



**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  
Procedures  
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  
School Board**

**Policy and  
Procedures  
Manual**

Subject  
**SUPERVISION: EVALUATIONS**

Section	Revision Date	Original Date
200.2		<b>Aug.16/93</b>

**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**

Subject  
**EMPLOYEE LEAVE**

**Policy and  
Procedures  
Manual**

Section	Revision Date	Original Date
200.3	Dec. 12/22	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 twelve and one-half (12.5) days of Employee Leave and all twelve-month employees will be advanced up to fifteen (15) 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 five (5) 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 procedures.

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.

<b>Original Policy:</b>	<b>Revised Policy:</b>	<b>2<sup>nd</sup> Revision</b>
First Reading: Jan. 10/00	1 <sup>st</sup> Reading: Feb. 13/12	1 <sup>st</sup> Reading: Dec. 12/22
Second Reading: Feb. 14/00	2 <sup>nd</sup> Reading: Feb. 13/12	2 <sup>nd</sup> Reading: Dec. 12/22



**WSÁNEĆ  
School Board**

**Policy and  
Procedures  
Manual**

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



**WSÁNEĆ  
School Board**

**Policy and  
Procedures  
Manual**

Subject

**MATERNITY LEAVE/ADOPTION LEAVE**

Section	Revision Date	Original Date
200.5		<b>Aug. 16/93</b>

**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



**WSÁNEĆ  
School Board**

Subject

**PATERNITY LEAVE**

**Policy and  
Procedures  
Manual**

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





**WSÁNEĆ  
School Board**

**Policy and  
Procedures  
Manual**

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 15<sup>th</sup>. 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**

**Policy and  
Procedures  
Manual**

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**

**Policy and  
Procedures  
Manual**

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  
School Board**

**Policy and  
Procedures  
Manual**

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)

		<b>12 MONTHS</b>	<b>10 MONTHS</b>
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	<b>Note:</b> 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**

**Policy and  
Procedures  
Manual**

Subject  
**PROFESSIONAL DEVELOPMENT**

Section	Revision Date	Original Date
200.11	June 25/19	Aug. 16/93

## Policy: Professional Development

### Intent

The intent of the WSÁNEĆ School Board's Professional Development Policy is to demonstrate its support of employee participation in Professional Development activities, either on behalf of the Organization or for personal growth.

### Guidelines

In an effort to promote career growth and continuous education among employees, the WSÁNEĆ School Board supports Professional Development activities, both inside and outside of their regular work hours. External Professional Development activities include, but are not strictly limited to:

- Seminars
- Conferences
- Webinars
- Courses
- E-learning
- Mentoring

Staff members who are engaged in approved Professional Development activities shall be deemed to be on duty.

### Professional Development Approval Process:

The WSÁNEĆ School Board employees interested in participating in Professional Development activities on behalf of the WSÁNEĆ School Board are required pre-approval of a minimum of two (2) weeks in advance.

#### Professional Development for Managers:

- Will be a written request to the Administrator for review and approval in consultation with the Financial Controller and HR Manager.

#### Professional Development for Employees:

- Will be a written request to their Supervisor for review and approval by Manager and Administrator.

The written request shall include the following information:

- Name of the Association, and learning content
- Rationale for requesting to participate;
- Explanation of benefit to organization in terms of relevancy to job description;
- Cost to organization;
- Length of Professional Development activity

Where the request is approved, the employee will be provided a written notification of approval; similarly, if the request is denied, the employee shall receive a written notification.

### Professional Development Participation

Employees who have received approval to participate in Professional Development activities on behalf of the WSÁNEĆ School Board, are required to conduct themselves in accordance with the WSÁNEĆ School Board’s Ethical Standards and Standards of Conduct policies at all times and without exception.

Where the WSÁNEĆ School Board approves an employee to participate in Professional Development on behalf of the Organization it shall be scheduled and attended during regular working hours and/or on an agreed timetable, in an effort to minimize the disturbance of regular job duties and Overtime.

### Acknowledgement and Agreement

I, (Employee Name), acknowledge that I have read and understand the Professional Development Policy of the WSÁNEĆ School Board. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to these guiding principles. 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: \_\_\_\_\_

<u>Original Policy:</u>	<u>Revised Policy:</u>	<u>2<sup>nd</sup> Revision:</u>
1st Reading: Aug. 16/93	1st Reading: Feb. 13/12	1st Reading: June 25/19
2nd Reading: Nov. 5/93	2nd Reading: Feb. 13/121	2nd Reading: Nov. 18/19





**WSÁNEĆ  
School Board**

Subject

**LEAVE: COURT LEAVE**

**Policy and  
Procedures  
Manual**

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  
School Board**

Subject  
**BENEFITS**

**Policy and  
Procedures  
Manual**

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	April 16, 2024	Aug. 16, 1993

**POLICY: SPECIAL LEAVE**

The CEO may grant two (2) days special leave with pay to employees per school year for leave not otherwise specified in the Board policies.

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

**Application Process:**

1. Employees must submit a special leave request letter (or email) to their supervisor at least ten (10) working days prior to the start of the leave, unless emergency circumstances prevent this.
2. The request letter (or email) must include the following information: employee name and title, start and end dates of leave, and reason for leave.
3. All other leave must be exhausted prior to approval for special leave, i.e. employee leave and vacation leave.
4. The supervisor will review the request and determine whether the leave is eligible for special leave. If the leave meets eligibility, and the supervisor recommends approval, the request will be forwarded to the CEO for approval.
5. The CEO will review the request and determine whether the leave is approved or denied within three (3) working days.
6. If the leave is approved, the supervisor will inform the employee in writing (or email) and will cc the HR and payroll for personnel file and processing.

Original Policy:

1st Reading: Aug. 16/93

2nd Reading: Nov. 5/93

Revised Policy:

1st Reading: Feb. 13/12

2nd Reading: Feb. 13/12

2<sup>nd</sup> Revision:

1<sup>st</sup> Reading: April 16/24

2<sup>nd</sup> Reading: April 16/24



**WSÁNEĆ  
School Board**

**Policy and  
Procedure's  
Manual**

Subject  
**Administration**

Section    Revision Date    Original Date  
200.15    March 7, 2022    May 7, 2001

**POLICY: EXCLUDED MANAGER'S EARLY RETIREMENT**

**Intent**

The WSÁNEĆ School Board recognizes long service continuing excluded employees at the time of their retirement and will consider requests for an Early Retirement financial compensation package, with the understanding that there is no mandatory retirement age in Canada.

**Guidelines**

- Employees between the ages of 60 to 70 years of age with a minimum of 15 FTE years of service with the WSÁNEĆ School Board will be considered
- Employees considering early retirement should discuss the matter with their manager at least 6 months prior to the intended date in order to ensure sufficient time for workforce planning, preparation and the required approval process
- Once the early retirement date is established, a signed early retirement request letter will be provided to the manager who then forwards to the Administrator
- The Administrator will consult with the Financial Controller and HR Manager
- The approval process will include a request to the Board's Finance Committee for a recommendation to the Personnel Committee, and the Board of Directors for final approval
- The Board is required to withhold personal income taxes where applicable

**Procedures**

- A cash payout formula will be based on age, daily rate of pay based upon annual salary to determine the early retirement package (Each year of service 3.24 days X daily rate calculated as annual/240)
- Reduction of 20% per year for each year under 70
- The age will be based July 31<sup>st</sup> in the year of retirement

**Age                      Compensation**

65 - 70	10%
64	20%
63	40%
62	60%
61	80%
60	100%

- Early retirement package to be calculated by the Financial Controller prior to board approval

<u>Original Policy:</u> First Reading: May, 7/01 Second Reading: May 7/01	<u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12	<u>Revised Policy:</u> First Reading: Mar. 7/22 Second Reading: Mar. 7/22
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**WSÁNEĆ  
School Board**

**Subject  
Administration**

**Policy and  
Procedures  
Manual**

Section	Revision Date	Original Date
200.15.1	Mar. 7/22	May 7/01

## **POLICY: TEACHER'S EARLY RETIRMENT POLICY**

### **Intent**

The WSÁNEĆ School Board recognizes long service continuing teaching staff at the time of their retirement and will consider requests for an Early Retirement financial compensation package, with the understanding that there is no mandatory retirement age in Canada.

