

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Monday, November 28, 2011 @ 6:30

MINUTES

<u>Members</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy	X					Mannisto, Mark					X
Fisher, Cindy (<i>Alternate</i>)				X		Santerre, Angel		X			
Fisher Matthew (<i>Alternate</i>)				X		Simonaitis, Fred					X
Keenan, Darlene		X				McRae, Pinky (<i>Ex-Officio</i>)	X				
<u>Resource Members</u>											
							OS	TC	VC	A	R
David Tamblyn: <i>Director of Education</i>							X				
Nancy Petrick: <i>Superintendent of Education</i>							X				
Cathy Tsubouchi: <i>Manager of Accounting Services</i>							X				
Anne Lockwood: <i>Vice-Principal (NRHS)</i>								X			
RM. Joannette: <i>Recorder</i>							X				

Legend: P = Policy
MG = Management Guideline
PG = Procedural Guideline

1.0 Review and Approval of Minutes: October 24, 2011

Attached

Mover: D. Keenan Second: A. Santerre

That, the Board Policy Review Committee minutes of October 24, 2011 be approved.

2.0 Business Arising from Minutes

There was no business arising from the minutes.

3.0 Reviews: New/Existing (P's / MG's and / or PG's)

3.1 Stakeholder Reviews Closed November 18, 2011

P-204: Trustee Associations

Attached

No feedback was received during policy review posting time.

Action: Forward for board approval at Regular Board Meeting of December 5, 2011

P-209: Agendas

Attached

No feedback was received during policy review posting time.

Action: Forward for board approval at Regular Board Meeting of December 5, 2011

P-211: Electronic Attendance

Attached

No feedback was received during policy review posting time.

Action: Forward for board approval at Regular Board Meeting of December 5, 2011

P-505: Field Trips and Excursions

Attached

No feedback was received during policy review posting time.

Action: Forward for board approval at Regular Board Meeting of December 5, 2011

- P-527: Voluntary Aboriginal Student Self- Identification
 No feedback was received during policy review posting. However, this policy will be deferred to January 2012 Board Policy Review Committee (BPRC) final review to allow the chance for Native Education Advisory Committee (NEAC) to review contents at its December 12, 2011 meeting.
Action: Refer to NEAC for review and revisit policy at January 2012 BPRC
- P-717: Workplace Harassment *Attached*
 No feedback was received during policy review posting time.
Action: Forward for board approval at Regular Board Meeting of December 5, 2011
- MG-717: Workplace Violence and Harassment *Attached*
 No feedback was received during policy review posting time.
Action: Forward for board approval at Regular Board Meeting of December 5, 2011
- P-720: Workplace Violence *Attached*
 No feedback was received during policy review posting time.
Action: Forward for board approval at Regular Board Meeting of December 5, 2011
- MG-720: Workplace Violence and Harassment *Attached*
 No feedback was received during policy review posting time.
Action: Forward for board approval at Regular Board Meeting of December 5, 2011

3.2 November 28, 2011 Reviews

- P-607 Electronic Communication Systems
 D. Tamblyn advised that this item should be deferred to permit time for the board Computer/Technology Committee to review so as all to accurately reflect technology changes in all board policy governing technical issues. There is considerable overlap among policies dealing with technology which may be better served by an umbrella policy which can address the myriad of computer and technical issues that now impact school life, including the use of cell phones.
Action: Refer policy to Technology Committee and reschedule BPRC to review this item in January 2012
- MG-607 Electronic Communication Systems
 See note at P-607
Action: See note at P607
- P-608 Computer Network Security
 See note at P-607
Action: See note at P607
- MG-608 Computer Network Security
 See note at P-607
Action: See note at P607
- P-703 Non-Instructional Employee Training *Attached*
 No changes to policy
Action: Post to website for stakeholder review
- P-707 Employee Code of Conduct *Attached*
 No changes to policy
 C. Tsubouchi reported that in conversation with the board lawyer, it was noted the collective agreements that the board holds with the various staff/support groups would in most cases override or be used more closely in governance of employee conduct. It

is suggested that policy on employees codes of conduct could serve only as an outline of “expectations” of staff. The collective agreements delineate and would be the ultimate source for application and/or implementation of anything by way of disciplinary issues. D. Tamblyn also reminded the BPRC that within education legislation itself, there is the Teacher Performance Appraisal (TPA) mechanism that can drawn upon should “conduct” issues arise. TPA’s are conscripted by the ministry and typically happen on a five-year cycle.

Action: Post to website for stakeholder review

P-709	<u>Emergency Service Volunteers</u> Delete: “b) Volunteer ambulance service” It was noted that legislation now requires all ambulance attendants to be licensed and certified, eliminating volunteer positions in this area. <u>Action:</u> Post to website for stakeholder review	<i>Attached</i>
P-712	<u>Recognition of Long Term Service</u> Policy has been extensively revised: a) Rename as Recognition b) to incorporate content of Policy 702 Recognition of Employees who Retire c) Although the terms and condition remain intact for the recognition of 10-year, 25-year and retiring staff, these procedural issues have been deleted as content under policy and will now be incorporated under the Policy 712 Recognition Management Guideline d) the definition of recognition of staff has been expanded beyond “service years” and “retirement” so as include recognition of outstanding and commendable contribution by staff e) revisions also bring the policy and guideline into compliance with the Public Sector Procurement Guideline f) Some final details to operationalize the 25-year service events and retirement gifting will be brought back to BPRC as part of the feedback collection period. <u>Action:</u> Post to website for stakeholder review	<i>Attached</i>
MG-712	<u>Recognition of Long Term Service</u> See note at Policy 712 <u>Action:</u> Post to website for stakeholder review.	<i>Attached</i>
P-702	<u>Recognition of Employees Who Retire</u> This policy is rescinded as its contents have now been incorporated into Policy 712 Recognition. <u>Action:</u> After conclusion of review period for Policy 712 revision, delete Policy 702 from policy roster.	<i>Attached</i>
P-713	<u>Legal Representation</u> No changes to policy <u>Action:</u> Post to website for stakeholder review	<i>Attached</i>
4.0	<u>Items to Recommend for Stakeholder Review (Post November 29 to January 25, 2012)</u>	
P-703	Non-Instructional Employee Training	<i>Attached</i>
P-707	Employee Code of Conduct	<i>Attached</i>
P-709	Emergency Service Volunteers	<i>Attached</i>
P-712	Recognition of Long Term Service	<i>Attached</i>
MG-712	Recognition of Long Term Service	<i>Attached</i>
P-702	Recognition of Employees Who Retire	<i>Attached</i>
P-713	Legal Representation	<i>Attached</i>

5.0 Items to Recommend for Board Approval – December 5, 2011

P-204: Trustee Associations
P-209: Agendas
P-211: Electronic Attendance
P-505: Field Trips and Excursions
P-717: Workplace Harassment
MG-717: Workplace Violence and Harassment
P-720: Workplace
MG-720: Workplace Violence and Harassment Attached

