



TITLE: DELEGATION OF AUTHORITY - HUMAN RESOURCES

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COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY

The Board recognizes its responsibility to ensure that this policy and associated procedures promote and protect Indigenous rights, human rights, and equity. The Board will strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and community.

1.0 RATIONALE

To establish the governance framework for the effective hiring and deployment of qualified and competent staff in all academic and administrative/ and support positions, and the management of staffing issues including organization, compensation, collective bargaining, and training and development.

2.0 DEFINITIONS

Please refer to Appendix A for a list of definitions of terms used in this policy.

3.0 GUIDING PRINCIPLES

- 3.1 The Board recognizes that the employment and retention of qualified, competent and engaged staff is essential to meeting its responsibilities for promoting student achievement and well-being. The Board is committed to ensuring its human resources policies, procedures and practices achieve this objective through:
- (a) fair and equitable staff recruitment, hiring and deployment practices;
 - (b) regular and systematic performance evaluation for all staff against measurable achievement objectives and standards;
 - (c) programs for continuous improvement and in-service training; and
 - (d) positive relations in the collective bargaining process and in the establishment and administration of fair terms and conditions of employment.

- 3.2 It is appropriate and consistent with the Board's governance framework that authority for human resource management decisions will be delegated to the Director of Education, or designate subject only to the limitations set out herein.
- 3.3 The Board shall, through the annual budget process and the regular financial reporting cycle, provide necessary fiscal oversight for the allocation of human resources.

4.0 SPECIFIC DIRECTIVES

- 4.1 The Director of Education, or designate, is authorized to establish the necessary staff positions and arrange for the deployment of staff within the limits of the Board's local budget and the provincial funding model.
- 4.2 The total staff complement in each employee category will be approved as part of the annual budget process.
- 4.3 The Director of Education, or designate, is authorized to establish new positions outside of the annual budget process to meet an emerging need or demand, provided the expenditure falls within the limits of the approved operating budget. All such changes shall be explicitly identified through the subsequent financial reporting cycle.
- 4.4 The Director of Education, or designate, is authorized to perform all related human resources functions including appointments, assignments, transfers, promotions, evaluations, resignations, discipline and dismissals, and demotions, with the following limitations:
 - (a) all dismissals for cause of persons holding a position of superintendent, principal, vice-principal or senior manager (Union Exempt Level ~~10-13~~ 10-13 or higher), are subject to Board approval, allowing for due process; ~~and~~
 - (b) any other dismissals on the basis of cause or otherwise that are required by law to be approved by the Board; and
 - (c) the compensation schemes for all classifications (salary schedules and benefits plans) are subject to Board approval.
- 4.5 The Director of Education, or designate, is responsible for establishing appropriate selection criteria and processes for hiring and promotion at all levels.
- 4.6 Decisions related to dismissals for cause and disciplinary actions will be made in accordance with the applicable principles of procedural fairness, based on the specific nature of the decision and the position being affected.
- 4.7 The Director of Education, or designate, is responsible for ensuring that:
 - (a) master organization charts, and organization charts for major sub-divisions will be generated and kept current; and
 - (b) job descriptions are generated for all positions and are revised from time to time as appropriate to ensure they reflect current responsibilities assigned to the position.

4.8 A report on staff changes involving the positions of superintendents, principals, vice-principals, and central managers (Union Exempt Level 10 43 and above) will be circulated to Board members, senior staff, principals, and managers, as required, for information purposes (excluding information which is restricted under the *Municipal Freedom of Information and Protection of Privacy Act* legislation).

5.0 APPENDICES

Appendix A: Policy Definitions

6.0 REFERENCE DOCUMENTS

[*The Education Act*, 1998, § 283 \(2\)](#)

[*Municipal Freedom of Information and Protection of Privacy Act*](#)

[*Ontario Human Rights Code*](#)

APPENDIX A: POLICY DEFINITIONS

In this policy,

Board means the Board of Trustees.

District means the Ottawa-Carleton District School Board.

Designate means an individual who has been officially selected to act in the stead of a nominated or appointed person and who is temporarily entitled to perform the duties assigned to the permanent position.