

## **MANUAL OF ADMINISTRATIVE POLICIES**

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**ADMINISTRATIVE POLICY No. 501**

## RECRUITING AND PLACEMENT

All personnel appointed to staff in Light of Christ RCSSD are to be of exemplary character and possess competency in the skills required for the position to which they are being appointed. It is understood that they have been hired to assist the Board of Education in carrying out its vision, mission, and goals in accordance with Light of Christ RCSSD's beliefs and guiding principles.

The Board attempts to employ personnel who:

- a. Possess the required qualifications and standards for their particular position.
- b. Are committed to the principles and philosophy of Catholic Schools.
- c. Are dedicated to bringing Christ to the school both through their teaching and by the example they give.
- d. Identify with a parish and participate in the life of the Church.
- e. Feel a responsibility to make a contribution to the school-community in which they work.
- f. Are committed to supporting the principles of diversity and equity.

Central to Catholic education is the experience that each student has of growing and learning in a Catholic community. The Catholic school employee is an integral part of this community and as such plays an important role in assisting the parents and parish in forming the hearts and minds of youth through formal instruction, but more importantly by providing an active witness to their faith. In keeping with the Vatican documents on Catholic education, working in a Catholic school must be viewed as much more than a profession, but also as a vocation which has as its primary purpose the duty of passing on the traditions of the Catholic faith to the children.

The Light of Christ Roman Catholic Separate School Board of Education has both the privilege and responsibility of hiring the most qualified personnel who are committed to the principles of Catholic education and who are active witnesses to the faith. All personnel shall be expected to uphold and support the distinctive nature of Catholic schools.

**PROCEDURES*****1. Teaching Personnel*****a. Role**

- i. Light of Christ RCSSD teaching staff are to work towards achieving the vision, mission, and goals of the school division.
- ii. All teaching staff are to model behaviors that impress students to learn, to work, to play, and to live fully.
- iii. In addition to following the duties of a teacher as prescribed in *The Education Act, 1995*, teachers are to perform those professional duties assigned by the principal. Such duties are to be assigned following consultation with the teacher concerned.

**b. Recruiting and Placement**

- i. Preference in hiring will be extended to Catholic teachers who openly demonstrate the practice of their faith.
- ii. The Director or designate endeavors to employ the best-qualified personnel for the division. In all cases, the needs of students, the ability of the teacher, and the job description are to be matched as closely as possible.
- iii. All teachers being considered for employment with Light of Christ RCSSD are to be informed of the following expectations:
  - To abide by the ideals and principles of the Catholic Church and, by word and example, to encourage Catholic students to do likewise.
  - To make positive contributions to the development of a genuine spirit of Christian community within the school.
  - To participate in the school's religious activities.
  - To support the religious program in the school and teach religion courses as required by the Board.
  - To follow, both in and out of school, a lifestyle and deportment in harmony with Catholic teaching and principles.
  - To dress in professional attire that is appropriate to their duties, and reflects the activities being conducted at the work site. This does not preclude involvement in school spirit days or charity events, and other days when students are not in school. Schools may choose to offer staff campus wear. However, non-professional attire is not permitted, this includes beach wear and men's shorts; revealing clothing including mesh, halter, tube, strapless or spaghetti strap tops; exposed undergarments; and sweat pants and blue jeans.
  - Appropriate men's shorts and blue jeans are permitted on school spirit days and charity events and other days when students are not in school.

- They are expected to actively participate in all faith development in-service sessions.
- iv. Teachers who are not of the Catholic faith are expected to respect the ideals and principles of the Catholic Church, the Catholic school, and are to avoid contradiction of these ideals and principles in word and example.
- v. The principal, under the supervision of the Director or designate, is responsible for placing and assigning teachers to specific teaching duties in the school.
- vi. Principals are to consider all in-school reassignments first when staffing their schools. Reassignments within the school may be initiated by a teacher or the principal. No reassignment within the school is to be made without discussing and informing the teachers involved.
- vii. When a vacancy exists, the teaching position may, depending on circumstances and time constraints, be advertised internally within the school division. The Director or designate and principal are to consider all requests for transfers which result from the advertisements.
  - Consideration is to be based first on teacher qualification for the position and,
  - Secondly on seniority.
- viii. If the vacancy is not filled internally, it may be advertised externally. The Director or designate is responsible for the hiring of all teachers. The recruitment and appointment procedures are determined by the Director or designate.

c. Division-Initiated Transfers

- i. Consideration of reassignments of teaching duties through transfer to another school may be initiated by the Director of Education or designate.
- ii. The decision to transfer is to occur following consultation with the teacher and the principal who will be receiving the transferred teacher. Whenever possible transfers are to be achieved on a mutually agreeable basis.
- iii. In cases where it is not mutually agreeable, the Director of Education or designate is to consult with the teacher and outline the reason for the transfer.
- iv. Transfers from one community to another, between the city and towns or between towns, are to be made only if the teacher, receiving principal and Director of Education or designate agree to the transfer.

- v. If there is a dispute related to a teacher transfer, the teacher is invited to have representation in assisting to resolve the disagreement.

d. Redundant Positions

- i. If teaching positions become redundant in a school, staff members from that school are to be given priority for filling vacancies in other schools in the division providing they have the training and background needed for the vacant position.
- ii. Attempts to resolve any disagreement resulting from a teacher redundancy are to be in accordance with procedures outlined in (c. v.) above.