6.0 Future Meetings and Agenda Items

6.1 January 2012 (Stakeholder Feedback Closing December 25, 2011)

P-203 Senior Administration
P-207 Lines of Communication Regarding Complaints
P 306 Corporate Credit Cards
P 601 Unused Textbooks
P 603 New Course Approvals
P 605 Special Education
P 701 Employee Absence
P 711 Release of Employee Information
P-607 Electronic Communications Systems
MG-607 Electronic Communications Systems
P-608 Computer Network Security
MG-608 Computer Network Security

6.2 2012: Recalls / Deferments / Other

P 101 Vision Statement
P 102 Mission Statement
P 103 Goals Statement
P 106 Board Motto
P-509 Fundraising
MG-509 Fundraising
P-602.1 Students' Acceptable Use of Technology
MG-602.1 Students' Acceptable Use of Technology
P-602.2 Employees' Acceptable Use of Technology
MG-602.2 Employees' Acceptable Use of Technology

7.0 Adjournment

Mover: D. Keenan Second: A. Santerre

That, the Board Policy Review Committee Meeting of November 28, 2011 adjourn at 7:13 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Monday, October 24, 2011 @ 6:30

MINUTES

<u>Members</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy	X					Mannisto, Mark					X
Fisher, Cindy <i>(Alternate)</i>					X	Santerre, Angel		X			
Fisher Matthew <i>(Alternate)</i>					X	Simonaitis, Fred					X
Keenan, Darlene		X				McRae, Pinky <i>(Ex-Officio)</i>	X				
<u>Resource Members</u>											
							OS	TC	VC	A	R
David Tamblyn: <i>Director of Education</i>							X				
Nancy Petrick: <i>Superintendent of Education</i>							X				
Cathy Tsubouchi: <i>Manager of Accounting Services</i>							X				
Anne Lockwood: <i>Vice-Principal (NRHS)</i>								X			
RM. Joannette: <i>Recorder</i>							X				

Legend: P = Policy
MG = Management Guideline
PG = Procedural Guideline

1.0 **Review and Approval of Minutes: September 26, 2011**

Attached

Mover: D. Keenan Second: A. Santerre
That, the Board Policy Review Committee minutes of September 26, 2011 be approved.

2.0 **Business Arising from Minutes**

3.0 **Reviews: New/Existing (P's / MG's and / or PG's)**

- | | | |
|-------|--|----------|
| P-203 | Senior Administration
No changes have been made to policy.
Action: Post to website for stakeholder review | Attached |
| P-207 | Lines of Communication Regarding Complaints
No changes have been made to policy.
Action: Post to website for stakeholder review | Attached |
| P 306 | Corporate Credit Cards
Two changes have been made to policy. Student Success Leader is now just called "lead". As well there is an addition credit card issue to the School Effectiveness Lead as this position involves significant travel and PD development program
Action: Post to website for stakeholder review | Attached |
| P 601 | Unused Textbooks
No changes have been made to policy.
Action: Post to website for stakeholder review | Attached |
| P 603 | New Course Approvals
No changes have been made to policy. | Attached |

Action: Post to website for stakeholder review

- P 605 Special Education Attached
Two wording changes to add “education” program as highlighted; the other is the addition of “Individual Education Plan” to definition of special education program. The policy has been transformed to the new policy format
Action: Post to website for stakeholder review
- P 701 Employee Absence Attached
No changes have been made to policy.
Action: Post to website for stakeholder review
- P 711 Release of Employee Information Attached
No changes have been made to policy.
Action: Post to website for stakeholder review

4.0 Items to Recommend for Stakeholder Review (Post October 25 to December 25, 2011)

- P-203 Senior Administration
P-207 Lines of Communication Regarding Complaints
P 306 Corporate Credit Cards
P 601 Unused Textbooks
P 603 New Course Approvals
P 605 Special Education
P 701 Employee Absence
P 711 Release of Employee Information

5.0 Items to Recommend for Board Approval – November 21, 2011

Nil

6.0 Future Meetings and Agenda Items

6.1 November 28, 2011 Reviews

- P 101 Vision Statement
Move to work plan in September 2012. Rationale is that the board is now embarking upon the development of a multi-year strategic plan exercise which will have an impact on this policy as the vision, Policy 102 Mission, Policy 103 Goals Statement and possible the Policy 106 Board Motto
- P 102 Mission Statement
Move to work plan (September 2012) see notes at P 101.
- P 103 Goals Statement
Move to work plan (September 2012) see notes at P 101.
- P 106 Board Motto
Move to work plan (September 2012) see notes at P 101.
- P 523 Work Education Program Approval
P 607 Electronic Communication Systems
MG 607 Electronic Communication Systems
P 608 Computer Network Security
MG 608 Computer Network Security
P 703 Non-Instructional Employee Training
P 707 Employee Code of Conduct
P 709 Emergency Service Volunteers
P 713 Legal Representation
P 712 Recognition of Long Term Service
MG 712 Recognition of Long Term Service

6.2 November 28, 2011: Stakeholder Feedback Closing November 18, 2011

- P-204: Trustee Associations
P-209: Agendas
P-211: Electronic Attendance
P-505: Field Trips and Excursions

P-527: Voluntary Aboriginal Student Self- Identification
P-706: Health and Safety
P-717: Workplace Harassment
MG-717: Workplace Violence and Harassment
P-720: Workplace Violence
MG-720: Workplace Violence and Harassment

6.3 2012 Other: Recalls for Future Review *(See September 26, 2011 Minutes for information)*

P-509 Fundraising
MG-509 Fundraising
P-602.1 Students' Acceptable Use of Technology
MG-602.1 Students' Acceptable Use of Technology
P-602.2 Employees' Acceptable Use of Technology
MG-602.2 Employees' Acceptable Use of Technology
P-702 Recognition of Employees Who Retire

8.0 **Miscellaneous**

Director David Tamblyn indicated that at the Trustee Professional Development session of September 16-17, 2011, the facilitator Marilyn Gouthro point out that board governance is directly related to development of policy. In the board META Policy 214 reference is made to providing the opportunity for stakeholder review on policy. However, the board management guideline, which provides the details on how to apply a policy or outlines procedures should not as a rule have to be open to public review as often the procedures are prescribed by virtue of a ministry Program Policy Memorandums and/or regulation; neither of which can be revised. Management Guidelines aligned with policy can still undergo review, however at the discretion of the BPRC such items may also be approved by the Board as a whole without the provision of a two month public review before implementation.

7.0 **Adjournment**

Mover: D. Keenan Second: A. Santerre

That, the Board Policy Review Committee Meeting of October 24, 2011 adjourn at 6:43 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name SENIOR ADMINISTRATIVE OFFICIALS

203

Board Approved: _____
March 21, 2006
March 12, 1999

Reviewed: _____
January 27, 2006

Review By: December 2016
~~December 2011~~

POLICY

Within the parameters of Ontario School Law, the specific duties and responsibilities of the senior board administration officials are as determined by the Board.

