



**WSÁNEĆ
School Board**

**Policy and
Procedures
Manual**

Subject

ADMIN: SELECTION & HIRING

Section	Revision Date	Original Date
200		—

POLICY: SELECTION AND HIRING PROCESS

POLICY

Hiring Preference

When hiring new employees for full-time, part-time or casual work, the **WSÁNEĆ** School Board may give preference first to **WSÁNEĆ** people, then to First Nations people generally.

Post and Selection Requirements

All vacant and new excluded positions shall be filled by posting the position for a period of fourteen day internally and with all Band offices of the four communities.

All vacant and new bargaining unit positions shall be posted in accordance with the following terms of the Collective Agreement:

1.1 Posting

All new or vacant positions within the bargaining unit to be filled shall be posted on the Union bulleting board for a period of not less than ten (10) working days prior to the closing date for the filling of the position. The posting shall include the qualifications and all information relevant to the position.

1.2 Posting and Filling Vacancies

The Employer shall post a vacant position with existing employees at the same time will advertise within the communities of the **WSÁNEĆ** People all regular full-time and part-time vacant positions describing the position, the location of vacancy, the date of commencement and the required qualifications. The Employer shall post and advertise a vacancy at least fourteen (14) calendar days in advance of selection.

In filling such vacant regular positions, appointments shall be made to the employee or person with the required qualifications, level of competence and efficiency as required by the position. Where the selection is between two employees and such requirements are equal, seniority will be the determining factor.

All short-listing of applicants and selection of candidates for vacant and new positions shall be completed by the Personnel Committee.

PROCEDURES

1. Supervisors in the respective department in which the new or vacant positions is to be posted and filled are responsible for preparing a posting setting out the necessary qualifications and requirements for the position and ensuring that the posting is posted in accordance with the posting requirements.
2. Supervisors in the respective department in which the new or vacant position shall prepare a file for the Personnel Committee that includes all relevant information from the applicants for the position including applications and resumes and shall prepare short-listing recommendations regarding the applicants for the position.
3. The Personnel Committee shall complete the short-listing of applicants for the position and shall select the successful candidate from the short-list of applicants and shall consider recommendations of the supervisor as part of the short-listing and selection process.

The Personnel Committee is comprised of the directors of the **WSÁNEĆ** School Board and is representative of the four communities. The current practice is that the Administrator is a member of the Personnel Committee and has a right to cast a vote regarding the selection process and the hiring decisions. Generally, the Personnel Committee will also involve the respective Manager/Supervisor in the hiring decision making process.

The Personnel Committee approaches the selection process as follows:

- (a) Manager/Supervisor posts an application for vacant or new position (s) internally and externally to the four communities based on the job description for the position;
- (b) The posting sets out the duties and responsibilities and qualifications for the position and solicits the submission of a resume/CV on the part of the applicant as part of the application process.
- (c) The applicants are then shortlisted by the Personnel Committee following a review of resumes.
- (d) The shortlisted applicants are then interviewed by the Personnel Committee who then makes a hiring decision regarding the filling of the vacant or new position based on the most qualified candidate.
- (e) The Administrator then formally notifies the candidate on the hiring decision.
- (f) The Personnel Committee then reports out on its hiring decisions at the next **WSÁNEĆ** School Board meeting



**WSÁNEĆ
School Board**

Subject
STAFF LAYOFFS

**Policy and
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Manual**

Section	Revision Date	Original Date
200.1		Aug. 16/93

POLICY: STAFF LAYOFFS

All staff layoffs shall be approved by the Personnel Committee. The CEO and Supervisors shall recommend layoffs as follows:

1. operational and program requirements must be met and staff must be qualified to perform required duties and have positive evaluative reports;
2. all factors being equal, members of the Saanich Bands shall be retained over other First Nations employees;
3. all factors being equal, First Nations employees shall be retained over non-native employees;
4. all factors being equal, senior employees shall be retained over less senior employees.

First Reading: August 16, 1993
Second Reading: November 5, 1993



**WSÁNEĆ
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**Policy and
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Manual**

Subject
SUPERVISION: EVALUATIONS

Section	Revision Date	Original Date
200.2		Aug.16/93

POLICY: STAFF EVALUATIONS

The **WSÁNEĆ** School Board will maintain an on-going system of staff evaluations. The major purpose of evaluation is to enhance and document standards of job performance and professional growth.

Staff evaluations will be made by the employees' immediate supervisor and reviewed by the CEO. The evaluations of supervisory staff will be reviewed by the Chair of the **WSÁNEĆ** School Board.

All probationary staff shall be evaluated at least once in their first year of employment.

Teaching staff who hold continuing appointments* shall be evaluated a minimum of one time every two years.

All other staff shall be on an annual basis prior to their anniversary date.

*pass probationary year and have been hired for another year

This policy was tabled at Nov. 5/93 and not been passed to date>



**WSÁNEĆ
School Board**

**Policy and
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Manual**

Subject

EMPLOYEE LEAVE

Section	Revision Date	Original Date
200.3		Jan. 10/00

POLICY: EMPLOYEE LEAVE

This policy will replace; Sick Leave and Family Leave.

All employees will earn one day Employee Leave per month.

All ten-month employees will be advanced up to ten (10) days of Employee Leave and all twelve-month employees will be advanced up to twelve (12) days of Employee Leave at the beginning of the employee year. Employees may not carry over Employee Leave or accumulate more than what was allocated to them during their employee year.

At the end of the contract year employees will be paid out for one-half of their unused Employee Leave entitlement to a maximum of six (6) days.

Employees are able to use their Employee Leave entitlement for; family leave, personal leave, funeral leave (see Bereavement Leave 200.5) and medical appointments in accordance with the following procedure.

It is the responsibility of the employee to manage their leave in a professional and accountable manner.

PROCEDURES:

1. Employee Leave shall be taken in .5 or 1.0 days only, unless otherwise approved by your Supervisor.
2. Employee Leave pay out will be paid to employees at the end of each employee year (Aug. 31), or at the end of their term of employment, or at the date of lay off, unless otherwise approved by their Supervisor.
3. Notification to leave is required by employee to their Supervisor on each morning of the absence, and the employee is responsible for ensuring a replacement, if required.
4. A Dr.'s certificate is required upon application to Extended Health Benefits for short-term disability.

**Original Policy:
First Reading: January 10, 2000
Second Reading: February 14, 2000**



**WSÁNEĆ
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Subject
BEREAVEMENT LEAVE

Section	Revision Date	Original Date
200.4	Jun. 16/14	Aug. 16/93

POLICY: BEREAVEMENT LEAVE

In the event of the death of an immediate family member, an employee shall be entitled to five (5) working days without loss of pay. An employee may request additional bereavement leave. Any leave beyond the five (5) working days requires the written approval of the Administrator.

Immediate Family refers to:

Spouse, parent, brother, sister, son, daughter, grandparent or grandchild (also includes in-laws and steps in these categories), and any person permanently residing in the employee’s household.

In the event of the death of an Extended family member, an employee shall be entitled to three (3) working days without loss of pay. An employee may request additional bereavement leave. Any leave beyond the three (3) working days requires the written approval of the Administrator.

Extended Family refers to:

Uncle, aunt, niece, nephew or first cousin (also includes in-laws and steps in these categories.)

<u>Original Policy:</u> 1 st Reading: Aug. 16/93 2 nd Reading: Nov. 5/93	<u>Revised Policy:</u> 1 st Reading: Feb. 14/00 2 nd Reading: May 8/00	<u>2nd Revision to Policy:</u> 1 st Reading: Feb. 13/12 2 nd Reading: Feb. 13/12
<u>3rd Revision</u> 1 st Reading: Jun. 16/14 2 nd Reading: Feb. 16/15	<u>4th Revision:</u> 1 st Reading: May 2/16 2 nd Reading: May 2/16	



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Subject

MATERNITY LEAVE/ADOPTION LEAVE

Section	Revision Date	Original Date
200.5		Aug. 16/93

POLICY: MATERNITY LEAVE/ADOPTION LEAVE

All female employees are entitled to 25 weeks of Maternity Leave in accordance with the Unemployment Insurance Act.

Upon the adoption of a child under six month of age, female employees will receive one-week leave with benefits.

Extended Maternity/Adoption Leave without pay may be granted by the Chief Executive Officer.

First Reading: August 16, 1993
Second Reading: November 5, 1993



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School Board**

Subject

PATERNITY LEAVE

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Section	Revision Date	Original Date
200.6		Aug. 16/93

POLICY: PATERNITY LEAVE

All male employees are entitled to three days of Paternity Leave with benefits. This leave may be taken to attend the birth or their child, upon the return of their wife from the hospital or upon the adoption of a child.