### **Guidelines**

- Teachers between the ages of 60 to 70 years of age with a minimum of 15 FTE years of service with the WSÁNEĆ School Board will be considered
- Teachers considering early retirement should discuss the matter with their manager at least 6 months prior to the intended date in order to ensure sufficient time for workforce planning, preparation and the required approval process
- Once the early retirement date is established, a signed early retirement request letter will be provided to the manager who then forwards to the Administrator
- The Administrator will consult the Financial Controller and HR Manager
- The approval process will include a request to the Board's Finance Committee for a recommendation to the Personnel Committee, and the Board of Directors for final approval
- The Board is required to withhold personal income taxes where applicable
- The age will be based July 31<sup>st</sup> in the year of retirement

### **Procedures**

<b>Age</b>	<b>Compensation</b>
64 - 70	5% of annual wage
63	10% of annual wage
62	15% of annual wage
61	20% of annual wage
60	25% of annual wage

- Early retirement package to be calculated by the Financial Controller prior to board approval

<u>Original Policy:</u> First Reading: May 7/01 Second Reading: May 7/01	<u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12	<u>Revised Policy:</u> First Reading: Mar. 7/22 Second Reading: Mar. 7/22
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**WSÁNEĆ  
School Board**

**Subject  
Administration**

**Policy and  
Procedures  
Manual**

Section	Revision Date	Original
200.15.2	Mar. 7/22	May 7/01

## **POLICY: WSÁNEĆ EMPLOYEES (OTHER THAN EXCLUDED OR TEACHERS) EARLY RETIREMENT POLICY**

### **Intent**

The WSÁNEĆ School Board recognizes long service continuing WSÁNEĆ School Board employees at the time of their retirement and will consider requests for an Early Retirement financial compensation package, with the understanding that there is no mandatory retirement age in Canada.

### **Guidelines**

- Employees between the ages of 60 to 70 years of age with a minimum of 15 FTE years of service with the WSÁNEĆ School Board will be considered
- Employees considering early retirement should discuss the matter with their manager at least 6 months prior to the intended date in order to ensure sufficient time for workforce planning, preparation and the required approval process
- Once the early retirement date is established, a signed early retirement request letter will be provided to the manager who then forwards to the Administrator
- The Administrator will consult the Financial Controller and HR Manager
- The approval process will include a request to the Board's Finance Committee for a recommendation to the Personnel Committee, and the Board of Directors for final approval
- The Board is required to withhold personal income taxes where applicable

### **Procedures**

- A one-time cash payout of one (1) month wages will be provided
- Early retirement package to be calculated by the Financial Controller prior to board approval
- The age will be based July 31<sup>st</sup> in the year of retirement

Original Policy:  
First Reading: May, 7/01  
Second Reading: May 7/01

Revised Policy:  
First Reading: Feb. 13/12  
Second Reading: Feb. 13/12

Revised Policy:  
First Reading: Mar. 7/22  
Second Reading: Mar. 7/22



**WSÁNEĆ  
School Board**

Subject  
**SHORT-TERM/LONG -TERM DISABILITY**

**Policy and  
Procedures  
Manual**

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

## **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 3<sup>rd</sup> 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:

1<sup>st</sup> Reading: Apr. 8/02

2<sup>nd</sup> Reading: Jun 17/02

Revised Policy:

1<sup>st</sup> Reading: Feb. 13/12

2<sup>nd</sup> Reading: Feb. 13/12

2<sup>nd</sup> Revision:

1<sup>st</sup> Reading: June 16/14

2<sup>nd</sup> Reading: Feb. 16/15



**WSÁNEĆ  
School Board**

Subject

**EMPLOYEE BENEFITS**

**Policy and  
Procedures  
Manual**

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  
School Board**

**Policy and  
Procedures  
Manual**

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 <b>1</b> 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 30<sup>th</sup> 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:

1<sup>st</sup> Reading: December 15, 2014

2<sup>nd</sup> 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:

1<sup>st</sup> Reading: December 15, 2014

2<sup>nd</sup> Reading: February 16, 2015



**WSÁNEĆ  
School Board**

Subject  
**Approved Leaves**

**Policy and  
Procedures  
Manual**

Section      Revision Date      Original Date  
**200.21**                      **Apr. 19/17**

## **POLICY: MISCARRIAGES AND STILLBIRTHS**

### **Intent:**

The WSÁNEĆ School Board has adopted this policy to ensure that its employees are provided with authorized time off in circumstances of a Miscarriage or Stillbirth that are not otherwise covered under Maternity leave.

Miscarriage and Stillbirths occurring after the 24<sup>th</sup> (twenty-fourth) week of pregnancy are eligible for pregnancy leave. (Refer to Policy #200.5)

### **Miscarriage and Stillbirths prior to 24 weeks**

This policy covers an employee's need to take planned/unplanned leave of absence due to a miscarriage or stillbirth prior to the 24th week of pregnancy.

### **Guidelines:**

#### **Eligibility:**

A pregnant employee is entitled to leave whether she is a full-time, part-time, permanent or term employee provided that she:

- Completed three (3) months of employment

For the purpose of this policy, only the pregnant employee experiencing a miscarriage or stillbirth is eligible.

#### **Duration of Leave Parameters**

An employee has the right to take up to five (5) paid days off due to a Miscarriage or Stillbirth. The leave must ordinarily be taken all at one time however, in circumstances where the stillborn child has not yet miscarried the five days can be split.

In the event that an employee requires an extension of leave beyond the five days following a miscarriage or stillbirth the use of the following can be considered.

- Employee Leave
- Vacation Leave
- Other Leave approved by Administrator
- Un-paid Leave of Absence approved by the Administrator
- Short-Term Disability
- Medical EI



### **Medical Certification**

The WSÁNEĆ School Board requires that the employee provide a Physician's Letter or Report prior to, or soon following, commencement of taking leave. The Physician's letter must state the week of pregnancy that the Miscarriage or Stillbirth occurred, as well as the recommended days of leave required.

### **Procedure for Request of Leave**

The WSÁNEĆ School Board requests that the employee provide;

- Notification to Supervisor as early as possible
- Physician's Letter provided to Supervisor
- Expected date of return

The WSÁNEĆ School Board understands the difficulties endured during the loss of a pregnancy. In circumstances where an employee is having a difficult time to follow the procedures above, the supervisor will work collaboratively with the employee to ensure that the proper documentation is in place as soon as possible.

Original Policy:

First Reading: April 19, 2017

Second Reading:: June 26, 2017



**WSÁNEĆ  
School Board**

**Policy and  
Procedures  
Manual**

Subject  
**Unpaid Leave**

Section	Revision Date	Original Date
<b>200.22</b>		<b>June 25/19</b>

## Policy: Unpaid Leave of Absence Policy

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### Intent

The intent of this policy is to create guidelines for employees who request Leave without Pay in accordance with Article 19.6 of the Collective Agreement (or in accordance with the terms and conditions of employment for excluded employees). This policy is not inclusive of; Maternity Leave, Paternity Leave, or Education Leave. For information pertaining to Maternity Leave, Paternity Leave or Educational Leave please refer to those policies.

### Unpaid Leave to take another job

- In an effort to promote career growth and continuous education among employees, the WSÁNEĆ School Board supports staff to take a **Two-year Maximum Unpaid Leave of Absence** to work in the area of;
  - Related field to current position at the WSÁNEĆ School Board
  - Related field to enhance Language and Culture
  - Governance
  - Leadership

The WSÁNEĆ School Board supports a leave as such with the intention that the employee will return and bring the new learned skills back to the organization.