PROCEDURES

1.0 Officers

The senior administrative officials of the Superior-Greenstone DSB, subject to Board approval, are:

- 1.1 The Director of Education, and
- 1.2 The Superintendent of Business.

2.0 Director of Education

The Director is the Chief Executive Officer and Chief Education Officer of the Board and is the SECRETARY of the Board.

3.0 Superintendent of Business

The Superintendent of Business is the Chief Financial Officer of the Board and is the TREASURER of the Board.

4.0 Other

Other Supervisory Officers (i.e. Superintendents) may be appointed by the Board with duties and responsibilities to be as outlined by the Board.

5.0 Chain of Command

All employees report to the Trustees THROUGH the Director of Education.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name LINES OF COMMUNICATION REGARDING COMPLAINTS 207

Board Approved: March 21, 2006 *Reviewed:* January 27, 2006 *Review By:* December 2016
March 12, 1999 December 2011

POLICY

The Superior-Greenstone District School Board will endeavour to respond in a structured manner to all complaints brought forward.

PROCEDURES

1.0 Instructional Staff (i.e. Teachers)

1.1 Teacher

Complaints regarding teachers should be first discussed with the teacher.

1.2 Principal

If no resolution is found, then the complaint should be next directed to the Principal.

1.3 Supervisory Officer

If no resolution is found, then the complaint should be directed to a Supervisory Officer of the board.

1.4 In Writing

This next stage of complaint must be in writing with copies to the teacher and the Principal.

1.5 Response

The response of the Supervisory Officer shall be in writing, with copies to the teacher and the Principal.

1.6 Board

If the response is unsatisfactory to the complainant, then the matter may be appealed to the Board.

2.0 School-Based, Non-Instructional Staff

2.1 Principal

Complaints regarding school-based, non-instructional staff should first be discussed with the Principal.

2.2 Supervisory Officer

If no resolution is found, then the complaint should be directed to a Supervisory Officer.

2.3 In Writing

The complaint must be in writing, with copies to the Principal and the employee.

2.4 Response

The response of the Supervisory Officer shall be in writing with copies to the Principal and the employee.

2.5 Board

If the response is unsatisfactory to the complainant, then the matter may be appealed to the Board.

3.0 System-Based Staff

3.1 Supervisory Officer

Complaints regarding system-based staff should be directed to a Supervisory Officer.

3.2 In Writing

The complaint must be in writing with a copy to the employee.

3.3 Response

The response of the Supervisory Officer shall be in writing with a copy to the employee.

3.4 Board

If the response is unsatisfactory to the complainant, then the matter may be appealed to the Board.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BUSINESS AND TRANSPORTATION

Policy Name CORPORATE CREDIT CARDS

306

Board Approved: _____
March 31, 2007

Reviewed: _____

Review By: December 2016

POLICY

Corporate credit cards shall be issued to the Senior Administration, including the Director of Education, the Superintendent of Business, the Superintendent of Education, the School Effectiveness Lead and the Student Success Leader Lead.

Corporate credit cards shall be used solely in the course of, and for purposes of, Board business.

PROCEDURE

- 1.0 The purchase of goods and services utilizing corporate credit cards will be for the purposes provided in the annual budget and will be subject to all applicable policies, procedures, guidelines and limits as established by the Board.
- 2.0 Cardholders will be subject to, and respect all terms and conditions, as stipulated in the Board's agreement with the issuing financial institution.
- 3.0 Corporate credit cards are only for the use of the authorized individuals to whom they have been issued.
- 4.0 Access to cash advances will not be permitted.
- 5.0 Corporate credit cards remain the property of the issuing financial institution and will be surrendered to the Board upon request.
- 6.0 All expenditures will be supported by receipts; hospitality expense claims may only be claimed as per Policy No. 307 and such claims will indicate the names of the individuals entertained and their role. The purpose of the hospitality is also to be clearly stated on the receipt.
- 7.0 The Chair of the Board will approve all of the expenses initiated by the Director of Education.
- 8.0 The Director of Education will approve all expenses initiated by the Superintendent of Business, the Superintendent of Education, the School Effectiveness Lead and the Student Success Leader Lead.

Cross Reference:

- Policy 307 – Travel, Meals and Hospitality Expenses

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PROGRAM

Policy Name UNUSED TEXTBOOKS

601

Board Approved: _____
March 12, 1999

Reviewed: _____
March 21, 2006

Review By: December 2016
~~December 2014~~

POLICY

It is the policy of the Superior-Greenstone District School Board to endeavour to make the most efficient use of learning materials purchased by the Board.

PROCEDURES

1.0 Annual Inventory

Principals will, annually, identify those textbooks they have in hand for which they do not anticipate any further use.

2.0 Damaged/Obsolete Textbooks

Textbooks which are worn or damaged beyond repair, or obsolete should be destroyed at the end of each school year.

3.0 Surplus Textbooks

Textbooks which might be used by other schools in the district should be listed and the list circulated internally as directed by the appropriate system supervisor.

4.0 Outside Agency

If a service club or other public organization requests textbooks no longer needed by our schools the assigned system supervisor may make them available, provided the use proposed is a not-for-profit one, such as forwarding to a third world destination.

5.0 System Supervisor

The system supervisor assigned to deal with this matter shall give direction re the process to be followed.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PROGRAM

Policy Name NEW COURSE APPROVALS

603

Board Approved:
 March 12, 1999

Reviewed:
 June 20, 2006

Review By: December 2016
 ~~December 2014~~

POLICY

The Superior-Greenstone District School Board supports the broadest possible program in its schools but the introduction of any course not presently offered, or the non-traditional delivery of an existing course, must have the prior approval of the Board.

PROCEDURES

1.0 Initial Step

In the consideration of new course offerings, or non-traditional delivery of an existing course, the appropriate Supervisory Officer must be consulted and advised PRIOR TO ANY ACTION.

2.0 Ministry

The requirements of the Ministry of Education and Training with regard to program must be met.

3.0 Impact

The School Principal shall document for the Supervisory Officer's consideration any costs, staffing requirements, equipment requirements, facility requirements, supplies, texts, etc.

4.0 Authority to Approve

The Supervisory Officer shall have the authority to grant approval for courses which meet Ministry requirements AND which have no additional "costs" identified.

5.0 Board Approval

Where additional costs are associated with a proposal, or a non-traditional delivery is proposed, or a course is considered "experimental" within the Ministry guidelines, then Board approval shall be required.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PROGRAM

Policy Name SPECIAL EDUCATION

605

Board Approved: March 12, 1999

Reviewed: October 17, 2006

Review By: December 2016
~~December 2014~~

POLICY

The Superior-Greenstone District School Board believes that all children within its jurisdiction should have the opportunity for appropriate education programs which meet learning, physical and emotional needs and the Board will endeavour to provide appropriate special education programs and services to the limit of its human and financial resources in an environment that best suits each individual, identified pupil.

