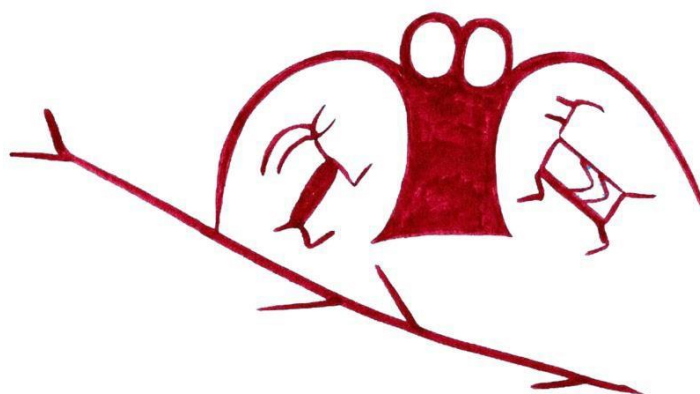


# Stein Valley Nlakapamux School Society

## Section 4



## PERSONNEL POLICIES

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***When the school first started, the Elders shared the meaning of the logo.***

*Picture of the owl; wings are the mountains. The Owl protects all the animals and everything in the Stein, including the Stein Mountains. The line below is the Stein River.*

*The book “They Write Their Dreams on Rock” stated it can have different meanings. One had a split on the bottom owl which meant something else. Another picture had a cut on the bottom – this had another meaning. The picture had different versions.*

*This information was given to Ruby Dunstan by Millie Michelle, Mable Joe, Louie Phillips, Hilda Austin, and other Elders.*

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## **Introduction**

The Stein Valley Nlakapamux School Society believes in the development and administration of written statements of Policy providing fair employment practices and equal employment opportunities for all Staff and Management.

This Policy is subject to the provisions of the Employment Standards of BC, Human Rights Act, Employment Equity Act and any other applicable legislation and any amendments thereto.

Personnel Policies are approved by the School Board and administered by the Director of Education and the Principal. All employees conduct themselves in accordance with the approved Policy.

There are also the following policies in place:

- School Policies
- Code of Ethics & Conduct
- Student/Parent Handbook
- Board Terms of Reference
- Staff Job Descriptions

## **Vision Statement**

***Our students are proud Nlakapamux, academically successful and self-reliant, today and in the future.***

## **Mission Statement**

***We provide a wide variety of holistic educational programs within a Nlakapamux environment that involves the students, staff, knowledge keepers and community.***

### **Our Philosophy**

We believe that students who have Nlakapamux identity will have a positive self-esteem and confidence to succeed.

**tseedeeda ash wheekdim  
(the way we see it)<sup>1</sup>**



**YAmashtm a demEEwht.ahhWOO.Ahh  
(respecting the land that is)**

---

<sup>1</sup>Rona Sterling-Collins, 2013. Stein Valley Nlakapamux School Society, Section 5 - Board of Directors Terms of Reference

## **Guiding Principles**

Tseedeeda Ash Wheekdim, or, the way we see it, was a visioning process which resulted in the following 16 foundational statements of Stein Valley Nlakapamux School.

### **1. Language/Nlha.KapamhhchEEn**

Nlha.KapamhhchEEn represents our way of thinking and our way of viewing the world. Our language is the invisible glue which holds our Nation together. Stein Valley Nlakapamux School is committed to promoting, speaking and writing Nlha.KapamhhchEEn.

### **2. Culture**

Every thought and action at Stein Valley Nlakapamux School comes from a place of cultural significance. We acknowledge the various cultural ways of thought, learning, communication, worshiping, expressing oneself and living. The curriculum acknowledges the rich and dynamic culture of the Nlakapamux. It is our primary focus to make Nlakapamux culture visible and enriching.

### **3. Elders**

Our Elders are our most significant teachers. They keep the wisdom of our ancestors. Elders are role models who provide love, understanding, motivation, guidance, encouragement and wisdom. As a community of learners, we acknowledge our Elders with the respect that they have earned.

### **4. Community**

Education at Stein Valley Nlakapamux School happens within the social, economic, and political context of the Canadian community as well as within the local Nlakapamux and Lytton community. We promote involvement rather than segregation. Our doors are always open and community members are welcome to join us on our journey.

### **5. Healing**

Stein Valley Nlakapamux School recognizes the need for people to heal. Our school is a place where individuals of all Nations can seek the healing they need. Our school is also a place where people of all Nations can heal relationships between each other. We believe that at first individuals heal then families then communities. When a community is healthy, a Nation is healthy. The medicine wheel is instrumental in our quest for healthy living.

### **6. Discipline**

Discipline is an important tool in healing and learning. As a community of

learners, we are committed to self-discipline. We will all strive to be the best we can. We recognize that firm discipline takes a personal commitment from all involved, is hard work, requires taking risks, and requires forgiveness and providing choices.

Discipline is not about control, but about being committed to healing and learning.

### **7. Spirituality**

Spiritual growth is an intimate and personal quality of human development. We do not deny ones need to express and live spiritually. We accept the diversity with which people believe and worship. We will do our best to support, encourage and respect the spiritual needs of our learning community.

### **8. Respect**

First Nations Education at Stein Valley Nlakapamux School demands expects and teaches the value of true connectedness through relationships of personal respect. Respect involves viewing and appreciating all forms of life and the interconnectedness of this life.

### **9. Self-Determination**

At Stein Valley Nlakapamux School, we believe in our inherent right to own our land and resources and to manage our land and resources as we see fit. We are an independent Nation within the greater Canadian context. Self-determination provides us with jurisdiction and control over every aspect of our lives.

### **10. History**

At Stein Valley Nlakapamux School, we do not deny the facts of the conquest of our people and our lands by other people. We acknowledge our struggle to overcome this part of our history. We forgive those who imposed their will upon us. We will never allow that to happen again.

### **11. Trust**

At Stein Valley Nlakapamux School, we acknowledge the need to have solid relationships built upon trust. Teachers must have trusting relationships with all students and the broader community. The students and the community must trust in the teachers.

### **12. Love**

Guiding, supporting, discipline, teaching and interacting all must occur in the arena of love. Love is unconditional.

### **13. Expectations**

Everyone in our community of learners is expected to do the best they can all the time. We have very high expectations of our students: mentally, physically, emotionally, and spiritually. We expect parents to fulfill their obligations in providing children with the foundation to be active learners. We expect the community to provide support and encouragement. We expect teachers to provide rich and positive learning experiences for our children.

**14. Diversity**

Education at Stein Valley Nlakapamux School recognizes the vast diversity in human nature. We acknowledge different cultures, family make-ups, life choices, learning needs, learning styles and instructional strategies.

**15. Relevancy**

Education offered at Stein Valley Nlakapamux School is relevant to all learners in that we strive to meet individual needs. Education is relevant in that it acknowledges the social, political, economic and historical context in which our community of learners live.

**16. Accountability**

Education at Stein Valley Nlakapamux School acknowledges our need to be accountable for our performance. We must do what we say we are doing and we must be able to prove it. We hold students accountable for their school performance, parents accountable for their children and the community accountable for the support and structures that our school needs. Teachers are accountable to the students, parents and broader community: We are all interconnected.

## Definitions

For the purpose of these policies, the following definitions shall be used:

<b>BCESA</b>	BC Employment Standards Act
<b>BCESR</b>	BC Employment Standards Regulations
<b>Contractor</b>	Refers to an independent practitioner with expertise who provides services on a fee for service basis. A contractor is not an employee of the School Board.
<b>Employee</b>	A person employed by the Stein Valley Nlakapamux School Society. Please refer to Section 2.1 Employee Status Categories for a further breakdown.

### **Eligibility for Benefits**

Employees who regularly work a minimum of 25 hours per week on a continuous basis, following satisfactory completion of a probationary period are entitled to employee benefits in accordance with this Policy.

<b>Employer</b>	Stein Valley Nlakapamux School Society
<b>Family</b>	Father, mother, brother, sister, spouse (including common-law relationships recognized by law), aunts, uncles, child or ward, father-in-law, mother-in-law, grandparents, grandchild of an employee (including extended family) and a relative permanently residing in the employee's household or with whom the employee permanently resides. The School respects the family situations of Aboriginal peoples that may affect their immediate, extended and/or community families.
<b>FNESC</b>	First Nations Education Steering Committee
<b>FNSA</b>	First Nations Schools Association
<b>Immediate Family</b>	Spouse (including a common law spouse), son, daughter, step mother/father/daughter/son/brother/sister, mother, father, grandparents, grand-children, in-laws (father, mother, son, daughter and grandparents), aunts and uncles, nieces and nephews, and others who are residing in the same household as the employee.

**Holidays\*** The School shall observe the following 13 days as Holidays and the following Breaks:  
New Years Day  
Family Day  
Spring Break (as determined by the School Board)  
Good Friday  
Easter Monday (extra)  
Commonwealth or Victoria Day (the first Monday on or after May 20);  
Aboriginal Day - June 21  
Summer Break (as determined by the School Board)  
Canada Day - July 1  
Civic BC Holiday - 1st Monday in August;  
Indigenous Day (extra)  
Spences Bridge Declaration Day - (as determined by the School Board)  
(extra) Labour Day - 1st Monday in September  
National Day for Truth and Reconciliation  
Fall Break (as determined by the School Board)  
Thanksgiving Day - 2nd Monday in October  
Remembrance Day - November 11  
Winter/Christmas Break (as determined by the School Board)

Please Note: Some of the extra days may be rolled into one of the holiday breaks. Any other day, may from time to time, be declared a holiday and/or break by the School Board.

**Juror** A juror is a person who has been selected from the larger jury panel to serve on a jury. If you go through the jury selection process and are selected and sworn in, you are then considered a juror.

### **Make a Future**

Make a Future is a recruitment initiative created by the BC Public School Employers' Association as a joint venture among BC's 60 public boards of education, the First Nations Education Steering Committee, and the Ministry of Education.

**Overtime** Employees must obtain prior approval from their supervisor, either the Principal or the Director of Education and demonstrate that the duties cannot be completed within their regular working hours.

**Position** An aggregation of duties, tasks and responsibilities requiring the services of one (1) employee.

**PD** Professional Development is continuing education and career training

that the SVNS Society provides their employees to help them develop new skills, stay up to date on current well researched educational practices, and advance their career.

**Promotion** The appointment of an employee to a position that has increased roles and responsibilities may have an increased rate of pay.

**Principal** The Principal is the educational leader of the school. The Principal is responsible for assisting in and implementation of a culturally based instructional program, which will provide the best possible educational opportunity for each student. While he/she is responsible for administrating and supervising all phases of the school's operation, his or her primary concern is the improvement of instruction and weaving the Nlakapamux language and culture with the new BC Education curriculum. The Principal administers the Board of Education policies under the direction and guidance of the Director of Education.

**School** Stein Valley Nlakapamux School

**Director of Education**

The Director of Education is the education leader and the Chief Executive Officer of the Stein Valley Nlakapamux School Society. S/he is responsible for overseeing the Stein Valley Nlakapamux School, adult education programming, transportation, operations and maintenance of all capital assets (ie.school, maintenance buildings, teacher housing, school buses and gas station), human resources, financial management and control. The Director of Education administers the Board of Education Strategic Plan and policies under the direction and guidance of the Stein Valley Nlakapamux School Board.

**Teacher** Teachers are responsible for providing overall instructional programs to the students, ensuring the B.C. Curriculum and Independent Schools requirements are met, while providing the best educational opportunities and program for each child. They are also responsible for weaving and implementing the Nlakapamux language and culture throughout the subjects that they are teaching. In addition, teachers are responsible for implementing the Vision, Mission and Philosophy in the Strategic Plan as established by the Board of Education.

**Vacation Pay for Employees**

**When an employee is paid on each scheduled payday**

An employee and employer may agree, in writing, that the employee will receive their

vacation pay on every scheduled payday. However, when vacation pay is paid on each pay period, the employee will be entitled to an adjustment upon reaching their fifth anniversary.

**Vacation Pay for Salaried Employees**

“If employers continue paying salaried employees during their vacation period when no work is being performed by the employee, this is considered to be vacation pay. The salary received during the vacation must equal at least 4% or 6% of gross earnings, whichever is applicable, as set out in subsection (1) Policy Interpretation.”<sup>2</sup>

## 2.0 EMPLOYEE DEFINITIONS AND STATUS:

An employee of the Stein Valley Nlakapamux School Society is a person who regularly works for the Society and receives a regular wage or salary.

### 2.1 Employment Status Categories:

The following are the various categories of employees:

**On Call/Temporary:** Refers to an employee whose term of employment is under three (3) months.

**Probationary Employees:** Refers to new, rehired, or promoted employees who are required to complete a prescribed probationary period in order to assess their ability and adaptation to the new position. Upon a successful completion of probationary period, the employee's status will be changed and the employee will be advised in writing of the change to regular employee status.

A regular employee under promotional probation whose performance or other employment conditions are determined to be unsatisfactory during the probationary review period will be reinstated to the former position or a comparable position.

**Probationary Period:** Refers to:

- A three month period for hourly paid staff,
- Prior to November 30 during for teachers and/or staff on contracts and/or as stipulated in individual contracts.

**Full-time:** Refers to an employee who has successfully passed their probation period and whose term of employment is for at least ten (10) months and who regularly works at least six (6.0) hours per day and thirty hours per week exclusive of the lunch period, Monday to Friday.

**Part-Time:** Refers to an employee who regularly works less than six and a half (6.0) hours per day, or thirty (30) hours per week.

**Term Employees:** Refers to an employee whose term of employment is over three (3) months and under twelve (12) months which includes a start date and end date. These employees are not eligible for employee benefits.