### Guidelines:

- Unpaid Leave to take another job involves resigning from one's position, with the assurance of being rehired by the WSÁNEĆ School Board at the end of the Leave.
- 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.
- Unpaid Leave to take another job will not normally be granted to an employee who has not worked for a minimum of three (3) years of employment with the organization.

- Unpaid Leave to take another job may be granted for a maximum of one year only.

#### Procedure:

- Upon initial application, only a 1-Year Unpaid Leave will be approved
- Employees must apply in writing to the Administrator for Unpaid Leave of Absence to take another job.
- Applications must normally be made at least three months prior to the beginning of the proposed Leave. ŁÁU, WELNEW Tribal School, WSÁNEĆ Leadership Secondary and Saanich Adult Education staff must apply by April 15 to allow adequate time for finding a replacement for the following school year.
- The written request shall include the following information;
  - Name of the Organization and details of job
  - Details of knowledge, skills and experience expected to gain
  - Start and return date of the requested leave
- Where the request is approved, the employee will be provided a written notification of approval; similarly, if the request is denied, the employee shall receive a written notification.
- Employees must apply in writing to the Administrator for an additional 1-Year Unpaid Leave of absence.

The employee must give written notice of intention to return three months prior to the scheduled end of Leave. ŁÁU, WELNEW Tribal School, WSÁNEĆ Leadership Secondary and Saanich Adult Education staff must give written notice by April 15<sup>th</sup>. Failure to observe notice date may result in loss of position.

#### Original Policy:

1<sup>st</sup> Reading: June 25/19

2<sup>nd</sup> Reading: November 18, 2019



**WSÁNEĆ  
School Board**

**Policy and  
Procedures  
Manual**

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**

Subject  
**Staff Conduct**

**Policy and  
Procedures  
Manual**

Section	Revision Date	Original Date
<b>202</b>	<b>June 2018</b>	<b>Aug. 1991</b>

## Smoke Free Environment Policy

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### Intent

The WSÁNEĆ School Board maintains a commitment to the health and safety of all its staff and students. Smoking has been scientifically proven to be harmful to the health of smokers, and non-smokers who come into contact with second-hand smoke. In the interest of promoting a safe and healthy work environment, the WSÁNEĆ School Board has adopted a Smoke Free Environment policy that abides by the *Tobacco Control Act* of British Columbia and the Ministry of Health's guidelines and prohibits smoking on the grounds of the WSÁNEĆ School Board as defined below. This policy also covers the use of cannabis and cannabis-related products.

### Background

- BC has had a smoking regulation in place since March 31, 2008. From that time, regulations have become more stringent to aid in the reduction of tobacco use and lower the health risks to non-smokers.

### Excerpt from Act:

All public and private kindergarten to Grade 12 schools in B.C. are tobacco and vape-free under the [Tobacco and Vapour Products Control Act](#) and [Regulation](#). This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property.

There is an exception to the tobacco-free restriction:

- The ceremonial use of tobacco is exempted from the ban on tobacco use in schools if the ceremonial use is pre-approved by the school board and it is performed in relation to a traditional aboriginal activity.

### Definitions

Activated e-cigarette: An e-cigarette in which an e-substance is being vaporized.

Cannabis: Refers to the plant *cannabis sativa*.

E-cigarette: A product or device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vaporizing an e-substance for inhalation or release into the air, or any prescribed product or device similar in nature or use.

WSÁNEĆ School Board grounds: Refers to the interior facilities and exterior grounds of the WSÁNEĆ School Board, including parking lots, sports fields, driveways, courtyards, and private vehicles parked on the WSÁNEĆ School Board property.

Tobacco: Tobacco leaves, or products produced from tobacco, in any form or for any use.

### **Guidelines**

- Smoking, holding lighted tobacco or cannabis, holding an activated e-cigarette, and using an e-cigarette shall be prohibited on all WSÁNEĆ School Board premises. This is applicable to all employees, students, contractors, and visitors.
- The WSÁNEĆ School Board prohibits anyone from smoking on the WSÁNEĆ School Board grounds.
- The WSÁNEĆ School Board employees are prohibited from smoking in any company vehicle.
- Employees are also prohibited from smoking in personal vehicles while using the vehicle to conduct company business while passengers are present in the vehicle.
- The prohibition on smoking in vehicles is not limited to whether or not the vehicle is in motion, stopped, or parked, or whether or not the windows in the vehicle are open or closed.
- The WSÁNEĆ School Board has no intention to influence the actions of employees' smoking habits outside of the workplace, and will not pursue disciplinary action for those who smoke off the WSÁNEĆ School Board premises.
- The WSÁNEĆ School Board will not discharge employees, or refuse to hire applicants on the grounds that they smoke.

### **Responsibility**

- Smoke free environment signs will be posted at all entrances and exits, washrooms and all other areas to make staff and visitors aware that smoking is prohibited.
- All ashtrays or smoking paraphernalia must be removed and cannot be distributed.

### **Violations:**

- Employees who witness violations are required to report the infraction to their manager or the administrator.
- An employee violating the policy will be dealt with through disciplinary action.
- All other individuals who continue to violate the smoke free environment policy must be informed that if they continue to smoke, he/she will be asked to leave the premises.
- In the event that an individual becomes hostile the manager/administrator must be contacted and if appropriate, the police will be called.

- The WSÁNEĆ School Board retains the right to ban anyone who is found to be consistently violating this Smoke free environment Policy.
- Banned individuals who enter the property will be considered to be trespassing under the law.

Original Policy:

1<sup>st</sup> Reading: May 1, 2018

2<sup>nd</sup> Reading: June 26, 2018



- Unpaid Leave to take another job may be granted for a maximum of one year only.

#### Procedure:

- Upon initial application, only a 1-Year Unpaid Leave will be approved
- Employees must apply in writing to the Administrator for Unpaid Leave of Absence to take another job.
- Applications must normally be made at least three months prior to the beginning of the proposed Leave. ŁÁU,WELNEW Tribal School, WSÁNEĆ Leadership Secondary and Saanich Adult Education staff must apply by April 15 to allow adequate time for finding a replacement for the following school year.
- The written request shall include the following information;
  - Name of the Organization and details of job
  - Details of knowledge, skills and experience expected to gain
  - Start and return date of the requested leave
- Where the request is approved, the employee will be provided a written notification of approval; similarly, if the request is denied, the employee shall receive a written notification.
- Employees must apply in writing to the Administrator for an additional 1-Year Unpaid Leave of absence.

The employee must give written notice of intention to return three months prior to the scheduled end of Leave. ŁÁU,WELNEW Tribal School, WSÁNEĆ Leadership Secondary and Saanich Adult Education staff must give written notice by April 15<sup>th</sup>. Failure to observe notice date may result in loss of position.

Original Policy:

1<sup>st</sup> Reading: June 25/19

2<sup>nd</sup> Reading: November 18, 2019



**WSÁNEĆ  
School Board**

**Policy and  
Procedures  
Manual**

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.

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- 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
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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.

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Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

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



**WSÁNEĆ  
School Board**

Subject  
**Staff Conduct**

**Policy and  
Procedures  
Manual**

Section	Revision Date	Original Date
<b>202</b>	<b>June 2018</b>	<b>Aug. 1991</b>

## Smoke Free Environment Policy

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### Intent

The WSÁNEĆ School Board maintains a commitment to the health and safety of all its staff and students. Smoking has been scientifically proven to be harmful to the health of smokers, and non-smokers who come into contact with second-hand smoke. In the interest of promoting a safe and healthy work environment, the WSÁNEĆ School Board has adopted a Smoke Free Environment policy that abides by the *Tobacco Control Act* of British Columbia and the Ministry of Health's guidelines and prohibits smoking on the grounds of the WSÁNEĆ School Board as defined below. This policy also covers the use of cannabis and cannabis-related products.

### Background

- BC has had a smoking regulation in place since March 31, 2008. From that time, regulations have become more stringent to aid in the reduction of tobacco use and lower the health risks to non-smokers.