DEFINITIONS

“exceptional pupil” means a pupil whose behavioural, communicational, intellectual, physical or multiple exceptionalities are such that the student is considered to need placement in a special education program by an Identification, Placement and Review Committee (IPRC):

- a) of which the student is a regular pupil,
- b) that admits or enrolls the pupil other than pursuant to an agreement with another Board for the provisions of education, or,
- c) to which the cost of education in respect of the pupil is payable by the Province.

“special education program” means a **an educational** program that, in respect of an identified exceptional pupil, is based on and modified by the results of continuous assessment and evaluation and that includes an educational plan **(referred to as an Individual Education Plan – (IEP))** containing specific objectives and an outline of educational services that meet the needs of the identified pupil.

“special education services” include facilities and resources, including support personnel and equipment, necessary for developing and implementing a special education program.

PROCEDURES

1.0 Implementation

1.1 Teachers

All teachers share responsibility for the education of exceptional pupils.

1.2 Classroom

Exceptional pupils should be educated in an environment that allows them to develop to their fullest potential. The education program, while recognizing special needs, should be delivered, to the degree possible, in a regular classroom setting.

1.3 Parents

Parents must be consulted with regard to assessment, identification, placement and program for their identified children.

1.4 Other Deliveries

Agreements with other Boards and/or service agencies for special education programs and service may be entered into as required. These arrangements will be provided in the closest proximity to the student's home as is advisable and reasonable.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name EMPLOYEE ABSENCE

701

Board Approved: _____
March 12, 1999

Reviewed: _____
October 17, 2006

Review By: December 2016
~~December 2014~~

POLICY

The Superior-Greenstone District School Board expects all employees to be punctual and diligent in their attendance to their assigned duties.

PROCEDURES

1.0 Permission for Absence

An employee of the Board may make a personal request to his/her immediate supervisor for permission to be absent from his/her usual place of work.

2.0 Approved Absence

It is expected that, prior to any absence, the employee personally advise his/her immediate supervisor of the reason(s) for the particular request for absence.

3.0 Unapproved Absence

Unapproved employee absence may be subject to appropriate salary or wage deduction or other disciplinary measures.

4.0 Punctuality

Punctuality is a basic expectation for every employee. Any failure to report for assigned duties at the appointed hour should be explained by the employee to his/her immediate supervisor.

5.0 Continued Failure to be Punctual

Continued and/or frequent failure to be punctual may result in reprimand or other disciplinary measures.

6.0 Management Rights

All employees should be aware that the Board has and will exercise its basic management rights with regard to employee attendance and punctuality.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name RELEASE OF EMPLOYEE INFORMATION 711

Board Approved: December 5, 2006 *Reviewed:* December 5, 2006 *Review By:* December 2016
March 12, 1999 *December 2011*

POLICY

It is the policy of the Superior-Greenstone District School Board that requests from external agencies for information (other than professional references) regarding employees will be provided only upon written authorization of the employee.

PROCEDURES

Written authorization must be provided prior to information being released.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name TRUSTEE ASSOCIATIONS 204

Board Approved: _____ *Reviewed:* September 26, 2011
March 21, 2006 January 27, 2006 *Review By:* December 2016
March 12, 1999

POLICY

The Superior-Greenstone District School Board recognizes the value of networking with other Trustees.

PROCEDURES

The Board may take an annual membership in at least one (1) trustee association in Ontario.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name AGENDAS

209

Board Approved: _____
March 12, 1999

Reviewed: September 26, 2011
April 25, 2006

Review By: December 2016

POLICY

It shall be the policy of the Superior-Greenstone District School Board that an agenda be prepared for each meeting.

PROCEDURES

1.0 Regular Meetings

- 1.1 The Director of Education will be responsible for producing the agenda and for clearing it in advance with the Chair of the Board.
- 1.2 Trustees or officials who wish to have an item placed on the agenda will provide this information to the Director.
- 1.3 Agendas, together with supporting material, will be forwarded electronically prior to the meeting a minimum of five (5) days wherever possible except in extenuating circumstances.
- 1.4 The process outlined in this policy may be employed at the discretion of the chair of any board committee.

2.0 Special Meetings

- 2.1 Agendas for special meetings called by the Chair will be provided in advance, when possible.
- 2.2 Items not on the agenda will not be introduced at the meeting.
- 2.3- The Chair calling a special meeting will do so in consultation with the Director. The Chair will then poll the remaining trustees to ensure that the majority desire the meeting and forward supporting material electronically prior to the meeting a minimum of five (5) days wherever possible, except in extenuating circumstances.
- 2.4 The Chair may call a special meeting upon the written request of no fewer than a majority of the Members of the Board

3.0 Other

- 3.1 All provisions outlined herein are subject to the Board's Procedural By Laws.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION	
Policy Name	ELECTRONIC ATTENDANCE	211

Board Approved:	Reviewed: September 26, 2011	Review By: December 2016
March 12, 1999	November 22, 2004	
	February 22, 2005	

POLICY

In compliance with Provincial regulation, the Superior-Greenstone District School Board will make provision for participation in meetings of the Board using technology.

PROCEDURES

1.0 Definitions

1.1 Electronic Attendance

Electronic attendance shall imply participation through tele-conferencing and/or video-conferencing

1.2 Member

When the reference herein is "Member" it is understood to include elected and appointed Trustees and the Student Representative

1.3 Meeting Room

When this policy makes reference to a "meeting room" it is understood to imply the usual and designated meeting locations of the Board and its committees. The following persons shall be physically present in the meeting room of the board:

- a) The chair of the board or his/her designate
- b) At least one additional member of the board
- c) The Director of Education or his/her designate.

2.0 Requirements

Under provincial regulation the following shall apply:

2.1 Physical Attendance

2.1.1 Board Meetings

It is required that at meetings of the Board and the Committee of the Whole Board that the following persons be physically present in the meeting room:

- | | |
|---|----------|
| the Chair of the Board or designate, | 1 Person |
| and, | |
| at least one additional Member of the Board, and, | 1 Person |
| the Director of education or designate | 1 Person |

3 Persons

2.1.2 Committee Meetings

It is required that at committee meetings of the Board, except Committee of the Whole Board, the following persons must be physically present in the meeting room:

the Committee Chair or designate, 1 Person

and,

the Director of Education or designate 1 Person

2 Persons

2.2 Minimum Attendance

A trustee is automatically removed from the Board if he or she fails to be physically present in the meeting room of the Board for at least three (3) regular meetings of the Board in each twelve (12)-month period beginning December 1 {Education Act, Section 228 (1) (e)}.