### 3.0 EMPLOYMENT DIRECTIVES

#### 3.1 Employment Equity:

##### ***Overall Guiding Principle***

*Although Stein Valley Nlakapamux School Society believes and supports employment equity, preference will be given to the following (in order of preference) should there be two or more applicants who have comparable or equivalent skills and qualifications:*

- a) *Lytton First Nation members;*
- b) *other Aboriginal, Metis or Inuit ancestry;*
- c) *others who have experience working with Lytton First Nation or other First Nations peoples;*
- d) *Others.*

*We will not discriminate based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital or family status, political belief, disability that can be reasonably accommodated, or conviction where a pardon has been granted.*

### 3.2 New Positions and Job Postings:

**Policy:**

*All new part time and full time permanent positions will be posted for a minimum of 10 business days.*

**Procedures:**

1. All new positions (short term and permanent) must be approved by the Principal and/or the Director of Education.
2. The Principal and/or the Director of Education will work with the Administrative Assistant in compiling all of the following prior to all job postings:
  - a) An up to date job description.
  - b) Salary and benefits.
  - c) Financial documentation stipulating how and where the position will be funded.
  - d) Reference Check Form.
  - e) Permanent positions must demonstrate that the position can be sustained for a minimum of three years.
  - f) List of possible interview questions with a rating scale.
3. The Principal and/or the Director of Education will forward all above documentation to the Personnel Policy Committee.
4. Short term positions under 3 months will not have to be posted. Extensions will not be permitted. Any position longer than 3 months must be posted accordingly.
5. Job Postings must be approved by the Principal and/or the Director of Education that include the following:
  - a) Job Description that includes Qualifications
  - b) Wage range
  - c) Advertisement on the Stein Valley Nlakapamux School Society website and Facebook page.
  - d) Advertised at any relevant public buildings in Lytton First Nation and/or in monthly newsletters and or flyers, as required.
  - e) For teaching positions, posting on Education Canada and MakeAFuture
  - f) For support positions, posting on the Stein Valley Nlakapamux School Society website and Facebook page.
  - g) Other advertising sites as approved by the Principal.
6. Internal applicants who are interested are required to apply within five days of when the job was posted. If there are no employees who have the

qualifications for the position, all other applicants will be considered.

### 3.3 Selection Process

**Policy:**

*Candidates will be shortlisted, interviewed and selected based on their education, qualifications and experience that align with the Job Description and Job Posting.*

**Procedures:**

1. The Director of Education will create and distribute a job posting. All applicants will be directed to submit application directly to the Director of Education and/or Administrative Assistant who will complete the initial screening process.
2. The positions of Director of Education, Principal and other administrative hires will require the Personnel Policy Committee who will act as the Selection Committee for interviews.
3. Members of the Selection Committee will not include immediate relatives and/ or close friends of any of the applicants. All members must disclose their conflict and perceived conflict of interest immediately and prior to the selection committee meeting.
4. The Selection Committee will meet upon the competition being closed.
5. Some competitions may remain open until the position is filled.
6. Any applicants who do not have all necessary requested documentation may not be shortlisted.
7. Late applicants will not be considered.
8. The Selection Committee will agree by consensus on the shortlisted applicants to be interviewed within 5 business days.
9. The Director of Education and/or Administrative Assistant will contact the shortlisted applicants with an interview date and time by telephone and/or email.
10. The interview date and time will be confirmed in writing (letter, email, Facebook, or text message).
11. Once an offer of employment has been made, the employer may ask the successful applicant(s) to undergo a physical or medical evaluation, on a fair and consistent basis, to ensure that they can safely perform the

physical and mental demands of the job, and is to be conducted by a qualified health professional identified and paid for by the school.

12. During the interview, the committee members are recommended to take notes and rate the candidate's responses, based on the current interview tools and process.
13. Unsuccessful candidates will not be notified until the successful candidate has signed a letter of offer.
14. All unsuccessful candidates' information will be shredded as soon as the recruitment process is complete, unless these individuals request, in writing, that their submitted documents, reference checks and any other personal information that was obtained during the recruitment process, be held in confidence by the administrative department for future employment consideration. The written request must include the:
  - a) duration of time that may be kept on file (no period longer than 6 months),
  - b) date of request,
  - c) applicant's name and signature.
15. The administrative department will keep an active file of resumes for future employment considerations as requested by unsuccessful applicants until the date specified in writing from the applicant, and for a duration not longer than 6 months. Upon each expiry date, the documents will be destroyed.
16. It is the responsibility of each applicant to contact the administrative department when they would like their on-file resume and other information to be put forward for consideration for future job postings and employment opportunities. It is also each individual applicant's responsibility to forward any new information pertaining to their application documents to the administrative department to ensure that their application is current and complete.
17. If the candidate does not accept the position, the position may be offered to one of the other 2 candidates or may be reposted, as determined by the Selection Committee.
18. The Administrative Assistant will prepare a Letter of Offer for the Director of Education's approval and signature to the successful candidate that includes the following:
  - a) Position – Job Title
  - b) Remuneration: probation period or permanent position, starting salary and hours of work

- c) Benefits and Pension
- d) Vacation
- e) Assessment
- f) Effective Date
- g) Other Terms and Conditions
- h) Confidentiality
- i) Compliance with policies
- j) Workplace Location
- k) Complete Job Description
- l) Termination

19. The candidate must submit the signed Letter of Offer and any other supporting documentation as listed under the **3.5** Conditions of Employment prior to being put on payroll.

### 3.4 New Employee Background Check

**Policy:**

*Prior to presenting a Letter of offer to potential candidates, the Principal and/or the Director of Education will conduct job related background checks (verifying previous employment, skills, abilities, job responsibilities, education/training and past performance) on the candidate.*

**Procedures:**

1. The candidate is required to provide copies of documents that verify education, training and professional registrations.
2. During the interview, the candidate will be asked to verify the professional references and contact information. The candidate will also be asked if other past supervisors can be contacted, if they have not been identified.
3. The Principal and/or the Director of Education will contact at least 3 of the listed references.
4. The Principal and/or the Director of Education will conduct an interview with each referee using the comprehensive Confidential Reference Form for Teachers. The Director of Education will conduct an interview with each referee using the Confidential Reference Form for Principals. All information collected on the forms will be used in making a decision.
5. The Principal and/or the Director of Education will contact all 3 referees for non- teaching applicants and review the “Non-Teaching Reference Form” (Appendix A) with them on the phone.
6. The completed References and copies of education/training records will be attached to the successful applicant’s file in the personnel records.
7. Local Elder’s education background will be based on their traditional knowledge and cultural experience and recommendations from the Language & Culture Committee and/or the Board of Directors.

### 3.5 Conditions of Employment

**Policy:**

*Prospective candidates must meet further conditions of employment once they have completed a successful interview.*

**Procedures:**

1. The teachers and Principal must provide a copy of their current degree (s), valid B.C. College of Teachers membership certificate, copy of current TQS and the last two most recent evaluations. Newly graduated teachers must submit a copy of their transcripts.
2. Employees must provide a clear Criminal Record Check, completed through the Ministry of Public Service and the Solicitor General prior to beginning employment with Stein Valley Nlakapamux School Society.
3. Stein Valley Nlakapamux School Society will require proof of years of experience from other Band or private Schools and School Districts. (A form will be sent to each of the previous employers to verify experience).
4. Employees must submit a clear Criminal Record Check every 5 years.
5. In the event that an employee is charged with a criminal offense, the employee has a responsibility to inform Stein Valley Nlakapamux School Society immediately.
6. Employees will be reimbursed for the costs for the Criminal Record Check by the Finance Department.
7. A copy of the clear Criminal Record Check will be put in the employee's personnel file.

### **3.6 Probationary New Employees**

#### ***Policy***

*The purpose of the probationary period is to permit an employee time to demonstrate their suitability for the position, and to allow the School to determine the employee's suitability. All new employees will be subject to a probationary period at the commencement of their employment. Existing employees may be subject to a probationary period as part of a reassignment or promotion to another position.*

#### ***Procedures***

1. New teachers on contract are required to successfully complete a one year (12 month) probationary period unless otherwise stated. All other new employees are to complete a three (3) month probationary period.
2. At any time during the probationary period, either the School or the employee may terminate hourly employees without cause and without notice.
3. A probationary employee must be evaluated seven to fourteen days before they complete their probationary period.
4. If the employee's performance appraisal at the end of the probationary period is not satisfactory, the employee may be immediately dismissed or there may be an additional probationary period allowed. The period of additional probationary time allowed will not exceed two (2) months.
5. During the probationary period newly hired and rehired employees will be eligible to accrue paid sick leave.
6. During the probationary period newly hired and rehired employees will be eligible to accrue vacation days.

### **3.7 Substitute Teachers**

#### ***Policy***

*Substitute teachers may be required to teach in a classroom from time to time.*

#### ***Procedures***

1. Potential Substitute Teachers are required to submit an updated resume with references and a Criminal Record Check.
2. In hiring substitute teachers, Stein Valley Nlakapamux School Society will consider the applicant's education, background and life experiences.
3. The Principal and/or the Director of Education will recommend the successful candidate to the Board.
4. The Principal will determine and appoint the substitute as required.
5. The Principal will conduct classroom observations on a regular basis to evaluate the performance of the substitute teacher. Continued placement on the substitute teacher list is based on successful evaluation of the substitute teacher's teaching performance.
6. Depending on training and experience, the Student Support Workers may have opportunities to be a substitute teacher, as determined by the Principal .

### 3.8 Job Descriptions

***Policy:***

*All Stein Valley Nlakapamux School Society employees, including new employees, must have an up to date Job Description.*

***Procedures:***

1. New positions must have a job description before the position is posted.
2. Job postings must be based on an up to date job description.
3. Job Descriptions will be reviewed when evaluations are conducted.
4. Job Descriptions must include the following components:
  - a) Title
  - b) To whom the employee reports
  - c) Summary of Duties
  - d) Roles and Responsibilities
  - e) Qualifications and Requirements (Education, Experience, Abilities, Skills, Knowledge and Accountability)
  - f) General Disclaimer
5. Current employees whose job description changes must review, accept and sign their new job description.
6. A signed copy of the job description will be included in the employee's personnel file.

### 3.9 Annual Orientation

**Policy:**

*All Stein Valley Nlakapamux School Society employees are required to attend the Annual Orientation Week prior to school starting.*

**Procedures:**

1. All staff are required to attend the Orientation Week which occurs the week before school starts.
2. The Orientation Week will include the following:
  - a) Welcome to Lytton First Nation
  - b) Welcome to Stein Valley Nlakapamux School Society by the Board Members
  - c) Introductions and Team Building
  - d) Review Strategic Plan
  - e) Establishing School Goals for the Year
  - f) Review School Calendar
  - g) Introduction to Nlakapamux Culture and Language Programming
  - h) Introduction to Administrative and Finance Procedures and Forms
  - i) Library Procedures
  - j) Finalize Student Groups and Classrooms
  - k) An Overview of Classroom Schedules
  - l) Professional Development ie. Curriculum Overviews, Long Term Plans, Lesson Planning, Assessment and Data Collection, Teambuilding, Child Abuse and Reporting, Bullying and Harassment
  - m) A review of the School Policy
  - n) A review of the Personnel Policy
  - o) Introduction to Group Health Benefits
3. Select staff who don't have their First Aid/CPR may be expected to take it during Orientation Week or on the next professional development day.
4. The Director of Education and the Principal will provide an Orientation to staff who have been hired after the school year has started. This will occur before they start their regular duties.
5. Upon completion of the Orientation, the staff, Principal and Director of Education will sign off that they have completed their Orientation.

### 3.10 Personnel Files and Administration

**Policy:**

*Personnel files on all employees and regular contractors will be kept by the Director of Education and/or Bookkeeper.*

**Procedures:**

1. The Employment Standards Act requires employers to keep certain employment records. These records must be kept in English at the employer's principal place of business in BC.
2. The personnel files will include the following information:
  - a) Legal Name, Date of Birth Occupation, current Telephone Number, current Residential Address
  - b) Employment Contract that includes type of employment (probation/permanent), start date, wage, basis for pay (hourly/salary/flat rate/commission/other incentive), benefits, hours of work, annual vacation and evaluation
  - c) Other employment information: annual vacation taken and owed, bereavement leave with pay, any termination pay/pay in lieu of notice as well as any severance pay
  - d) Resume and proof of Qualifications
  - e) Signed Employment Contract
  - f) Signed Job Description, Code of Conduct/Ethics and Confidentiality Agreement
  - g) Medical Examinations and Assessments
  - h) Disability Management and Accommodation
  - i) Criminal Record Checks
  - j) Valid BC driver's license and Driver's Abstract
  - k) Letter of Commendation/Awards
  - l) Letters of Reprimand/Disciplinary Actions
  - m) Employee Performance Reviews/Annual Work Plans
  - n) Certificates/Educational Training Records
  - o) Credit Card Authorization, if applicable
  - p) Key Agreements.
3. The payroll files are to include the following information:
  - a) Legal Name, Date of Birth Occupation, current Telephone Number, current Residential Address;
  - b) Employment Contract that includes type of employment (probation/permanent), start date, wage, basis for pay (hourly/salary/flat rate/commission/other incentive), benefits, annual vacation and evaluation;
  - c) Other employment information: hours of work; gross and net wages for

- each pay period; deductions made and the reason for deductions; statutory holidays taken and amounts paid; annual vacation taken and owed; amounts paid for vacation and owed; banked time; time for time taken that includes paid amounts paid and dates taken; bereavement leave with pay; any termination pay/pay in lieu of notice as well as any severance pay;
- d) Benefits Forms/Enrollment.
  - e) Each pay cheque must include a statement showing the period for which the payment is made; the number of hours for which the payment is made; the rate of wages; the details of the deductions made from the wages; and the actual sum being received by the employee.
4. The files are to be kept confidential in a locked and secure filing cabinet.
  5. Only the Director of Education, Administrative Assistant and Bookkeeper have access to the files.
  6. SVNS takes its responsibility seriously regarding personnel files and will prevent unauthorized access, copying, modifying or disposing of the files.
  7. Employees may, upon 48 hours notice, review the contents of the personnel file (with the Director of Education) that pertains to them, subject to limited exceptions. Information that could threaten someone's health or safety or be harmful to law enforcement can be withheld. If the personnel file contains personal information about another person, this information will be withheld as it would be an unreasonable invasion of the other person's privacy to release it.
  8. SVNS must comply with privacy legislation as it pertains to the operation of the Society (federal and provincial).
  9. It is the responsibility of the employee to inform the Administrative Assistant in writing on any change in their name, address, telephone numbers, marital status, dependents, insurance beneficiaries, or a change in any tax exemptions.
  10. Payroll records must be kept by the employer for "4 years after the date on which the payroll records were created".

