

**KENORA DISTRICT SERVICES BOARD**  
**POLICY and PROCEDURE**

Page 1 of 1

<b>TITLE: EMPLOYMENT POLICY - Hiring</b>	<b>SECTION: HUMAN RESOURCES</b>
<b>EFFECTIVE DATE: March 10, 1999</b>	<b>POLICY NO.: KDSB-HR-II-01</b>
<b>APPROVED BY: By-Law 1999-01</b>	<b>REVISED: Motion 2006-27</b>

**POLICY STATEMENT**

It shall be the policy of the Kenora District Services Board that applicants for employment shall be recruited and hired solely on the basis of merit and ability, without regard to race, creed, colour, sex, sexual orientation, marital status, ethnic origin, ancestry or place of origin.

It shall also be the policy of the Kenora District Services Board that employees shall be assigned, transferred, upgraded, promoted and compensated solely on the basis of merit, ability, qualifications and length of service.

**PROCEDURES**

1. **Job Vacancies**

- (1) All vacancies shall be advertised internally for a period of five (5) consecutive working days.
- (2) Vacancies not filled through internal postings will be advertised as follows:
  - (i) in local newspapers having circulation within the District of Kenora and/or in newspapers having circulation outside the District of Kenora; and/or
  - (ii) directly with job relevant organizations; and/or
  - (iii) directly with job recruitment organizationsat the discretion of the Chief Administrative Officer or the Board.
- (3) Vacancies may be advertised internally and externally at the same time at the discretion of the Chief Administrative Officer.