2.3 Effectiveness

Electronic meetings must be designed and deemed to make positive contributions to the work of the Board. Their design must conform to the requirements of Reg.436/97.

2.4 Conditions for Access

Conditions for access to meeting electronically are to be governed by:

- a) the purpose and nature of the meeting, and,
- b) the composition of participants in the meeting.

2.5 Accessibility

Generally, all scheduled Regular Board meetings, including meetings of the Committee of the Whole, and meetings of Standing Committees are accessible, upon request, via electronic means for all Members and the general public at designated sites.

3.0 **Attendance**

3.1 Deemed Present

A Member who participates in any meeting through electronic means as defined and described herein shall be deemed to be present at the meeting for the purpose of the Education Act and regulations.

3.2 Verbal Roll Call

When one or more Members are in attendance electronically, the Roll Call shall be verbally taken and duly recorded.

3.3 Ensuring a Quorum

Members participating electronically shall notify the Chair of their departures, either temporary or permanent, from the meeting before absenting themselves in order that the Chair may ensure a quorum is maintained.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name FIELD TRIPS & EXCURSIONS

505

Board Approved: _____
March 12, 1999

Reviewed: September 26, 2011
October 17, 2006

Review By: December 2016

POLICY

The Superior-Greenstone District School Board recognizes the educational value of school field trips and excursions outside the activities of the regular classroom.

PROCEDURES

1.0 Scope

For the purposes of this Policy, Field Trips and excursions shall include the following:

- ☐ Classroom Extension
- ☐ Field Trip
- ☐ Extended Field Trip
- ☐ Co-Curricular Activities
- ☐ Extra-Curricular Activities
- ☐ High Care Activities

2.0 Activities Outside the School

Field trips and excursions outside the school must be structured and managed as follows:

2.1 Alternatives

Field trips or excursions of any kind should not be organized if an equally effective method of achieving the desired objective exists within the normal school routine.

2.2 Be within Understanding of Students

Field trips or excursions of any kind must be within the understanding of the students.

2.3 Preparation and Follow-up

Field trips or excursions of any kind shall have the appropriate preparation and follow-up with students so as to maximize the educational value.

2.4 Repetition

Field trips or excursions of any kind must not duplicate another other trip or activity.

2.5 Level of Supervision

Field trips or excursions of any kind must make provision for appropriate levels of supervision by qualified and competent adults.

2.6 High Care Activities

Field trips or excursions of any kind that fall into the category of "high care" shall require additional provisions as laid out in the Management Guidelines.

3.0 Basic Requirements

Certain basic management requirements shall apply as follows:

3.1 Approval by Principal

All field trips or excursions of any kind must have the prior approval of the Principal.

3.2 Approval by Supervisory Officer

Various types of activities also require approval from a Supervisory Officer*.

3.2 Prior Approval

No organizing or discussion should precede approval.

3.3 Financing

Financing of any activity must be clearly outlined AND APPROVED.

3.4 Participation Level

Every student of a group must have the opportunity to participate regardless of economic circumstances.

3.5 Parental Involvement

The parent must be informed and provide permission for involvement of their child.

4.0 Activities Outside Board Jurisdiction

All proposed excursions outside the geographic jurisdiction of the Board must follow procedures as established by the Director.

5.0 Out-of-Country Activities

All proposed out-of-country activities must have the approval of the Director.

6.0 Management Guideline

Reference should be made to the Board's Management Guideline for all out-of-school activities before initiating any plans.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Policy Name</i>	WORKPLACE HARASSMENT Management Guideline Applies	717
<hr/>		
<i>Board Approved:</i>	<u>February 20, 2007</u>	<i>Reviewed: September 26, 2011</i>
		<i>Review By: December 2016</i>

POLICY

The Superior-Greenstone District School Board is opposed to any form of harassment in the workplace. The Board will investigate thoroughly any complaints received in accordance with its guidelines and procedures for such matters.

RATIONALE

The Superior-Greenstone District School Board seeks to provide a work environment supportive of both productivity and the dignity of every employee.

Since the Board is also entrusted with the nurturing and education of students, it is important that all employees provide positive and appropriate role models for students in their care.

Ontario law requires that every employee has the right to freedom from harassment by a supervisor or other employee because of sex, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or disability.

PROCEDURES

1.0 Definition

1.1 Harassment

Harassment is defined in Ontario as any course of comments or conduct consisting of words or actions that disparage or humiliate a person in relation to one of the prohibited grounds as outlined in the 'Rationale' stated above.

Harassment is also defined as any course of vexatious comment or conduct that is known or ought to be known to be unwelcome.

1.2 Sexual Harassment

Any course of vexatious comment or conduct including sexual remarks or physical contact that is known or ought reasonably to be known to be unwelcome.

1.3 Race & Religious Harassment

Any derogatory comments, taunts, jokes or jeers about race, creed, colour, national or ethnic origin.

1.4 Workplace Harassment

Any unwelcome conduct, which is intimidating, coercive or malicious.

2.0 Process

Any employee or student who believes that he/she is being harassed by a person affiliated with the Board, should proceed as follows:

- a) Politely but firmly request whoever is perpetrating the harassment to stop, and,
- b) Prepare and maintain a written record of the details and reactions of the person confronted, and,
- c) Advise the Principal or Supervisor if the harassment continues.

3.0 Reporting

The Principal or Supervisor shall initially investigate each and every complaint in a timely manner.

The appropriate Supervisory Officer is to be informed of the complaint and actions being pursued.

4.0 Investigating

Within ten (10) working days of the complaint, the person investigating in consultation with the appropriate Supervisory Officer, shall:

- a) Inform the party complained about, that the allegations are being investigated,
- b) Interview all parties in order to establish a perspective re the situation,
- c) Assure the complainant that his/her job security is not in jeopardy,
- d) Ensure that the parties involved are separated, if possible, and,
- e) Interview employees and any other possible witnesses to determine if racial harassment has occurred.

5.0 Discipline

If allegations are found to have substance, the Board representative may impose discipline as appropriate and consistent with the circumstances.

6.0 Other

If the allegations are found to have no substance, the investigator shall:

- a) Review the matter with each party,
- b) Confirm the substance of each interview, in writing, and,
- c) Inform the parties that copies of the report(s) will be placed on file.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PERSONNEL	
Management Guideline	WORKPLACE VIOLENCE AND HARASSMENT	
Applicable Policy	WORKPLACE HARASSMENT	717
	WORKPLACE VIOLENCE	720
<hr/>		
Board Approved: _____	Reviewed: September 26, 2011	Review by: December 2016

GENERAL

In accordance with our Superior Greenstone District School Board Policy 717 Workplace Harassment and Policy 720 Workplace Violence, this Management Guideline provides a mechanism for dealing with violence and harassment occurring in the working and learning environment.