Extended leave-without-pay may be granted by the Chief Executive Officer.

First Reading: August 16, 1993
Second Reading: November 5, 1993



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Subject

EDUCATION LEAVE

Section	Revision Date	Original Date
200.7		Aug. 16/93

POLICY: EDUCATION LEAVE

The **WSÁNEĆ** School Board offers education leave to its staff in order to encourage them to further their education or training in a way that increases the skills and knowledge needed for their positions and thereby to benefit **WSÁNEĆ** School Board students and the community.

GUIDELINES:

1. Educational Leave involves resigning from one's position, with the assurance of being rehired by the **WSÁNEĆ** School Board at the end of the Leave.
2. Normally the applicant will return to his/her previous position, but all positions are subject to availability of funding. If the position is eliminated during the employees' absence, the Board will do everything reasonable to place the employee in a position that uses his/her training or education, in the same way as if the employee had not resigned.
3. Educational Leave will not normally be granted until an employee had been employed by the **WSÁNEĆ** School Board for a minimum of three years.
4. Educational Leave may be granted for a minimum of four months (equivalent to a College semester) and normally for a maximum of one year.
5. The education sought must be relevant to the employee's position
6. Individual Letter of Agreement vary from this Policy.

PROCEDURE:

1. Employees must apply for Educational Leave in writing to their supervisor.
2. Applications must normally be made at least three months before the beginning of the proposed Leave. LTS staff must apply by April 15 to allow adequate time for finding a replacement.
3. The **WSÁNEĆ** School Board may meet with the applicant, and will make a recommendation to the Board.
4. The Board will instruct the Administrator to give its reply to the applicant

5. The employee on Educational Leave must give written notice of intention to return at least three months before the scheduled end of the Leave. LTS staff must give written notice by April 15th. Failure to observe notice date may result in loss of position.
6. The maximum Leave of one year may be extended by the Board upon application by the employee. The notice dates list under #5 (above) apply.
- 7.



**Saanich Indian
School Board**

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Subject
LEAVE: MARRIAGE LEAVE

Section	Revision Date	Original Date
200.8		Aug. 16/93

POLICY: MARRIAGE LEAVE

Employees shall be granted one-day leave with pay upon the occasion of their marriage.

First Reading: August 16, 1993
Second Reading: November 5, 1993



**WSÁNEĆ
School Board**

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Subject
ABSENCE WITHOUT LEAVE

Section	Revision Date	Original Date
200.9		Aug. 16/93

POLICY: ABSENCE WITHOUT LEAVE

All employees who are absent from work shall inform their supervisor as soon as possible in advance of the absence. Staff members who do not have their absence approved are deemed to be Absent Without Leave (AWOL) and may be subject to loss of pay, suspension or dismissal.



**WSÁNEĆ
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Subject
VACATION LEAVE WITH PAY

Section	Revision Date	Original Date
200.10	Feb. 13/12	Sept 13/99

POLICY: VACATION LEAVE WITH PAY

Vacation Leave with Pay for employment positions other than supervisory and management positions

1. Length of paid vacation leave: **WSÁNEĆ** employees shall be eligible for paid vacation leave as follows (“10months” refers to employees who are laid off due to shortage of work for July and August)

		12 MONTHS	10 MONTHS
1.1	1 yr. continuous employment	13 days	13 days
1.2	2 to 7 years	17 days	14 days
1.3	8 to 14 years	22 days	18 days
1.4	15 to 23 years	27days	23 days
1.5	24 years plus	32 days	27 days
1.6	Note: Teachers shall have vacation as follows: Christmas Break, Spring Break, Summer Recess, until one week before the return of the students.		

2. Christmas and Spring Breaks: may constitute (part of) paid vacation (excluding statutory holidays for which continuous employees are entitled to wages in any case. (See 10 below.)
3. Continuous Employment: For purposes of this Policy, employees who work ten month of the year, e.g. LTS Teacher Assistants, shall be deemed to have had a year of continuous employment.
4. Eligibility: No employee shall be eligible for paid vacation leave who has not completed a year of employment, i.e. who has not yet been employed by the

WSÁNEĆ School Board for at least ten (10) months continuously, full time or part time.

5. **Payment:** Payment during vacation leave shall consist of regular wage or salary. Vacation leave during the Christmas and Spring breaks shall be paid on regular payroll days, unless otherwise arranged by the WSÁNEĆ Administration. For employees working 10 months of the year, any paid vacation leave owing at the end of the school year shall be paid at the beginning of the summer recess, unless otherwise arranged by the WSÁNEĆ Administration. Similarly, earned vacation pay outstanding at the time of resignation or termination shall be paid when the employee leaves.
6. **Unearned vacation pay:** Employees who resign or are terminated before they have earned all the vacation pay already taken may be deducted pay for unearned holidays.
7. **Holiday Assignment:** Employees shall take their paid vacation leave as discussed with, and assigned by, their immediate supervisor.
8. **Carry-over or payment in lieu of vacation:** Vacation leave may not normally be carried over from employee year to year, i.e. beyond August 31. Payment of extra wages in lieu of taking paid vacation leave will not normally be considered.
9. **Variation from Policy:** Individual Letter of Agreement may vary from this policy as approved by the Board.
10. **Statutory Holidays:** shall not be counted as part of paid vacations.

Original Policy:

First Reading: Sept. 13/99

Second Reading: Sept. 13/99

Revised Policy:

First Reading: Feb. 13/12

Second Reading: Feb. 13/12

Revised Policy:

Aug. 31/12 (Bargained)



**WSÁNEĆ
School Board**

Subject
PROFESSIONAL DEVELOPMENT

**Policy and
Procedures
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Section	Revision Date	Original Date
200.11		Aug. 16/93

POLICY: PROFESSIONAL DEVELOPMENT/PROGRAM DEVELOPMENT

Professional Development is defined as activities which improve the instructional skill and/or knowledge of the participants.

Program Development is defined as activities which develop curricular and instructional materials.

Staff who are engaged in approved instructional development and program development exercises shall be deemed to be on duty and not on leave.

Both professional and paraprofessional instructional staff shall be given opportunities in relevant in professional development and program development exercises that are carried out for and by school staff.



**WSÁNEĆ
School Board**

Subject

LEAVE: COURT LEAVE

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Section	Revision Date	Original Date
200.12		Aug. 16/93

POLICY:COURT LEAVE

An employee who is subpoenaed for jury duty or called as a court witness shall continue to receive full pay while so engaged providing she/he turns over any monies she/he receives on the days she/he would normally be working .

If required to attend court, you are granted leave.

***THIS CAN BE USED TO ATTEND COURT FOR LAND CLAIMS AND FISHERY ISSUES IF NECESSARY.**

First Reading: August 16, 1993
Second Reading: November 5, 1993



**WSÁNEĆ
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**Policy and
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Subject
BENEFITS

Section	Revision Date	Original Date
200.13		AUG16/93

POLICY: SALARY & BENEFITS

1. Salary:

Salary will be determined by the employees training, experience and position. All employees will receive an annual salary and be paid every second Friday over 12 months, unless otherwise agreed upon.

2. MSP and Group Health /Pension Benefits:

As a full time or part-time continuing employee, you are eligible for the following;

a) Basic BC Medical Coverage (MSP)

The Board will contribute 50% of the annual premiums, where applicable.

b) Employees Group Insurance Plan

The Board will pay 50% of the premiums, for the following;

Mandatory Benefits: Life Insurance
Weekly Income (Short term Disability
Long Term Disability)

Optional Benefits: Extended Health
Dental
Vision Care

c) Pension:

The Board will match employee Pension contributions at the rate we are funded through Indian and Northern Affairs Canada (INAC) for Private Pension and Canada Pension Plan (CPP) for both Status and Non-status employees .

Original Policy
First Reading: March 8, 2004
Second Reading: March 8, 2004
Revised Policy
First Reading: November 10, 2008
Second Reading: November 10, 2008



**WSÁNEĆ
School Board**

Subject
SPECIAL LEAVE

**Policy and
Procedures
Manual**

Section	Revision Date	Original Date
200.14		Aug. 16/93

POLICY: SPECIAL LEAVE

The CEO may grant up to two days special leave with benefits in each contract year for leave not otherwise specified in the Board policies .

The CEO may grant special leave without benefits for extended periods when operational requirements can be met.

All special leave must be also approved by the applicant’s supervisor.

