
SCHOOL DISTRICT NO. 36 (SURREY)

No. 7200

POLICY: EMPLOYMENT CONDITIONS (GENERAL)

Subject to the School Act, the provisions of collective agreements, contracts of employment or other relevant statutes, the following personnel practices will govern employment conditions. In the interpretation and application of Section 16 (1) of the School Act, the College of Teachers will be notified of actions taken with respect to members of the college for other than educational reasons, but will not be notified of warnings or reprimands except where directed by the Superintendent.

1) **Recruitment, Assignment and Orientation**

The Board of School Trustees of School District No. 36 (Surrey) believes that all employees should be recruited on the basis of merit.

All applicants for employment must be prepared to provide a criminal record review and, if offered employment, must provide, at their own expense, a medical statement certifying that they are medically fit to meet the requirements of the position concerned.

The recruitment of personnel is the responsibility of school district administration; but, except where it is not practicable to do so, personnel with direct supervisory responsibilities will carry out or participate in the selection of their staff.

Personnel are to be recruited to the district within guidelines approved by the Board and budget provisions, and then assigned to a position within the district. Subsequent reassignments may be made by Administration, as required, in accordance with statute, collective agreement, or policy.

Newly-hired staff are to be provided with information regarding rates of pay, benefits provided, conditions of employment and the nature of their assignment, and the operation of the school district.

2) **Performance Evaluations**

Employee performance evaluations are to be carried out at regular intervals. The purpose of evaluations is to determine, as objectively as possible, employee ability to meet performance standards for the position held, to identify performance strengths and weaknesses, and to recognize strengths and provide support to assist employees to rectify performance deficiencies.

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Where collective agreements, individual contracts of employment, or other district policies specify times and/or procedures for employee evaluations those provisions are to be followed. In the absence of collective agreement or contract of employment, or other district policy direction:

- a) Evaluations are to be carried out during probationary periods, every two years during service as a “regular” employee, on re-assignment to a new position, or when directed by the Superintendent, Deputy Superintendent, Secretary-Treasurer of their designees.
- b) The procedures utilized may be formal and structured, such as those provided in collective agreements or contracts of employment, or less structured informal performance evaluation procedures common to employer/employee relationships may be employed. In the latter case, though, the supervisor responsible for conducting the evaluation shall endeavor to obtain the agreement of the employee who is to be evaluated, as to the procedure and criteria to be utilized, and the results are to be written.

3) **Discipline and Dismissal**

The Board expects personnel in administrative and supervisory positions to be aware of and to employ current and progressive employee relations practices. While it is desirable that employees in supervisory positions consult with their own supervisors and/or the Human Resources Department prior to acting when disciplinary action is indicated, it is recognized that there will be occasions when such prior consultation will not be practicable. Subject to the provisions of collective agreements or contracts of employment and relevant appeal processes, should just and reasonable cause for disciplinary or dismissal action arise, administrative and supervisory personnel are authorized to act as follows:

a) **Discipline (up to suspension with or without pay for five working days)**

The immediate supervisor (or the supervisor’s designee or superior in the supervisor’s absence) of the employee(s) concerned may take appropriate disciplinary action up to and including suspension affecting pay for five (5) working days.

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b) Suspensions with or without pay for more than five days and/or dismissal

The authority to effect suspensions for more than five (5) working days, or to dismiss employees is limited to:

- i) The Superintendent, Deputy and Assistant Superintendents and Directors of Instruction where employees are covered by the STA collective agreement or are otherwise employed within the Educational Division of the school district.
- ii) The Superintendent, Secretary-Treasurer and Excluded Business Administration personnel with supervisory responsibilities where employees are covered by the CUPE collective agreement or are otherwise employed within the Business Administration Division of the school district.

The authority set out in (i) preceding is extended to the District Principal (Human Resources), and in (ii) to the Director and Manager (Human Resources) and Non-Teaching Personnel Officers should such personnel be required to act in the absence of a person authorized to do so or in the management of the staff of the Human Resources Department.

4) **Termination of Probationary or Substitute Employees**

Those administrators and supervisory personnel authorized to act under 3(b) preceding are also authorized to terminate the services of probationary or substitute employees where such action is required because of performance or suitability deficiencies.

5) **Employee Charged With an Offence**

Where the Board or Administration is advised that an employee has been charged with an offence Administration will:

- a) Determine whether evidence of just and reasonable cause exists to effect immediate disciplinary action and, if so, effect appropriate action pursuant to Section 3; if not

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- b) Determine whether the nature of the alleged offence and the position held by the employee indicate that some action is advisable pending receipt of additional information and, if so, effect appropriate action. In determining the action to be taken Administration will consider all relevant factors, including but not limited to:
- i) Risk to the school district, students, staff and the public, given the nature of the allegation and the position held by the employee.
 - ii) The extent to which facts are known.
 - iii) Length of the employee's service and previous employment history.
 - iv) Community, labour relations and legal standards and expectations.
 - v) Whether the allegation involves a single or repeated incidents, was premeditated or spur of the moment, was provoked or not, etc.
 - vi) Circumstances relative to the employee's physical and mental health and attitude at the time of the alleged incidents, and subsequent thereto.
 - vii) The range of action options reasonably available to the district.

In any event, Administration will provide the Board, as soon as possible, with a report on the findings of any investigation conducted and of any actions taken.

6) **Appeals**

Actions taken pursuant to Sections 3, 4 and 5 preceding are subject to appeal in accordance with the terms of collective agreements, contracts of employment or, where no agreement or contract applies, by appeal to the Board itself.

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In the latter case, an appeal to the Board must be filed, in writing, with the Secretary-Treasurer, within five (5) working days of the action taken. The Secretary-Treasurer will arrange a meeting between the aggrieved employee and the Board or a committee of the Board within five (5) days of receipt of such written appeal. The Board will provide the aggrieved employee with its decision within five (5) working days of hearing the employee's appeal.

7) **Retirement**

All personnel shall retire in accordance with the provisions of relevant collective agreements, contracts of employment, the provisions of pension plans, or statutory requirements. Suitable recognition shall be accorded personnel who retire from the service of the Board.

Adopted: 1990-06-14