### 3.11 Communicable Diseases

#### **Policy**

*The existence of numerous communicable diseases, including Acquired Immune Deficiency Syndrome (AIDS) requires school authorities to establish procedures with regard to the management of infected students and staff. Such procedures reflect both the preservation of the public interest as well as the protection of individual rights and freedoms.*

*The Stein Valley Nlakapamux School is committed to the humane, responsible, and compassionate treatment of students and staff infected with communicable diseases within an environment that protects the health and safety of all students and staff.*

#### **Procedure**

1. Normally, students with communicable diseases will be dealt with in accordance with the provisions of the Public Health Act.
2. Children with a communicable disease shall be allowed to attend school programs in an unrestricted setting unless, in the opinion of the local Medical Officer of Health, special circumstances dictate otherwise.
3. The right of infected students to privacy will be respected by staff, including the confidentiality of records.
4. Information about communicable diseases will be provided to students as part of the regular instructional program.
5. Employees infected with communicable diseases shall be allowed to continue normal duties unless:
  - a) In the opinion of the local Medical Officer of Health, special circumstances dictate otherwise; or
  - b) The job of the employee requires that the employee be free from any communicable diseases.
6. The right of infected employees to privacy will be respected and their identity will remain confidential.
7. Employees who are unable to continue their duties as a result of having a communicable disease shall have full access to sick leave, long term disability and other medical benefits provided for by the various benefit plans.

8. In the event that an employee indicates that they have been infected with a communicable disease, the employee shall immediately contact the Director of Education to review procedures to be followed.
9. If in the opinion of a doctor, an infected employee is no longer capable of working, the matter will be dealt with in the same way as other illnesses that impair an employee's capacity to work.
10. In all cases, the confidentiality of the persons affected by the disease shall be reserved for those who need to know on the basis of providing appropriate programs of services for the persons affected.

## 4.0 Standards

### 4.1 Code of Conduct

#### **Policy:**

*The entire education community of Stein Valley Nlakapamux School shall abide by a code of conduct. The purpose is to promote a safe, secure, supportive learning environment in which opportunities to grow, learn and teach are maximized, and where everyone is treated with respect.*

*This policy is in effect at all times including all work-related settings, including events, offsite and after hours interactions and online presence.*

#### **Procedures**

To achieve a quality educational learning environment, the staff shall adhere to the following Code of Conduct:

#### **Professionalism and Respect**

Staff members are expected to foster a positive working climate based on trust and respect where all feel safe, respected and accepted. Staff members must, at all times, act in the best interests of Stein Valley Nlakapamux School and not compromise themselves or the school by using their positions or the resources of the school for personal or private gain. Without limiting the above, the following are examples of this expectation.

1. Staff members must respect and follow all applicable laws and comply with the policies of the Stein Valley Nlakapamux School.
2. All staff members holding a B.C. Teaching Certificate must adhere to the Standards for B.C. Educators.
3. Staff members must exemplify honesty and integrity in all relations with students, parents, employees and the general community in both word and deed.
4. Staff members must respect differences in people, their ideas and their opinions without discrimination.
5. Staff members must always treat all persons courteously and in a professional manner.
6. Decisions that are made in the exercise of one's position must be made in the best interest of the students and the school.

7. Unless authorized by the Principal social media may not be used to share or discuss any matters related to the school.
8. Communication with students shall occur only through approved school channels or, where appropriate, through a parent or guardian. Personal phone calls and/or contacting students through social media or private messaging is strictly prohibited.

### **Loyalty, Impartiality and Conflict of Interest**

Staff members are expected to carry out their work with prudence and diligence. They must also act faithfully and honestly. In doing so, they must avoid any real or perceived conflict of interest where decisions are based on personal gain rather than in the best interest of students. Without limiting the above, the following are examples of this expectation.

1. Honesty is expected of all staff members.
2. The interests of the school are to go above those of the individual staff member.
3. Staff members must report a direct or indirect conflict of interest they may have.
4. Stein Valley Nlakapamux School assets are not to be used for purposes other than those intended by the school.
5. A staff member who becomes aware of illegal or irregular situations occurring in the workplace must report it to the principal or Director of Education.
6. Any romantic or intimate staff relationships must be reported to an immediate supervisor. Romantic or intimate staff relationships that involve supervisory or evaluative authority are not permitted.

### **Confidentiality and Access to Information**

Confidential information includes, but is not limited to, information which is not generally known to the public and is of such a nature that it is in the legitimate interest of the parties involved to maintain its privacy. Confidentiality of information and documents must be maintained, including after working hours, unless disclosure is authorized for legitimate reasons or legally permitted. Without limiting the generality of the above, staff members must, during and after their employment, adhere to the following guidelines:

1. No staff member shall use confidential information for either personal gain or to the detriment of Stein Valley Nlakapamux School.

2. Staff members must not access or attempt to gain access to confidential information that is in control of Stein Valley Nlakapamux School unless it is necessary for the performance of their duties and is not prohibited by law or board policy.
3. The right of privacy for all employees, volunteers, students and parents is to be respected.
4. Staff members are to refrain from discussing students' situations unless for professional reasons.
5. Personal information regarding others obtained by a staff member while performing their duties shall not be communicated or posted.

## 4.2 Attendance and Hours of Work

### **Policy Statement:**

*Stein Valley Nlakapamux School Society requires full attendance of all employees and punctuality, responsibility and commitment to work. It is expected that employees will be in their office or at their work-station on time, as arranged by the Director of Education and/or Principal. Meals and other breaks are provided as per the Employment Standards Act Regulations.*

### **Procedures:**

1. Hours of Work:
  - a) Teachers are expected to arrive to school at least 30 minutes in advance of school starting and stay a minimum of 30 minutes after school ends.
  - b) The normal hours of work for hourly employees vary pending on position and responsibilities. The average work week is Monday to Friday, from 8:00 AM to 3:00 PM each workday. Hourly employees are expected to be at their workstation and ready for work at the designated start time.
  
2. Absences and Lateness:
  - a) All staff shall call/text or email the Director of Education, or the Principal, and the School Secretary/Receptionist prior to 7:00 AM or as soon as possible thereafter, when they know they will be late or unable to attend to their work responsibilities.
  - b) If an hourly employee is more than 15 minutes late for work, the employee's pay will be adjusted accordingly to reflect actual time worked.
  - c) If a staff member is absent for three (3) or more consecutive working days without the absence being reported, the employee will be considered to have abandoned their position with Stein Valley Nlakapamux School Society. The employer will make every attempt at reaching the employee. In the event that the employer cannot reach the employee by the third day, they will be considered to have abandoned their job.
  - d) Chronic lateness or absenteeism may result in suspension or other disciplinary action. (see policy 4.11 Progressive Discipline)
  
3. Other:
  - a) Each full-time employee shall be allowed one half (1/2) hour lunch period each workday. Such break times may be varied to suit the work schedule of the employee or the workload of the School.
  - b) In case of emergency school closure all employees will be paid their regular working hours if and when the school was in session when the emergency was declared.
  - c) At the request of an employee, the School may grant flexible hours, Monday to Friday but requires a minimum of two weeks advance notice. This is subject to operational requirements and prior approval from the

Director of Education and /or Principal.  
d) No hourly paid employee shall work in excess of forty (40) hours per week, unless previously approved by the Director of Education and/or Principal.

### 4.3 Confidentiality

**Policy:**

*The Stein Valley Nlakapamux School Society requires that all staff and Board of Directors sign an Oath of Confidentiality Agreement due to the personal information that they may receive during their relationship with the society.*

**Procedures:**

1. Stein Valley Nlakapamux School Society staff and Board of Directors understand that it is highly probable that they may come into contact with or into possession of personal, academic or other sensitive information regarding the Stein Valley Nlakapamux School Society and its students, staff or other organizations which the society is affiliated.
2. Maintaining confidentiality is essential to the work of the society.
3. Stein Valley Nlakapamux School Society is bound by provincial legislation such as the Personal Information Protection Act (PIPA) regarding student and family information.
4. Staff who receive confidential information, in any form, from their employment must not disclose, release or transmit to anyone other than those who are authorized to receive the information.
5. Students and their families have a legal right of privacy regarding their personal information, which includes an individual's right to determine with whom they will share the information and to exercise control over the collection, use, disclosure, access and retention concerning any personal information collected about them.
6. Stein Valley Nlakapamux School Society adheres to OCAP (Ownership, Control, Access and Possession) Principles when being involved in all external research. OCAP maintains that First Nations have control over data collection processes in their communities, and that they should own, protect, and control how this information is used. First Nations should be the ones who determine how access to external researchers is facilitated.
7. A Board of Director member who receives confidential information, in any form, from their tenure on the board must not disclose, release or transmit the information to anyone other than those who are authorized to receive it.
8. Staff and the Board of Directors who have received confidential information cannot use the information to further private or personal interest or as a means

of making personal gains.

9. Staff and the Board of Director's Oath of Confidentiality is applicable both within and outside the organization and continues after the relationship ends.

**Please see Form in Appendix**

## 4.4 Violence in the Workplace

### ***Policy:***

*Stein Valley Nlakapamux School Society recognizes the inherent dignity and worth of every person and is committed to providing a safe and healthy work and school environment for everyone.*

This Policy applies to all those working with Stein Valley Nlakapamux School Society including employees, consultants, independent contractors, and the School Board members.

### **Definitions**

#### **Bullying and harassment behavior**

Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated such as:

- (a) Verbal aggression or insults; calling someone derogatory names
- (b) Vandalizing personal belongings
- (c) Sabotaging someone's work
- (d) Spreading malicious gossip or rumours
- (e) Engaging in harmful or offensive initiation practices
- (f) Physical or Verbal threats (this could also constitute "violence" or "improper activity or behavior" under the OHS Regulations)
- (g) Making personal attacks based on someone's private life and/or personal traits
- (h) Making aggressive or threatening gestures
- (i) Other subtle behaviours can include patterns of targeted social behaviours, if they are humiliating or intimidating.

#### **Improper activity or behavior**

Includes:

- (a) the attempted or actual exercise by a worker towards another worker of any physical force so as to cause injury, and includes any threatening statement or behaviour which gives the worker reasonable cause to believe he or she is at risk of injury, and;
- (b) horseplay, practical jokes, unnecessary running or jumping or similar conduct."

#### **Lateral Violence**

Lateral violence takes on a number of different toxic behaviours, and it is any action that is meant to discourage or make a person feel bad in the workplace. In its extreme form, lateral violence can be conscious, deliberate act of meanness with the overall intention to harm, hurt and induce fear in a co-worker.

Some of the behavioural signs of lateral violence: non-verbal intimidation (raising eye brows, making faces, eye rolling, obvious name calling, sarcasm, bickering, whining, blaming, belittling a person's opinions, yelling or using profanity, making up and/or exaggerating scenarios, making snide comments and remarks, making jokes that are offensive by spoken word or email, using put downs, gossiping, rumour mongering, ignoring, excluding or freezing people out, handing over work assignments with unreasonable deadlines or duties that will ensure the person will fail, being purposely unavailable to meet with staff, undermining activities, withholding information or giving the wrong information purposely, constantly changing work guidelines, blocking requests for a promotion, leave or training, not giving enough work so the individual will feel useless, refusing to work with someone, back stabbing, complaining to peers and not confronting the individual, failing to respect privacy, breaking the confidences of others, mobbing or ganging up on others.

### **School**

(a) a body of students that is organized as a unit for educational purposes under the supervision of a principal or vice principal  
(b) the teachers and other staff members associated with the unit, and  
(c) the facilities associated with the unit,  
and includes a Provincial resource program and a distributed learning school operated by a board.

### **Sexual Harassment**

Sexual harassment means one or more incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature where such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group. In addition, sexual harassment may include:

1. When submission to such conduct is made either explicitly or implicitly as a condition of employment; or
2. When submission to or refusal of such conduct affects any employment decision; or
3. When such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

**\*Note**, while women typically experience sexual harassment more often than men, sexual harassment can and does happen to men. It can also occur between two people of the same sex.

Among the types of behaviour, which may be considered sexual harassment, are:

- a) Jokes of a sexual nature which causes embarrassment or offence, which

are by their nature embarrassing or offensive

- b) Leering
- c) The display of sexually offensive material
- d) Sexually degrading words used to describe a person
- e) Derogatory or degrading remarks directed towards members of one sex
- f) Sexually suggestive or obscene comments or gestures
- g) Unwelcome inquiries or comments about a person's sex life
- h) Unwelcome sexual flirtations, advances or propositions
- i) Persistent unwanted contact or attention after the end of a consensual relationship
- j) Requests for sexual favours
- k) Unwanted touching
- l) Verbal abuse or threats
- m) Sexual assault.

### **Threatening Statements or Behaviour**

Threats generally involve any communication of intent to injure that gives a worker reasonable cause to believe there is a risk of injury. A threat against a worker's family arising from the workers' employment is considered a threat against the worker.

Examples of threats include:

- a) Threats (direct or indirect) delivered in person or through letters, phone calls, or electronic mail
- b) Intimidating or frightening gestures such as shaking fists at another person, pounding a desk or counter, punching a wall, angrily jumping up and down, or screaming
- c) Throwing or striking objects
- d) Stalking
- e) Wielding a weapon, or carrying a concealed weapon for the purpose of threatening or injuring a person
- f) Not controlling a dog menacing (for example, growling at) a worker.

### **Violence**

The Worker's Compensation Board has defined violence as "The attempted or actual exercise by a person, . . . of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury."

### ***Procedures***

1. This policy applies to all interactions including school events, community activities, student trips, digital communication and any other off-site activities.
2. Bullying and harassment, violence, lateral violence, sexual harassment, or

improper activity or behaviour will not be tolerated.