## **2. *In-School Administrators***

a. Role of Principals

- i. All principals are to foster an atmosphere of Christian love, recognizing the life and teachings of Jesus Christ as the model for all Christian leaders. They are to be at the service of the Church, community, students, staff, parents, and parish.
- ii. All principals are to create environments in their schools that support the pursuit of excellence in the teaching and learning process by encouraging best classroom practices.
- iii. The role of the principal in the first instance is one of instructional leadership. The principal is:
  - To provide leadership in implementing the vision, mission, and goals of Light of Christ RCSSD in accordance with its beliefs and GUIDING PRINCIPLES
  - To coordinate, facilitate, oversee, and evaluate the instructional program within the school and,
  - To supervise and evaluate staff members in the school and encourage their professional development.
- iv. The role of the principal in the second instance is one of managerial leadership. The principal is:

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- To perform those duties required by law and by ADMINISTRATIVE POLICY, and as assigned by the Director of Education or designate.
- To organize staff and delegate duties and responsibilities, following appropriate consultation, with the aim to achieve the best possible education for students, and
- To guide the school toward achieving its goals through good planning, open communication, and effective decision-making.

## b.Role of Vice-Principals

- i. All vice-principals are to participate in the administration of their schools. As a member of the administrative team, the vice-principal is to demonstrate through actions that he/she works in a professional manner exemplifying the qualities necessary to fulfill the role of educational leader and manager.
- ii. The vice-principal is directly responsible to the principal for performance of assigned duties and responsibilities as established through consultation with the principal.
- iii. The role of vice-principal as educational leader requires that the vice-principal:
  - Provides supportive leadership required to achieve the vision, mission, and goals of Light of Christ RCSSD in accordance with its beliefs and GUIDING PRINCIPLES.
  - Participates in coordinating, facilitating, overseeing, and evaluating of staff members and encourages their professional growth.
- iv. The role of the vice-principal as an effective manager requires that the vice-principal:
  - Performs the duties assigned by the principal.
  - Participates in the organization of staff, and in decisions related to the delegation of duties and responsibilities, of staff, and
  - Shares in the responsibility of directing the school toward achieving its goals through good planning, open communication, and effective decision making.
- v. In the absence of the principal, the vice principal is to assume the principal's role. In schools not having a vice principal or in circumstances where both in-school administrators are

absent, the principal is to appoint an acting principal from the teaching staff.

c. Recruiting and Placement

- i. The Director of Education or designate is responsible for determining the process that will be used for filling vacant in-school administrative positions.
- ii. Preference will be given to candidates who possess a Master's degree or are enrolled in a graduate program.
- iii. Vacant positions are to be advertised internally in the school division and externally when necessary.
- iv. Administrative selections are to be reported to the Board of Education after appointments have been made.
- v. Principals and vice-principals may request a transfer from their current assignment through written application to the Director or designate.
- vi. The Director may initiate transfers of in-school administrators.

**3. *Non-Teaching Personnel—Light of Christ RCSSD Central Office***

a. Role

- i. The non-teaching central office staff provides the support and technical assistance required to maintain the operations and administrative functions of the division.
- ii. The role of Light of Christ RCSSD central office non-teaching staff is to be of service and support to the public, to the schools, and to those personnel within their areas of responsibility that they serve directly. Each member of the central office non-teaching staff is:

- To uphold and support the distinctive nature of Catholic schools.
- To actively participate in faith in-service when invited.
- To perform those duties as assigned by his or her supervisor.
- To dress in attire that is appropriate to their duties and reflects the activities being conducted at their work sites as determined by the Director of Education or designate.
- To be knowledgeable of the operations and services of the school division so as to direct inquiries from the public or within the division to the appropriate personnel, and

- To share responsibilities with fellow members of the staff team when needed because of excessive workloads, absence of others, or training new staff.

b. Recruiting and Placement

- i. The Director or designate is responsible for hiring non-teaching central office staff.
- ii. The recruitment, appointment, and placement procedures are determined by the Director or designate. Preference in the first instance is to be extended to qualified Catholic candidates.
- iii. Vacant positions may be advertised internally in the school division, and externally when necessary.
- iv. Staff members are to be employed under the conditions of the applicable employment contract with the division.

**4. *Non-Teaching Support Staff—School-Based***

a. Role

- i. The non-teaching school-based support staff provides support and technical assistance to the administrative and instructional operations of the school.
- ii. The role of school-based non-teaching support staff varies widely depending on the needs of the school administration and teachers. Each member of the school-based non-teaching support staff is to:
  - Uphold and support the distinctive nature of Catholic schools.
  - Perform those duties as assigned by the principal or designate.
  - Actively participate in faith in-service when invited.
  - Dress in attire that is appropriate to their duties and reflects the activities being conducted at their work site. This does not preclude involvement in school spirit days or charity events. Schools may choose to offer staff campus wear. However, non professional attire is not permitted; this includes beach wear and men's shorts, revealing clothing including mesh, halter, tube, strapless or spaghetti strap tops, exposed undergarments and sweat pants and blue jeans. Appropriate men's shorts and blue jeans are permitted on school spirit days or charity events.
  - Assist with other responsibilities when requested by the principal or designate.

b. Recruiting and Placement

- i. The Director or designate and principal are responsible for hiring school-based non-teaching support staff.
- ii. The recruitment, appointment, and placement procedures are to be determined by the Director of Education or designate in consultation with the principal. Preference in the first instance is to be extended to qualified Catholic candidates.
- iii. Vacant positions may be advertised internally and in the local community, and externally when necessary.
- iv. Staff members are to be employed under the conditions of the applicable contract with the Board.