### Excerpt from Act:

All public and private kindergarten to Grade 12 schools in B.C. are tobacco and vape-free under the [Tobacco and Vapour Products Control Act](#) and [Regulation](#). This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property.

There is an exception to the tobacco-free restriction:

- The ceremonial use of tobacco is exempted from the ban on tobacco use in schools if the ceremonial use is pre-approved by the school board and it is performed in relation to a traditional aboriginal activity.

### Definitions

Activated e-cigarette: An e-cigarette in which an e-substance is being vaporized.

Cannabis: Refers to the plant cannabis sativa.

E-cigarette: A product or device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vaporizing an e-substance for inhalation or release into the air, or any prescribed product or device similar in nature or use.

WSÁNEĆ School Board grounds: Refers to the interior facilities and exterior grounds of the WSÁNEĆ School Board, including parking lots, sports fields, driveways, courtyards, and private vehicles parked on the WSÁNEĆ School Board property.

Tobacco: Tobacco leaves, or products produced from tobacco, in any form or for any use.

### **Guidelines**

- Smoking, holding lighted tobacco or cannabis, holding an activated e-cigarette, and using an e-cigarette shall be prohibited on all WSÁNEĆ School Board premises. This is applicable to all employees, students, contractors, and visitors.
- The WSÁNEĆ School Board prohibits anyone from smoking on the WSÁNEĆ School Board grounds.
- The WSÁNEĆ School Board employees are prohibited from smoking in any company vehicle.
- Employees are also prohibited from smoking in personal vehicles while using the vehicle to conduct company business while passengers are present in the vehicle.
- The prohibition on smoking in vehicles is not limited to whether or not the vehicle is in motion, stopped, or parked, or whether or not the windows in the vehicle are open or closed.
- The WSÁNEĆ School Board has no intention to influence the actions of employees' smoking habits outside of the workplace, and will not pursue disciplinary action for those who smoke off the WSÁNEĆ School Board premises.
- The WSÁNEĆ School Board will not discharge employees, or refuse to hire applicants on the grounds that they smoke.

### **Responsibility**

- Smoke free environment signs will be posted at all entrances and exits, washrooms and all other areas to make staff and visitors aware that smoking is prohibited.
- All ashtrays or smoking paraphernalia must be removed and cannot be distributed.

### **Violations:**

- Employees who witness violations are required to report the infraction to their manager or the administrator.
- An employee violating the policy will be dealt with through disciplinary action.
- All other individuals who continue to violate the smoke free environment policy must be informed that if they continue to smoke, he/she will be asked to leave the premises.
- In the event that an individual becomes hostile the manager/administrator must be contacted and if appropriate, the police will be called.

- The WSÁNEĆ School Board retains the right to ban anyone who is found to be consistently violating this Smoke free environment Policy.
- Banned individuals who enter the property will be considered to be trespassing under the law.

Original Policy:

1<sup>st</sup> Reading: May 1, 2018

2<sup>nd</sup> Reading: June 26, 2018



**WSÁNEĆ  
School Board**

**Policy and  
Procedures  
Manual**

Subject

Section	Revision Date	Original Date
<b>203</b>		<b>Jan. 16/17</b>

## **POLICY: COMPLAINT POLICY**

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### **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.

Original Policy:

First Reading: Aug. 16/93

Second Reading: Sept. 15/97

1<sup>st</sup> Revision Policy:

First Reading: Sept. 13/99

Second Reading: Sept. 13/99

2<sup>nd</sup> Revision to Policy

First Reading: Feb. 13/12

Second Reading: Feb. 13/12

3<sup>rd</sup> Revision to Policy:

First Reading: Jan. 16/17

Second Reading: April 19, 2017



WSÁNEĆ  
School Board

Policy and  
Procedures  
Manual

Subject  
**Social Media**

Section	Revision Date	Original Date
<b>204.1</b>		<b>June 25/19</b>

## Social Media Personal Use Policy

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### Intent

The WSÁNEĆ School Board strives to maintain a positive image in the community, and has adopted this policy to ensure that our staff members are aware of their responsibility to maintain a positive image as a representative of our organization. The WSÁNEĆ School Board employees and volunteers who maintain personal social media pages (for example, Facebook, LinkedIn, personal blog, Twitter, Instagram) are expected to comply with the guidelines set out within this policy.

Staff continue to act as representatives of this organization outside of regular business hours, and should conduct themselves appropriately.

**Employees are responsible for reporting any instances of inappropriate use of Social Media, whether they were the targets or they were witness to such instances of inappropriate use of Social Media. In all cases, where inappropriate use of Social Media is brought to the attention of the employer and is made in good faith, the employee will not be disciplined or retaliated against in any way.**

### Definitions

Social media: “Forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content” (Merriam-Webster Dictionary). **These include but are not limited to** Facebook, Twitter, LinkedIn, Snapchat, and Instagram.

### General Guidelines

Employees who maintain personal social media pages or accounts must comply with the following guidelines as they relate to their association with the WSÁNEĆ School Board. Employees will be held accountable for what they write or post on social media or webpages. Inflammatory comments or unprofessional or disparaging remarks made about the organization, its employees, students, or community members, may result in disciplinary action up to and including termination.

Employees should follow the guidelines below when making posts or comments on any social media site whether public or private.

Employees shall conduct themselves professionally both on and off duty. Where an employee publicly associates with the organization, all materials associated with their page may reflect on the organization. Please be advised that inappropriate comments, photographs, links, and so on should be avoided.

Posts involving the following will not be tolerated and will subject the individual to discipline:

- Proprietary and confidential company information;
- Discriminatory statements or comments of a harassing or bullying nature regarding co-workers, management, students, or community; and
- Defamatory statements regarding the company, its employees, students, or community.

Where an employee mentions the organization, they must include a disclaimer stating that any opinions expressed are the employee's own and do not represent the company's positions, strategies, or opinions.

Employees who use these sites are prohibited from publishing any private organizational information or any negative comments regarding the organization therein.

The WSÁNEĆ School Board employees are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated representative.

Use of personal social media may not conflict with any existing policies of the WSÁNEĆ School Board whatsoever. This includes the Standards of Conduct Policy, Ethical Standards Policy, and Harassment Policy and Canada's Human Rights Laws.

Employees are prohibited from using social media during regular working hours; employees should limit use to official breaks (for example, eating periods). The use of social media must not harm user productivity or efficiency. As Internet access at the WSÁNEĆ School Board is monitored, please be advised that excessive use of social media for personal reasons is a misappropriation of company time and resources, and may be subject to disciplinary action.

Employees are prohibited from using the WSÁNEĆ School Board protected materials (copyright material, or logos) without prior express written permission.

The WSÁNEĆ School Board strictly prohibits the use of company-owned computer resources for illegal downloading or uploading of copyrighted materials without express written permission and authorization from the copyright holder.

This policy is not intended to interfere with the private lives of our employees, or impinge on their freedom of speech. This policy is designed to ensure that the image of

the W̱SÁNEĆ School Board is maintained, as well as the health and safety of employees.

Employees should abide by these guidelines whether they mention the organization by name or not. Even if the name is not mentioned in a post, it is possible a link can be made back to the W̱SÁNEĆ School Board, which can negatively affect the organization's reputation. Where a link can be made between a negative or inflammatory post and the organization, even if not named directly, the employee may be subject to disciplinary action.

Any employee who fails to follow the guidelines set out in this policy may be subject to disciplinary action up to and including termination of employment.

### Photos

Employees should also be mindful that the use of mobile phones and other devices to take photographs or make recordings are possible. Employees should always represent the company positively and professionally so negative images are not posted on social media sites.

Employees who are photographed or recorded acting inappropriately or unprofessionally may be subject to disciplinary action up to and including termination or employment.