3. It is everyone's responsibility to create a healthy positive work environment that everyone can enjoy. Employees and the employer have on-going responsibility to immediately stop any activity in the work place that undermines this Policy.
4. Stein Valley Nlakapamux School Society will treat all employees fairly and equitably in the work environment. Employees and the School Board members must ensure the school environment is free from discrimination. This includes avoiding any conduct that might constitute sexual harassment.
5. If an employee feels that they are being bullied or harassed by another employee, student, parent or board member, they are encouraged to speak up and inform the offending person to stop their behaviour. Employees are required to fill out a "Bullying and Harassment Complaint Form" and document the date, time, comments, actions and any witnesses that were present.
6. Employees, contractors and volunteers are encouraged to report all cases of actual or attempted workplace violence, harassment, bullying, lateral violence or threats by filling out the "Bullying and Harassment Complaint Form" and submitting it to their immediate Supervisor. If that person is involved in the complaint, then the employee is encouraged to submit the Report to the Principal and/or Director of Education. If the Principal/ Director of Education is the immediate supervisor and is involved in the complaint, then the Report should be submitted to the President. If the employee feels that there is no one in Stein Valley Nlakapamux School Society who is impartial and not involved in the complaint, s/he is encouraged to report it to WorkSafe BC and the RCMP.
7. Reports of alleged violence, bullying or harassment shall remain confidential and will only be shared to the extent required to resolve the report.
8. Any employee who believes they have experienced retaliation for reporting alleged violence, bullying or harassment should immediately inform their designated supervisor. All reports will be investigated promptly and confidentially, and corrective action will be taken as necessary. The Society will not tolerate retaliation and will enforce disciplinary measures against any employee found to have engaged in such behaviour.
9. Violence, bullying, harassment and sexual demands from students and their parents/guardians to employees, volunteers and contractors:
  - a) No parent/guardian or community member shall make sexual demands on an employee based on the threat of employment or discontinuance of employment.
  - b) All threats from parents/guardians and community members to employees,

contractors, students and volunteers will be taken seriously. This includes employee's and contractor's families.

- c) As soon as the Principal and/or Director of Education is made aware of a threat, the Director of Education/Principal is required to notify the employee immediately and to notify the RCMP. All employees, contractors, students and volunteers must cooperate with any investigation necessary to protect the employee/contractor/volunteer or their family. If the Director of Education/Principal is unable to contact the employee directly, s/he should advise a trusted family member so that appropriate precautions can be taken, if necessary.
- d) Any sexually oriented behavior of an employee or parent/guardian or community member which the employee feels is objectionable will be considered harassment if the employee tells the offending person that the action is offensive and the offending person persists in the action after they have been requested to stop their actions.
- e) After any situation where violence or harassment incidents occur where an employee has filled out an Incident Report against a student and their parent/guardian for workplace violence or harassment, the student will be suspended until an investigation has been completed by the Principal and/or RCMP.

10. Violence, bullying, harassment and sexual demands from an employee towards another employee:

- a) No employee shall make sexual demands on another employee based on the threat of employment or program continuance or discontinuance, unfavourable performance appraisal, undesirable change in job or assignment, promise of a favourable appraisal and promotion.
- b) Harassment, threats and coercion by an employee is considered a serious breach of conduct and subject to disciplinary action, up to and including termination of the said employee.
- c) If the violence, harassment or bullying is from a supervisor, the employee will fill out an Incident Report and give it to the Principal and/or Director of Education. If the violence, harassment or bullying is from the Principal, the employee will fill out the Incident Report and give it to the President of Stein Valley Nlakapamux School Society.

11. Investigations:

If an employee wishes to pursue a formal investigation:

- a) Upon completion of the investigation, the accused (employee, student, parent/guardian, community member or board member) will be notified about what action, if any will be taken.
- b) The Director of Education/Principal will provide their decision in writing to the accused.
- c) A copy of the letter will be put in the employee's and student's file, if

applicable.

12. If an employee is found to be causing the workplace violence, harassment, bullying or lateral violence, a copy of the Incident Report will be placed in her/his file along with the action taken against the employee.
13. Mediation:
  - a) Depending on the harassment and bullying incident, the employee may choose to resolve the complaint through mediation. However, both parties (employee and accuser) must agree to the mediation and mediator. If the employee feels pressured, vulnerable or intimidated by the situation, they are encouraged not to proceed with mediation.
  - b) The mediator should not be involved in investigating the complaint, and should not be asked to represent the Stein Valley Nlakapamux School Society at any stage of any proceedings related to the complaint. If both parties want an external mediator, the Director of Education/Principal in consultation with the School Board will look for a qualified mediator.
  - c) Should both parties agree to mediation, both have a right to be accompanied to the hearing.
14. Appeals:
  - a) The parent/guardian or community member can appeal the decision of the Director of Education/Principal to the School Board by writing a letter and submitting it within five working days.
  - b) The School Board may hear the appeal by reviewing the completed Incident Report(s) and inviting both the employee and accuser to state their case. The School Board will also ask the Director of Education/Principal to provide the details of the investigation that led to their decision.
  - c) The School Board will make a decision based on the facts presented at the hearing. The Director of Education/Principal will notify the employee and accuser of the decision of the School Board. The Board's decision is final and binding.
  - d) If an employee feels that the Stein Valley Nlakapamux School Society is not providing a safe work environment, they have the right to make a complaint under the Canadian Human Rights Act.
15. Awareness and Signage:

A sign will be posted at the front entrance of the school stating the following, "Stein Valley Nlakapamux School Society is committed to providing its employees and students with a healthy school environment free of violence, harassment, threats, bullying and lateral violence. Any acts of aggression, verbal abuse or other threatening behavior will not be tolerated and may result in being banned from the school grounds."

16. Stein Valley Nlakapamux School Society abides by all applicable human rights legislation.
17. This Policy is not intended to constrain normal and healthy social interaction between people.
18. The following procedure will be followed in investigating a complaint of bullying and harassment, violence, lateral violence, sexual harassment, or improper activity or behaviour.
  - a) The Director of Education and/or the Principal will determine whether the alleged behaviour constitutes violence in the workplace as defined in this policy.
  - b) The Director of Education and/or the Principal will meet with each party separately to explain the investigation process. The complainant and the respondent will be informed of the following:
    - i. Expected timetable.
    - ii. Overall process (interviews, review of documented evidence).
    - iii. Roles and responsibilities of anyone involved in the investigation (employers, supervisors, workers, investigators, others).
    - iv. Confidentiality of the investigation (who will receive the investigation report).
    - v. Interim measures to limit the potential for further violence in the workplace, if required.
  - c) An investigator will be selected. The investigator can be the Director of Education, the Principal, or an external investigator if required.
  - d) Both the complainant and the respondent will be interviewed. If the parties agree on the details of what occurred a decision will be made.
  - e) If the complainant and the respondent do not agree on the details of what occurred, witnesses and other involved parties will be interviewed. In addition, any written or physical evidence will be collected. E.g. email, vandalized objects, handwritten notes, voice recordings, photographs, etc.
  - f) Based on the evidence, the Director of Education and/or the Principal will determine if violence in the workplace occurred.
  - g) The Director of Education, the Principal and/or the investigator will meet separately with the complainant and the respondent, confidentially, to explain the investigation's findings.
  - h) The Director and/or the Principal will take corrective action to ensure that no further violence in the workplace will occur. This could include but is not limited to:
    - i. Mandatory training.
    - ii. Putting preventative measures in place such as reassigning schedules, work performed, etc.
    - iii. Disciplinary action including suspension and termination.
  - i) All records of the investigation will be maintained in a secure location.

#### 4.5 Use of Stein Valley Nlakapamux School Society Technology, Computers, Equipment and Other Resources

**Policy:**

*Employees will be provided Information Technology (IT), computers, other technology assets, equipment and resources required to carry out their duties associated with their respective jobs while on the school premises.*

**Definitions**

**Equipment:** computers (desktop and laptop); telephones (cell and land lines); photocopiers, printers; scanners; faxes etc.

**Resources:** for the purpose of this policy, software, Internet access, email, etc.

**Usage:** employee use of employer-provided equipment and resources within the following parameters:

- b) Core: activities required to conduct Stein Valley School Nlakapamux Society's business
- c) Incidental: activities which do not form part of employee's work responsibilities, done on employees' personal time, for which employees cover any costs incurred
- d) Unacceptable: activities not required by the employer to conduct Stein Valley Nlakapamux School Society's business and which waste employee time and/or disrupt networks or systems and/or violate federal or provincial laws.

**Procedures:**

- 1. Employee's Responsibility:
  - a) To take care, use properly and maintain in good working order all equipment and resources that are provided by Stein Valley Nlakapamux School Society.
  - b) To use and access only electronic files or programs that you have permission to enter.
  - c) To use the equipment and resources for work related purposes.
  - d) Not to participate in activities which are in violation with provincial and federal laws or this policy.
- 2. Director of Education/Principal's Responsibility:
  - a) Ensure that all employees are aware of all policies related to the use of any Stein Valley School Society's equipment or resources.
  - b) Monitor usage of equipment and resources, where necessary.
- 3. Internet:

- a) Access to the internet is a privilege, not a right, and is provided to employees for the purpose of conducting Stein Valley Nlakapamux School Society's business.
- b) It is recognized that some personal use of the internet will occur. Incidental use is acceptable, only during breaks and lunch times.
- c) Employees should be aware that the following activities are criminal in nature. Use of the Stein Valley Nlakapamux School Society's equipment and resources to engage in these activities, but will not be limited to will result in discipline by Stein Valley Nlakapamux School Society up to and including dismissal:
  - i. Possessing, downloading or distributing child pornography;
  - ii. Gaining unauthorized access to a computer system and electronic files that you don't have authorization to enter;
  - iii. Trying to defeat the security features of the electronic networks;
  - iv. Spreading viruses with the intent to cause harm;
  - v. Destroying, altering or encrypting data without authorization and with the intent of making it inaccessible to others with a lawful need to access it;
  - vi. Interfering with others' lawful use of data and computers;
  - vii. Sending electronic messages, without lawful authority, that cause people to fear for their safety or the safety of anyone known to them;
  - viii. Disseminating messages that promote hatred or incite violence against identifiable groups;
  - ix. Distributing, publishing or possession for the purpose of distributing or publicly displaying any obscene material;
  - x. Violating another person's copyright;
  - xi. Spreading false allegations or rumors that would harm a person's reputation; and
  - xii. Unlawfully destroying, altering or falsifying electronic records.
- d) Employees should also be aware that the following activities, while not are criminal in nature, are considered unacceptable usage of the employer's equipment and resources and will result in discipline up to and including dismissal:
  - i. Downloading, viewing, accessing or distributing pornographic and/or obscene material
  - ii. Using the employer's equipment and resources in any way that may be perceived as harassment under the Workplace Violence Policy
  - iii. Downloading personal software onto Stein Valley Nlakapamux School Society's computer system
  - iv. Copying Stein Valley Nlakapamux School Society's software for personal use
  - v. Using the employer's equipment and resources for personal financial gain.

4. Email:

- a) Employees should be aware that they have no reasonable expectation of

privacy in email transmitted, received and stored on and/or through the Stein Valley Nlakapamux School Society's network. Email, whether created or received, is the property of the employer and is not a private employee communication.

- b) The employer can monitor, search and/or legally view all email, including any private email, if that action is necessary for the maintenance or security of Stein Valley Nlakapamux School Society's network or information, or if inappropriate use is suspected.
- c) All external emails should include the signature of the employee which includes the following: name, title, organization, address, phone and fax numbers and website. In addition, a disclaimer should be included after the signature. An example is as follows:
- d) Confidentiality Warning:  
The information contained in this message may be privileged, confidential and protected from disclosure. If the reader of this message is not the intended recipient, you are notified that any dissemination, distribution, or copy of this communication is prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required, please request a hard-copy version.

5. Telephones:

- a) It is recognized that some personal use of office telephones will occur. Incidental use is acceptable, but not beyond the point where it interferes with employees' ability to complete work or becomes a burden on the employer's system and/or resources.
- b) Personal long distance phone calls are not permitted on company's phones.
- c) Employees should have no reasonable expectation of privacy, as employer-provided IT assets, equipment and resources will be monitored and/or searched without advance notice, where necessary, by the employer.
- d) Employees should use all other equipment and resources only to carry out their job responsibilities.

#### 4.6 Laptop Computers and Ipads - Loans for Employees Use

**Policy:** *The SVNS Board of Directors recognizes the value of providing laptop computers and ipads for employees use. This equipment enables employees to extend their learning and in turn extend student learning. Laptop computers and iPads also provide convenience and flexibility. Laptop computers and iPads are an optional resource that employees may sign out when offered the use of this equipment.*

**Procedures:**

When employees are issued and accept the responsibility for a laptop computer and/or iPad they agree to the following:

1. The laptop computer and iPad remains the property of SVNS at all times and only SVNS employees have a right to use them.
2. Employees will take proper care of their assigned laptop computers and accessories and keep them in good working order and condition. If there is an issue with the laptop computer or iPad staff should contact the Computer Tech department immediately.
3. All individual laptop and iPad users should take responsibility for backing up all personal data on their laptop computers either onto the school network, a CD-R, USB memory stick or other independent storage device acceptable to the SVNS.
4. Employees shall only use laptop computers and/or iPads for educational work-related purposes.
5. The maximum loan period is three months.
6. Should the employee require a longer term, a formal written request must be made to the Director of Education and/or Principal explaining the need to extend the agreement.

## 4.7 Personal Cell Phone Use

**Policy:**

*SVNS believes that employees must be fully attentive in order to carry out their roles and responsibilities during the working day therefore, discourages employees from using their personal cell phones.*

**Procedures:**

1. Employees are role models for their students and for their colleagues.
2. Employees should only be using personal cell phones as a tool in the classroom: ie. timer and camera and not for personal use.
3. Employees who use their personal phone (including texting) during their scheduled breaks must do so away from the presence of students.
4. Employees who are expecting calls during the working day are asked to provide the main school number and the School Secretary will take the message and put it in the employee's mailbox.
5. Employees are requested not to bring their cell phones or to have them inaccessible for immediate use during staff meetings and professional development days.
6. Employees should be aware that if they decide to bring their cell phones and other personal devices with them to work, SVNS will not take any responsibility for them if they are broken, lost or stolen.

#### 4.8 Privacy, Health & Safety Practices for Employees Working from Home

**Policy:** *The SVNS Board of Directors recognizes the need to have prudent privacy, health and safety practices when employees are working remotely from home.*

**Procedures:**

1. Permission
  - a) Staff members may only work from home with the prior permission of the principal or Director of Education.
  