## ***5. Caretaking and Maintenance***

### **a. Role**

- i. The caretaking and maintenance staff provides services to the Board, its schools, students, employees, and committees.
- ii. The role of caretaking and maintenance staff is paramount to maintaining healthy, safe, and pleasant working and learning environments. Each member of the caretaking and maintenance staff is to:

- Uphold and support the distinctive nature of Catholic schools.
- Attend faith in-services when invited.
- To dress in attire that is appropriate to their duties and reflects the activities being conducted at their work site as determined by the Director or designate.
- Perform those duties as assigned by the designated superintendent and principal.
- Assist with other related responsibilities when requested by the principal or superintendent.
- Ensure that school, office, and shop facilities are maintained appropriately to ensure the health and safety of all students, staff, and community members using the facilities.

### **b. Recruiting and Placement**

- i. The Superintendent of Administration is responsible for hiring or contracting caretakers and maintenance staff. Preference is

to be extended in the first instance to qualified Catholic candidates.

ii. The Superintendent of Administration in consultation with the Director or designate is responsible to determine appropriate selection, appointment, and placement procedures.

iii. Vacant positions may be advertised internally and locally. Positions may be advertised externally when necessary.

iv. Caretakers and maintenance staff are to be employed under the conditions of the applicable employment contract or through a services contract where applicable.

## **6. Criminal Records Check**

- a. An original, current (within one year) criminal records check including a vulnerable sector check is required from:
  - Any applicant being recommended for employment with Light of Christ RCSSD
  - Any person wishing to act as a volunteer for school sponsored activities in Light of Christ RCSSD, where the activity involves direct, unsupervised contact with students.
- b. The criminal records check as it pertains to recommendations for suitability of employment includes:
  - All criminal convictions, under *The Criminal Code of Canada, The Narcotics Control Act, The Controlled Drug and Substances Act, 1996, and The Food and Drugs Act, 1985*. Conviction means the final judgment on a verdict or a finding of guilty, or a plea of guilty. Conviction does not include a final judgment which has been reversed, set aside, or otherwise rendered invalid.
  - A search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if the applicant has been convicted of, and has been granted a pardon for, any of the offenses that are listed in the schedule to the *Criminal Records Act*.
- c. Failure to cooperate in providing a criminal records check, or submission of an inaccurate, false, misleading, or incomplete criminal records check, constitutes grounds for termination of employment, refusal to offer employment, or withdrawal of any offer of employment, or volunteerism.
- d. Applicants may attach a statement of explanation to the criminal records check submitted outlining relevant circumstances.

- e. Criminal records checks submitted which include conviction will be assessed by the Director and Executive Council, taking into consideration matters such as:
- The nature and particulars of the criminal conviction;
  - The age of the individual when the events in question occurred;
  - Any extenuating circumstances as provided by the applicant;
  - The time that has elapsed between the conviction and the employment application, and the activities of the individual during that interim period.
  - The rehabilitative measures undertaken by the individual since the conviction and the commitment the individual has to rehabilitation and to refraining from criminal activities; and
  - The relationship of the conviction to the position for which the person is applying.
- f. Any appeal of the decision of the Director and Executive Council is to be made in writing to the Director within fifteen days of the notification of the termination of employment, the refusal to offer employment, or the withdrawal of any offer of employment.
- g. Results of the criminal record check are to be kept in the applicant's personnel file.
- h. The applicant is responsible for any costs associated with the obtaining of the criminal records check.
- i. Any employee who receives a pardon, or who is successful in having a criminal conviction record expunged, may submit a new criminal records check. In such cases, the previously submitted criminal records check is to be returned to the employee upon request.

- j. The following question and statement are to be included on all application forms utilized for the recruitment of staff:

Have you ever been convicted of an offense or do you currently have any charges pending under *The Criminal Code of Canada, The Narcotics Control Act, The Controlled Drug and Substances Act, 1996 or The Food and Drugs Act, 1985*? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If yes, please indicate the nature of the offense(s), the date(s), and place(s) of the sentence(s) imposed (if applicable).

I will provide the results of a criminal records check, ( including a vulnerable sector check).

Signature: \_\_\_\_\_

- k. When necessary, applicants who have not submitted a criminal records check may be placed for up to seven days on a temporary basis, pending the division's receipt of the results of their criminal records check. That time may be extended in exceptional circumstances by the Director. Failure to provide the results of a criminal records check within the specified period of time shall result in the termination of employment of the temporary employee.
- l. In situations where the applicant has submitted the original criminal records search form completed by the RCMP, which indicates that a request for a criminal records search by fingerprints has been made, and that the applicant has provided satisfactory explanation of the need for the finger print verification, and extension of time may be granted.
- m. In situations where the applicant is requesting casual employment, the results of the criminal records search must be submitted before any placement.

## **7. Reporting Criminal Charges**

- a. All employees of Light of Christ RCSSD and all persons who have been required to provide a criminal records check are required to sign a statement indicating that they have received a copy of these regulations and that they understand its provisions.