First Reading: August 16, 1993
Second Reading: November 5, 1993



**WSÁNEĆ
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Subject

WSB EARLY RETIREMENT/CAREER TRANSITION

Section	Revision Date	Original Date
200.15		May 7/01

POLICY: WSB STAFF EARLY RETIREMENT/CAREER TRANSITION POLICY

The WSB will consider staff requests for financial compensation for voluntary resignation, when it is in the interest of the Board financially, or to reduce staff with out lay-off, or to make placement of community members possible .

Guidelines :

1. This policy does not take away the Board's right to lay off staff due to financial constraints, enrollment change, or the other normal causes for lay-off.
2. Board consideration of requests is not mandatory.
3. Requests must be made in a timely manner.
4. The Board as well as staff may initiate the process.
5. When the Board agrees to consider a request for financial reasons, the Board must begin to realize a financial advantage after a maximum of two budget or school years.
6. Financial compensation will be based on years of service

Procedures:

1. The Board may invite staff response by written offer, or an employee may make a written request .
2. When an employee makes a request, the Board's Finance Committee will make a recommendation to the Personnel Committee which will recommend a course of action to the Board .
3. The normal formula for compensation will be two weeks of pay per employee year. The maximum number of years to be considered will be 11, in accordance with the maximum wage level that can be attained in a number of the Board's Salary/wage scales.
4. The Board is required to withhold personal income taxes where applicable. A calculation of 20% will be used unless other information dictates otherwise.

Original Policy

First Reading: May 7, 2001

Second Reading: May 7, 2001



**WSÁNEĆ
School Board**

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Subject
SHORT-TERM/LONG -TERM DISABILITY

Section	Revision Date	Original Date
200.16	Feb. 13/12	Apr. 8/02

POLICY: SHORT-TERM/LONG-TERM DISABILITY

An Employee may be eligible for Weekly Income (Short-term) and Long-term Disability Benefits.

The Benefit coverage is payable through the Group Benefits Provider for a Maximum Benefit period of 17 weeks for Short-term Disability and age 65 for Long-Term Disability. The Eligibility Provisions are outlined in the Group Insurance Booklets provided by the Group Benefits Provider. (Please see the Administrator of the plan for a copy of the booklet.)

The WSÁNEĆ School Board will make every effort to support an employee during a Short-Term and/or Long-term Disability Benefit period, although the benefits are independent of the WSÁNEĆ payroll.

GUIDELINES:

1. During the Benefit period an employee is not able to receive benefits from the Group Benefits Provider and work and receive Salary/Wages from the WSÁNEĆ School Board. However, an employee is able to receive sick leave or vacation entitlement during the seven (7) day Qualifying period.

PROCEDURES:

1. The employee will consult his/her Supervisor to request a Leave. The Supervisor will direct the employee to HR for appropriate forms for the disability application.
2. The employee is responsible to ensure that the necessary information is provided by himself/herself and his/her physician on the application form. The employee will also ensure that the complete application is provided to the administrator of the plan in a timely manner to ensure that the application is not delayed.
3. The Administer of the plan will assist the employee to attain information regarding the approval or appeal of a decision with respect to the Disability application.

4. The WSÁNEĆ School Board will continue to cost share the Group Health premiums during such a leave providing the employee provides post-dated cheques to cover the “employee” premiums during their leave. The employee will provide post-dated cheques within three (3) pay periods of their last pay. If the WSÁNEĆ School Board has not received post-dated cheques by the 3rd pay period, then the administrator of the plan will suspend benefits until the employee’s return to work.
5. An employee is responsible for reporting the return to work date to the Administrator of the plan.

Original Policy:

1st Reading: Apr. 8/02

2nd Reading: Jun 17/02

Revised Policy:

1st Reading: Feb. 13/12

2nd Reading: Feb. 13/12

2nd Revision:

1st Reading: June 16/14

2nd Reading: Feb. 16/15



**WSÁNEĆ
School Board**

Subject

EMPLOYEE BENEFITS

**Policy and
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Section Revision Date Original Date

200.17

Jun 17/02

**POLICY: EMPLOYEE STATUS REGARDING EMPLOYEE DEDUCTIONS
EMPLOYEE LEAVE, VACATION LEAVE & BENEFITS**

1. STATUS OF EMPLOYEE: Supervisor and/or Administrator Determines status

1.1 CASUAL:

- EI ,CPP deductions
- No Income Tax Deductions
- ROE provided on request
- 4% vacation pay after 12 months non scheduled employees: 3Hrs minimum

1.2 CONTRACT:

- No deductions
- No vacation pay
- Contractor is responsible for reporting earnings

1.3 TEMPORARY:

- EI deductions
- CPP deductions
- Taxes (if applicable)
- Vacation pay and Employee Leave entitlement
- Start and finish dates are provided

1.4 PROBATIONARY:

- EI deductions
- CPP deductions
- Taxes (if applicable)
- Vacation pay and employee leave entitlement
- Once probation period is complete, then eligible for benefits if status is continuing .

1.5 CONTINUING:

- Eligible for benefits package
- EI CPP Taxes (if applicable), vacation ,Employee entitlement

**First Reading: June 17, 2002
Second Reading: June 17, 2002**

2. VACATION LEAVE:

	12 MONTHS	10 MONTHS
1.1 1 yr , continuous employment	12days	10 day
1.2 2 to 7 years	17 days	14 days
1.3 8 to 14 years	22 days	18 days
1.4 15 to 23 years	27 days	23 days
1.5 24 years plus	32 days	27 days

3. EMPLOYEE LEAVE:

Full time continuing employees working ten months will be advanced ten (10) days of employee Leave and full time continuing employees working twelve months will be advanced twelve (12) days of employee leave at the beginning of the employee year. Otherwise, Employee year . Otherwise employee leave will be determined at one employee leave day per full month of work. Please see employee leave policy.

4. BENEFITS:

Full-time and part-time continuing employees are eligible for benefits.

Employees have thirty (30) days from the first day of continuing employment to register for the Employee Benefits package. If the employee registers after the thirty (30) days from the first day of continuing employment to register for the Employee Benefits package . If the employee registers after the thirty (30) days, a waiting period will be in effect.

Forms for registration can be obtained through the administration office.



**WSÁNEĆ
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Subject
PERSONNEL: PROGRESSIVE DISCIPLINE

Section Revision Date Original Date
200.18

POLICY: PROGRESSIVE DISCIPLINE

The WSÁNEĆ School Board is committed to the principle of progressive corrective discipline in dealing with performance related or unacceptable behavior(s) and, or actions of employees. The standard of just cause for discipline shall apply to all actions of progressive discipline. All discipline action short of termination is intended to correct the behavior and or action of the employee.

Progressive discipline action may take the form of verbal warnings, written letters of reprimand, adverse reports or performance appraisals, suspension termination depending on the nature and or seriousness of the employee’s behaviour or actions.

PROCEDURES: The procedures of progressive discipline are as follows:

1. Where employee behavior or action may result in progressive discipline in the form of verbal warnings, written letters of discipline, adverse performance appraisals or reports, the employee’s supervisor will be responsible for dealing with this level of disciplinary action. The employee’s supervisor will initially work with an employee to try and resolve the behavior or action without the necessity of imposing disciplinary action . In the event that the behavior or action is not corrected and persists, the employee’s supervisor will move to initiate formal disciplinary action in the form appropriate to the circumstances beginning with verbal warnings and then written letters of discipline or adverse reports .
2. Where verbal warnings, written letters of discipline or adverse reports are unsuccessful in correcting behavior or action or the employee is unwilling to correct such behavior or action or the individual or action is of a serious nature, then an employee’s supervisor may recommend a suspension without pay of the employee to the Administrator. The decision for any disciplinary action involving a suspension shall be made by the Administrator or in the absence of the Administrator, the Chair

Original Policy 1 First Reading: April 8, 2002 Second Reading: April 8, 2002 Revised Policy First Reading: Second Reading:
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of WSÁNEĆ School Board. Suspension are also intended to be progressive and corrective of an employee's behavior or action .

3. Where the behavior or action of the employee is of a very serious nature, such as circumstances involving insubordination, theft or assault, the behavior or action in and of itself may constitute just cause for termination. The employee's supervisor and or the Administrator may recommend termination of a permanent employee to the Board. The Board or the Personnel Committee if designated by the Board shall make the decision regarding any termination of a permanent employee. A supervisor may recommend termination of a term or casual employee to the Administrator. The Administrator in consultation with the supervisor shall make the decision regarding the termination of a term or casual employee.
4. Furthermore, effective immediately at the ratification of the collective agreement, all disciplinary action involving bargaining unit employees shall adhere to the provisions of Article 10 of the Collective Agreement and a bargaining unit employee is entitled to have a shop steward present during any discipline meeting and to be advised in advanced of a discipline meeting and the purpose of the discipline meeting.