The Superior Greenstone DSB is committed to the prevention of workplace violence and harassment and promotion of violence/harassment free workplaces in which all people respect one another and work together to achieve common goals. Workplace violence/harassment in any form erodes the mutual trust and confidence that are essential to the well-being of staff and is considered unacceptable.

DEFINITIONS

“**workplace violence**” is defined in the *Occupational Health and Safety Act (OHSA)* as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker, and a
- A statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

“**domestic violence**” is a pattern of behaviour used by one person to gain power/control over another with whom he/she has or has had an intimate relationship. It may include physical violence, sexual, emotional or psychological intimidation, verbal abuse, stalking and/or the use of electronic devices to harass and control.

“**workplace harassment**” is engaging in a course of vexatious comment or conduct against a worker in the workplace that is known or ought reasonably to be known or to be unwelcome.

“**worker**” is defined in the *Occupational Health and Safety Act* as a person who performs work or supplies service for monetary compensation.

“**workplace**” is defined in the *Occupational Health and Safety Act* as any land, premises, location or thing at, upon, in or near which a worker works.

1.0 Risk Assessment

1.1 General

The risk of violence or harassment occurring in the workplace is linked to a number of factors, including the nature of the workplace, the type of work, or conditions of the work.

Examples include, but are not limited to:

- Location of the workplace
- Parking
- Access to workplace
- Handling cash
- Working alone

1.2 Responsibilities/Duties of the Board, Principals and Worker

SGDSB staff shall identify the risks of workplace violence or harassment occurring on Board premises, or while engaging in workplace activities. An assessment of the risk should include a rating of the risk of workplace violence or harassment taking place in a given workplace. A suggested rating scale follows in *Appendix A*.

1.2.1 Duties of the Employer

- to provide information and instruction to the worker in regards to workplace violence and harassment
- create policies and procedures to be followed by all staff
- to provide training on policies and procedures to all staff
- to take every precaution reasonable to protect the worker from violence and harassment
- to conduct a workplace violence risk assessment

1.2.2 Duties of the Principal

- to advise the staff of the existence of any potential or actual threat or occurrence of violence to the worker
- provide the worker with written instructions as to the measures that need to be taken for their protection
- take every precaution reasonable in the circumstance for the protection of the worker
- to review and assess risk factors as they arise

1.2.3 Duties of the Worker

- work in compliance with the provisions of the Occupational Health and Safety Act and the Regulations
- report to his/her principal any threats/or possible threats of violence / harassment to himself/herself or any other worker
- to complete the workplace violence risk assessment survey

Schools/site employees must be surveyed to determine the extent to which they feel their workplace is safe (*Appendix B – Survey*). The aggregate results of these surveys will be used to identify issues related to workplace violence. Following the initial survey used for the implementation of this procedure, follow-up surveys will be conducted annually and/or as deemed necessary.

1.3 Minimizing Risks

Workplaces need to be appraised for the following characteristics:

1.3.1 Workplace Location

- risk of workplace violence occurring due to the nature of the community in which the workplace is located
- working in the community in which the workplace is located, working in the community (off site locations),
- working alone or in isolation, physical attributes of the workplace,

- areas on the periphery of the workplace (parking lots, portable in playing fields),
- controls on entry to the workplace, use of the workplace by non-employees (community groups).

1.3.2 General Workplace

- risk of workplace violence occurring due to the characteristics of the general workplace population, including staff, students, parents and the general public.

1.3.3 Specific Workplace

- risk of workplace violence occurring due to individual students, clients, or employees who create specific risk of workplace violence (students, clients, or employees with a history of violence).

2.0 **Records**

All correspondence and other documents generated under this procedure must, subject to the *Municipal Freedom of Information and Protection of Privacy Act*, be marked "PRIVATE AND CONFIDENTIAL" and be stored in a locked and secure file in the Human Resources Department.

The Superior-Greenstone DSB may be required to provide information obtained during an investigation to an outside agency that has the right to require information otherwise protected by the *Municipal Freedom of Information and Protection Privacy Act*.

3.0 **Reporting Workplace Violence**

Individuals, who believe that they have been subjected to or have witnessed workplace violence, including domestic violence, must file a report and provide a copy to their immediate supervisor. Where the immediate supervisor is at issue, the report should be directed to the appropriate Supervisory Officer.

The Report to be completed is the INJURY / ILLNESS / HARASSMENT / VIOLENT /AGGRESSIVE INCIDENT INVESTIGATION FORM. (See Appendix C)

4.0 **Misuse of the Reporting Procedures**

It is expected that all reports submitted under the above referenced Policies will be filed in good faith. Where it is determined as a result of an investigation into the report that it was issued in bad faith, disciplinary action may occur.

4.1 Reprisals

Where a report is filed by an employee in good faith, the worker who filed the report shall not be subject to any reprisals by anyone in the employ of the SGDSB or not in the employ of the SGDSB if said individual is a student, parent, guardian, community members or other.

Should a worker who filed a report in good faith be the subject of a reprisal, then an investigation into the alleged reprisal shall be initiated immediately following its reporting to the appropriate authority.

Should the individual who commits a reprisal against an employee who filed a report in good faith also be an employee of the SGDSB and the reprisal's authenticity is proven as a result of an investigation, then said individual may be

subject to disciplinary action in accordance with the appropriate Collective Agreement and the SGDSB policies governing such matters.

Should the individual who commits a reprisal against an employee who filed a report in good faith be someone other than an employee of the SGDSB and the reprisal's authenticity is proven as a result of an investigation, then said individual may be subject to some form of sanction issued in accordance with the Policies and Procedures of the SGDSB and school whereat the employee who was subject to the proven reprisal works.

5.0 *Investigation and Resolution*

Reports require an investigation of the allegations. Investigations will most often be done by the supervisory staff of the person who reports. Supervisors have the right to assistance (SGDSB representation) and support from Human Resources at any stage of the investigation process. Supervisory personnel who conduct the investigation shall ensure that the following steps are taken as soon as possible:

- a) Take appropriate measures to ensure the safety of the worker;
- b) Notify the worker(s), the accused, and witness(es) that they are entitled to support and assistance (SGDSB representation/Federation) throughout this process;
- c) Ensure that the accused have a copy of the report;
- d) Interview the worker(s) separately;
- e) Inform the accused of the allegation and provide an opportunity for response;
- f) Interview the accused separately;
- g) Interview the witness(es) separately;
- h) Determine whether the alleged workplace violence/harassment did or did not occur based on the results of the investigation;
- i) Provide a written summary of the finding and conclusions to the worker and to the accused and give them an opportunity to respond to same; and
- j) Take appropriate actions to resolve the situation.

If the accused declines to participate in the investigative process, the investigation shall still proceed. The accused should be encouraged to participate in the interest of a balanced and fair process.

5.1 Outcome of Investigation

In the event a complaint is not substantiated, no further action will be taken but will be kept on file as per the section on records (*B. RECORDS*). However, there may be a need to restore a positive learning/working environment; steps may be taken to meet such needs.