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- b. No later than two working days after having been charged with an offense, any person referenced in this procedural statement is to inform verbally, and subsequently in writing, the Director of Education of all charges laid.
- c. A submission outlining relevant circumstances may be attached by the person to the written information.
- d. Upon receipt of the information, the Director or designate is to investigate the circumstances.
- e. Failure to disclose charges, provide a written statement, or submission of inaccurate, false, or misleading statements, constitutes grounds for disciplinary action, up to and including termination of employment, in accordance with the provisions of the employee's contract of employment, or refusal to act as a volunteer for school sponsored activities.
- f. Subject to the provisions of *The Education Act , 1995* and the provisions of the relevant collective agreement or contract of employment, the Board may in its discretion, transfer, reassign, or terminate the employment of an employee who is in compliance with the provisions of the procedures of this policy.
- g. Any action taken by the Board with respect to an employee is to be conveyed to the employee in writing, a copy of which is to be placed in the employee's personnel file.
- h. Any appeal of the decision of the board is to be made in accordance with the provisions of the employee's collective agreement, or where no collective agreement applies, within fifteen days of notification of the Board's decision.
- i. If at the conclusion of all proceedings a criminal records check confirms no conviction(s) resulting from the incident giving rise to the original charge(s), any documentation which has been placed in the employee's personnel file related to the charge(s) for which discipline has not been effected is, at the request of the employee, to be removed and destroyed.
- j. Notwithstanding any of the above regulations, an employee may, at any time, seek legal advice or counsel from his/her employee group or from independent sources at the employee's expense. Should the employee so wish, he or she may be accompanied or represented by a representative of the appropriate employee group at any and all meetings that the employee attends regarding the process.

**8. Substitute and Casual Staff**

- a. Teachers may be offered employment as substitutes based on requirements of the schools, on a day-to-day basis.
  - i. Recommended applicants are placed on a substitute teacher list which is prepared by the Director of Education or designate and circulated to principals.
  - ii. All substitute teachers must hold a valid teaching certificate.
  - iii. Principals are required to report the engagement of substitute teachers as directed by the Superintendent of Administration.
  - iv. Principals are to monitor and assess the performance of substitute teachers and communicate such information to the Superintendent of Instruction or designate.
  - v. Substitute teachers are to perform the duties of the teachers they are replacing at the discretion of the principal.
  
- b. Support staff may be offered employment as casual staff based on requirements of the school division, on a day-to-day basis.
  - i. The Director of Education or designate is responsible to establish a list of available casual support staff.
  - ii. The Superintendent of Administration is responsible to establish a list of caretaking casual staff.
  - iii. The lists will be prepared annually and revised as needed throughout the year.
  - iv. Principals and immediate supervisors are to engage casual staff as directed by the Director of Education or designate.

**9. Job Sharing**

- a. Employees of Light of Christ RCSSD may job share, which is defined as two employees contracting to perform the duties of a single position.
  
- b. Those employees wishing to job share must have at least two years of working experience, and at least one year employment with Light of Christ RCSSD.
  
- c. Employees wishing to job share are to obtain the approval of their immediate supervisor or principal and make application to the Director or designate.
  
- d. If approval to job share is granted, it is to be with the following understandings:
  - It is in the best interest of the students.
  - All employee benefits are to be on a prorated basis according to contract. e.g. one-half time.

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- The position shared is to be on a percentage basis, but not to exceed one hundred per cent. The schedule of sharing and time is to be assigned by the principal.
- Teachers are required to attend regular monthly staff meetings and other meetings as arranged by the principal including in-service and parent-teacher interview days.
- Supervision duties are to be prorated.
- Teachers are to attend on non – student days for the portion of the day they are employed.

**10. Teacher Exchange**

a. The Director of Education may approve a limited number of applications from division teachers wishing to exchange with teachers from other provinces or countries, as provided through the Department of Learning program for teacher exchange.

b. Applications should be prepared in consultation with the Director of Education or designate

[http://www.sasked.gov.sk.ca/branches/prov\\_exams/teacher\\_services/teacherexchange.shtml](http://www.sasked.gov.sk.ca/branches/prov_exams/teacher_services/teacherexchange.shtml)

**11. Interns and Field Experiences**

a. Teachers are to cooperate with the College of Education and the Faculty of Education in the placement of student teachers and interns in the schools of the division.

b. Arrangements for placement are subject to the approval of the principal and Superintendent of Instruction or designate.

c. Request for placement by other colleges and post-secondary institutions are to be considered for acceptance and approval if satisfactory arrangements can be made.

**12. Accreditation**

- a. The Board endorses the accreditation of teachers in order to enhance the teaching-learning process.
- b. Accreditation of teachers is subject to the Department of Learning regulations as stated in ACCREDITATION (INITIAL AND RENEWAL): POLICIES AND PROCEDURES.  
[http://www.sasked.gov.sk.ca/branches/prov\\_exams/docs/accpolicyjune2002.pdf](http://www.sasked.gov.sk.ca/branches/prov_exams/docs/accpolicyjune2002.pdf)
- c. A teacher employed by Light of Christ RCSSD may be considered for accreditation after one year of successful teaching in the division.
- d. Teachers seeking to become accredited are to have completed a professional exchange seminar within one year prior to applying for accreditation status.
- e. Teachers are responsible for ensuring compliance with the ACCREDITATION (INITIAL AND RENEWAL): POLICIES AND PROCEDURES. The Director of Education will provide each school with notice of accredited status by May 31 of each year. Teachers are to ensure that they submit their applications for accreditation renewal to the principal no later than October 1 in the fifth year.
- f. If a teacher is requested by the Board to become accredited or to renew accreditation, the costs of attendance at an accreditation seminar or accreditation renewal seminar will be covered by the school division.
- g. If a teacher opts to become accredited or renew accreditation, a professional development request for costs may be made.

**ADMINISTRATIVE POLICY No. 502****LEAVES**

Employees of Light of Christ RCSSD may, from time to time, require leaves of absence for personal or professional reasons. A leave of absence is granted in accordance with the following procedures, and as provided in contracted assignments.

