



POLICIES AND PROCEDURES

POLICY: Hiring Authority and Reporting

Date Approved: March 21, 2000

Last Reviewed: 2025-2026

Dates of Amendment: June 9, 2015

Cross Reference: [Ontario Human Rights Code](#), [Equity and Inclusive Schools](#), [Hiring Practices \(Teachers\)](#), [Conflict of Interest](#)

POLICY:

In accordance with the Acts and Regulations of the Ministry of Education, the Board shall authorize the Director of Education and Secretary-Treasurer (or their Designate) the authority to hire personnel below the Director of Education level.

ADMINISTRATIVE PROCEDURES:

1. The Supervisory Officer of Human Resources will ensure that the hiring process is conducted in accordance with the requirements of the appropriate collective agreements, Board policy and application legislation.

Offers of employment will only be made by the Supervisory Officer of Human Resources or by other appropriate Human Resources Department staff, where formally delegated to do so.