2. Communication with the Principal and/or Director of Education:
  - a) Staff members must have direct and regular contact with the Principal and/or Director of Education who will provide work direction and safety instruction as appropriate.
  - b) Staff members agree to provide the Principal and/or Director of Education with their phone/cell number at their homework location which the Principal and/or Director of Education will use to contact the staff member and vice versa.
  - c) Staff members must confirm with the Principal and/or Director of Education that they have a process for summoning assistance in their home.
  - d) Staff members will provide their physical address and description of their work area to the Principal and/or Director of Education.
  - e) Staff members will report to the Principal and/or Director of Education any work-related injury, accident, or incident and do so on the same day as the event.
  - f) Staff members will seek immediate medical attention for any work-related injuries.
  - g) Staff members must submit a schedule of working-alone which has been confirmed by the Principal and/or Director of Education. This is especially important in the event that no other responsible adult is present at the staff member's work location.
  
3. Technology:
  - a) Staff members will keep laptops, smart phones, flash drives and other mobile devices secure. The loss or theft of any such devices is one of the most common causes of privacy breaches. When transporting paper records and electronic devices (laptops and cell phones), staff members may not leave them in a vehicle or unattended at any time.
  - b) When using a home computer that is shared with others in the household, the staff member will ensure that there is limited access to files containing personal information or confidential business information. Passwords must

- be kept secure and not shared.
- c) Staff members will restrict printing or downloading files locally to devices. Whenever possible the staff member will login in to SVNS or secure networks and create and store sensitive documents on the office network.
4. Communication:
- a) Staff members will conduct telephone calls to discuss employment or other matters involving personal information or confidential business information in private and outside the earshot of others.
  - b) Personal email accounts may not be secure and should not be used to transfer or transmit sensitive information.
  - c) When discussing students and/or families, ensure that it is private and outside the earshot of others.
5. Confidentiality:
- a) Staff member will ensure that paper records and electronic records are securely destroyed when no longer needed. Sensitive personal information should ideally be cross-shredded and electronic files securely wiped from device memory.
6. Security:
- a) Staff members will exercise diligence in relation to their home security. (e.g. lock doors and cabinets, activate alarms when away from home). Mobile devices and hard copies of records or files containing sensitive information must be physically secured.
  - b) Staff members will ensure that they are using private networks that are secure or other secure alternatives. Staff members will exercise caution when using wi-fi in public spaces as the wi-fi may not be secure.
  - c) Staff members will only use SVNS approved cloud based services to transmit, modify or access work files.
  - d) The computer, information, and computer programs utilized will be kept secure; including from other persons in the home.
7. Health and Safety Standards in the Workplace Area:  
The staff member agrees to adhere to the following the minimal health and safety standards in the home:
- a) Ensure that there are no tripping hazards in the work area and all access areas.
  - b) Confirm that electrical hazards are not created in establishing a home work area.
  - c) Lock out any electrical devices, appliances, or other powered work tools before conducting any physical or electronic service on the devices.
  - d) Ensure that electrical plugs on equipment are compatible electrical outlets.
  - e) Ensure that the home work area will not create physical strain on the

- employee.
- f) Ensure that the work area is a dedicated work space with appropriate furniture and setting.
  - g) Ensure that lighting is adequate to permit work to proceed without strain or risk to trips or falls.
  - h) Investigations into workplace accidents/incidents will follow the school's standard process as closely as practicable.
8. Emergency Procedures:
- a) The staff member will ensure that they have safe exits from the home work area should an emergency occur and agrees to transfer the school's emergency procedures to their home.
  - b) The staff member will post emergency contacts near their home phone.
  - c) The staff member will update their emergency contact information with the school as soon as they begin working from home.
9. Inspection
- a) The staff member will confirm with the Principal that the above checklist, when completed, represents an accurate description and inspection of the home work area and that any outstanding health or safety hazards have been resolved in advance of working from home.

**See Appendix**

## 4.9 External Activities

### **Policy Statement:**

*Full-time permanent employees who wish to engage in external activities outside of their employment with Stein Valley Nlakapamux School Society must inform the Director of Education and/or Principal and President of the School Board.*

### **Procedures**

1. Employees are expected to immediately inform the Director of Education/Principal, when they wish to engage in other employment in addition to their employment at the School.
2. Employees may hold jobs outside of Stein Valley Nlakapamux School Society, carry on business or receive remuneration for activities outside their positions or engage in volunteer activities that these activities do not:
  - a) Interfere with the performance of their obligation as a Stein Valley Nlakapamux School Society employee.
  - b) Bring Stein Valley Nlakapamux School Society into disrepute.
  - c) Represent a conflict of interest or create the reasonable perception of a conflict of interest.
  - d) Appear to be an official act or represent Stein Valley Nlakapamux School Society opinion or policy.
  - e) Involve the unauthorized use of work time or Stein Valley Nlakapamux School Society premises, services, equipment or supplies.
  - f) Gain an advantage that is derived from their employment with Stein Valley Nlakapamux School Society.
3. Stein Valley Nlakapamux School Society employees may have personal business interests outside the workplace, participate in political activities, and comment on public issues. However, employees are prohibited from engaging in business interests, participating in political activities and making comments that would have a negative impact on Stein Valley Nlakapamux School Society.

## 4.10 Employee Conflict Resolution

### **Background**

*Stein Valley Nlakapamux School recognizes the importance of providing a prompt and efficient procedure for resolving grievances fairly, in a timely manner, and without fear of prejudice or retaliation for initiating a grievance or participating in its settlement on the part of the person involved.*

### **Definitions**

Grievance: A grievance shall be a complaint or dispute by an employee relating to his or her employment including but not limited to:

1. The application of Board policies
2. Acts of retaliation as the result of utilization of the grievance procedure, or of participation in the grievance of another employee;
3. Complaints of discrimination on the basis of race, colour, creed, national origin, sex, age, disability or political affiliation;
4. Sexual harassment.

Non-Grievable Complaints: Complaints cannot be grieved where they involve:

1. Disciplinary actions, including dismissals, disciplinary demotions, and suspension.
2. Wages or salaries, position classification or general benefits;
3. Work activity accepted by the employee as a condition of employment which may reasonably be expected as a part of job performance;

### **Procedures**

1. In order to be considered under the Employee Grievance Procedure, a written letter must be submitted to the Principal or Director of Education, no later than 30 calendar days after the date on which the aggrieved condition commenced.
2. Grievances will follow a three-stage process. The employee shall have the right to appeal their grievance to the third stage if he/she is not satisfied with the way in which their grievance was addressed at the second stage. All actions at any stage of the grievance process shall be characterized by fairness, frankness, courtesy, and respect for the dignity of each individual involved.
3. Should the employee grievance involve the Principal, Director of Education, or both of them, the grievance procedure will follow the same process, but notice

and attendance at grievance hearings will be overseen by the Chair of the Board.

4. The stages of the grievance procedure are as follows:

**Stage 1: Meeting of the Involved Parties**

1. The parties involved will meet independent of others to discuss the concern in order to attempt to resolve the issue through discussion. Every effort must be made by the parties involved to settle any dispute before filing a grievance. It is important to try to resolve problems as close to their point of origin as possible.

**Stage 2: Mediation by the Principal and/or Director of Education**

1. If the grievance cannot be resolved at Stage 1, the grievance will be forwarded to the Principal and/or Director of Education. The person making the grievance shall present his/her grievance first. The Principal or Director of Education shall ensure that all parties involved are aware of the facts (who, what, where, when and why) and any documentation initiating or arising as a result of the grievance.
2. Utilizing Stage 2 of the process shall occur as soon as possible, but no later than 7 working days from which time the grievance arose. The Principal or Director of Education shall discuss with the employee options for early resolution to the grievance. If the employee is not satisfied with the manner in which his/her grievance was addressed or the employee and Principal or Director of Education cannot come to a mutually acceptable agreement on a plan of action, then stage three may be initiated.

**Stage 3: Board Hearing**

1. The third stage shall involve a written request and report of the grievance to be reviewed in a formal meeting environment with representatives of the Board, the Principal or Director of Education, and the employee making the grievance. The request and report shall be submitted no later than 7 working days from the decision in stage 2. A failure on the part of the employee to make the request and submission within the 7 working days of the initial decision in stage 2 shall result in the appeal being waived.
2. The procedure at the Board Meeting will be as follows:
  - a) The concerned person will have the right to have a representative at the Board Meeting.
  - b) The concerned person will express their concern to the Board.
  - c) The Director of Education will respond to the concern indicating what has been done to attempt to resolve the concern along with any

recommendations for consideration of the Board.

- d) The concerned person, any representatives and the Director of Education will be excused from the meeting.
- e) The Board will deliberate and come to a decision as to how to resolve the concern.
- f) The meeting will be reconvened with the concerned person, any representatives, and the Director of Education in attendance.
- g) The Chair of the Board will convey the decision of the Board to the parties. There will be no further discussion or responses from the parties.

- 3. The decision of the Board is final and is not appealable.

#### 4.11 Progressive Disciplinary Action

##### **Policy**

*The Stein Valley Nlakapamux School Society recognizes that it has a responsibility to inform its employees of unsatisfactory performance or behaviour, or misconduct, in a timely and open manner and, where appropriate, to provide employees with an opportunity to correct their performance, behaviour, or conduct.*

*Each employee is required to know and understand the terms and conditions of this procedure, the employee's contract, and any other policies, practices, or procedures of the Stein Valley Nlakapamux School Society that relate to the employee's position, as failure to adhere to these policies, practices, or procedures may result in disciplinary action.*

##### **Procedures**

1. The Stein Valley Nlakapamux School Society uses the following system of progressive and corrective disciplinary procedures:
  - a) Level one: in a private meeting, a verbal warning, explaining the cause for the warning and the consequences for failure to follow the warning;
  - b) Level two: in a private meeting, a written warning delivered to the employee, setting out the cause for the warning and the consequences for failure to follow the warning;
  - c) Level three: The Director of Education may implement a suspension without pay for a period of up to three weeks;
  - d) Level four: The Director of Education may terminate the employee and report the termination to the Board.
2. Although, in general, the Society will apply each level of discipline in successive order, the level of discipline that is applied in a situation will be determined by several factors, such as:
  - a) The severity of the incident;
  - b) The employee's work record and disciplinary history.
  - c) The impact on students, staff and/or the operations of the school.
3. In exceptional cases, the Society may temporarily suspend an employee, with pay, pending investigation of the allegations against the employee.
4. All disciplinary measures will be documented in an employee's employment file. On the recommendation of the Director of Education, and at the sole discretion of the Board, the Stein Valley Nlakapamux School Society may purge a disciplinary letter from an employee's records after 4 years, provided that no

further disciplinary letters have been issued against that employee.

5. This procedure also applies to the Director of Education and Principal, except that all duties under this part must be performed by the Board and all disciplinary action must be approved by a quorum of the Board.
6. Grounds for Disciplinary Action
  - a) Grounds for disciplinary action or termination may include, but are not limited to:
    - i. Non-performance or inadequate performance of duties;
    - ii. Purporting to represent the Stein Valley Nlakapamux Society without authorization, including through posting information online or through social media without prior approval;
    - iii. Frequent, repeated unexcused absences, tardiness, or failure to report to work;
    - iv. Misuse, abuse, intentional destruction, or theft of Stein Valley Nlakapamux Society property;
    - v. Gross misconduct;
    - vi. Negligence;
    - vii. Falsification of records;
    - viii. Breach of Confidentiality;
    - ix. Threats, violence, harassment, bullying (including cyberbullying), or endangerment of Stein Valley Nlakapamux School Society staff, students, contractors or guests;
    - x. Being on Society property while under the influence of drugs, alcohol, or while otherwise impaired;
    - xi. Insubordination; and,
    - xii. Breach of the employee's contract or policies and procedure

## 4.12 Termination of Employment – General

### *Policy*

*The School Board recognizes that from time to time, an employee may leave their employment voluntarily or may be terminated.*

### *Procedures*

1. Employees have the right to terminate their employment but are encouraged to provide a minimum of a two (2) weeks notice. The Director of Education and Principal are encouraged to provide a minimum of two months written notice.
2. The employer, Stein Valley Nlakapamux School Society has the right to terminate employees.
3. Employees have a right to advance termination notice or payment in lieu of notice.
4. The employer, Stein Valley Nlakapamux School Society can give notice to employees or pay employees money to compensate for the loss of their job or can provide a combination of both. The amount of written notice and/or pay is based on how long the employee has been employed with the School. Amount of written notice and/or pay required<sup>21</sup>:
  - a) Three months or less – No notice and/or pay
  - b) After three consecutive months of employment – one week’s notice and/or pay;
  - c) After 12 consecutive months of employment – two weeks notice and/or pay;
  - d) After three consecutive years – three week’s pay, plus one week’s pay for each additional year of employment to a maximum of eight weeks.
5. A week’s pay is calculated by:
  - a) Totaling the employee’s wages, excluding overtime, earned in the last eight weeks in which the employee worked normal or average hours; and
  - b) Dividing the total by eight.
6. Termination for Just Cause:
  - a) An employee can be terminated for “Just Cause”.
  - b) The following are examples of what constitutes Termination for immediate and “Just Cause” as defined by the BC Employment Standards Act and Regulations:
    - i. Fraud and dishonesty;
    - ii. Assault or harassment of co-workers;

- iii. Breach of duty;
  - iv. Serious willful misconduct;
  - v. Conflict of interest, especially if it involves provable loss to the employer;
  - vi. Serious breach of company rules or practices;
  - vii. Serious undermining of the corporate culture;
  - viii. Chronic absenteeism or tardiness;
  - ix. Unsatisfactory performance.
7. An employee may be terminated without written notice or compensation for length of service for serious infractions such as theft, fraud, dishonesty, conflict of interest or willful misconduct.
- a) Stein Valley Nlakapamux School Society will provide a written letter to the employee stating the reason for the termination.
  - b) A copy of the letter will be put on the employee's personnel file.
  - c) When available, the Director of Education and/or Principal will ensure that there is a Counsellor on-sight to meet with any employee who is being terminated for any reason. The employee will be given access immediately after termination meeting, if the employee chooses.
  - d) Employees that are terminated, for any reason, will be escorted to gather their belongings or given the option to make arrangements to pick up their personal items at a later date.
8. Quits/Resigns:
- a) An employee who quits or resigns from her/his employment is not entitled to written notice of termination or compensation for length of service.
  - b) Out of courtesy to Stein Valley Nlakapamux School Society, the employee is encouraged to give at least two weeks notice that they are quitting/resigning. The Director of Education and Principal are governed under the contract that has been negotiated between them and the Board.
  - c) When an employee resigns, Stein Valley Nlakapamux School Society can allow the employee to serve out their period of notice or release the employee by paying them severance equivalent to the remaining time that the resignation takes effect.
  - d) The employee is expected to fulfill their job responsibilities diligently until the resignation date.
  - e) If the employee gives notice, the employer cannot terminate the employee after notice has been given without paying compensation equal to the lesser of:
    - i. The remaining amount of notice the employee has given; or,
    - ii. The employee's statutory entitlement under the Act.

