services in the course of his or her duties to the School Board;
 - c) a person, group, or entity that seeks to do business with the School Board.
- 2.2 An Employee who is offered a gift in the circumstances described in section 2.2(ii) above shall, in writing, notify his or her Supervisor.

3. Procedures for Disclosure of Conflicts of Interest

- 3.1 The Employee must disclose in writing to their Supervisor or the senior administrator responsible for Human Resource Services as soon as she/he could reasonably be aware that a Conflict of Interest exists.



- 3.2 The existence of a Conflict of Interest does not necessarily preclude involvement in the issue which has given rise to the Conflict ("the Matter").
- 3.3 The Employee must declare, in writing, the nature and extent of the Conflict of Interest no later than any meeting or process in which the Employee participates and at which the Matter is to be considered.
- 3.4 The Employee must refrain from taking part in any discussion or decision-making in relation to the Matter and withdraw from any meeting or process when the Matter is being discussed until a decision has been reached regarding the manner in which the Conflict of Interest will be addressed.
- 3.5 A Conflict of Interest involving an Employee may also be reported to a Supervisor by any other person. A report to a Supervisor about the existence of a potential, apparent or actual conflict of interest shall be made in writing.

4. Procedures for Management of Conflicts of Interest

- 4.1 If the Supervisor or the senior administrator responsible for Human Resource Services to whom the disclosure is made also has a Conflict of Interest, the disclosure should be made in writing to the person at the next highest level of authority.
- 4.2 The Supervisor or the senior administrator responsible for Human Resource Services will investigate to determine if a Conflict of Interest exists. Where appropriate, the Supervisor or the senior administrator responsible for Human Resource Services may consult with the Employee and/or others.
- 4.3 If the Supervisor or the senior administrator responsible for Human Resource Services determines there is a Conflict of Interest, the Supervisor or the senior administrator responsible for Human Resource Services should resolve the matter as per section 5.0 below and shall document, in writing, any remedies that have been applied.

5. Options for Resolving Conflicts of Interest

- 5.1 If a Supervisor or the senior administrator responsible for Human Resource Services determines that a Conflict of Interest exists, the Supervisor the senior administrator responsible for Human Resource Services will decide a course of action from the following options:
 - i) If the Matter pertains to section 2.1(i) above and where the Employee may be knowledgeable and have information central to the discussion, the Employee with a Conflict or appearance of Conflict may be permitted to be involved in the Matter without participating in the final decision described in section 2.1(i) above.
 - ii) If an Employee fails to disclose a Conflict as per section 3.0 above, a range of remedies can be applied, up to and including the termination of employment.



- 5.2 All disclosures and resolutions shall be documented by Human Resource Services, with all documentation kept in the affected employee's personnel file.

6. Options for Resolving Conflicts of Interest

- 6.1 Adherence to this Policy, in letter and in spirit, is crucial to the relationships of trust that exist between the Board, its Employees, and the public. Contraventions of this Policy, whether arising from dishonesty or inattention, undermine these relationships and may lead to disciplinary action.
- 6.2 For Employees, disciplinary sanctions for breach of this policy may take a range of forms appropriate to the nature of the contravention and could include dismissal from employment.

7. Additional Information

- 7.1 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.

Definitions

Conflict of Interest means a potential, apparent, or actual conflict where an Employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the Employee's responsibility to the Board, or with the Employee's participation in any recommendation or decision pertaining to teacher hiring within the Board.

Employee means full-time or part-time Employees of the School Board involved in teacher hiring.

External Activity means any activity of an Employee outside the scope of her/his employment with the School Board undertaken as part of a commercial or volunteer enterprise.

Relationship means any relationship of the Employee to persons of his or her immediate family whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature during the preceding five years, any student-supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.

Supervisor means the person to whom an Employee reports.