**WSÁNEĆ
SCHOOL BOARD**

Subject
Christmas Bonuses

**Policy and
Procedures
Manual**

Section	Revision Date	Original Date
200.19		Dec. 15, 2014

POLICY: CHRISTMAS BONUSES

At the conclusion of the mid-year budget review, following the September 30th Nominal Roll count the WSÁNEĆ School Board finance department will evaluate its financial ability to award Christmas bonuses yearly. The standard bonus has been \$100.

Staff Eligibility:

All full-time, part-time continuing, and term/temporary staff members will be eligible for a Christmas bonus. At the discretion of the Supervisors, long serving on-call staff may be considered.

Employees that are currently on leave when bonuses are distributed are not eligible.

Board Eligibility:

All Board of Directors, appointed community members and proxy members that are current members at time of distribution are eligible for a bonus.

Amount:

The bonus amount may differ from year to year, and there may be no bonus distribution dependent upon financial conditions. The bonus amount will be at the discretion of the Administrator and Financial Controller.

Original Policy:

1st Reading: December 15, 2014

2nd Reading: February 16, 2015



**WSÁNEĆ
SCHOOL BOARD**

Subject
Vacation Payout

**Policy and
Procedures
Manual**

Section	Revision Date	Original Date
200.20		Dec. 15/14

POLICY: VACATION LEAVE PAYOUT (FOR 10 MONTH EMPLOYEES)

Vacation leave balances will be paid out from the WSÁNEĆ School Board for any unused *accrued vacation leave entitlement.

Eligibility:

All employees are eligible for vacation leave payout for accrued vacation.

Payout dates:

Ten-month (22 Pay period employees)

December and June of each year (dates to be determined at the discretion of the finance department)

Ten-month (26 pay period employees)

June of each year (dates to be determined at the discretion of the finance department)

Please note: *accrued vacation refers to “earned” vacation, ex. 10-month employee eligible for 27 days paid vacation annually will earn 2.7 days per month.

Original Policy:

1st Reading: December 15, 2014

2nd Reading: February 16, 2015



**WSÁNEĆ
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Subject
Staff Conduct

Section	Revision Date	Original Date
201.1		Jan. 16/17

POLICY: STANDARDS OF CONDUCT

Intent

The **WSÁNEĆ** School Board is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful, collegial atmosphere. We believe that it is a shared responsibility of all **WSÁNEĆ** School Board employees to work towards the constant improvement of our workplace.

Guidelines

To preserve the core values and principles that **WSÁNEĆ** School Board is founded upon, we have compiled a list of unacceptable behavioral actions.

Conduct and behavior outside of work may still fall within the scope of this policy where it is inconsistent with employment obligations or where it adversely affects the Board's regard or reputation in the community. Unacceptable behaviors shall include, but not be limited to the following:

- Causing physical harm to another person;
- **Endangerment**
- Threats or harassing behavior;
- Willful damage or destruction to **WSÁNEĆ** School Board property, or employee property;
- Possession of a weapon while on **WSÁNEĆ** School Board premises, or while conducting **WSÁNEĆ** School Board business;
- Disorderly, immoral, or indecent conduct;
- Violation of health and safety practices, policies and procedures;
- Theft, including physical and intellectual properties;
- Insubordination;
- Dishonest, illegal or improper business activities;
- Job abandonment;
- The use, possession, sale, manufacture or dispensation of any illegal drug, alcohol, or paraphernalia associated with either;
- The use of alcohol or illicit narcotics off **WSÁNEĆ** School Board premises that adversely affects the employee's work performance, the safety of the employee's own safety or the safety of others at work, or **WSÁNEĆ** School Board regard or reputation in the community;

- Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his/her duties;
- Arriving to work late without providing advance notice and/or without reasonable cause.
- Failure to properly report an absence; and
- Failure to meet stated goals, objectives and/or performance metrics required for a position.

Employees are expected to perform their job duties in a manner conducive to a safe workplace, following all **WSÁNEĆ** School Board practices, policies and procedures.

WSÁNEĆ School Board reserves the rights to discipline and, in certain cases, terminate the employment of any employee that engages in conduct unbecoming of **WSÁNEĆ** School Board standards and policies.

Acknowledgment & Agreement

I, (Employee Name), acknowledge that I have read and understand the Standards of Conduct Policy of **WSÁNEĆ** School Board. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

Original Policy:
 First Reading: January 16, 2017
 Second Reading: April 19, 2017



**WSÁNEĆ
School Board**

**Policy and
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Subject
STAFF CONDUCT: SMOKING

Section	Revision Date	Original Date
202	Aug. 16/93	Aug. 28/91

POLICY: SMOKING

The Board recognizes that except for sacred or ceremonial purposes smoking is injurious to the health of smokers and non-smokers.

Recreational smoking is prohibited within the interior premises of all Boar facilities.

This applies to all staff, students and visitors and to agencies that rent or lease Board facilities.

Original Policy
First Reading: August 28, 1991
No Second Reading
Revised Policy
First Reading: August 16, 1993
Second Reading: November 5, 1993



**WSÁNEĆ
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Subject

Section	Revision Date	Original Date
203		Jan. 16/17

POLICY: COMPLAINT POLICY

Intent

The intent of the Complaint Policy is to demonstrate the WSÁNEĆ School Board's commitment to its employees and visitors by providing the steps to be taken in the event a complaint is filed by an individual against an employee or the organization. The Policy initiates the steps to be taken by management once a complaint has been launched.

Policy applies to:

This policy applies to parents, students, staff, board members and community members.

Guidelines

The WSÁNEĆ School Board recognizes that from time-to-time there will be complaints about the organization or its employees. The WSÁNEĆ School Board wants to ensure individuals with complaints are able to voice their concerns, but that they should do so through proper channels of communication.

Confidentiality

The information regarding the complaint will be handled sensitively, informing only those who are required to know.

Regulations

Complaint against an Employee

- The proper channel for an individual to voice a complaint against an employee is to approach the following individuals in the order indicated:
 1. **Stage One:** The employee against whom the complaint is directed;
 2. **Stage Two:** Immediate Supervisor;
 3. **Stage Three:** Administrator;
 4. **Stage Four:** Board of Directors via Personnel Committee

Stage One:

- The employee shall be informed of the complaint immediately and shall have an opportunity to respond and resolve.
- If the individual concerned cannot satisfactorily resolve the complaint, the complainant should go to the immediate supervisor.

Stage Two:

- If the complainant has not gone through Stage One, they will be advised of the appropriate steps, and redirected to Stage One.
- The Immediate Supervisors should;
 - Write down the facts of the complaint
 - Take the complainant's name, address and telephone number
 - Note the relationship of the complainant to the WSÁNEĆ School Board (for example: parent, student, community member, staff member, board member)
 - Inform the complainant that we have a complaints procedure
 - Inform the complainant what will happen next and how long it will take
 - Where appropriate, ask the complainant to send a written account (by letter or email) so that the complaint is recorded in the complainant's own words.
- The immediate Supervisor shall conduct an investigation if necessary, and have a full reply within one week.
- If the Immediate Supervisor cannot satisfactorily resolve the complaint, the complainant should then go to the Administrator.

Stage Three:

- If the complainant has not gone through Stage One and Stage Two, they will be advised of the appropriate steps, and redirected to Stage One and/or Stage Two.
- If the complaint is to go to the Administrator, the complaint must be written and signed by the complainant. In the event the complainant is unable to prepare a written complaint, the Administrator may provide assistance in preparing a statement, which is then signed by the complainant. The complainant shall be cautioned about potential risks of making a false or unsubstantiated complaint.
- The Administrator may investigate the facts of the case. This may involve reviewing the paperwork of the case and speaking with the person who dealt with the complaint at Stage One and/or Stage Two. The person who dealt with the original complaint at Stage Two should be kept informed of what is happening.
- The complainants should receive a definitive reply within two weeks. If this is not possible because the investigation has not been fully completed, a progress report should be sent within two weeks with an indication of when a full reply will be given.
- Whether the complaint is upheld or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint. Please note that due to confidentiality, a full description of the action taken is not required, only that it has been dealt with in an appropriate manner.

- If the Administrator cannot resolve the complaint, the Board of Directors shall deal with the matter through the Personnel Committee.

