



## PL 3 – 04.0.0 Staff Relations

<b>Related Policies:</b>	<b>Date of Approval:</b> 2017 August 1
<b>Related Procedures:</b>	<b>Last Amended:</b> 2019 January 9
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2019 November 29

### FOUNDATIONAL PILLAR - Operational Expectations

#### EXPECTATION

It is the will of the Board that the Superintendent shall ensure the employment, development, evaluation and compensation of the organization's employees are conducted in a manner that enables the Division to achieve its **Organizational Goals**.

#### REQUIREMENTS AND LIMITS

1. The Superintendent shall ensure all employees
  - a. are qualified to perform the responsibilities assigned to them
  - b. operate with adequate job descriptions
  - c. are able to access effective or required professional development and training
  - d. are informed that they are required to be familiar with and adhere to the Division's policies and procedures
  - e. are informed of significant changes to policy and administrative procedure
  - f. have their confidential information protected.
2. The Superintendent shall develop and administer clear administrative procedures for employees, including procedures for
  - a. recognition for long service
  - b. expectations of school principals
  - c. suspension, transfer and termination of employees
  - d. effective evaluation where employees are informed of the performance standards
  - e. protection to support public interest disclosure (Whistle blower Protection)
  - f. effective handling of grievances including
    - i. protection against unsafe working conditions
    - ii. protection against sexual, physical or psychological harassment or violence.
  - g. assurance of safe working conditions including
    - i. working alone
    - ii. development and communication of work place hazard assessments.
3. The Superintendent shall honour the terms of all negotiated collective agreements and employment contracts.
4. The Superintendent shall reasonably include people in the decisions that affect them.
5. The Superintendent shall maintain an organizational culture that positively impacts the ability of employees to responsibly perform their jobs and work in an environment of professional support and courtesy.

6. The Superintendent shall, on an annual basis, develop for the Board's consideration, a total compensation package recommendation and rationale for all employees not covered by a collective agreement.
7. In a timely manner, the Superintendent shall inform the Board of all changes to an employee's total compensation and significant changes to working conditions.

#### **ASSURANCES**

1. In the fall, the Superintendent shall inform the Board, of how staff will be consulted and included in decisions that affect them.
2. Annually, the Superintendent shall review with the Board the administrative procedure that identifies the primary responsibilities delegated to school principals.

#### **HISTORY**

2017 Aug 1 Approved  
2017 Oct 4 Reviewed  
2017 Oct 11 Amended  
2018 Feb 18 Reviewed  
2018 Dec 12 Reviewed  
2019 Jan 9 Amended  
2019 Apr 10 Reviewed  
2019 Nov 29 Reviewed