### Acknowledgement and Agreement

I, (Employee Name), acknowledge that I have read and understand the (Name of Policy) of the W̱SÁNEĆ School Board. 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 set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Original Policy:

1<sup>st</sup> Reading: June 25, 2019

2<sup>nd</sup> Reading: November 18, 2019

2<sup>nd</sup> Rea



**WSÁNEĆ  
School Board**

Subject  
**SUBSTANCE ABUSE**

**Policy and  
Procedures  
Manual**

Section    Revision Date    Original Date  
**205    Apr. 19/17    Aug. 16/93**

## **POLICY: SUBSTANCE ABUSE**

### **Intent**

The WSÁNEĆ School Board is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse and abuse.

### **Guidelines**

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to themselves, students and their fellow employees. To help ensure a safe and healthy workplace, the WSÁNEĆ School Board reserves the right to prohibit certain items and substances from being brought on to, or to be present on the premises.

### **Expectations**

The following expectations apply to employees and management alike while conducting work on behalf of the organization, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of non-prescribed drugs or alcohol; and
- Employees on prescription medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.

## **Roles and Responsibilities**

### The WSÁNEĆ School Board will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse and abuse;
- Assist in securing a program of employee health and awareness;
- Provide a safe work environment; and
- Review and update this policy on a regular basis.

### Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

### Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain as such for the duration of shift;
- Perform work in a safe manner in accordance with the organizations established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on company property and during working hours (even if off company property);
- When off duty, refuse a request to come into work if unfit for duty;
- Report any limitations and required modifications as a result of prescription medication;
- Report unfit co-workers to management;
- Seek advice and/or appropriate treatment, where required; and
- Communicate dependency or emerging dependency;

## **Suspicion of Impairment**

The following procedure will be followed if there is reasonable belief that an employee is impaired at work:



1. If possible, the employee's manager/supervisor will first seek the Administrator's opinion to confirm the employee's status.
2. Next, the manager/supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behavior that may include, but not limited to, slurred speech, difficulty with balance, watery and/or red eyes, dilated pupils, and/or there is an odor of alcohol, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.
3. If an employee is considered impaired and deemed "unfit for work" this decision is made based on the best judgment of the Manager and Administrator and DOES NOT require a Breathalyzer or blood test. The employee will be advised that the WSÁNEĆ School Board has arranged a taxi to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. A manager/supervisor or another employee if necessary may accompany the employee home.
4. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse the WSÁNEĆ School Board organized transportation and make the decision to drive their personal vehicle the company is obligated to and will contact the police to make them aware of the situation.
5. A meeting will be scheduled for the following workday to review the incident and determine a course of action, which may include a monitored referral program as part of a treatment plan.

### **Substance Dependency**

The WSÁNEĆ School Board understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their

duties as a result of their dependencies. The W̱SÁNEĆ School Board promotes early diagnosis. Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

### **Voluntary Identification**

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information shall be kept confidential by the W̱SÁNEĆ School Board, unless otherwise authorized by law.

### **Agreement for the Continuation of Employment**

The W̱SÁNEĆ School Board reserves the right to invoke an *Agreement for the Continuation of Employment* in accordance with an employee's commitment to become, and remain alcohol and drug-free. The Agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions. An Agreement for the Continuation of Employment may include a requirement for drug and alcohol testing.

### **Disciplinary Action**

Employees will be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs; and
- Engaging in illegal activities (e.g. selling drugs and/or alcohol while on the W̱SÁNEĆ School Board premises).

Original Policy:

1st Reading: Aug. 16/93

2nd Reading: Nov. 4/93

1st Revision:

1st Reading: Feb. 13/12

2nd Reading: Feb. 13/12

2nd Revision

1st Reading: Apr. 19/17

2nd Reading: June 26, 2017



**WSÁNEĆ  
School Board**

**Policy and  
Procedures  
Manual**

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



**WSÁNEĆ  
School Board**

**Policy and  
Procedures  
Manual**

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**

Subject  
**SUBSTITUTION POLICY**

**Policy and  
Procedures  
Manual**

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:

1<sup>st</sup> Reading: February 13, 2012

2<sup>nd</sup> Reading: February 13, 2012

Revised:

1<sup>st</sup> Reading: June 16, 2014

2<sup>nd</sup> 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:

1<sup>st</sup> Reading: February 12, 2013

2<sup>nd</sup> Reading: April 22, 2013





**WSÁNEĆ  
School Board**

**Policy and  
Procedures  
Manual**

Subject  
**Information Checks**

Section	Revision Date	Original Date
<b>215</b>		<b>June 2018</b>

## Police Information Checks and PIC Vulnerable Sector Screening Policy

### **Intent**

The WSÁNEĆ School Board believes that students should be provided with a safe and secure environment in which to learn.

### **Policy applies to:**

The WSÁNEĆ School Board acknowledges and accepts its responsibility to ensure that Police Information Checks or Police Information Checks with Vulnerable Sector Screening are conducted on all employees regardless whether they work directly with children or not. In fulfilling its responsibilities, the Board is guided by the Criminal Records Review Act (the “Act”).

Volunteers, and all employees that work directly with students or come into contact with students are required to have the Police Information Check with Vulnerable Sector Screening (PIC VS). Employees that do not work directly with students are required to have the Police Information Check (PIC). Both are described below under Definitions.

### **Definitions**

#### Police Information Check (PIC)

This check is intended for applicants who are seeking volunteer and/or employment with agencies requiring a review of court and police information about an applicant. The organization/employer has determined that a search of pardoned sex offenders is not required; therefore, this information check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

- a) Criminal convictions (summary and indictable) from Canadian Police Information Centre (CPIC) and/or local databases.
- b) Outstanding judicial orders, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the investigative Databank must be confirmed and authorized for release by the contributing agency.
- c) Absolute discharges, for a period of one year for the date the applicant was found guilty, and conditional discharges, for a period of three years from the date the applicant was found guilty.
- d) Charges recommended and/or processed by other means such as Diversion or Alternative Measures.

- e) Dispositions listed in the CPIC Identification Databank or CRII under non-convictions including, but not limited to, withdrawn, dismissed, and cases of not criminally responsible by reason of mental disorder.
- f) Any additional information recorded in police databases documenting the applicant to have been a suspect in an offence (whether or not charged), subject to provincial retention periods specific to the offence type.
- g) Information from police databases documenting that the applicant has previously exhibited violent, harmful or threatening behavior related to a mental health incident.

Refer to the Applicant Fact Sheet attached for activity that will not be included in the Police Information Check.

Police Information Check with Vulnerable Sector Screening (PIC Vulnerable Sector)

- a) Criminal convictions (summary and indictable) from CPIC and/or local databases.
- b) Outstanding judicial orders, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency.
- c) Absolute discharges, for a period of one year from the date the applicant was found guilty, and conditional discharges, for a period of three years from the date the applicant was found guilty.
- d) Charges recommended and/or processed by other means such as Diversion or Alternative Measures.
- e) Dispositions listed in the CPIC Identification Databank or CRII under non-convictions including, but not limited to, withdrawn, dismissed, and cases of not criminally responsible by reason of mental disorder.
- f) Any additional information recorded in police databases documenting the applicant to have been a suspect in an offence (whether or not charged), subject to provincial retention periods specific to the offence type.
- g) Information from police databases documenting that the applicant has previously exhibited violent, harmful or threatening behavior related to a mental health incident.
- h) As authorized for release by the Minister of Public Safety all pardoned criminal convictions, including non-sex offences, identified as a result of a VS query.

Refer to the Applicant Fact Sheet attached for activity that will not be included in the Police Information Check with Vulnerable Sector Screening.

**Guidelines:**

Employees, volunteers and contractors attend the police station in the municipality in which they reside to complete the Police Information Check or PIC Vulnerable Sector Screening and present two pieces of identification.