Stage Four:

- If the complainant has not gone through Stage One, and/or Stage Two and/or Stage Three, they will be advised of the appropriate steps, and redirected to Stage One and/or Stage Two, and/or Stage Three.
- The Administrator shall ensure a protocol for the investigation and resolution of complaint is developed and supervisors and managers are informed of the process.
- The Administrator may seek advice or assistance of the Personnel Committee.
- Whether the complaint is upheld or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint. Please note that due to confidentiality, a full description of the action taken is not required, only that it has been dealt with in an appropriate manner.
- The decision at this stage is final, unless the Personnel Committee decides it is appropriate to seek external assistance with resolution.

Organizational Complaint

- Any complaints made by an individual directly against the organization shall be filed immediately to Administrator by the complainant in writing and must be signed.
- The complaint will be dealt with at Stage Three.

Appendix 1: Practical Guidance for handling Verbal Complaints

- Remain calm and respectful throughout the conversation
- Listen - allows the person to talk about the complaint in his or her own words. Sometimes a person just wants to "let off steam"
- Don't debate the facts in the first instance, especially if the person is angry
 - Show an interest in what is being said
 - Obtain details about the complaint before any personal details
 - Ask for clarification wherever necessary
- Show that you have understood the complaint by reflecting back what you have noted down
- Acknowledge the person's feelings (even if you feel that they are being unreasonable) - you can do this without making a comment on the complaint itself or making any admission of fault on behalf of the organization -- example "I understand that this situation is frustrating for you"
- If you feel that an apology is deserved for something that was the responsibility of your organization, then apologize
- Ask the person what they would like done to resolve the issue
- Be clear about what you can do, how long it will take and what it will involve.
- Don't promise things you can't deliver
- Give clear and valid reasons why requests cannot be met
- Make sure that the person understands what they have been told
- Wherever appropriate, inform the person about the available avenues of review or appeal

Original Policy:

First Reading: Jan. 16/17

Second Reading: April 19, 2017



**WSÁNEĆ
School Board**

**Policy and
Procedures
Manual**

Subject

Section	Revision Date	Original Date
204	Jan. 16/17	Aug. 16/13

POLICY: BULLYING, HARASSMENT AND VIOLENCE

Intent:

The WSÁNEĆ School Board is dedicated to ensuring that employees are able to work in a safe environment, without fear of bullying, harassment or violence. Employees are responsible for reporting any instances of bullying, harassment or violence, whether they were the targets or they were witness to the incident. In all cases, where a complaint of bullying, harassment or violence is made in good faith, the employee will not be disciplined or retaliated against in any way.

Our Workplace Bullying, Harassment and Violence Policy are not meant to stop free speech or to interfere with everyday interactions. However, what one person finds offensive, others may not. Usually, bullying or harassment can be distinguished from normal, mutually acceptable socializing. It is important to remember it is the perception of the receiver of the potentially offensive message be it spoken, a gesture, a picture or some other form of communication which may be deemed objectionable or unwelcome that determines whether something is acceptable or not.

This Policy is written in compliance with the [Workers Compensation Act, Occupational Health and Safety Regulation](#) of British Columbia, and the [BC Human Rights Coalition](#).

Definitions

Bullying and Harassment: Any inappropriate conduct or comment by an individual towards an employee that caused or has the potential to cause that employee to be humiliated or intimidated.

Bullying and harassing behaviors include but are not limited to:

- Verbal aggression or yelling
- Humiliating actions or practices
- Hazing
- Spreading malicious rumors
- Using derogatory names towards someone

Bullying and harassing behaviors do not include:

- Expressing differences of opinions
- Offering constructive feedback, guidance, or work-related advice about behavior
- Reasonable action taken by WSÁNEĆ School Board or a supervisor relating to management and direction of employees or the place of employment (e.g. counseling, managing a worker's performance, taking reasonable disciplinary actions, assigning work, implementation of disciplinary actions).

Cyber Bullying: Bullying that occurs through the use of electronic communication (email, text messaging, social networking etc.). Incidents of cyber bullying should be reported and will be investigated in accordance to the procedures outlined within this Policy.

In general, if you are not sure whether certain actions are considered bullying, ask yourself whether or not a reasonable person would consider the actions taken to be acceptable or unacceptable.

Violence could include, but is not limited to:

- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault).
- Any threat, behavior or action, which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property.
- Disruptive behavior that is not appropriate to the work environment (e.g., yelling, swearing).

Sexual Harassment Defined: Sexual Harassment is an unwelcome conduct of a sexual nature that detrimentally affects the work environment or leads to adverse job-related consequences for the victim(s) of harassment.

Sexual Harassment could include, but is not limited to:

- Leering
- Grabbing/groping
- Innuendos
- Propositions for dates or sexual favors
- Sexual assault
- Inappropriate touching
- Inappropriate comments
- Adverse job consequences should an employee fail to comply with the demands
- Inappropriate gestures

Sexual Assault Defined: Any form of sexual contact without voluntary consent. Consent obtained by force through pressure, coercion, force, or threats of force is not voluntary consent. Consent is voluntary agreement to engage in sexual activity in question.

Consent is not given if:

- It is given by someone else
- The person is unconscious, drunk, stoned or sleeping
- It is an abuse of power, trust or authority
- The person doesn't say yes, says no, or through words or behavior that implies no
- If a person changes his/her mind
- Age may invalidate consent (16)

Discrimination: In accordance with the [Human Rights Code of British Columbia](#), discrimination occurs when someone is treated differently and/or poorly because one of the following:

- Race
- Colour
- Ancestry
- Place of Origin
- Political Belief
- Religion
- Family or Marital Status
- Physical or Mental Disability
- Sex
- Sexual orientation
- Gender Identity or Expression
- Age
- Conviction of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.

It is not considered discrimination to give preference in employment and employment related opportunities to W̱SÁNEĆ peoples or to First Nations peoples generally.

Application of this Policy

This policy applies to all individuals working for the organization including front line employees, term or on-call employees, contract service providers, contractors, managers, and board of directors. The organization will not tolerate bullying, harassment or violence whether engaged in by fellow employees, managers, board of directors, or contract service providers of the organization. This policy also applies to parents, grandparents, community members or any visitors on site.

The WSÁNEĆ School Board will not tolerate any form of bullying, harassment, discrimination or violence against job candidates and employees on any grounds mentioned above, whether during the hiring process or during employment. This commitment applies to such areas as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

For the purposes of this policy, bullying, harassment and violence can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Policy:

At the WSÁNEĆ School Board we believe that employees have the right to work without fear of bullying, harassment or violence.

Risk Assessment:

The risk assessment may include the review of records and reports (i.e. employee incident reports, staff perception documentation, health and safety inspection reports, first aid records or other related records). Specific areas that may contribute to risk of violence, bullying or harassment may include: contact with public, exchange of money, working alone or at night etc. Research may also include a review of similar workplaces with respect to their history of violence.

The WSÁNEĆ School Board recognizes that domestic violence is a serious issue that our employees may face. Domestic violence that occurs outside of the workplace and beyond an employee's assigned work duties is not considered workplace violence: however, if domestic violence occurs within our workplace, we have a duty to respond. If we learn of an incident of domestic violence we are committed to assessing the risk that it may pose to our employees.

The WSÁNEĆ School Board will communicate information relating to a person with a history of violence where:

- Workers may reasonably be expected to come into contact with the person in the performance of their job duties; and
- There is a potential risk of workplace violence as a result of interactions with the person with a history of violence.

The WSÁNEĆ School Board will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

Seeking Immediate Assistance

Canada's Criminal Code deals with matters such as violent acts, threats and behaviors such as stalking. The police should be contacted immediately when an act of violence has occurred in the workplace or when someone in the workplace is threatened with violence. If an employee feels threatened by a co-worker, volunteer, contractor, student, parent/grandparent, community member, visitor or customer then an immediate call to "911" is required.

Witnessing Bullying, Harassment or Violence

It is the responsibility of all employees of the WSÁNEĆ School Board to promote a workplace that is respectful and productive. Where employees do not speak up about the presence of bullying, harassment or violence they may become the next target and they are also condoning the actions.

Any employee who witnesses bullying, harassment or violence is directed to:

1. Offer the person support and inform them that you witnessed the incident.
2. Encourage the person to come forward and let them know that you will be a witness and will provide a statement in the event of an investigation.
3. In some cases, where the person decides to confront the individual informally, you may be asked to be a witness to the conversation (or as support).
4. Where the person does not wish to make a complaint, it is still important that management is aware of the bullying, harassment or violent act, taking place in the workplace. Tell your manager or Human Resources what you witnessed so that this type of behavior can be eliminated at the WSÁNEĆ School Board as soon as possible.