**PROCEDURES*****1. Administration of Leaves***

- a. The Board recognizes a wide variety of leaves for employees. It delegates the administration of these leaves to the Director or designate.
- b. Questions regarding various leaves should be directed to the principal or to the employees' immediate supervisor.
- c. The needs and interests of students are to be of primary consideration when granting leaves of absence.
- d. All leaves of absence are to be granted in accordance with current legislation and applicable collective agreements or contracts of employment with the division.
- e. Leaves may be given for the purpose of gainful employment with another employer or participation in business ventures.
- f. Leaves may be granted for a period up to fourteen months.
- g. Leaves may be extended beyond fourteen months in special circumstances with permission of the Director in consultation with the Executive Council.
- h. Employees are not to be guaranteed their former placement upon return from long-term leave.

- i. Leaves other than those detailed in contracts which may receive favourable consideration from the Director and Executive Council are:
  - 1. Teacher Exchanges  
[http://www.sasked.gov.sk.ca/branches/aar/prov\\_exams/teacher\\_services/index.shtml](http://www.sasked.gov.sk.ca/branches/aar/prov_exams/teacher_services/index.shtml)
  - 2. Secondments to the Department of Learning and other educational institutions or agencies.
  - 3. Department of National Defense teaching assignments.

## **2. *Deferred Salary Leave—Teachers***

- a. Teachers may avail themselves of the division's Deferred Salary Leave Plan. This enables the teacher to schedule and finance a one year leave of absence.
- b. The DSLP is available for teachers who have been employed for at least two years on permanent contract.
- c. The DSLP is restricted to a one year leave of absence called the leave period.
- d. The leave period will be a school year; from the commencement of school in August or September of a year to the end of the school year in June of the following calendar year.
- e. The deferral period of up to a maximum of six years will be each of the school years preceding the leave period.
- f. Applications must be completed by the teacher prior to May 30 preceding the school year in which the deferral period is to begin. Applications will be approved on a first-come, first-serve basis. Subject to preference being given to first-time applicants. Applicants will be notified within 45 days of receipt of their applications as to whether or not their application has been approved.
- g. When the application is approved the teacher will be required to sign a deferral salary contract supplied by the Board of Education. The deferral salary contract must be completed prior to August 1 of the school year preceding the first year of the deferral period.
- h. A teacher has to take the planned leave of absence if they have not withdrawn from the plan prior to March 1 of the school year preceding the leave period.
- i. The DSLP is restricted to a one year leave of absence called the leave period. Salary will be set aside in each of the preceding years.

- j. Complete details are available from the Superintendent of Administration.
- k. Teachers wishing to apply for the DSLP may do so by completing the APPLICATION FORM—DEFERRED SALARY LEAVE PLAN, and submitting it to the Superintendent of Administration.
- l. There can be no more than two participants per year on a deferred salary leave plan. No more than one in-school administrator is allowed on the DSLP in any one year.

### ***3. Leave for Political Office***

- a. The Director or designate may grant a leave of absence without pay to employees to seek and/or to hold political office at the municipal, provincial, and federal levels.
- b. A leave to seek political office may be granted from the date the nomination is officially filed to the date of election.
- c. A leave to serve in the Parliament of Canada or Legislature is understood to be for the entire term of office, subject to conditions of applicable collective agreements or contracts.
- d. Where a leave to serve has been granted, the placement of the employee upon return to work will be the decision of the Director in consultation with appropriate members of the Executive Council. It is understood that discussion and consultation will occur with the employee prior to the decision being made.
- e. If the employee is elected to municipal council arrangements are to be made for leave to serve for attendance at sittings of council and formal meetings of committees. Provisions for leave for an employee elected as mayor are to be for the entire term of office.

**ADMINISTRATIVE POLICY No. 503****PROFESSIONAL GROWTH, SUPERVISION, AND EVALUATION**

Light of Christ RCSSD is committed to the development of its teachers and support staff on an ongoing basis. It authorizes the Director of Education to develop and administer such programs as deemed necessary.

Systematic supervision, professional development, and formal evaluations ensure that the objectives of the school division are being met, maintain a high standard of performance in all job categories, recognize outstanding service, inform the employee being evaluated of his/her strengths and deficiencies in job performance, provide assistance and support to improve performance, make decisions regarding continuing employment with the school division, and contribute to employee growth and development.

**PROCEDURES*****1. Teacher Supervision and Evaluation***

- a. Teachers shall participate in a summative performance appraisal in each of their first, second, and sixth year; and thereafter approximately every six years on a rotational basis throughout their employment with the Board. Refer to TEACHER SUPERVISION/EVALUATION HANDBOOK.
- b. The Director of Education and designates are responsible for the performance appraisal of the teaching staff.
- c. The Director and designates are committed to support each individual teacher who participates in the performance appraisal process.
- d. The performance appraisal is to be based upon the criteria established by Light of Christ RCSSD. The appraisal is to be achieved and supported through summative and formative processes.
- e. Information used to create a performance appraisal should be derived from classroom observations, professional dialogue, self-assessment, and a variety of other mutually agreed upon strategies.

- f. Teachers are to receive prior notice of any classroom observation to be used to create a performance appraisal.
- g. A copy of the performance appraisal is to be provided to the teacher, and one copy placed in the teacher's personnel file.
- h. A teacher may initiate an additional performance appraisal at his or her own request.
- i. The teacher's principal or superintendent may request an additional performance appraisal.
- j. Teachers are to be given the opportunity to append written comment to their performance appraisal.

## ***2. Professional Growth of Teachers***

- a. Supervision of professional development is to be ongoing. Accordingly, each teacher is to develop a professional growth plan on an annual basis. The plan is to be developed using THE PROFESSIONAL GROWTH PLAN FORM.
- b. The PROFESSIONAL GROWTH PLAN FORM is designed to focus the goals of the teacher in the upcoming year.
- c. The plan is to be reviewed by the teacher and principal by October 31. Teachers are to review their plans by the end of February and may request a mid-year conference with the school administration. The year-end conference is to occur by May 15.
- d. Copies of the completed PROFESSIONAL GROWTH PLAN are to be submitted by May 30 to the principal.