Follow-up possibilities:

- Voluntary Counselling for the parties;
- Application of strategies to restore a positive learning/working environment;
- Specific information and instruction for the worker and/or accused;
- Workshops for the staff and/or others in the school/site regarding responsibilities
- Permanent separation of accused and worker from each other;
- Restorative measures

5.2 Appeal of Decision

The grounds for appeal are:

- The person conducting the investigation failed to comply with this procedure;
- New evidence becomes known after the final decision but before the expiry of the twenty school days limitation period for requesting an appeal.

In the event a worker or accused has one or both of the specific concerns listed above, a request, in writing within twenty school days of the receipt of the decision of the person conducting the investigation, may be made to the Director or designate to convene an appeal.

The Director or designate will affirm or amend the final decision, or require that a new investigation be undertaken.

5.3 Mediated Resolution

Mediation involves an unbiased third party acting as a facilitator in direct communication between the parties who voluntarily agree to enter into this process. It is an opportunity to resolve disputes in a respectful manner. It provides the opportunity to generate a variety of options for resolution and contributes to restoring the working relationship between parties.

Mediation is appropriate when all parties agree that a mutually agreeable solution is achievable and desirable. Mediation is voluntary and the worker and accused may choose to withdraw at any time. The person conducting the investigation will request approval from the Superintendent of Education and/or Coordinator of Human Resources. Human Resources may act as a mediator or assign a trained individual.

Meetings required for mediation sessions shall be scheduled as soon as possible. When matters are resolved through mediation, the worker, accused and a SGDSB representative will sign a memorandum of agreement outlining the terms to which they have agreed. If mediation is unsuccessful the investigation process will continue.

6.0 *Disciplinary Actions*

In the event a complaint is substantiated, the appropriate supervisor may impose discipline as appropriate and consistent with the circumstances.

Canada's Criminal Code deals with matters such as violent acts, threats and behaviours. The police may be contacted when an act of violence or criminal harassment has occurred in the workplace or when someone in the workplace is threatened with violence.

Actions must be determined, as appropriate, for the individual situation and may include such responses as a letter of disapproval and warning, a revoking of permits or contracts, an issuing of a trespass notice, or other remedies as provided by the common law and /or the appropriate legislation. The involvement of the appropriate Superintendent is recommended in these cases.

7.0 *Work Refusal*

All employees have the right to refuse to work when they have reason to believe their Health or Safety is in danger. The limited right of teachers to refuse work remains. A teacher cannot refuse to work as per Occupational Health & Safety Act Regulation 857, if the circumstances are such that the life, health or safety of a pupil is in imminent danger.

The *Occupational Health and Safety Act* is specific about the requirements to be followed when a worker indicates he/she is refusing to work. A worker must notify his/her supervisor if he or she is refusing to do work. If a worker indicates he/she is refusing to

work, the Principal/Supervisor needs to determine if the work refusal meets the criteria defined by Section 43(3) of the Occupational Health & Safety Act.

A worker may refuse to work or do particular work with respect to workplace violence if he or she has reason to believe that:

- Workplace violence is likely to endanger himself or herself

7.1 Steps to Follow - (see *Appendix D- Flow Chart*)

If the nature of the work refusal meets these requirements, the Principal/Supervisor must:

- a) Immediately contact the site specific Occupational Health & Safety worker representative or member and indicate you are dealing with a work refusal. [O.H.S.A. – Section 43(4)]
- b) Document the work refusal including, but not limited to, the workers complaint, time, date, relevant information, and any outcome of the refusal.
- c) Notify your Superintendent of Education/Immediate Supervisor.
- d) Take the necessary steps to ensure the safety of workers.
- e) Pending the investigation the worker must stay in a safe place and be available to the investigator. The worker may be assigned other work while the work refusal is being investigated. If another worker is asked to work in the worker's place, that worker should be informed of work refusal.

Upon conclusion of the investigation of the work refusal, if the nature of the work refusal does NOT meet the requirement therefore this incident does not constitute a legitimate work refusal situation, in which case, the worker should be informed as such and be instructed to return to work.

If the worker engaged in a workplace work refusal that meets the requirements that the workplace violence is likely to endanger him or herself, then steps should be taken to rectify the situation so that it is deemed safe to return to work. Once the steps are taken, the worker (complainant) should be informed of the steps taken and directed to return to the work area. If the worker continues to refuse to work, the SGDSB appropriate Union/Association representative from the Joint Occupational Health and Safety Committee, or the worker should contact the Ministry of Labour.

8.0 *Disclosing People with a Violent History*

SGDSB is required to provide information, including personal information, to workers about a person with a history of violent behaviour if the worker can be expected to encounter that person in the course of his or her work and the risk of workplace violence is likely to expose the worker to physical injury. The employer is only permitted to disclose the amount of personal information reasonably necessary to protect workers from physical injury.

8.1 Domestic Violence

Domestic violence occurring in the workplace is recognized by the *Occupational Health and Safety Act* as workplace violence.

If an employer becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the employer shall take every precaution reasonable in the circumstances for the protection of the worker. (OHSA, 32.0.4)

8.2 Notification

Workers who have information that they or a fellow worker is subject to domestic violence that may expose them or their fellow workers to physical injury in the

workplace shall inform their supervisor. Where the supervisor may be party to the domestic violence, the worker shall inform the Superintendent of Education and/or Coordinator of Human Resources.

The Supervisor will treat all such reports in confidence, and only disclose to Human Resources or others who need to know, information that is necessary for the protection of the workers in the workplace.

8.3 Fact Finding

Supervisors who are informed there is a worker who may be subject to domestic violence in the workplace must make a determination as to the extent of the threat to workplace safety as he or she would in any other case involving a threat to workplace safety. In making this determination, the supervisor may need to interview both the source of the information about the threat and the worker(s) who may be subject to the risk of domestic violence in the workplace. It may also require more detailed investigations conducted by the Superintendent of Education and/or Coordinator of Human Resources or designate. It is the responsibility of the supervisor to make this contact.

The supervisor may request reasonable documentation from the worker in such circumstances to assess the risks and to put in place precautions to protect the worker. Such documentation may include a copy of a court order, police report or photograph of the alleged perpetrator.

The employer will make available information about supports available for victims of domestic violence. Such supports may include the Employee Assistance Program, community counselling, support groups, shelters and the police. When possible, supervisors will remind potential victims of domestic violence in the workplace of these resources.

In all circumstances, a supervisor must tell the victim that if they feel at risk of physical harm whether inside or outside the workplace or at home, the worker should contact the police.

8.4 Actions

If the threat of domestic violence is from a co-worker or from someone outside of the workplace, the supervisor, under advice from Human Resources, must take steps to ensure the victim and other workers are protected. Such steps may include, but are not limited to, warnings, employee transfers, informing police and requesting restraining orders.