Reporting

Step One:

If you are being bullied, harassed or have been a victim of violence:

- Inform the person perpetuating the actions immediately that their actions are not acceptable to you as soon as they start to occur.
- Describe the specific actions that they took that caused you to feel uncomfortable. When confronted, in many instances, the person will stop. Sometimes a person is not aware that they are acting in an unacceptable manner. This may also prevent the act from escalating and possibly becoming dangerous.

- It is important to keep a record of dates and times where you have spoken to the person who has committed the act of bullying, harassment or violence and inform your manager/supervisor or Human Resources what occurred.

Where the actions continue, employees are directed to Step Two reporting process or if you feel threatened and cannot address the person at Step One, proceed to Step Two.

Step Two:

Where bullying, harassment or violence has either continued to occur after a conversation with the individual or was extreme or dangerous in nature, employees are encouraged to report it immediately.

Process:

- Speak with your supervisor/manager or with Human Resources or another member of Management where your supervisor/manager is the cause of concern and report the incident.
- Write out a statement detailing the incidents including:
 - The names of the parties involved
 - Any witnesses to the incident(s)
 - The location, date, and time of the incident(s)
 - Details about the incident (behavior and/or words used)
 - Any additional details that would help with an investigation
- A fact-finding investigation will be instigated.
- Where it is determined that the person has contravened the law, the appropriate authorities will be contacted.
- All complaints shall be taken seriously and investigated fairly.
- Employees that submit a report or complaint of bullying, harassment or violence shall not be subject to any form of reprisal or retaliation as a result of the complaint.

Employees should be aware that WSÁNEĆ School Board does not support any retaliatory actions where the complainant has followed the proper process.

Step Three:

Investigating Reports of Bullying, Harassment or Violence

Once a written complaint has been received, the WSÁNEĆ School Board will complete a thorough investigation. The Board may use its discretion to hire an outside person to conduct the investigation where appropriate. The investigation will begin immediately after receiving the complaint. Bullying, harassment and violence will not be ignored. Silence can, and often is, interpreted as acceptance. The investigation will be conducted within seven (7) working days of receipt of the complaint. Complaints not resolved within seven (7) working days shall be referred to the Administrator for review. The

Administrator will recommence the Reporting process at the step he/she finds necessary until a resolution has been reached.

For the purposes of this section the following definitions apply:

Complainant – The person who has made a complaint about another individual who they believe has bullied, harassed or committed an act of violence against them.

Respondent – The person whom another individual has accused of committing an act of bullying, harassment or violence.

The investigation will include:

- Informing the respondent of the complaint.
- Interviewing the complainant, any person involved in the incident, and any identified witnesses.
- Interviewing any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.

A copy of the complaint, detailing the complainant's allegations, will then be provided to the respondent(s).

- The respondent is invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the case proceeds further.
- The Company will do its best to protect from unnecessary disclosure the details of the incident being investigated and the identities of the complaining party and that of the alleged respondent.
- During the investigation, the complainant and the respondent will be interviewed along with any possible witnesses. Statements from all parties involved will be taken and a decision will be made.
- Where it is determined that harassment has occurred, a written report of the remedial action will be given to the employees concerned.

All documents related to the formal investigation will be maintained in a sealed envelope within a locked cabinet. The documentation will be kept by the WSÁNEĆ School Board for a period of no less than two (2) years* after the respondent terminates his or her employment.

Step Four: Disciplinary Actions

If the findings of the investigation indicate that a violation of the Workplace Bullying, Harassment and Violence Policy has occurred, immediate and appropriate disciplinary action, up to and including dismissal, shall be administered. Other corrective actions may include an employee transfer (where the complainant desires the transfer, it shall be provided to them but in all other cases, the respondent will be transferred). As well, the

WSÁNEĆ School Board will monitor the situation between the employees to ensure that the action does not reoccur. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense.

Step Five: Appeal Process

If the complainant or respondent have worked with the process and feel that it has failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place. The employee must complete a written appeal form and submit it to the Administrator. The form should include all of the reasons why the employee did not feel that the process was equitable. Where necessary, further investigation will be instigated.

Fraudulent or Malicious Complaints

This Workplace Bullying, Harassment and Violence Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded/frivolous allegations of bullying, harassment or violence may cause both the accused person and the Company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of bullying, harassment, or violence, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

Confidentiality

The WSÁNEĆ School Board will attempt, in all cases, to maintain the confidentiality of the complainant and respondent. While it is not always possible to do so when soliciting witness statements, the WSÁNEĆ School Board will not release any information to other employees, which would jeopardize the confidentiality of the parties involved

Providing Support

The WSÁNEĆ School Board is committed to the wellbeing of all of our employees, as such where there has been an incident of bullying, harassment or violence we will ensure that the necessary support is provided to employees. Employees who are feeling adverse symptoms as a result of an incident are encouraged to speak with Human Resources or another member of management so that the necessary support can be provided.

Training

The WSÁNEĆ School Board will provide training on the Workplace Bullying, Harassment and Violence Policy ensuring that:

- a) Employees understand the contents of the policy;
- b) Employees and Supervisors/Managers recognize bullying and harassment in the workplace;
- c) Employees know how they can respond to and report incidents of bullying, harassment or violence;
- d) Employees understand how the Company will respond to and investigate reports of bullying, harassment and violence;
- e) Supervisors/Managers are adequately trained on how to respond to and investigate reports of bullying, harassment and violence; and,
- f) Supervisors/Managers are adequately trained on how to provide support for employees who may suffer from adverse symptoms as a result of bullying, harassment or violence.

<u>Original Policy:</u> First Reading: Aug. 16/93 Second Reading: Sept. 15/97	<u>1st Revision Policy:</u> First Reading: Sept. 13/99 Second Reading: Sept. 13/99	<u>2nd Revision to Policy</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12
<u>3rd Revision to Policy:</u> First Reading: Jan. 16/17 Second Reading: April 19, 2017		



**WSÁNEĆ
School Board**

Subject

SUBSTANCE ABUSE

**Policy and
Procedures
Manual**

Section	Revision Date	Original Date
205		Aug. 16/93

POLICY: SUBSTANCE ABUSE

The Board declares that the premises and grounds of the WSÁNEĆ School Board are an alcohol and intoxicating substance free zone. Any person who is intoxicated when on Board premises; or transports; sells or consumes alcohol, drugs or abusive substances on the grounds and premises is subject to prosecution.

Staff whose work is compromised by substance abuse is subject to discipline or dismissal unless they agree to enter a program to deal with the problem. If they are unable to deal with the problem and their work continues to be compromised, they are subject to discipline and dismissal.

First Reading: August 16, 1993
Second Reading: November 4, 1993



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Subject
OVER TIME/TIME OFF

Section	Revision Date	Original Date
206		Aug. 16/93

POLICY: OVERTIME/COMPENSATORY TIME OFF

With the exception of teaching staff, employees are entitled to compensation when they are required to work overtime.

All overtime must be approved in advance by the employee's supervisor and shall be documented on pay sheets.

To avoid cost overruns Board preference is to provide Compensatory Time Off (CTO) for employees, equal to the hours they work overtime.

When employee's absence will require replacement by a casual employee, the employee has the option of working overtime and being compensated by salary at regular hourly wages.

The COT must be earned and not taken in advance.

PROCEDURES:

1. Overtime must be pre-approved by the employees Supervisor or will not be valid.
2. CTO must be taken during the same pay period, unless otherwise approved by the employees Supervisor.

Original Policy
First Reading: August 16, 1993
Second Reading: April 12, 1999



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Subject
WAGE/SALARY ADVANCES

Section	Revision Date	Original Date
207	Apr. 8/02	Aug. 16/93

POLICY: WAGE/SALARY ADVANCES

An employee may request to the Administrator, a one time only wage/salary advance for the period that they will be on paid vacation leave.

Any employee may request an advance on a first short-term disability payment.

Salary advances because of personal emergencies shall be limited to one advance in an employee year (September to August).

PROCEDURE:

1. All requests for advances will go to the employee's Supervisor.
2. Paid vacation leave will be paid out in full before the leave, if requested.
3. A personal emergency advance will amount to no more than half of the employee's salary for the pay period, during which it is requested.
4. Such an advance will be deducted from the employee's next pay cheque, unless otherwise approved by the employee's Supervisor.
5. An advance on short-term disability payments will be made as follows: (see Policy #200.16 – Short-term/Long term Disability).
 - 5.1 Acceptance of the short-term disability claim must be confirmed by the Administrator of the Plan.
 - 5.2 An advance will be no greater than the first expected disability payment not to exceed half of the employee's salary for one pay period.
 - 5.3 The employee must sign a form agreeing that the repayment for the advance will be made by signing over the expected disability payment cheque to the **WSÁNEĆ School Board**.