## ***3. School-Based Administrators***

- a. Ongoing supervision, professional development, and formal evaluation are to occur among principals and vice-principals in order to support their continuous growth and development in the knowledge, skills, and attitudes required for their leadership and management roles.

- b. With respect to supervision:
  - i. The Director of Education or designated superintendent has the primary responsibility for the supervision of principals;
  - ii. The principal has the primary responsibility for the supervision of the vice-principal.

- c. With respect to professional development:

- i. School-based administrators have the primary responsibility for their professional development and are expected to develop a self-directed PROFESSIONAL GROWTH PLAN on an annual basis.
- ii. The Director or designate is to meet with the school administrators to review their PROFESSIONAL GROWTH PLAN by October 30.
- iii. A copy of the PROFESSIONAL GROWTH PLAN is to be submitted by 15 to the Director or designate

May

- d. With respect to formal evaluation:

- i. School-based administrators are to be formally evaluated within the first three years of their appointment.
- ii. The Director of Education has the primary responsibility for coordinating the evaluation of school-based administrators;
- iii. A report is to be completed by the evaluator and discussed with the school-based administrator before it is finalized. The administrator is to be provided with a written copy of the evaluation.
- iv. An evaluation may occur at any time at the request of the school-based administrator or the Director of Education.
- v. A copy of the evaluation is to be placed in the school-based administrator's personnel file.

#### ***4. Teacher Associate Supervision and Evaluation***

- a. Teacher Associates are to be supervised and evaluated as outlined in the INSTRUCTIONAL/CLERICAL/CUSTODIAL SUPPORT STAFF BENEFITS

AGREEMENT.

**5. Non-Teaching Staff Other than Teacher Associates- Supervision and Evaluation**

- a. With respect to systematic supervision, the principal or immediate supervisor is to provide day-to-day supervision.
- b. With respect to formal evaluations:
  - Employees are to be evaluated according to established criteria.
  - Employees are to be advised when the evaluation is to begin.
  - Employees are to be evaluated during their probationary period of employment.
  - Formal evaluations after the probationary period may be initiated at the request of the principal or immediate supervisor, the designated Superintendent, or supervisor.
  - Observations, monitoring, and pre- and post-conferences with employees is to constitute an integral part of the evaluation.
  - The evaluator is to complete a written report of the evaluation.
  - A copy of the written report is to be provided to the employee and signed by the employee. Provision is to be made for employee comments on the form.
  - A copy of the written report is to be placed in the employee's personnel file.

**ADMINISTRATIVE POLICY No. 504****STAFF ALLOCATION**

Light of Christ RCSSD is committed to engaging the best quality employees available. It recognizes the need to provide strong teaching and non-teaching staff in sufficient numbers to meet the needs of students and their schools.

This recognition must be balanced annually against the resources available to the Board for this component of the budget.

**PROCEDURES**

1. A staffing plan will be developed annually by the Director of Education for Board approval as part of the annual budget process.
2. The plan includes allocation considerations for teaching and non-teaching staff, as well as contract obligations with various employee groups.
3. Superintendents and principals are to use the plan in determining staff allocation for each school.
4. Approvals for any increase in staff numbers beyond those provided in the annual budget allocation are to be made by the Director of Education.

**ADMINISTRATIVE POLICY No. 505****HARASSMENT**

All members of the education community in Light of Christ RCSSD have a right to work and learn in a respectful environment that is free from harassment and violence.

Light of Christ RCSSD is committed to creating and maintaining work environments where employees are treated with respect and dignity. The Board recognizes its responsibility to provide education regarding harassment and work place violence, and to provide the opportunity for training to resolve situations that occur.

**PROCEDURES*****1. Administration of Harassment Procedures***

- a. The Director of Education or Designate is responsible to maintain and keep current these procedures and to ensure they are available and posted, in accordance with the Regulations to the *Occupational Health and Safety Act*, 1993 <http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/OI-1.pdf>, in all work centers.
- b. Occupational Health and Safety Committees are to submit their meeting minutes to the Director or designate.
- c. The principal or supervisor in each work location is to advise annually employees and the local Occupational Health and Safety Committee of the procedures and their intent.
- d. The Director of Education or designate is to provide for the collaborative review of these procedures every three years.

***2. Harassment—Procedures***

- a. Personal harassment is any objectionable behaviour, comment, or display directed at another based on, but not limited to gender, race or place of origin, physical appearance, age, sexual orientation, or disability. Examples of such harassment may include unwanted physical contact, inappropriate jokes or teasing, display of derogatory materials, or conduct which may reasonably cause hurt, humiliation, or awkwardness so as to negatively affect an individual's well-being, work relationships, or job performance.

- b. Reasonable supervisory practices are not to be construed to be personal harassment.
- c. If an employee reasonably believes that he or she has been personally harassed, appropriate measures are to be undertaken. For the purpose of these procedures, the person who feels harassed is the *complainant* and the alleged harasser is the *respondent*.
- d. Because allegations of personal harassment are of a sensitive nature and may have serious consequences on both the complainant and the respondent, it is strongly encouraged:
  - That complainants, respondents, and supervisors keep an accurate record of all events, dates, and circumstances related to any alleged incident or review;
  - That reviews be conducted so as to respect the confidentiality of all parties but recognize the principles of fairness and justice;
  - That summaries of decisions confirming complaints form part of the personnel file of the respondent;
  - That the initiation of vexations or malicious complaints is of itself a form of personal harassment and is subject to the provisions of this policy;
  - That employees may, at any time throughout a harassment review or investigation, file a complaint with the Saskatchewan Human Rights Commission or Saskatchewan Labour, Occupational Health and Safety Branch;
  - That each school or workplace staff discuss a code of practice intended to establish common understandings as to acceptable standards of conduct so as to prevent or forestall incidents of personal harassment.
- e. The Director of Education may designate from time to time persons to whom complaints may be addressed.