**Fees:**

1. The fee for Police Information Checks or PIC Vulnerable Sector Screening is \$70. For the initial hiring the new employee will be responsible for the fee, and subsequent Checks will be paid by the WSB. (See exception in #2 & #3 below)
2. The fee for Police Information Checks or PIC Vulnerable Sector Screening for volunteers will be waived at the police station in the municipality in which they reside. (See Volunteers and Contractors below for instruction)
3. The fee for Police Information Checks or PIC Vulnerable Sector Screening for status employees will be waived. Employee provides a copy of status card.
4. The governing body/professional college or university for which they attend will cover the fee for Interns and Practicum students.

**Procedures:****Employees (continuing, term and on-call):**

1. Managers and HR are jointly responsible for ensuring the Police Information Check or PIC Vulnerable Sector Screening of employee is done prior to employment, with the exception of #3 below.
2. Individuals applying for employment with the W̄SÁNEĆ School Board will provide a copy of the Police Information Check or PIC with Vulnerable Sector Screening as part of their application package, or prior to the start of employment.
3. The Teacher Regulation Branch (TRB) will do Criminal Record Checks for teachers, principal, and vice-principal.
4. All employees will be required to submit a Police Information Check or PIC with Vulnerable Sector Screening every five years. Human Resources will notify staff to provide re-review checks.
5. Pursuant to the Criminal Records Review Act, employees must inform the W̄SÁNEĆ School Board of any offence at the time of the charge.
6. The Police Information Check or PIC Vulnerable Sector Screening Review will be filed in the confidential personnel file of each employee.

**Interns and Practicum Students:**

A valid Police Information Check with Vulnerable Sector Screening must be on file at the W̄SÁNEĆ School Board office for any practicum student completing their practicum at ŁÁU, WELNEW Elementary School, W̄SÁNEĆ Leadership Secondary School and Saanich Adult Education Centre. The appropriate governing body/professional college or university will provide the W̄SÁNEĆ School Board with the satisfactory PIC with Vulnerable Sector Screening for the practicum student or intern prior to the start of any practicum at W̄SÁNEĆ School Board.

### Volunteers and Contractors:

The Principal, Vice-Principal or Managers must ensure that the following processes are followed and that the Police Information Check or PIC Vulnerable Sector Screening is obtained prior to the start of any volunteer or contractor.

1. The Principal, Vice-Principal or Manager prepares a letter for the volunteer/contractor to take to the police station, requesting that the police waive the fee.
2. If the PIC with Vulnerable Sector Screening is clear, the volunteer is approved for volunteering. If the Police Information Check is clear the contractor is approved for work.
3. Under the new National RCMP Criminal Record Investigation policy if there are questions concerning identified records for sexual offences or other concerns it may take up to 120 days for the police to complete the PIC with Vulnerable Sector Screening, as they will undertake enhanced screening. Principals need to be aware that it could take three to four months to have the criminal PIC with Vulnerable Sector Screening completed in this circumstance.
4. If the Police Information Check or PIC with Vulnerable Sector Screening is not clear, the Administration office will follow up with the school principal/manager and the volunteer/contractor and confer with the local police, and based on the record, the Administrator will make the determination as to whether or not the person can volunteer/work.
5. When the volunteer's name is added to the volunteer list, they can volunteer anywhere at the W̱SÁNEĆ School Board for up to two years after the date the Police Information Check with Vulnerable Sector Screening was completed.
6. When the contractor's name is clear they can work anywhere at the W̱SÁNEĆ School Board for up to two years after the date the Police Information Check was completed.

### **Submitting completed Police Information Check or PIC with Vulnerable Sector Screening:**

Employees, Volunteers and Contractors are responsible for submitting without delay the Police Information Check or PIC with Vulnerable Sector Screening to the Manager, who will forward to Human Resources. The W̱SÁNEĆ School Board will only accept original documents or certified true copies of the original document where the school has seen the original and signed copy.

### **Flagged Criminal Police Information Checks:**

In the event that a gender and date of birth match is found to someone on the national database of pardoned sex offenders, the individual will be required to supply fingerprints to confirm their identity. If the Administrator becomes aware of any reason why a positive match may have been returned he/she may ask the employee/volunteer/contractor in confidence.

### **Results of a Police Information Check**

Although disqualification from W̱SÁNEĆ School Board employment is possible, a previous conviction does not automatically disqualify an applicant from consideration for employment with the W̱SÁNEĆ School Board. Based on a variety of factors (e.g., the nature of the position, the nature of the conviction, when the conviction occurred), the candidate may retain eligibility for employment with W̱SÁNEĆ School Board. The W̱SÁNEĆ School Board shall review the results of the Police Information Check or PIC with Vulnerable Sector Screening to see if it is relevant to the job. In the event that the results of a Police Information Check or PIC with Vulnerable Sector Screening are not satisfactory for the position, the W̱SÁNEĆ School Board will withdraw any conditional offers made.

If an applicant attempts to withhold information or falsify information pertaining to any previous convictions, the applicant will be disqualified from further employment consideration in any position with the company due to falsification of an application.

**Confidentiality:**

The WSÁNEĆ School Board shall ensure that all applicant information is kept confidential.

Original Policy:

1<sup>st</sup> Reading: May 1, 2018

2<sup>nd</sup> Reading: June 26, 2018



- The W̱SÁNEĆ School Board will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective, and mutually agreeable.
- In the event that medical marijuana is deemed to pose a significant or potential hazard to the employee and/or other employees and/or students, the W̱SÁNEĆ School Board will attempt to find alternative work for the employee, up to the point of undue hardship.

## **Use of Medical Marijuana While at Work**

- In the event that an employee is taking medical marijuana during regular working hours, they are expected to use it in moderation, only at the recommended level of dosage and the applicable frequency of the doses.
- The W̱SÁNEĆ School Board asks that, where possible, employees who require medical marijuana use a method of ingestion other than smoking.
- Employees who choose to smoke medical marijuana must refer to “Smoke Free Environment” Policy #202 whereas smoking is prohibited on the school grounds.
- The W̱SÁNEĆ School Board will determine an appropriate arrangements for employees who choose to smoke medical marijuana by allowing adequate breaks to step away from the school grounds

## **Employee Expectations**

### Management is required to:

- Treat employees who use medical marijuana the same as all other employees using prescription medication.
- Provide accommodation up to the point of undue hardship.
- Be aware of the effects of marijuana use and ensure employees are not placed in any safety sensitive situations.
- Assess the effects of the use of marijuana on an employee's performance on the job.
- Ensure that the use of medical marijuana does not adversely affect the safety of the employee and or his/her coworkers and/or the students.
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so.
- Respond to any employee queries regarding the use of medical marijuana, while maintaining the privacy of an employee's specific situation at all times.

### Employees are required to:

- Disclose their medical marijuana use to management.
- Work with the W̱SÁNEĆ School Board to develop accommodation plans that are mutually agreeable.

- Follow the agreed-upon accommodation plan and the guidelines of this policy.
- Never share their medication with any other employee, even those who may have a similar prescription.
- Maintain ongoing communication with management regarding the effects of marijuana on their ability to perform their job duties.
- Never participate in activities that could cause a safety risk such as driving while under the influence of marijuana.

Original Policy:

1<sup>st</sup> Reading: June 25/19

2<sup>nd</sup> Reading: November 18, 2019





**WSÁNEĆ  
School Board**

Subject  
Critical Incident Response

**Policy and  
Procedures  
Manual**

Section	Revision Date	Original Date
250		May 2018

## **Policy: Critical Incident Response**

### **Guiding Principles**

1. The Board believes that Critical Incident Response Teams have a vital role to play in the event of any crisis, which adversely affects the normal functioning, and well being of a number of people in the school community.
2. The primary purpose of a Critical Incident Response is to provide immediate support to the school(s) directly after a critical incident, during the “critical period” following the incident and to access community resources as necessary.
3. The Board recognizes that schools have a role in fostering resiliency amongst its students and staff. This includes measures to address the psychological well being of the school community. Schools become stronger when crisis situations are effectively and compassionately managed.
4. The Board believes that having an effective critical incident response plan in place, outlined in the Critical Incident Response Team manual, will ensure that the effects of the incident on staff and students will be limited and that the school(s) will be able to return to normalcy in a timely fashion.