9. Final Pay Cheque and Record Of Employment:
  - a) If Stein Valley Nlakapamux School Society terminates an employee, the employee must receive their final pay cheque which includes outstanding wages, vacation pay, statutory pay, overtime worked or in time bank, within forty-eight (48) hours after the employee's last day of work. If the employee resigns or quits, they must receive the final pay cheque within six (6) days. All legally statutory deductions will be held back from the employee's final pay cheque.
  - b) Employees must return all property of Stein Valley Nlakapamux School Society upon termination of the employment relationship and Stein Valley Nlakapamux School Society will provide the employee with the Record of Employment (ROE) within six calendar days after the last day worked.
  
10. Retirement (review once more as we may take it out)
  - a) The normal age of retirement is 65 years of age.
  - b) Should an employee want to work beyond 65 years of age, they may be asked to get an annual medical or other exam as appropriate to establish whether or not they can continue to fulfill their job requirements, without accommodation.
  
11. Return of Stein Valley Nlakapamux School Society Property
  - a) At the time of layoff, termination or resignation, the employee must return to the School all property issued to that employee, including, but not limited to tools, keys, laptops, computer equipment, Stein Valley Nlakapamux School Society intellectual property, and any purchase order books, and cards.
  - b) If the employee had sole access to property of the school during the course of their employment, and that property was damaged or is missing, then the employer may ask the employee to sign a authorization to deduct the cost of the damaged or missing property from the employee's final paycheque.

## 5.0 Compensation

### 5.1 Base Compensation

#### ***Policy***

*Stein Valley Nlakapamux School Society wants to ensure that all employees receive fair and equitable compensation, while remaining fiscally responsible, and stay within the constraints of annual budgets.*

#### ***Procedures***

1. Stein Valley Nlakapamux School Society will provide a base compensation for each position within the organization which will depend on the qualifications, roles and responsibilities and the experience needed to successfully fulfil the job demands.
2. Stein Valley Nlakapamux School Society will provide a wage grid and will review it every five (5) years. The wage grid will include a minimum, midpoint and a maximum level within that classification. For teachers, the wage gride will be comparable to that of School District #64.
3. Teachers will be placed on the wage grid according to their qualifications and confirmed years of experience.
4. The Director of Education's and Principal's salary and benefits will be negotiated separately.
5. An hourly rate will be determined for all other employees who do not fall on the Teacher's Wage Grid.
6. Wage increases will be dependent on the following:
  - a) funds available
  - b) performance reviews
  - c) Board approval.
7. On-call and term employees do not fall within the wage grid and will be compensated according to the job roles and responsibilities.

## 5.2 Hourly Employees - Timesheets

### ***Policy***

*Stein Valley Nlakapamux School Society must ensure that employees are keeping accurate records of the time worked.*

### ***Procedures***

1. It is the responsibility of the employee to keep accurate records of the time that they work.
2. All employees must sign in and out using the current sign-in method when they enter and leave the office.
3. Employees who do not sign in using the current sign-in method may be deducted for hours not recorded.
4. The Bookkeeper and/or the Administrative Assistant will confirm the hours worked and submit the timesheets to the Director of Education and/or Principal who will authorize and sign off on the timesheets by Friday morning.
5. The Director of Education and/or Principal will submit the Timesheets to the Bookkeeper by 11am on the Monday of payroll.
6. Any timesheets that are not handed in by the deadline may not receive a direct deposit.

### 5.3 Hourly Employees - Overtime

**Policy:**

*An hourly employee's overtime must be pre-authorized by the Director of Education and/or Principal prior to working the overtime.*

**Definition**

Overtime: Hours worked beyond eight hours per day. For the first four hours of overtime an hourly employee will be paid at time-and-a-half. For all hours in excess of twelve hours in a day an hourly employee will be paid at double time. This applies even if the employee is scheduled to work fewer than forty hours per week.

**Procedures:**

1. Stein Valley Nlakapamux School Society encourages all hourly employees to complete their assigned work within their regular working hours and discourages the use of overtime for employees.
2. Hourly employees must demonstrate to the Director of Education and/or Principal why their work cannot be completed within their regular working hours in order to justify overtime.
3. All overtime must be pre-approved by the Director of Education and/or Principal.
4. Banking overtime
  - a) At an hourly employee's written request, a time bank can be established. Overtime hours are credited to the time bank instead of being paid in the pay period in which they are earned.
  - b) An hourly employee may at any time request to be paid out all or part of the wages credited to the bank. The hourly employee may also request time off with pay for some mutually agreed period, or request in writing that the bank be closed.
  - c) Upon receiving an hourly employee's request to close the bank, Stein Valley Nlakapamux School must pay the outstanding balance to the employee.
  - d) Stein Valley Nlakapamux School may close an hourly employee's time bank after giving the employee one month's written notice.
  - e) When an hourly employee's time bank is closed, Stein Valley Nlakapamux School must, within six months, either:
    - i. pay the hourly employee all of the overtime wages credited to the time bank;
    - ii. allow the hourly employee to use the credited overtime wages to

- take time off with pay; or
- iii. pay the hourly employee for part of the wages credited to the time bank and allow the employee to use the remainder of the credited overtime wages to take time off with pay.
- f) Overtime must be used or paid out at the rate it was earned. For example, an hourly employee who banks two hours at time-and-a-half is entitled to three hours off or three hours' pay.

## 6.1 Probationary New Employees

### ***Policy***

*The purpose of the probationary period is to permit an employee time to demonstrate their suitability for the position, and to allow the School to determine the employee's suitability. All new employees will be subject to a probation period at the commencement of their employment. Existing employees may be subject to a probation as part of a reassignment or promotion to another position.*

### ***Procedures***

1. New teachers on contract are required to successfully complete a one year (12 month) probationary period unless otherwise stated. All other new employees are to complete a three (3) month probationary period.
2. At any time during the probationary period, either the School or the employee may terminate hourly employees without cause and without notice.
3. A probationary employee must be evaluated seven to fourteen days before they complete their probationary period.
4. If the employee's performance appraisal at the end of the probationary period is not satisfactory, the employee may be immediately dismissed or there may be an additional probationary period allowed. The period of additional probationary time allowed will not exceed two (2) months.
5. During probation, new and rehired employees will be eligible to accrue paid sick leave during probationary period, however they will not be granted access to vacation and sick days accrued until the completion of the probationary period. Accrued sick days will not be paid out upon termination.

## 6.2 Performance Appraisals and Evaluations

### **Policy**

*Performance appraisals and evaluations at the School are intended to be a constructive experience. It is viewed as an opportunity for the employee to review their job performance, and renew goals and objectives. Simultaneously, it gives employees the opportunity to be involved in determining their future career development. The School maintains a performance appraisal process as a means of measuring efficiency and effectiveness of its operations as well as providing employees with meaningful information about their work.*

### **Procedures**

1. The performance appraisal system is intended to focus attention upon the achievement of duties as set out in an employee's Job Description, as well as to provide a resource to assist the School Administrator's and/or Principal and/or Supervisor in the assessment of individual strengths and weaknesses.
2. An employee's job performance will be evaluated at the end of the initial probationary period by the School Administrator and/or Principal in the presence of the employee, to determine continuous employment.
3. The Procedure for appraisal will include:
  - a) An evaluation form approved by the School Board, which includes ongoing performance and conduct, colleague feedback, goals established by the employee and the Principal, and recommendations.
  - b) Job Description
  - c) Professional development and in-service activities both completed and in planning
4. All performance appraisals are confidential and shall only be accessed by the employee, the School Administrator and/or the Principal and/or Supervisor and/or School Board, and as otherwise required by law.
5. When a formal review of an employee's performance is made, the employee concerned shall be given the opportunity to discuss the review, and shall sign the review form to indicate that its contents have been read and understood. The employee shall also be given the opportunity to provide written comments to be attached to their performance appraisal.
6. In the event that performance problems are revealed, an interim evaluation will be completed at that time, with recommendations as to improvement required and course of action concerning future employment. If an employee is put on probation, it must be followed up by an additional evaluation within one (1) month.

7. The School Administrator and/or Principal will conduct appraisals for all the non-teaching staff. The bus drivers will be appraised by both the School Administrator Principal and the Bus Driver Supervisor. The Principal will be appraised by the School Administrator and the School Administrator will be appraised by the School Board and/or designate.
8. For the purposes of this Policy, non-teaching staff refer to classroom assistants, teacher assistants, counselors, school secretary, bus drivers, janitor/custodians, and other non-certified teacher positions.

### 6.3 Supervision and Evaluation – Teachers

#### **Policy**

*The Board recognizes that the critical element in a sound educational program is the individual teacher. The Board’s goals are to promote, achieve, and maintain a high standard of instruction by having a comprehensive evaluation process which will mutually benefit both the teachers and the students. For more information on Teacher Supervision and Evaluation, refer to the Teacher Evaluation Guide for Stein Valley Nlakapamux School Society.*

#### **Procedures**

1. Informal evaluation process – The Principal will visit the classroom on numerous occasions throughout the year. If notes are taken on these visits they are to be shared with the teacher within 24 hours of the visit.
  
2. Formal evaluation process – The Formal Evaluation Process will result in a report prepared by the evaluator and signed by the teacher. The criteria considered in an evaluation of a teacher’s performance are based on the following 9 standards for B.C. Educators:
  - a) Educators value the success of all students. Educators care for students and act in their best interests.
  - b) Educators act ethically and maintain the integrity, credibility and reputation of the profession.
  - c) Educators understand and apply knowledge of student growth and development.
  - d) Educators value the involvement and support of parents, guardians, families and communities in schools.
  - e) Educators implement effective planning, instruction, assessment and reporting practices to create respectful, inclusive environments for student learning and development.
  - f) Educators demonstrate a broad knowledge base and an understanding of areas they teach.
  - g) Educators engage in professional learning.
  - h) Educators contribute to the profession.

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*26 Professional Standards of BC Teachers (June 2019). BC Teachers Council.  
[https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teacher-regulation/standards-for-educators/edu\\_standards.pdf](https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teacher-regulation/standards-for-educators/edu_standards.pdf)*

- i) Educators value the history of First Nations, Inuit and Metis in Canada and the impact of the past on the present and the future. Educators contribute towards truth, reconciliation and healing. Educators foster a deeper understanding of ways of knowing and being, histories and cultures of First Nations, Inuit and Metis.
1. The Director of Education and/or Principal will, within the first three months of employment make a written initial evaluation of the performance of 1st year Teachers which will include recommendations. A follow up evaluation will occur by February which will form the 1st year Final Evaluation report.
  2. The Director of Education will, within the first six months of employment make a written initial evaluation of the performance of the 1st year Principal which will include recommendations. A follow up evaluation will occur before the end of the school year which will form the 1st year Final Evaluation report.
  3. Upon a successful evaluation, the formal evaluation will occur every three years thereafter or more frequently as determined by the Director of Education and/or Principal, to identify:
    - a) how the Teacher may improve performance and foster self-development; and
    - b) responsibilities the Teacher is performing well and those where improvement is required.
  4. The Director of Education and/or Principal shall sign the evaluation before the Teacher receives it.
  5. The Director of Education shall sign the Principal evaluation before the Principal receives it.
  6. The Teacher may provide written comments on the evaluation, and shall sign the evaluation to indicate that it has been read. The evaluation shall then be placed in the Teacher's personnel file.
  7. The Principal may provide written comments on the evaluation, and shall sign the evaluation to indicate that it has been read. The evaluation shall then be placed in the Director of Education's personnel file.

## 6.4 Supervision and Evaluation – Principal

### **Policy**

*The Board recognizes that the critical element in a sound educational program is the principal. The Board's goals are to promote, achieve, and maintain a high standard of instruction by having a comprehensive evaluation process which will mutually benefit both the principal, the staff and the students.*

### **Procedures**

1. **Informal evaluation process** – The Director of Education will observe the work of the principal throughout the year. Informal feedback will be provided to the principal by the Director of Education.
2. **Formal evaluation process** – The Formal Evaluation Process will result in a report prepared by the Director of Education and signed by the principal. The criteria considered in an evaluation of the principal's performance are based on the following 8 standards:

- 2.1 Standard 1: Leading a Caring School Community
- 2.2 Standard 2: Learning Environment
- 2.3 Standard 3: Instruction, Curriculum and Assessment
- 2.4 Standard 4: Interpersonal Capacity
- 2.5 Standard 5: Decision Making
- 2.6 Standard 6: Management and Administration
- 2.7 Standard 7: Professional Growth and Development
- 2.8 Standard 8: Community Building

3. The Director of Education will, within the first six months of employment make a written initial evaluation of the performance of the 1<sup>st</sup> year principal which will include recommendations. A follow up evaluation will occur before the end of the school year which will form the 1<sup>st</sup> year Final Evaluation report.
4. Upon a successful evaluation, the formal evaluation will occur every three years thereafter or more frequently as determined by the Director of Education to identify:
  - (a) how the principal may improve performance and foster self-development; and

- (b) responsibilities the principal is performing well and those where improvement is required.
- 5. The Director of Education shall sign the principal evaluation before the Principal receives it.
- 6. The principal may provide written comments on the evaluation, and shall sign the evaluation to indicate that it has been read. The evaluation shall then be placed in the principal's personnel file.