Original Policy First Reading: August 16, 1993 Second Reading: November 4, 1993
Revised Policy First Reading: April 8, 2002 Second Reading: June 17, 2002



**WSÁNEĆ
School Board**

Subject
MEDIA RELATIONS

**Policy and
Procedures
Manual**

Section	Revision Date	Original Date
208		Aug. 19/92

POLICY: MEDIA RELATIONS

“That the responsibility of the WSÁNEĆ School Board employees to provide accurate information to the public and to the media and to generally provide a positive image of the Board.

Requests for information on Board policies and operations should be provided promptly and accurately. Staff may not provide confidential information on specific students or staff members or on any matters deemed confidential by the Board of Chief Executive Officer.

Requests for information on areas on responsibility not delegated to the employee should be referred to the appropriate supervisor or program head.

News releases must be approved by the Chief Executive Office and Board Chair”.

THIS POLICY RECEIVED A FIRST READING ON AUGUST 19, 1992 AND HAS NOT BEEN PASSED TO DATE.

First Reading: August 19, 1993
Second Reading:



**WSÁNEĆ
School Board**

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Subject
SUBSTITUTION POLICY

Section	Revision Date	Original Date
209		Nov. 8/04

POLICY: SUBSTITUTION POLICY

Background:

The WSÁNEĆ School Board (WSB) has traditionally provided some form of substitution pay for employees who in the absence of a supervisor, assume responsibilities of supervisor. However, WSB's current policies and procedures does not include formal substitution pay policy. The current Collective Agreement also does not provide any language regarding substitution pay. The WSB should put in place an acceptable substitution and substitution pay policy in the event that this matter comes up in collective bargaining, the WSB will then be able to table its existing policy position.

Proposed Substitution Policy:

All WSB employees including bargaining unit employees and management employees are covered by this substitution policy.

Definition:

"Substitution" means an employee is designated by the WSB to undertake and then the employee actually performs the principal duties of a higher paying or supervisory position.

Policy:

Substitution Opportunities:

The WSB Administrator or his/her designate shall be solely responsible for the identification and designation of substitution opportunities in order to ensure that a department continues to operate in efficient and effective manner and meet operational requirements. This may mean that the WSB Administrator or his/her designate may choose to leave the duties of the higher paying position undone or designate an employee of an equal or higher paying position to assume the duties.

In designating an employee for a substitution opportunity, the WSB Administrator or his/her designate will consider the job requirements for the higher paying or supervisor position and assess whether the employee is qualified and capable of performing the duties of the high paying or supervisory position.

Original Policy
First Reading: November 8, 2004
Second Reading: November 8, 2004

An employee who is a bargaining unit employee and is designated to substitute and perform the principal duties of a position excluded from the bargaining unit shall be excluded for the duration of the substitution period.

Substitution Pay:

Where an employee is for substitution pay when he/she is designed to perform the principal duties of a higher paying or supervisory position for a specified period and those duties are actually performed by the employee during the specified period.

An employee is not eligible for substitution pay where an employee's job description takes into consideration periodic substitution to a higher paying or supervisory position.

The rate of compensation of a substituting employee shall be the rate of pay for the higher paying or supervisory position for the duration of the specified period in which the employee is substituting.



**WSÁNEĆ
School Board**

Subject
CELL PHONES

**Policy and
Procedures
Manual**

Section	Revision Date	Original Date
213	June 16/14	Feb. 13, 2012

POLICY: **CELL PHONES**

PURPOSE:

It is the policy of the WSÁNEĆ School Board to provide a convenient method to managers/employees for communication for employment purposes. The purpose of this policy is to govern the purchase, usage and management of wireless cellular phones for the WSÁNEĆ School Board business use by the organization's managers/employees. In addition, this policy outlines appropriate standards, guidelines, and procedures for appropriate use, reimbursement policies and other issues.

It is also the purpose of this policy to protect the organizations resources, protect employee safety, manage communication costs, and help minimize the organizations liability.

SCOPE:

This policy governs all WSÁNEĆ School Board managers/employees who use company owned cell phones for the purpose of conducting WSÁNEĆ School Board business and operations. The WSÁNEĆ School Board reserves the right to revoke cell phone privileges at any time should it deem necessary to do so.

ELIGIBILITY:

Possession and use of a company-owned and supported cell phone is a privilege.

SUPPORT:

To capitalize on volume pricing discounts and to reduce costs to the organization, WSÁNEĆ School Board has standardized on the following cell phone model(s), service package(s), features, and cell phone accessories:

- ❖ iPhone/Blackberry/Samsung (base model) Please note: any up-upgrades to base model will be at the employees expense unless it is work related and with approval from Administrator.

POLICY & APROPRIATE USAGE:

Cell phones and service packages used to conduct WSÁNEĆ School Board business must be used responsibly, ethically, and cost-effectively. Therefore, the following policy statements must be adhered to at all times.

1. The WSÁNEĆ School Board business cell phones are intended for business use and may not be used to conduct illegal transactions, harassment, or any other unacceptable behavior.
2. The Business Share Combo Plan
All WSÁNEĆ School Board Managers are on the same business plan. For specific details of the Business Share Combo plan please contact the Executive Assistant.
3. Any cost resulting in overage rates outside the included package (minutes, data), or costs not included in the package, i.e.; data transfer, US or International roaming charges, long distances charges, apps etc. will be at the managers/employees expense. (see #9)
4. Managers will abide by the laws and will not make or receive calls/texts on the cell phone while operating a motor vehicle.
5. Whenever a cell phone is damaged, lost, or stolen, such incidents must be reported immediately to the Manager's supervisor, the Executive Assistant, and the finance department.
6. The WSÁNEĆ School Board has provided in it's service package one year of hardware repair coverage and 90 days of technical support. If the Manager/employee wishes to purchase an AppleCare Protection Plan, or Extended Warranty, it will be at the manager/employee expense. (see #9)
7. Managers are responsible for reimbursing the WSÁNEĆ School Board for the full costs of damaged, lost, or stolen cell phones and related accessories if they were damaged, lost, or stolen due to users negligence or neglect.
8. Return of Phones:
 - 8.1 Termination
Prior to termination of employment or change in job duties requiring a cell phone, each manager/employee must:
 - Reconcile all charges on his or her service account prior to departing the employ of the WSÁNEĆ School Board
 - Surrender his or her company-owned cell phone to his or her Supervisor
 - Service accounts in arrears after departure or termination will result in legal action being taken against the former cell phone user
 - If the user does not return their company-owned cell phone, he or she will be required to reimburse the WSÁNEĆ School Board the price of the cell phone

8.2 Up-Grade

Used phones must be returned prior to upgrade being issued. An option to purchase the used phone is a possibility, at a cost based on a recommendation from Telus and approval of the Administrator.

8.3 Misuse of Phone

In a situation where a phone has been misused the Administrator may request that the employee return the phone.

9. Any costs over and above the included package will be reimbursed to the WSÁNEĆ School Board by the manager/employee through payroll deductions on the next scheduled payroll cheque.

Original Policy:

1st Reading: February 13, 2012

2nd Reading: February 13, 2012

Revised:

1st Reading: June 16, 2014

2nd Reading: February 16, 2015

Revised Policy

Cell phone Holder Agreement Form

Rules Governing Use of the WSÁNEĆ School Board Cell Phones:

I hereby agree to the above terms and conditions for the WSÁNEĆ School Board Cell Phone Policy. I also authorize the WSÁNEĆ School Board to deduct all personal and unauthorized expenses charged to the organization in accordance with Item #2, #3, & #6 (above) from the next scheduled payment due to me. For greater clarity, payments mean any type of payment (including payroll) due to me from the WSÁNEĆ School Board.

I affirm that I have read, understand, and agree to comply with the WSÁNEĆ School Board Cell Phone policy. Any falsification of information or failure to comply with the mandatory regulations may result in disciplinary action, up to and including termination of employment, and/or removal of cell phone privileges.

Signature of Applicant

Date Signed



**WSÁNEĆ
SCHOOL BOARD**

Subject
CREDIT CARD POLICY

**Policy and
Procedures
Manual**

Section	Revision Date	Original Date
214		Feb. 12/13

POLICY: CREDIT CARD POLICY

POLICY STATEMENT:

1. It is the policy of the WSÁNEĆ School Board that the Credit Card Purchasing Program provides a convenient method of paying for low value products and services.
2. It is the policy of the WSÁNEĆ School Board that the Credit Card Purchasing Program be used as an alternative to the use of petty cash and advances.