### **Administrative Procedures**

- a. Principals are to ensure that their school based Critical Incident Response Team is in place.

The school based Critical Incident Response Team should include, but not limited to:

- Principal
- Vice-Principal
- School secretary/administrative assistant
- School counsellor
- Youth and family counsellor
- Integration support teacher
- Behaviour support teacher
- Any staff member with specialized mental health or counselling skills

- b. Principals are required to ensure that a process for emergency staff contact (e.g. phone fan out, e-mail, etc.) is in place and understood by staff. This process is to be activated in the event of a critical incident.
  - o Principals are to ensure that all members of the school based Critical Incident Response Team is familiar with the contents of the district resource, “School Emergency and Critical Incident Response Information.” The team should meet each year to review the manual and the procedures that it contains.

School principals and vice-principals are responsible for ensuring that they are trained in critical incident response so that they can effectively lead their school-based team as necessary. The WSÁNEĆ School Board is committed to providing opportunities for school-based administrators to receive the necessary training.

The Administrator will organize, supervise, and dispatch the Critical Incident Response Team. The Critical Incident Response Team will meet once in the fall and then on an as needed basis throughout the school year.

The Critical Incident Response Team shall include, but not be limited to:

- Administrator
- Principals and/or Vice-Principals
- Counsellors
- Identify person
- Identify person
- Identify person

All members of the Critical Incident Response Team will be trained in critical incident response. Regular in-service will be provided to members of the team to update skills and competencies.

The Critical Incident Response Team manual will be used to guide the Critical Incident Response Team practices. The Critical Incident Response Team manual and procedures will be reviewed annually and modified as needed.

The primary role of the Critical Incident Response Team is to support school based Principals/Vice-Principals and their schools when they are required to respond to and follow up on a critical incident. Members of the Critical Incident Response Team are dispatched to the school(s) as necessary. The Critical Incident Response Team works very closely with the school based Principal/Vice-Principal (s) and assists with the implementation of the practices and procedures contained within the Critical Incident Response Team manual.

Original Policy:

1<sup>st</sup> Reading: May 1, 2018

2<sup>nd</sup> Reading: June 26, 2018



**WSÁNEĆ  
School Board**

Administration

**Policy and  
Procedure's  
Manual**

Section	Revision Date	Original Date
300		March 7, 2022

## **Policy: Teacher Certification and placement on scale**

### **Policy Statement**

This policy is largely in accordance with the Teacher Regulation Branch and the Teacher Qualification Service as overseen by the BC Ministry of Education, while also reflecting the independence of the WSB and the values and ideals that exist within its community. Furthermore, this policy recognizes the ongoing advancement and teaching of the SENĆOŦEN language and those individuals whose efforts have brought about significant cultural change and community development.

Educators in British Columbia, including teachers, principals, vice-principals, superintendents, and other enrolling and non-enrolling educators, are expected to have a Ministry of Education Teaching Certificate in order to qualify for work in B.C.'s Kindergarten to Grade 12 education sector. The WSÁNEĆ School Board, will, to the greatest degree possible, follow the guidelines set by the Teacher Qualification Service. Applications are reviewed by the WSB Human Resources Department in order to place successful candidates on scale for salary purposes.

### **Rationale**

Educators are certified in British Columbia only when they have academic qualifications, teaching practice/experience and personal characteristics required to work with children. Because interactions between educators and students have a great impact on children's intellectual, emotional and physical development, evidence of exemplary personal qualities is paramount. Educators in the independent school systems in BC must have appropriate qualifications and be well prepared for the responsibility they share with parents to raise strong, healthy and informed citizens.

### **Qualification Categories for salary purposes:**

#### **Category 4**

- For SENĆOŦEN Immersion Language Teachers without formal university training the requirement is a First Nations Language Teacher Certificate authorized by the WSÁNEĆ School Board Language Authority, and specialized training in or a strong knowledge of

WŚÁNEĆ culture, history and language, or

- A non-education Bachelor's degree, or
- A post secondary certification or approved educational program relevant to children and youth within the WSB, (for example a trades certificate or Indigenous art specialty), or
- Experience as a specialized indigenous knowledge keeper with expertise in a specific field. This support role would be performed in the presence of a certified teacher

#### **Teacher 4 +:**

- Bachelor of Education Degree (4 year program, elementary only), or
- Language proficiency and completion of the WŚENĆOFENISTW and Bachelor of Education SENĆOFEN Indigenous Language Revitalization (4 year Program).
- Qualification and award of the Ministry of Education Professional Certificate based on trade certification and professional studies (4 years)

#### **Teacher 5:**

- Bachelor of Education Degree (5 year program), or
- Bachelor of Arts/ Science Degree, or other equivalent degree (4 year program), and a professional program of teacher education. (5 years)
- 

#### **Teacher 5 +**

- Bachelor of Arts/Science or other equivalent degree (4 year program), a professional program of teacher education, and the completion of one year specialized program (generally graduate level courses and/or equivalent program) acceptable to the WSB or,
- Bachelor of Education Degree (4 year program), and the completion of two specialized programs acceptable to the WSB.
- Bachelor of Education Degree (5 year program) and one specialized program.
- Language proficiency and completion of the WŚENĆOFENISTW Bachelor of Education SENĆOFEN Indigenous Language Revitalization (4 year program), and a Masters of Education SENĆOFEN Indigenous Language Revitalization. (6 years)

#### **Teacher 6**

- Bachelor of Education Degree (4 year program), a specialized program, and an acceptable graduate degree (Masters), or
- Bachelor of Education Degree (5 year program) and an acceptable graduate degree (Masters), or
- Bachelor of Arts/Science or other equivalent degree (4 year program), a professional program of teacher education, and an acceptable graduate degree (Masters), or
- Language proficiency and completion of the WŚENĆOFENISTW Bachelor of Education SENĆOFEN Indigenous Language Revitalization (4 year Program), Masters Degree in Education SENĆOFEN Indigenous Language Revitalization and a specialized program. (7 years)

Note: a specialized program includes coursework, certification or experience that the WSB considers important for the development and education of indigenous children and youth.

## Procedures:

All Applications for specific posted positions should include:

1. one page letter of application,
2. two-page resume (CV),
3. copies of formal academic transcripts,
4. all teaching reports,
5. 2 letters of recommendation,
6. 3 other references and their contact information,
7. a TQS card is recommended but is not necessarily determinative.

All applications must be submitted to the WSB Human Resources Department.

The WSB will accept general applications throughout the year, but these applications will be reviewed twice per year as indicated below:

- Applications will be reviewed two times per year, once in September and once in January of each school year.
- Fully documented upgrade applications will also be accepted in September and January for consideration for the categories of Teacher 5 through Teacher 6 and may generate a retroactive salary adjustment.
- The onus for submitting the required documents rests with the applicant
- The TQS and the WSB assigns categories on the basis of a “completed program” approach as determined by standards applicable in British Columbia. Categories are not necessarily determined on the basis of a simple count of course credits or time spent completing an acceptable program.
- Current employees of the WSB who are applying for another position need to ensure their documents are up to date in the HR department.

Original Policy

First Reading: March 7, 2022

Second Reading: March 7, 2022



**WSÁNEĆ**

**School Board**

**Policy and  
Procedures  
Manual**

Subject

**ADMINISTRATION:** Transportation

Section	Revision Date	Original Date
322.4 (429.5)	May 8, 2000	March 9, '98

**POLICY:** The WSB is committed to work towards providing transportation in order to facilitate education for members of the Pauquachin, Tsartlip, Tsawout, and Tseycum communities.

**Regulations:**

1. Students K-12:

1.1 Students attending LTS:

- 1.1.1 All LTS students who live on reserve are eligible for daily transportation.
- 1.1.2 LTS students living off reserve are eligible for pick-up along the regular WSB school bus routes. Routes may be modified slightly to facilitate pick-up. Requests must be made to the WSB school bus transportation department..