## 6.5 Supervision and Evaluation – Vice Principal

### **Policy**

*The Board recognizes that a critical element in a sound educational program is the vice principal. The Board's goals are to promote, achieve, and maintain a high standard of instruction by having a comprehensive evaluation process which will mutually benefit both the principal, the staff and the students.*

### **Procedures**

3. **Informal evaluation process** – The principal will observe the work of the vice principal throughout the year. Informal feedback will be provided to the principal by the Director of Education.
4. **Formal evaluation process** – The Formal Evaluation Process will result in a report prepared by the principal and signed by the vice principal. The criteria considered in an evaluation of the vice principal's performance are based on the following 8 standards:
  - 2.1 Standard 1: Leading a Caring School Community
  - 2.2 Standard 2: Learning Environment
  - 2.3 Standard 3: Instruction, Curriculum and Assessment
  - 2.4 Standard 4: Interpersonal Capacity
  - 2.5 Standard 5: Decision Making
  - 2.6 Standard 6: Management and Administration
  - 2.7 Standard 7: Professional Growth and Development
  - 2.8 Standard 8: Community Building
3. The principal will, within the first six months of employment make a written initial evaluation of the performance of the 1<sup>st</sup> year vice principal which will include recommendations. A follow up evaluation will occur before the end of the school year which will form the 1<sup>st</sup> year Final Evaluation report.
4. Upon a successful evaluation, the formal evaluation will occur every three years thereafter or more frequently as determined by the principal to identify:
  - (a) how the principal may improve performance and foster self-development; and

- (b) responsibilities the vice principal is performing well and where there are areas for improvement.
- 7. The principal shall sign the vice principal evaluation before the vice principal receives it.
- 8. The vice principal may provide written comments on the evaluation, and shall sign the evaluation to indicate that it has been read. The evaluation shall then be placed in the vice principal's personnel file.

## 6.6 Supervision and Evaluation – Adult Education Coordinator

### **Policy**

*The Board recognizes that the critical element in a sound adult education program is the Adult Education Coordinator. The Board's goals are to promote, achieve, and maintain a high standard of instruction by having a comprehensive evaluation process which will mutually benefit both the Adult Education Coordinator, the staff and the students.*

### **Procedures**

1. **Informal evaluation process** – The Director of Education will observe the work of the Adult Education Coordinator throughout the year. Informal feedback will be provided to the Adult Education Coordinator by the Director of Education.
2. **Formal evaluation process** – The Formal Evaluation Process will result in a report prepared by the Director of Education and signed by the Adult Education Coordinator. The criteria considered in an evaluation of the Adult Education Coordinator's performance are based on the following 8 standards:
  - 2.1 Standard 1: Program Development and Delivery
  - 2.2 Standard 2: Student Welfare
  - 2.3 Standard 3: Personnel Management
  - 2.4 Standard 4: Organizational Management
3. The Director of Education will, within the first six months of employment make a written initial evaluation of the performance of the 1<sup>st</sup> year Adult Education Coordinator which will include recommendations. A follow up evaluation will occur before the end of the school year which will form the 1<sup>st</sup> year Final Evaluation report.
4. Upon a successful evaluation, the formal evaluation will occur every three years thereafter or more frequently as determined by the Director of Education to identify:
  - (a) how the Adult Education Coordinator may improve performance and foster self-development; and
  - (b) responsibilities the Adult Education Coordinator is performing well and those where improvement is required.

9. The Director of Education shall sign the Adult Education Coordinator evaluation before the Adult Education Coordinator receives it.
10. The Adult Education Coordinator may provide written comments on the evaluation, and shall sign the evaluation to indicate that it has been read. The evaluation shall then be placed in the Adult Education Coordinator's personnel file.

## 6.7 Supervision and Evaluation – Director of Education

### **Policy**

*The Board recognizes that a critical element in a sound educational program is the Director of Education. The Board's goals are to promote, achieve, and maintain a high standard of instruction by having a comprehensive evaluation process which will mutually benefit both the administrator, the staff and the students.*

### **Procedures**

1. **Informal evaluation process** – The Board will observe the work of the Director of Education throughout the year. Informal feedback will be provided to the Director of Education by the Board Chair.
2. **Formal evaluation process** – The Formal Evaluation Process will result in a report prepared by the Board Chair or designate and signed by the Director of Education. The criteria considered in an evaluation of the Director of Education's performance are based on the following 8 standards:
  - 2.1 Standard 1: Educational Leadership
  - 2.2 Standard 2: Student Welfare
  - 2.3 Standard 3: Fiscal Responsibility
  - 2.4 Standard 4: Personnel Management
  - 2.5 Standard 5: Policy
  - 2.6 Standard 6- Administrator/Board Relations
  - 2.7 Standard 7: Strategic Planning and Reporting
  - 2.8 Standard 8: Organizational Management
  - 2.9 Standard 9: Communications and Community Relations
  - 2.10 Standard 10: Leadership Practices
3. The Board Chair or designate will, within the first six months of employment make a written initial evaluation of the performance of the 1<sup>st</sup> year Director of Education which will include recommendations. A follow up evaluation will occur before the end of the school year which will form the 1<sup>st</sup> year Final Evaluation report.

4. Upon a successful evaluation, the formal evaluation will occur every three years thereafter or more frequently as determined by the Board to identify:
  - (a) how the Director of Education may improve performance and foster self-development; and
  - (b) responsibilities the Director of Education is performing well and those where improvement is required.
11. The Board Chair shall sign the Director of Education evaluation before the Director of Education receives it.
12. The Director of Education may provide written comments on the evaluation and shall sign the evaluation to indicate that it has been read. The evaluation shall then be placed in the Director of Education's personnel file.

## 6.8 Transfer of Position/Re-Assignment and Promotions

### **Policy**

*The Board recognizes the possible employee transfer, re-assignment or promotion as requested by the employee or directed by the Board. The Board knows the importance of effective transitions for both the employee and the employer; therefore, the Board encourages transfers that accommodate all parties involved.*

### **Procedures**

1. Transfer of Position/Re-assignment
  - a) The School may require an employee to make either a temporary or long-term transfer in order to accommodate the School's needs.
  - a) An employee may request a transfer from one position to another where a vacancy exists, and where the employee is qualified and able to perform the position requirements and is the best candidate for the position.
  
2. Promotions
  - a) In filling a vacant position, the School will give first consideration to promotion of current qualified employees.
  - b) The promotion of employees shall operate under the same standards governing recruitment of personnel.
  - c) Promotion shall be based on evaluation of past performance, the employee's qualifications, and ability to perform the duties of the position.
  
3. Restructuring of Employment Positions
  - a) The Board may at anytime restructure and/or re-assign the employment positions available based on the needs of the students, funding availability and/or program changes.
  - b) In the event that funding is not available to continue to support the employment positions, the Board may terminate the position.

## **7.0 Group Health and Related Employee Benefits Program**

### **7.1 Group Benefits**

#### ***Policy***

*Subject to the approval of the Stein Valley Nlakapamux School Society Board Society, there may be a benefits package which may include a life insurance plan, accidental death and dismemberment plan, dependent life insurance plan, long-term disability program, a health and dental care program and a pension plan (the employer will match contributions up to 5% ). The terms of the plan will be dependent upon the Lytton First Nation Group Benefit Program.*

#### ***Procedures***

1. In collaboration with the Lytton First Nation Group Benefit Program as determined by the School Board, Stein Valley Nlakapamux School Society offers group insurance and other benefits for its employees who have successfully passed their probation period.
2. It is mandatory for all employees to purchase the Basic Insurance Package.
3. The group insurance will be maintained during the summer months for all employees. For employees who work and are paid ten months, their premiums will be prorated and deducted during their months of employment.
4. Employees shall be provided with a summary of their Benefit Program upon hire.
5. The Program will be administered by the Director of Education and/or Principal in co- ordination with the Lytton First Nation Finance Department.
6. The School reserves the right to amend any of its Benefit Plans at any time. Employees will be notified as amendments are made.
7. Should employees want to continue with their benefits program while they are on leave, they are required to provide post-dated cheques for their premiums while they are off.

## 7.2 Professional Development

### ***Policy***

*The Stein Valley Nlakapamux School Society believes in the importance of providing annual professional development activities for its employees throughout the year. On an individual basis and as per funding availability, the school will provide financial assistance to help subsidize the professional development and/or the training costs.*

### ***Procedures***

1. All staff are required to attend the professional development and in-service activities offered and paid for by the school.
2. Staff cannot use paid sick days or personal leaves on professional development days.
3. At least three days each year will be set aside for school professional development. The activities and location of these professional development activities will be jointly determined by the staff in a co-operative manner with the Director of Education and/or Principal.
4. Professional development leave requests may be granted at the discretion of the Director of Education and/or Principal, based on the following:
  - a) Relevance to the school goals and student needs
  - b) Consideration to the value and importance of the professional development request to both the teacher and to the school system
  - c) In accordance with budgets and planned expenditures and usefulness to the school program.
5. The employee must provide the Director of Education and/or Principal with all relevant information regarding the request at least ten (10) working days prior to the professional development opportunity. Employees shall submit a written request stating the purpose of the leave, the date, time(s), and place, course or courses (training) to be taken, costs involved, amount of financial assistance requested and how the training will benefit the employee and the School
6. Travel costs to attend professional development activities that take place outside of the Lytton area may be reimbursed as per the following in accordance with the Finance Policy:
  - a) If the staff member is directed to attend a training/conference, the cost of registration, travel, meals, and hotel will be covered. The original receipts are required.
  - b) If a teacher requests to attend a training/conference, the amount per

teacher will be determined annually by the School Board.  
c) Support staff will be reimbursed as per the Travel Expense Policy.

## 8.0 Leaves from Work

### 8.1 General Leave from Work

#### ***Policy***

*Stein Valley Nlakapamux School Society recognizes that employees may need to be provided with leave of absence from regular duties for a variety of reasons.*

#### ***Procedures***

1. Employees are required to submit a Leave Request Form on PurelyHR when they are requesting to be away from their normal job responsibilities and regular working hours as soon as the employee becomes aware of the need to use leave.
2. This Leave Request Form must be approved by the Director of Education and/or the Principal in advance, excluding sick and bereavement leaves.
3. The Director of Education and/or Principal will decide whether or not to grant the leave and determine whether or not the employee qualifies for the leave and if it will be with pay or without pay. Factors taken into consideration will include the employee's previous leaves of absences, availability of a suitable replacement, current school activities, and other factors as deemed necessary.
4. Leave without pay is not automatically granted but will be at the discretion of the Director of Education and/or Principal.
5. The Director of Education and/or Principal must ensure that students' educational needs are being met during the employee's leave of absence.
6. The Administrative Assistant and/or the IT Support will ensure that the approved Leave Request Form is documented accordingly.

## 8.2 Bereavement Leave

### **Policy**

*After an employee has successfully completed their probation, they are entitled to receive up to a maximum of five (5) days for Bereavement Leave per death in their immediate family.*

### **Procedures:**

1. An employee who has a death in their immediate family may request up to five (5) days for bereavement leave.
2. The employee must notify the Director of Education and/or Principal as soon as possible.
3. The employee must fill out a *Leave Request Form* within five days after returning to work. The employee must indicate the relationship to the deceased.
4. An employee who requires additional time off may request to use their remaining sick and/or personal leave for an extended bereavement period.
5. An employee who requires further additional leave may request unpaid leave from their job and are encouraged to apply for EI medical leave if they require a longer leave.

### 8.3 Compassionate Leave

***Policy Statement:***

Stein Valley Nlakapamux School Society believes in supporting employees who require time off to care for a family member who is gravely ill.

***Definition***

**Family** Father, mother, brother, sister, spouse (including common-law relationships recognized by law), aunts, uncles, child or ward, father-in-law, mother-in-law, grandparents, grandchild of an employee (including extended family) and a relative permanently residing in the employee's household or with whom the employee permanently resides. The School respects the family situations of Aboriginal peoples that may affect their immediate, extended and/or community families.

***Procedures:***

1. Employees may request up to 8 weeks off for unpaid compassionate care leave<sup>27</sup> to provide care and support to a family member where the family member is gravely ill with a significant risk of death with 26 weeks.
2. Employees are not required to have worked for a specified period of time in order to be granted this leave request.
3. An employee must get a certificate from a medical practitioner stating that the family has a serious medical condition with a significant risk of death within 26 weeks.
4. Once the employee makes the request, there is no requirement to put the request in writing or to give advance notice however, employees are encouraged to notify the Principal and/or the Director of Education as soon as they become aware of their family member's medical situation.
5. The 26 week period will begin as soon as the medical practitioner issues the medical certificate to the employee or the first time that the employee takes a leave, whichever comes first. If the leave is taken before the medical certificate is issued, the leave will be included within the 26 week period.
6. The leave is to be taken in one week block periods which start on Sunday. In the event that only a couple of days are taken off in a particular week, a week of leave will be deemed to have been used.

7. The leave can be ended in three ways, whichever comes first:
  - a) On the last day of the week in which the family member dies.
  - b) After the employee has had 8 (eight) weeks off within the period of 26 weeks. The employer will not have to grant any more leave during that 26 week period.
  - c) Twenty six weeks after the period begins. Even if the employee has not taken all eight weeks of leave, the employer is not required to grant any more leave until the employee provides another medical certificate.
  - d) If the family member does not die within the 26 week period, an employee may take a further unpaid compassionate leave after obtaining a new medical certificate stating that the family member has a serious medical condition with significant risk of death within 26 weeks.
8. An employee who is on compassionate care leave is considered to be continuously employed for the purposes of calculating annual vacation and termination entitlements, as well as for pension, medical or other plans of benefit to the employee.
9. Stein Valley Nlakapamux School Society will continue to make payments to any such plans, unless the employee chooses not to continue paying his or her employee's portion of the plan. The employee is also entitled to all increases in wages and benefits that the employee would have received if the leave had not been taken.
10. Stein Valley Nlakapamux School Society may not terminate an employee or change a condition of employment because of a leave, without the employee's written consent.
11. When the leave ends, Stein Valley Nlakapamux School Society must place the employee in his or her former or comparable position.

## 8.4 Court Leave

### **Policy:**

*Stein Valley Nlakapamux School Society employees who have to appear in court may request unpaid Leave of Absence.*

### **Procedures:**

1. An employee who has to appear before the court, judge or magistrate to answer criminal charges can apply for unpaid Court Leave by filling out a *Leave Request Form* and submitting it to the Principal and/or the Director of Education. Should the employee be required to attend additional days in court, s/he may request unpaid leave or request to use paid vacation time, which will be determined by the Principal and/or the Director of Education.
2. An employee who has been provided with a summons or subpoena to court may apply for a paid Court Leave up to a maximum of one regular working day. If the employee is required to attend more than one day of the trial, they can request further leave from the Principal and/or the Director of Education.
3. The employee must fill out the *Leave Request Form* and include a copy of the summons or subpoena and submit it to the Principal and/or the Director of Education as soon as they receive the order.
4. Copies of the *Request for Leave Form* and court documents will be put in the employee's personnel file.