REASON FOR POLICY:

1. The objective of this policy is to clearly outline the acceptable circumstances dictating the use of School Board issued credit cards.
2. The policy outlines the managerial and employee reporting requirements necessary to ensure appropriate business usage.
3. The policy provides information to WSÁNEĆ School Board staff/managers who are designated credit card holders.
4. The policy provides accounting guidelines for staff/managers to ensure that proper reporting methods are followed and maintained on a monthly basis or as needed.

DEFINITIONS:

- a) **Cardholder Agreement Form:** This form states that the cardholder has read and understands the policies and procedures relative to the Credit Card usage and agrees to comply with all the established procedures. The Cardholder prior to issuance of the card must sign this form.
- b) **Cardholder Application Form:** This form contains pertinent cardholder information necessary for statement processing and mailing purposes, contact information, daily/monthly spending limits and budgetary controls. This form must be completed for all prospective cardholders.
- c) **Card Issuer:** The financial institution's services were contracted for by WSÁNEĆ School Board to issue Co-op or VISA Cards to WSÁNEĆ School Board Staff/managers for all purchases made on the cards, and to collect payment from WSÁNEĆ School Board.
- d) **Hierarchy Reporting:** Process of viewing cardholder spending information

by detail or summary according to WSÁNEĆ School Board organization structure. Establishing a reporting hierarchy allows the Board to view spending and other card program data at various management-reporting levels within our organization.

- e) **Co-op Card or VISA Card:** The WSÁNEĆ School Board Credit Card is a Co-op Card or VISA Card issued for use by authorized WSÁNEĆ School Board staff/managers for the purpose of making purchases on behalf of the WSÁNEĆ School Board. Issuance of this card in no way affects established purchasing rules and regulations but provides an alternative method for payment.

POLICY APPLICATION:

1. This policy applies to staff/managers who have been assigned credit cards to use for business related transactions.
2. The use of credit cards by staff/managers is not to replace or bypass regular purchasing methods as stipulated in the WSÁNEĆ School Board Financial Policy Manual.
3. General Credit Card Information:
 - a) Limits:
 - b) WSÁNEĆ School Board Credit Card holders are responsible for any credit card charges. Cardholders are responsible for the security of, and all purchases made with the credit cards. Cards not used in compliance with program guidelines may result in the loss of card privileges and other consequences as deemed appropriate by Management.
 - c) A Department Staff/manager and the Director of Operations or Finance Staff/manager of WSÁNEĆ School Board must authorize and control the issuance of WSÁNEĆ School Board Credit Cards as set out in WSÁNEĆ School Board hierarchy reporting structure. Accordingly, all levels of Management must approve WSÁNEĆ School Board Credit Card Application forms.
 - d) The Department Staff/manager is responsible for examining all charges on the Cardholder Expense Report to ensure the expenditures represent proper and legitimate business expenditures.
 - e) Staff/managers will submit Credit Cards to WSÁNEĆ School Board Finance Department immediately when Credit Card holder resigns from position or is terminated of the position which entitled them to a WSÁNEĆ School Board credit card.
 - f) Credit Cards can only be used to purchase goods and services required for WSÁNEĆ School Board business purposes.
 - g) Only the person who was designated Cardholder may use the WSÁNEĆ School Board credit card.
 - h) The Cardholder is liable for any unauthorized use of the Credit Card until notification of loss or theft has been reported. Lost or stolen cards must be reported to the Department Staff/manager and the WSÁNEĆ School Board Finance Department as soon as discovered.

- i) Each Cardholder is responsible for familiarizing themselves and keeping up to date with the policies, procedures and restrictions regarding the use of the WSÁNEĆ School Board Credit Card.
 - j) The WSÁNEĆ School Board Finance Department is responsible for receiving and processing the Cardholder Expense Report. The WSÁNEĆ School Board Finance Department will retain all documentation as required for audit purposes.
 - k) The WSÁNEĆ School Board Finance Department is not responsible for monitoring compliance with WSÁNEĆ School Board requirement for approval of Cardholder's purchases. Cardholder purchases will be monitored and approved by the Department Staff/manager.
 - l) Purchases with a credit card will be used only when a WSÁNEĆ School Board Purchase Order is not possible and under working conditions prohibiting the planning of travel arrangements.
4. General Management Responsibilities: *The WSÁNEĆ School Board will establish the ongoing development of general "Best Practices" for a Credit Card Purchasing Program:*
- a) Ensure strong management and support controls.
 - b) Commit the resources needed to achieve success.
 - c) Be selective in issuing cards.
 - d) Establish spending limits commensurate with needs.
 - e) Identify appropriate Staff/managers and clearly outline responsibilities.
 - f) Ensure separation of duties.
 - g) Make training mandatory.
 - h) Take advantage of preventative controls to minimize risk exposure.
 - i) Keep controls reasonable.
5. Specific Management Responsibilities:
- a) Management must review and approve the monthly Credit Card Expense Report in accordance with the requirements for approval established in the WSÁNEĆ School Board Financial Policy Manual.
 - b) Authorizing and controlling the issuance of WSÁNEĆ School Board Credit Cards to individuals within their department.
 - c) Returning the Credit Card to WSÁNEĆ School Board Finance department upon termination of employment of the Cardholder.
 - d) Must forward all documentation regarding employee Credit Card Applications and Employee Acknowledgement Form to the WSÁNEĆ School Board Finance Department.
6. Cardholder Responsibility
- a) New cardholders will be informed of and acknowledge the responsibilities and obligations associated with the use of the School Board Credit Card. A Cardholder Agreement Form must be signed at

the time of issuance to confirm the Cardholder's compliance to the terms and conditions of the board-issued Credit Card.

- b) Cardholders obtain all supporting documentation (see section regarding Related Policies and Forms) and attach to Credit Card Expense Report. The Cardholder will be responsible for all receipts and will reimburse the WSÁNEĆ School Board when receipts are not turned in.
- c) Once the statement is received from the WSÁNEĆ School Board Finance Department and forwarded to the Cardholder, the Cardholder will attach all receipts and accompanying Expense Report and return all within 48 hours of statement receipt.
- d) All documentation including packing slips, receipts, credit card slips etc. must be retained (see point 12 C). If a receipt or packing slip does not include a description of the purchase, the Cardholder must add a handwritten description on the receipt/packing slip.
- e) Notify the Bank's Credit Card Department of disputed items and ensure disputed items are credited on the next statement.
- f) Report a lost or stolen Credit card to the banking institution and to Department Staff/manager and the WSÁNEĆ School Board Finance Department.
- g) Return card to WSÁNEĆ School Board Finance Department (Credit Card Administrator) upon resigning or termination of employment.

7. Card Violations

- a) Non-compliance with any of the conditions stated above will result in the cancellation of the Credit Card. Department Staff/managers, along with the Director of Operations or Finance Staff/manager, will review violations to determine appropriate disciplinary action.
- b) The following violations can cause the WSÁNEĆ School Board Finance Department to perform a Cardholder audit:
 - I. Credit card used to purchase restricted or personal goods and services.
 - II. Repeated late submission of Cardholder Expense Report.
 - III. Repeated instances of missing documentation.
 - IV. Failure to report a lost or stolen card.

Reporting Requirements

1. Transaction Log

- a) Documentation supporting purchases made with a credit card must be attached to the Credit Card Expense Report for audit trail purposes and to facilitate reconciliation and account verification.
- b) The Cardholder Expense Report must include the following information:

1. Cardholder's name
2. Statement Date
3. Name of Merchant
4. Reason for Purchase
5. General Ledger Code
6. Cost Center (Department code)
7. Purchase amount before HST
8. HST Amount
9. Total Purchases Amount

2. Supporting Documentation:

- a) Attach original supporting documentation detailing the transaction, including the name of the vendor, a description of the goods or services, the purchase amount and the HST amount.

3. Statement Reconciliation

- a) Reconcile your supporting documentation for all expenditures made using the Co-op Card or VISA Card to the monthly statement immediately after the statement is received. Forward to the Department Staff/Manager for review and approval.
- b) The Department Staff/manager will forward to WSÁNEĆ School Board Finance Department, complete with Cardholder Expense Report and supporting documentation for posting within 48 hours of Statement receipt.
- c) It is important that posting and processing is done in a timely manner in able to stay current with payments.
- d) Expenditures and amounts cannot be deleted or modified on the Credit Card Statement. WSÁNEĆ School Board will pay the statement balance including items being disputed; however, the Cardholder must ensure disputed items are credited on the next statement.

Original Policy:

1st Reading: February 12, 2013

2nd Reading: April 22, 2013