*Note: The WSB does not receive any funding for elementary, middle, and Secondary school students living off reserve.*

1.2 Students attending public school:

- 1.2.1 Students are eligible for transportation according to School District transportation guidelines. The WSB monitors School District performance in accordance with its Local Education Agreement with the School District #63 for students living on reserve.
- 1.2.2 Students living on reserve generally are not eligible for transportation help from the WSB with the exception of the following:
  - Students may be transported along regular WSB school bus routes as space permits.
  - Students enrolled in Grades 11 and 12 may request a subsidy to cover the cost of monthly bus pass for one month in the school year, if their work experience program requires it. Written application must be made.

Original Policy

First Reading: February 12, 2001

Second Reading: May 7, 2001

1.2.3 The WSB does not provide subsidies for private transportation.

**1.3 In special circumstances where a student is enrolled at a school out of their catchment area because they could not get their required courses or are enrolled in a specialized program, the WSB will provide a buss pass subsidy for a period up to one school year or as required for completion of the program subject to conditions. The student will be required to apply to the WSB for the subsidy for the monthly bus pass. The subsidy will be provided monthly under the following conditions;**

**1.3.1 Initial proof that required courses or specialized courses could not be obtained in catchment area.**

**1.3.2 Written request from parents/guardians describing the special circumstances or program located outside the catchment area.**

**1.3.3 Proof of regular attendance at school.**

2. Adult students:

2.1 SAEC students on reserve are eligible for transportation along school bus routes as space permits.

2.2 Band member students enrolled off reserve:

2.2.1 Students enrolled in ABE or vocational programs are eligible for a subsidy for a monthly bus pass. Requests must be made to the WSB Post Secondary Counsellor.

2.2.2 Post Secondary students receiving a monthly living allowance are not eligible for transportation other than the travel allowance which is part of the Post Secondary Student Assistant Program.

3. Appeals:

3.1 Students and/or caregivers may appeal a decision of the WSB staff by writing to the WSB Administrator.

**3.2 If the student and/or caregiver is not satisfied with the report of the Administrator, they may make a written appeal to the Board, which may utilize its Committee's to make a recommendation, before making a decision.**

Original Policy

First Reading: March 9, 1998

Second Reading: April 14, 1998

Revised Policy

First Reading: May 8, 2000

Second Reading:



**WSÁNEĆ  
School Board**

**Policy and  
Procedures  
Manual**

Subject  
**Transporting Students**

Section	Revision Date	Original Date
462		June 2018

## **POLICY: TRANSPORTING STUDENTS ON PERSONAL VEHICLE**

The WSÁNEĆ School Board recognizes it's responsibility for ensuring that all due care and attention is paid in the event that students need to be transported to and from school, or to and from approved, school-sponsored events.

Therefore, it is the Board's policy that:

When students are transported by the WSÁNEĆ School Board staff, they must travel in appropriately licensed and insured vehicles which are operated in accordance with all generally-established safety practices, provincial regulations and the regulations established by the WSÁNEĆ School Board for the safe transport of students. This applies to both privately and commercially owned vehicles.

In implementing the policy, the Board requires that staff ensure that:

1. All students are provided with safe transportation.
2. All legal requirements are met in licensing, insuring, and operating vehicles used by the Board in transporting students.
3. All those involved in the approved transportation of students are aware of the Board's regulations regarding the safe conduct of students from one location to another.
4. Sufficient liability coverage is in place to protect the Board from any claim brought against it as a result of an accident while students are being transported.

### **Administrative Regulations:**

1. WSÁNEĆ School Board policy requires that a minimum of \$5,000,000 liability insurance be carried on any vehicle used to transport students to or from a school function.
2. The WSÁNEĆ School Board will reimburse any additional costs for employees to insure their vehicle to meet the minimum of \$5,000,000 liability insurance, upon receipt.
3. Drivers must have a valid driver's license and current Police Information on file with the WSÁNEĆ School Board.



4. An elementary child or any other child of small stature **MAY NOT RIDE** in the front passenger seat.
5. All drivers are responsible for complying with BC's child passenger laws requiring the use of approved booster seats for all children weight at least 18 kg (40 lbs.) who are under 9 years of age, and less than 145 cm (4'9") tall. Booster seats must be fitted in a rear passenger seat equipped with a shoulder belt, a lap belt and a headrest.
6. Drivers must ensure that all passengers wear a seat belt.
7. Vehicles must be in good mechanical condition and roadworthy.
8. All drivers are responsible for providing an up-to-date copy of their insurance documents that ensures they have sufficient liability coverage.
9. All drivers must provide a copy of their drivers' abstract and provide updated copies every two years to the WSÁNEĆ School.
10. Driver's abstracts can be obtained online or at a drivers' license office.

Original Policy:

1<sup>st</sup> Reading: May 1, 2018

2<sup>nd</sup> Reading:

## Driver Authorization Form

### For transporting students on a personal vehicle

Employee: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Model of Vehicle: \_\_\_\_\_

Vehicle License #: \_\_\_\_\_

Year of Vehicle: \_\_\_\_\_

Registered Owner (if different than above): \_\_\_\_\_

Amount of Insurance Liability (minimum \$2 million): \_\_\_\_\_

Number of Seatbelts: \_\_\_\_\_

**In accordance with WSÁNEĆ School Board Policy #462 (Transporting Students), it is the responsibility of the driver to ensure the following conditions are met.**

- A) All passengers must wear seat belts, approved booster seats or child restraint seats as required by the B.C. Motor Vehicle Act (revised 2007) and Policy #462.
- B) No elementary school-aged child is permitted to sit in the front passenger seat of a vehicle equipped with an air bag.
- C) The vehicle must be in safe operating condition.
- D) The vehicle must be operated in a safe, legal manner, and operated consistently with any driver, license or insurance restrictions.
- E) There will be no smoking in the vehicle.
- F) The driver agrees not to use any wireless communication (e.g.: cell phones, blackberries, blue tooth) while operating the vehicle.

Failure to comply with any of the above conditions may result in the Driver Authorization being revoked.

To the best of my knowledge, the vehicle identified above is in safe, roadworthy condition and my driver's license is in good standing. I have read and accept the above conditions regarding driving students. I also accept responsibility for notifying the school of any changes in the above information.

**For completion by Driver/Registered Owner:**

Driver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Registered Owner's Signature: \_\_\_\_\_

(If different)

Date: \_\_\_\_\_

**For completion by Manager:**

I hereby attest, to the best of my knowledge, that the above information is accurate, and that the driver understands and accepts the conditions outlined.

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Valid for school year ending June 30, \_\_\_\_\_



**WSÁNEĆ  
SCHOOL BOARD**

Subject  
**STÁ,SEN Department**

**Policy and  
Procedures  
Manual**

Section	Revision Date	Original Date
700.0		Feb. 17/14

## **POLICY: STÁ,SEN TFE SENĆOFEN TESTING POLICY AND PROCEDURE**

This STÁ,SEN TFE SENĆOFEN Testing Policy and Procedure will ensure candidates applying for positions within the LE,NONET SCUL,ÁUTW Immersion Stream are qualified to work in an Immersion environment. This policy will provide assurance that candidates have a deep enough knowledge and understanding (qualifications) of the SENĆOFEN language.

The SENĆOFEN Language Procedure includes a Test and Testing Panel that will assist the Personnel Committee for assurance in hiring qualified staff.

### Testing Panel:

1. Language Instructors (2 or more)
2. Immersion Teachers (2 or more)
3. Elder (1 or more)

This STÁ,SEN TFE SENĆOFEN policy and procedure will be inclusive to any future postings for the LE,NONET SCUL,ÁUTW immersion stream. This policy and procedure will also be required for existing staff members to provide assurance that candidates have the necessary qualifications.

### Original Policy:

1<sup>st</sup> Reading: February 17, 2014

2<sup>nd</sup> Reading: April 22, 2014