## 8.5 Education Leave

### ***Policy***

*Stein Valley Nlakapamux School Society's long term employees may apply for an unpaid Education Leave to pursue further post-secondary education.*

### ***Procedures***

1. Educational leave may be granted at the discretion of the Director of Education and/or Principal, if it is determined that the proposed training is relevant to the employee's current position. When requesting Education Leave, employees shall submit a written request stating the purpose of the leave, the date, time(s), and place, course or courses (training) to be taken, costs involved, amount of financial assistance requested and how the training will benefit the employee and the School.
2. Prior to granting an Education Leave, the Director of Education and/or Principal, in consultation with the employee, must establish in writing the proposed date of return to duties of the employee.
3. Education Leave may be granted for full-time or part-time study.
4. Salaries or travel will not be covered during Education Leave.
5. The School may cancel an Education Leave if an employee leaves a course of study or fails to successfully complete any interim stage of the course of study or conducts him or herself in an unsuitable manner.
6. The maximum allowable time off without pay is two (2) years.
7. An employee may return to their original position or be provided with advancement within the school, depending on their completed education.

## 8.6 Funeral Leave Non-Family Member

### ***Policy***

*Stein Valley Nlakapamux School Society employees may attend a funeral of a non-family member in the Lytton and area communities.*

### **Procedures:**

1. Employees may request to attend a funeral of a non-family member by filling out a Request for Leave Form two days prior to the funeral and submitting it to the Principal and /or the Director of Education.
2. Any employee who requires coverage for their duties while they are at the funeral will indicate who will be substituting for them on the form. If the employee requires a substitute teacher and is not successful in finding a substitute, they may not be permitted to attend the funeral.
3. The employee is required to return to work immediately after the funeral and will only be paid for the duration of the funeral.

## 8.7 Jury Duty

### **Policy:**

*Stein Valley Nlakapamux School Society employees who are selected for jury duty as a juror may receive their regular salary up to a maximum of 10 working days.*

### **Procedures:**

1. An employee who is summoned to court for jury duty must notify the Director of Education and/or Principal immediately and provide a copy of the summons.
2. According to the BC Employment Standards Act, Stein Valley Nlakapamux School Society does not have to pay its employees their regular rate of pay for normal working hours while being a juror<sup>28</sup>. Although Stein Valley Nlakapamux School Society believes in supporting employees who are providing a community service, we believe our primary objective is to provide quality and consistent education to our students. Hence, employees will be paid their regular rate of pay for normal working hours while attending the jury panel as a juror up to a maximum of 10 working days.
3. An employee who is selected as a juror must provide the Principal and/or the Director of Education with a copy of the Letter of Confirmation.
4. Should an employee not be compensated for their wages while on jury duty, they are eligible for their regular rate of pay for normal working hours.
5. Employees who receive payment for mileage, meals and accommodation while a juror are able to retain those funds but must notify the Director of Education and/or Principal.
6. The maximum number of working days an employee is eligible for as a juror is 30 working days.
7. If the court feels that the court case may last longer than the 10 working days, an employee is encouraged to inform the court that the loss in pay beyond 30 days may be a hardship on them and their family.

## **8.8 Marriage Leave**

### ***Policy:***

*Stein Valley Nlakapamux School Society will grant a maximum of two (2) days for the purpose of getting married.*

### ***Procedures***

1. An employee must provide at least two month's notice to the Director of Education and/or Principal that they are requesting a Marriage Leave.
2. An employee may be granted special leave to the extent of their credits but such leave shall not exceed two (2) days for the purpose of getting married. It will be at the discretion of the Director of Education and/or Principal to grant additional days.

## 8.9 Maternity, Adoption and Parental Leave

### **Policy**

*Stein Valley Nlakapamux School Society will follow current legislation for pregnancy (maternity) and parental leave for eligible employees.*

### **Procedures:**

1. Leave will be granted upon submission of a written application to the Director of Education and/or Principal stating the date that the employee wishes to commence maternity, adoption and/or parental leave and the date of their expected return to work. The application must be submitted no later than four (4) weeks prior to the date of commencement of leave.
2. A doctor's certificate specifying the expected date of birth must accompany the employee's request for pregnancy leave.
3. Employment insurance (EI) provides pregnancy and parental leave benefits to eligible employees who are:
  - a) Waiting for a child
  - b) Have recently been given birth
  - c) Are adopting a child or
  - d) Are caring for a new born
4. An employee who is pregnant is entitled to seventeen (17) weeks of unpaid leave:
  - a) Beginning:
    - i. no later than 11 weeks before the expected birth date, and
    - ii. No later than the actual birth date, and
  - b) Ending:
    - i. no earlier than 6 weeks after the actual birth date, unless the employee requests a shorter period and
    - ii. no later than 17 weeks after the actual birth date.
5. An employee who requests leave after the birth of a child or the termination of a pregnancy is entitled up to 6 consecutive weeks of unpaid leave beginning on the date of the birth or the termination of the pregnancy.
6. An employee may request an additional 6 consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, she is unable to return to work when her leave ends from #5 above.
7. An employee wishing to return to work early from a pregnancy, adoption or parental leave must give the employer four (4) weeks of notice of their

intention to return to work and must provide a medical certificate stating that the employee is able to resume work.

8. An employee who has taken pregnancy leave is entitled to an unpaid parental leave<sup>30</sup> of up to thirty- (35) consecutive weeks immediately after the pregnancy leave has been taken.
9. A parent who has not taken pregnancy leave in relation to the birth of a child may take up to 37 consecutive weeks of unpaid leave after the child's birth and within 52 weeks after that event.
10. For an adopting parent, the employee may take up to 37 consecutive weeks of unpaid leave beginning within 52 weeks after the child is placed with the parent.
11. A letter from legal authorities specifying the expected date of adoption must accompany the employee's request.
12. The School shall reinstate an employee in the same or in a comparable position with similar salary and benefits that the employee had enjoyed before commencing adoption or parental leave, provided the employee returns to work when the leave expires. Employment during maternity, adoption or parental leave shall be deemed continuous and there shall be no loss of benefits over this period.

## 8.10 Sick Leave

### **Policy:**

*Stein Valley Nlakapamux School Society employees who are sick may be eligible for paid sick leave.*

### **Procedures:**

1. The School provides protection for its permanent full-time employees against loss of income sustained as a result of illness.
2. Sick leave will be accumulated, by permanent employees who have completed one (1) month of employment at a rate of one and one-quarter (1.25) days per month up to a maximum of fifteen (15.0) days per year.
3. Employees do not accumulate sick leave credits during their probationary employment period.
4. All eligible employees shall be granted sick leave with pay when they are unable to perform their duties because of illness, injury, or with special approval from the Director of Education and/or Principal. This also includes doctor, dentist, physical and specialist appointments.
5. To be eligible for paid sick leave, an employee must have a bona fide illness or accident that prevents useful employment or provide a doctor's certificate.
6. Stein Valley Nlakapamux School reserves the right to request a doctor's certificate (note) confirming an employee's illness.
7. To be eligible for paid sick leave, an employee must notify the Director of Education and/or Principal by telephone immediately upon commencement of illness or injury. If absence exceeds two (2) days, employees will be required to supply a doctor's certificate.
8. An employee may apply to use up to a maximum of three (3) of the fifteen (15) days for personal leave (ie. mental health and wellness, cultural, education) but can only use a maximum of one day at a time.
9. Once an employee has used up all paid sick leave in any one fiscal year, sick leave without pay may be granted or the employee may apply for medical Employment Insurance.
10. If the employee resigns or their employment is terminated prior to earning all the paid sick leave taken, the employee shall reimburse the School for all

unearned sick leave taken; such amount will be deducted from the employee's pay cheque.

11. Unused, earned, paid sick leave will not be paid to an employee when they resign, retire or when their employment is terminated.
12. All employees are required to use the short-term disability plan of the School:
  - a) When the anticipated need for sick leave exceeds 14 consecutive days, the employee must apply to access the short-term disability plan of the School;
  - b) It is the responsibility of the employees to apply for short-term disability benefits as soon as they become aware of the need to access the plan.
13. If an employee has been on an extended leave longer than two weeks from work due to serious illness or injury, they will be required to have a medical clearance from the attending physician and/or qualified medical practitioner.

## 8.11 Pandemic Sick Leave

### ***Policy:***

*Stein Valley Nlakapamux School Society employees who are sick during a pandemic may be eligible for an additional paid sick leave.*

### ***Procedures:***

1. Employees must use all of their regular sick leave prior to being considered for Pandemic Sick Leave.
2. The School provides protection for its employees and Knowledge Keepers, against loss of income sustained as a result of having a confirmed pandemic related illness.
3. All eligible employees shall be granted up to five (5) additional days of sick leave with pay when they are unable to perform their duties because of having a confirmed pandemic related illness.
4. Employees must immediately notify the Director of Education upon being confirmed with a pandemic related illness.
5. Should an employee require further time off from their scheduled work duties, s/he is encouraged to apply for Employment Insurance or apply for the short-term disability plan of the School.
6. An employee who has been confirmed as having a pandemic related illness must get a medical clearance from the attending physician and/or qualified medical practitioner before returning to work.

## 8.12 Statutory Holidays

### **Policy:**

*In addition to the eleven (11) statutory holidays as determined by the BC Employment Standards Act, Stein Valley Nlakapamux School Society observes an additional four days as statutory holidays.*

### **Procedures:**

1. The eleven (11) statutory holidays in BC are:
  - a) New Year's Day
  - b) Family Day
  - c) Good Friday
  - d) Victoria Day
  - e) Canada Day
  - f) B.C. Day
  - g) Labour Day
  - h) National Day for Truth & Reconciliation
  - i) Thanksgiving Day
  - j) Remembrance Day
  - k) Christmas Day
  
2. In addition, Stein Valley Nlakapamux School Society has designated the following four days as statutory holidays which may be granted at an alternate day in the school calendar:
  - a) Boxing Day
  - b) Indigenous Peoples Day
  - c) Spence's Bridge Declaration Day
  - d) Indigenous Day
  
3. To be eligible for statutory holiday pay, an employee must:
  - a) Have been employed for 30 calendar days before the statutory holiday and,
  - b) Have worked or earned wages on 15 of the 30 days immediately before the statutory holiday.
  
4. When an employee is given a day off on a statutory holiday, or it falls on a regular day off, an eligible employee is entitled to be paid an average day's pay.
  
5. If a holiday falls on a weekend, then the next normal working day shall be observed as the holiday. For example, if Canada Day falls on a Saturday, the following Monday will be observed as Canada Day.
  
6. An eligible employee who works on a statutory holiday is entitled to be paid:
  - a) time-and-a-half for the first 12 hours worked and

- b) double-time for any work over 12 hours; plus an average day's pay.
7. No holiday pay will be allowed if the holiday falls during an employee's leave of absence.
  8. An employee who is not eligible for statutory holiday pay is not entitled to be paid an average day's pay. If an ineligible employee works on a statutory holiday he or she may be paid as if it were a regular work day.
  9. The School Board will determine the Christmas Holiday Schedule, closure and what days, if any hourly employees will receive paid days off.

### 8.13 Vacation Time

**Policy:** *All employees are entitled to vacation pay except those who are on leave of absence without pay and on disciplinary suspension.*

**Procedures:**

1. All employees, excluding custodians will receive their regular working hours during Christmas and Spring Breaks in lieu of holiday pay.
2. Employees who are on probation may accrue vacation time but cannot use it until after they have successfully completed their probation period.
3. Vacation time is accrued starting on the first day of employment in July annually. Employees who are employed for five calendar days or less are not entitled to paid annual vacation pay.
4. Employees who are on contract such as the teachers, Principal and Director of Education will be paid according to their contract.
5. Custodians (and other hourly employees) must choose whether they will have vacation paid on each pay cheque or have vacation pay accrued. Employees must sign an Employee's Annual Vacation Pay Agreement, stating if they would like their vacation pay on every cheque or accrued. If an employee chooses to have their vacation paid on each pay cheque, they must still take their unpaid vacation time at the designated time as stipulated by the Director of Education and/or Principal and in accordance with the BC Employment Standards Act.
6. Custodians (and hourly employees are entitled to the following amount of vacation pay:
  - (a) after 5 calendar days of employment, four (4)% of the employee's total wages during the year of employment entitling the employee to the vacation pay;
  - (b) after 5 consecutive years of employment, six (6)% of the employee's total wages during the year of employment entitling the employee to the vacation pay.
7. During the first year of employment, a Custodian (and other hourly employees) earns vacation time to be taken in the second year of employment. After completing twelve months of employment, an employee has earned two weeks of annual vacation to be taken in the following year. This means that starting in the second year, an employee is entitled to take the vacation earned from the previous year.

8. The Custodian (and other hourly employees) is entitled to take his or her annual vacation within twelve months after it is earned. S/he may make a written request for an annual vacation before becoming entitled to one. If the Director of Education and/or Principal agrees, this vacation time taken “in advance” reduces the amount of vacation time remaining when the employee becomes entitled to a vacation.
9. Vacation pay must be paid to an employee
  - (a) at least 7 days before the beginning of the employee's annual vacation, or
  - (b) on the employee's scheduled paydays, if
    - (i) agreed in writing by the employer and the employee, or
    - (ii) stipulated in the contract.
  - (c) Any vacation pay that an employee is entitled to when the employment terminates must be paid to the employee on their last pay cheque.
10. If employers continue paying salaried (or hourly employees) during their vacation period when no work is being performed by the employee, this is considered to be vacation pay. The salary received during the vacation must equal at least 4% or 6% of gross earnings, whichever is applicable, as set out above.

## **APPENDICES**

### **CHECKLIST FOR STAFF FILES**

The following information will be maintained in staff files:

- a) Contract
- b) Letter of offer
- c) Criminal record check-Solicitor General
- d) Resume
- c) TQS card - teachers
- d) Current membership BCT teachers
- d) Transcripts
- e) Benefit package
- f) TD1 form determination of tax exemption
- g) Worksafe reports of injury
- h) First Aide

#### **Appendix A – Forms**

**Confidential Reference for Teachers and Principals**

**Reference Rating Form**

**Non-Teaching Reference Rating Form**

**Bullying and Harassment Complaint**

**Working From Home Checklist**