### **3. Harassment Complaints**

- a. Complainants have three (3) recommended courses of action: *personal contact*, an *oral report*, or a *written report*.
- b. Because it is often best if allegations of personal harassment can be resolved closest to the source of harassment, it is recommended that the complainant first approach the respondent to attempt to resolve the alleged harassment.
- c. If the complainant believes personal contact would not satisfactorily resolve the situation, the complainant may report the incident orally to his or her immediate supervisor.
- d. The immediate supervisor is to review the complaint and report orally his or her findings to the complainant and the respondent within two (2) weeks. Such a review is to include an interview with the respondent and may include other interviews as deemed appropriate.
- e. Notwithstanding the preceding protocols, the complainant may submit a formal, written complaint to his or her Central Office supervisor. In the event the respondent is the immediate supervisor, the written complaint is to be forwarded to the Director of Education .
- f. Following receipt of the formal, written complaint, the immediate supervisor or Central Office supervisor is to investigate the complaint and provide a written response in an appropriate format to the Director of Education with a copy within three (3) weeks to the complainant and to the respondent. Such a review is to include an interview with the respondent and may include other interviews and collection of evidence as deemed appropriate.
- g. If the alleged harassment is determined to be true, the respondent will be subject to disciplinary procedures as determined by the Director of Education which may include any or a combination of an oral reprimand, written reprimand, suspension, and/or dismissal.
- h. The disciplinary procedures are to be communicated to the complainant who shall hold the same in confidence.
- i. The complainant and respondent may appeal the disciplinary procedures to the Director of Education within two (2) weeks. Such an appeal is to be reviewed by the Director of Education and a report provided within thirty (30) days to the respondent and complainant.

**4. Administration of Violence Prevention**

- a. The Director of Education or designate is responsible to maintain and keep current these procedures and to ensure that they are available in all work centers.
- b. Employees are to use the VIOLENT INCIDENT REPORT FORM for investigation of an incident of violence.

**5. Violence Prevention Procedures**

- a. Light of Christ RCSSD defines violence according to the *Regulations to the Occupational Health and Safety Act, 1993* as... “the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury”.
- b. The division is to minimize the potential for violence by adopting preventive measures such as training for employees, students and volunteers by:
  - Developing ways and means of recognizing potentially violent situations.
  - Establishing anticipatory approaches to prevent or minimize violence.
  - Developing procedures for dealing with incidents of violence and how to obtain assistance, and
  - Establishing procedures for reporting, investigating, and documenting violent incidents.
- c. The division will intervene and take supportive and appropriate action when any acts of violence, threats, or intimidation occur.
- d. This procedure is to be reviewed regularly. Any revisions are to be communicated to all employees, students and volunteers.
- e. The Director of Education is to direct principals and supervisors to advise employees, students and volunteers annually of these procedures.
- f. The Director of Education or designate is to provide for the collaborative review of these procedures every three years.

**16. Violence Prevention and Reporting- Employees**

- a. Principals are to inform employees who work in settings where they could be at a higher risk of violence. These may include:
  - i. Employees who work with students who have a history of violence.
  - ii. Employees who work with students who suffer from specific medical conditions which can increase the probability of those students being the perpetrators of violent acts, and
  - iii. Employees who provide services to a student whose parent or guardian has a history of violence or who has threatened school staff.
  
- b. All employees have a responsibility to ensure a safe workplace. To that end, employees are to promptly communicate issues relating to violence as follows:
  - i. Employees who believe they have been subjected to a violent act will report the incident to the principal or supervisor immediately.
  - ii. Employees who have been the victim of a violent incident must complete a VIOLENT INCIDENT REPORT FORM and forward it to the principal or supervisor.
  - iii. Employees who believe a student, colleague, or visitor to the workplace represents a danger to the safety of the workplace are to notify the principal or supervisor immediately.
  - iv. Principals or supervisors are to inform the Director or designate and the local Occupational Health and Safety Committee of all reports of violent incidents.
  
- c. All violent incidents are to be investigated as soon as possible following receipt of a complaint. Principals and supervisors are to investigate all reports of violent incidents as follows:
  - i. Review the complaint and interview the complainant, alleged perpetrator(s), if possible, and any witnesses.
  - ii. Summarize the information and review the VIOLENT INCIDENT REPORT FORM.
  - iii. Permit the alleged perpetrator to provide a statement.
  - iv. Advise the victim of his or her right to report the complaint to police services, and
  - v. Complete a written report of the results of the investigation and forward it to the Director or designate.

- d. The complainant and alleged perpetrator may choose to be accompanied by an employee representative or other person of choice at any stage in the investigation.
- e. The Director or designate will review the findings and respond.
- f. Following an investigation that confirms the occurrence of a violent incident:
  - i. Where the alleged perpetrator is an employee of the school division, the school division will take appropriate supportive and disciplinary action.
  - ii. Where the alleged perpetrator is a student, the school will take appropriate supportive and disciplinary action .
  - iii. Where the alleged perpetrator is a parent or another member of the public, the Director of Education, will take the appropriate action necessary to minimize the risk of another incident.
- g. Employees affected by a violent incident are to be informed of the results of the investigation.

