



POLICY:
SUBJECT:
APPROVAL DATE:
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GCC
RECRUITMENT
September 21, 1993
February 18, 2003
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1. GUIDING PRINCIPLES

- 1.1 The Winnipeg School Division (WSD) believes that every person has the right of equality of opportunity based upon bona fide qualifications, in respect of employment, employment advancement, or promotion.
- 1.2 WSD in alignment with the Human Rights Code of Canada shall not discriminate with respect to any aspect of an employment or occupation, unless the discrimination is based upon bona fide and reasonable requirements or qualifications for the employment or occupation.

2. DEFINITIONS

2.1 Discrimination means:

- a) Differential treatment of an individual on the basis of the individual's actual or presumed membership in or association with some class or group of persons, rather than on the basis of personal merit; or
- b) Differential treatment of an individual or group based on:
 - Ancestry, including colour and perceived race;
 - Nationality or national origin
 - Ethnic background or origin;
 - Religion or creed, or religious belief, religious association or religious activity;
 - Age;
 - Sex, including sex determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
 - Gender identity;
 - Sexual orientation;
 - Marital or family status;
 - Source of income;
 - Political belief, political association or political activity;
 - Physical or mental disability or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device;
 - Social disadvantage;
- c) Failure to make reasonable accommodation for the additional needs of any individual or group, if those needs are based upon any of the above mentioned characteristics.

2.2 Immediate Family

Immediate Family includes: a spouse (including common-law or same-sex), child, sibling, parents, spouses' parent, niece, nephew, aunt, uncle, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-child, step-sister, step-brother, step-parent, any other person who is related by blood, marriage or adoption or who resides in the same household.

3. EMPLOYMENT RESTRICTIONS

- 3.1 No person who is an immediate relative of the Superintendent/Chief Executive Officer or any member of the Board of Trustees shall first be employed by WSD during the term of office of that official except as provided for in Section 3.5. This will not apply to any employee hired by WSD prior to the appointment or election to office of the officials stated above.



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- 3.2 No person shall be first employed or assigned to or remain in the same school, department, or section in which an immediate relative is employed as a supervisor, foreman, department head, principal or administrator.
- 3.3 No person shall be employed in a position where, by reason of marital or family status, there would be the possibility of:
- a) collusion
 - b) breach of confidentiality
 - c) conflict of interest.
- 3.4 No person shall be permitted to hire or be responsible for hiring a member of their own family, a relative or a person about to become a relative.
- 3.5 Persons who are immediate relatives as set out in Section 2.2 and who, upon applying for employment in WSD, are successful in having their application accepted, shall not be employed until such employment is approved by the Board of Trustees.
4. POSTING AND ADVERTISING
- 4.1 Insofar as possible, all vacancies of permanent positions shall be publicized by bulletin posting within WSD and when required, through outside agencies.
5. APPLICATIONS FOR VACANT POSITIONS
- 5.1 All employees applying for or requesting a transfer to a vacant position, excepting those vacancies in the Administrative 1-10 and/or Administrative 11-20 groups, shall complete the appropriate application or transfer form and submit the completed form to the Staff Support and Relations Department.
- 5.2 All employees applying for or requesting a transfer to a vacant position in the Administrative 1-10 and/or Administrative 11-20 groups, shall submit a written application, including a resume detailing education, experience and reasons for applying, directly to the individual listed on the posting and/or advertisement.
6. PROBATIONARY PERIOD
- 6.1 All new employees hired into permanent positions other than those positions in the Administrative 1-10, Administrative 11-20, teacher and clinician classifications, and administrative and supervisory positions under the collective agreement with the Winnipeg Teachers' Association shall be considered to be on probation for a period of one hundred and twenty (120) paid working days (not including vacation or paid leave of absence) or according to the applicable provisions of the collective agreements.
- 6.2 All new employees in the Administrative 11-20 group shall be considered on probation for a period of one (1) year.
- 6.3 All new employees in the Administrative 1-10 group shall be considered on probation for a period of one (1) year.
- 6.4 All appointments to teacher and clinician positions shall be made on a probationary period of one (1) year.
- 6.5 Notwithstanding previous experience, a person's initial appointment to an administrative or supervisory position included under the collective agreement with the Winnipeg Teachers' Association shall be for a two (2) year probationary period.



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7. INTERVIEWING EXPENSES

- 7.1 It is recognized that, from time to time, the recruitment process may entail travel expenses for individuals from outside the Winnipeg area to come to WSD to meet staff, to tour facilities and to be interviewed. WSD will reimburse economy air fare, taxi fare, accommodation and meal expenses for the applicant.

8. RESPONSIBILITIES

8.1 Superintendent/Chief Executive Officer (CEO)

The Superintendent/Chief Executive Officer shall have authority to approve expenses incurred for the purposes of interviewing prospective applicants.

- 8.2 The Superintendent/Chief Executive Officer and/or designate shall be authorized to hire, appoint and/or promote all staff excepting those in the Administrative 11-20 classifications and administrative and supervisory positions included under the collective agreement with the Winnipeg Teachers' Association.

- 8.3 The Superintendent/Chief Executive Officer, shall determine appointments and/or promotions of staff in the Administrative 11-20 classifications and administrative or supervisory positions under the collective agreement with the Winnipeg Teachers' Association for approval by the Board of Trustees.

- 8.4 The Superintendent/Chief Executive Officer shall have authority to post all vacancies excepting those in the Administrative 11-20 classifications.

- 8.5 The Board of Trustees shall be informed of all vacancies in the Administrative 11-20 classifications and shall approve such positions to be posted.

8.6 Assistant Superintendent of Staff Support and Relations

The Assistant Superintendent of Staff Support and Relations shall be responsible for advertising positions.

The Assistant Superintendent of Staff Support and Relations is responsible for the recruitment of staffing.

9. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS

- 9.1 Where provisions for recruitment exist within a collective agreement, they shall apply.

10. APPEAL PROCESS

- 10.1 In the case where applicants disagree with the denial of an application, complaints can be referred to the Appeal Committee consisting of the Superintendent/CEO, Secretary-Treasurer and Board and Community Liaison Officer.

- 10.2 Appeals must be made in writing or email and directed to the attention of the Secretary-Treasurer. Written appeals should include a full description of the circumstances related to the appeal, including the basis for the appeal.

- 10.3 The Appeal Committee will review the appeal and provide a response in writing or email within fifteen (15) working days after receipt.



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- 10.4 The decision of the Appeal Committee is final.
- 10.5 Candidates who are not employed as a result of a criminal or child abuse record may appeal this decision to the Superintendent/CEO. Candidates appealing a decision must make their appeal in writing and include all information they wish to have considered.