**ADMINISTRATIVE POLICY No. 506**

## RECOGNITION OF SERVICE

Light of Christ RCSSD recognizes the service of employees in accordance with the number of years served.

**PROCEDURES*****1. Service Awards***

- a. Service awards are presented for:
  - i. Ten years of service
  - ii. Fifteen years of service
  - iii. Twenty years of service
  - iv. Twenty-five years of service
  - v. Thirty years of service
- b. Years of service are to include all years of employment with Light of Christ RCSSD and those Boards of Education which amalgamated to form Light of Christ RCSSD.
- c. A recipient's years of service are to be calculated to the end of the present school year.

***2. Presentation of Awards***

- a. Service awards are to be presented annually at an appropriate division event.

***3. Retirement Gratuities***

An employee upon retiring from teaching in the school division is entitled to receive a retirement gratuity of 50% of \$2500.00 after 15 years of employment; 75% of \$2500.00 after 20 years, and \$2500.00 after 25 years employment. Years of employment will be calculated based on number of years of active teaching.

**ADMINISTRATIVE POLICY No. 507**

## EMPLOYEE FAMILY ASSISTANCE PROGRAM

Light of Christ RCSSD is committed to the principle of assisting in the rehabilitation of competent employees. It is more beneficial to assist employees than to terminate their services because of serious declining work performance due to problems related to health, financial, legal, or abuse of alcohol or other drugs. The school division expects the employee to cooperate fully with all measures taken to help.

**PROCEDURES*****1. Responsibility of Immediate Supervisor***

- a. Identify job performance decline as soon as possible.
- b. Assist the employee to recognize and acknowledge job performance decline.

***2. Responsibility of the Director of Education***

- a. Assist the employee to overcome or manage the problems that cause job performance decline.
- b. Assist the employee in finding appropriate consulting services.
- c. Provide supportive counsel during the period of recovery and follow-up
- d. Assure the employee of the confidentiality of the program.

**ADMINISTRATIVE POLICY No. 508****EMPLOYEE RECORDS**

A personnel file is maintained for each employee in Light of Christ RCSSD. The file is located in the Central Office as a private and confidential record. Only necessary information is kept in the file. All items contained in the file are with the knowledge of the employee.

Employees have the right to access their file, as well as the right to seek correction of information contained in their individual file.

**PROCEDURES**

1. Employee access to personnel files is permitted subject to the following:
  - a. A request by an employee to view his/her file is to be directed to the appropriate supervisor.
  - b. The file is to be examined in the presence of the appropriate supervisor or designate.
  - c. The file may not be removed from the office.
  - d. Approval of the appropriate supervisor is necessary for an employee request for amendment, deletion, or copying of any material contained in the file.
  - e. The employee is to acknowledge the examination of the file by signing a dated statement to that effect.
  
2. Access to information on employees by any other person is subject to compliance with *The Local Authority Freedom of Information and Protection of Privacy Act*, ADMINISTRATIVE POLICY- 708- RECORDS.

**ADMINISTRATIVE POLICY No. 509****GRIEVANCE**

Any employee of Light of Christ RCSSD who feels he or she has a grievance of a serious nature concerning his or her contract, welfare, or other divisional matter is to be granted an opportunity to submit a grievance.

**Procedures*****1. Grievance by a Teacher***

- a. A grievance includes any disagreement with respect to the meaning, application, or violation of LINC contract, provincial agreement, or teacher-board contract. This includes interpretation and implementation of Administration policy.
- b. Teachers are to endeavour to settle grievances through appropriate administrative channels before approaching the Board of Education.
- c. Grievances which cannot be settled in the above manner should be brought to the attention of the Board of Education in writing before any other action is initiated. The written statement is to contain evidence that steps under (b) above have been carried out.
- d. The Board is to strike a Grievance Committee that is to consist of five members: two appointed by the LOCRCSSD Teachers' Sub Local, two appointed by the Board, and an individual acceptable to both the Board and the LOCRCSSD Teachers' Sub Local. The mutually agreed upon individual is to act as chair.
- e. The Grievance Committee is to render a recommendation to the Board within fifteen days of receiving the written notice. The Board is to render a decision within fifteen days of receiving the recommendation. This decision may be appealed to the Board of Education.
- f. If the grievance is not resolved to the satisfaction of the teacher(s), the teacher(s) may refer the grievance for disposition under the provisions of *The Education Act, 1995*.

- g. At any point during these grievance procedures either party may be represented by counsel.

## **2. *Grievance by a Member of the Instructional/Clerical/Custodial Support Staff***

- a. Procedures for grievances are as outlined in the INSTRUCTIONAL/CLERICAL/CUSTODIAL SUPPORT STAFF HANDBOOK.

## **3. *Grievance by Other Employees***

Procedures for any employees not included in 1. or 2. above are as follows:

- a. For the purpose of this policy, a grievance includes any disagreement with respect to the meaning, application, or violation of the employee-board contract. This includes interpretation and implementation of Administrative policy.
- b. Employees are to endeavor to settle grievances through appropriate administrative channels before approaching the Board.
- c. Grievances which cannot be settled in the above manner should be brought to the attention of the Board of Education, before any other action is initiated. The written statement is to contain evidence that steps under (b) above been carried out.
- d. The Board of Education is to render its decision within thirty days of receiving the written notice.
- e. If the grievance is not resolved to the satisfaction of the employees within thirty days of submission to the Board, the employee(s) may refer the grievance for disposition under the provisions of the *Saskatchewan Labour Standards Act*.
- f. At any point during these grievance procedures, either party may be represented by counsel.