9.0 *Role of the Joint Occupational Health And Safety Committee*

Joint health and safety committees and health and safety representatives have the same powers and responsibilities for workplace violence hazards as they do for other occupational health and safety hazards under the Occupational Health and Safety Act.

For example, their role during a work refusal [Section 43] is the same for workplace violence as it is for any other workplace hazard. These committees and health and safety representatives should also be able to recognize risks of workplace violence in the course of carrying out their regular functions such as inspecting workplaces.

An employer may wish to consult with his or her workplace's joint health and safety committee or health and safety representative when developing workplace violence and workplace harassment policies and programs.

Employers must advise the joint health and safety committee or health and safety representative of the results of an assessment of workplace violence risks [Section 32.0.3(3)(a)] or the results of a reassessment [Section 32.0.3(5)]. For more information, see Section 2.3 - Assessing the Risks of Workplace Violence.

Employers must also inform the committee or health and safety representative if a person is killed, critically injured, disabled from performing their usual work, or requires medical attention due to workplace violence [Sections 51(1) and 52(1)]. For more information, see Section 2.9 - Notices.

10.0 Information And Instruction

10.1 General Information for all Staff

An employer shall provide a worker with information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace violence/harassment and any other prescribed information or instruction. (OHSA 2009, 32.0.5 (2))

10.2 Workplace Violence and Harassment Procedure Posting

The Workplace Violence & Harassment Management Guideline shall be in written form and shall be posted on all workplace Occupational Health & Safety bulletin boards.

11.0 Workplace Violence/Harassment Prevention Procedure Reassessment and Review

Re-assessment of workplace violence and harassment prevention is an on-going process that includes:

- Review and monitor effectiveness of controls, procedures and measures in place
- Review of all incidents of workplace violence and harassment that are reported

The Workplace Violence & Harassment Management Guideline must be reviewed annually.

RATING SCALE

A rating scale is provided to determine the likelihood of violence in the workplace, and to assist in deciding the nature of the controls to be put in place. The rating scale rates the risk of workplace violence as low, moderate, or high, according to the following definitions, which rely on a combination of frequency and severity.

Low: One or more potential risks which rarely place a worker at risk of workplace violence, and/or the risk of workplace violence is minimal. The risk of workplace violence is not related to normal part of the work routine, and/or there is minimal potential for intervention or first aid to be required.

Moderate: One or more potential risks of workplace violence which may occasionally place a worker at risk of workplace violence, and/or the risk of workplace violence is possible. The risk of workplace

Violence may be related to a normal part of the work routine on an infrequent basis, and/or there is moderate potential for intervention, or first aid or medical aid to be required.

High: One or more potential risks of workplace violence which may regularly place a worker at risk of workplace violence, and/or the risk of workplace violence is related to a normal part of the work routine on a regular basis, and/or there is a high potential for intervention(s), or medical aid to be required.

SURVEY

Superior-Greenstone District School Board

EMPLOYEE SURVEY – WORKPLACE VIOLENCE PROGRAM

The School Board recognizes that workplace violence represents a real risk. The Board also recognizes that the risk can be minimized or avoided by assessing the risks, putting preventive measures in place to control them, as well as by implementing processes to obtain immediate assistance in case of violence or to report incidences of violence and by keeping staff abreast of potential dangers in the workplace.

In order to identify these risks, the School Board asks that all employees complete the following survey.

The School Board assures all employees that information provided in this survey will be kept strictly confidential. Furthermore, it is left to the discretion of the employee to provide his or her name. However, the location (school, administrative office or satellite office) must be provided, in order to be able to identify developing trends or if an issue is directly related to that place of employment.

Location:	Job Title:
Name of Employee (optional):	
Sex:	Male <input type="checkbox"/> Female <input type="checkbox"/>

1. You and Your Workplace

QUESTIONS	YES	NO	COMMENTS (if NOT, explain)
1. Generally, do you feel safe where you work?			
2. Is workplace violence a concern?			
3. In general, do you work alone? (example: night janitor)			
4. In your opinion are there adequate measures in place to protect you? If not, please indicate what areas require improvement:			

QUESTIONS	YES	NO	COMMENTS (if NOT, explain)
<ul style="list-style-type: none"> Lighting 			
<ul style="list-style-type: none"> Security checks and protocols (identification checks, sign in sheets, etc.) 			
<ul style="list-style-type: none"> Restrictions on public access to work areas (classrooms, staff rooms, secured elevators, stairwells, etc.) 			
<ul style="list-style-type: none"> Security of parking lots 			
<ul style="list-style-type: none"> Communication procedures (for example when and how to call for help) 			
<ul style="list-style-type: none"> Layout of work area (visual obstructions, unsecured objects and furniture, unable to view unlocked entrance) 			
5. Have you ever witnessed a violent incident in your workplace, between:			If YES, explain:
a) Students			
b) Student and staff			
c) Staff			
d) Others			
6. Do you have access to your workplace after work hours?			
7. Do you sometimes go in to work on weekends?			
If yes, is your supervisor aware of this?			
8. Do you take any particular measures to ensure your personal safety?			Specify:

9. Since you have been an employee of the School Board

QUESTIONS	YES	NO	COMMENTS
9. Have you ever been the victim or target of a violent incident in your workplace?			

ATTENTION: If you answered 'yes' to the above question, please complete section 3. Otherwise, go directly to section 4 (Preventive Measures).

10. Victim of a violent incident

10. What kind of violent incident were you subjected to?	Who was the aggressor?	Please Check ✓	Many Times (more than five)	Sometimes	Once
			Indicate the Frequency		
a) Physical <i>Explanation: Physical force. For example: Hitting or pushing someone violently</i>	A student				
	A parent				
	A colleague				
	A stranger				
	Other				
b) Threats <i>Statement/behavior interpreted as a threat to exercise physical violence. For example: intimidation, anticipating a danger of physical injury.</i>	A student				
	A parent				
	A colleague				
	A stranger				
	Other				
c) Verbal <i>Aggressive statement expressed by insults in a loud and offensive tone of voice.</i>	A student				
	A parent				
	A colleague				
	A stranger				
	Other				

QUESTIONS	YES	NO	COMMENTS
11. Following the violent incident, did you inform your supervisor or the police of the incident?			
12. Were you satisfied with the measures taken by your employer following this incident?			

11. Preventative measures

QUESTIONS	YES	NO	COMMENTS
13. Does the employer have a written workplace violence policy and program for your workplace?			
14. Have procedures for violence prevention been put in place to ensure the safety of employees?			
15. Do you know where to find these procedures?			
16. Are you aware of the procedure for reporting a violent incident?			
17. Do you find that the measures in place are adequate?			
18. Do you know how to obtain immediate assistance in case of violence in the workplace?			
19. Does the employer keep you informed of potential risks in the workplace?			
20. Do you know if the policy with respect to workplace violence is posted?			

12. Workplace Incident Reporting and Follow-up

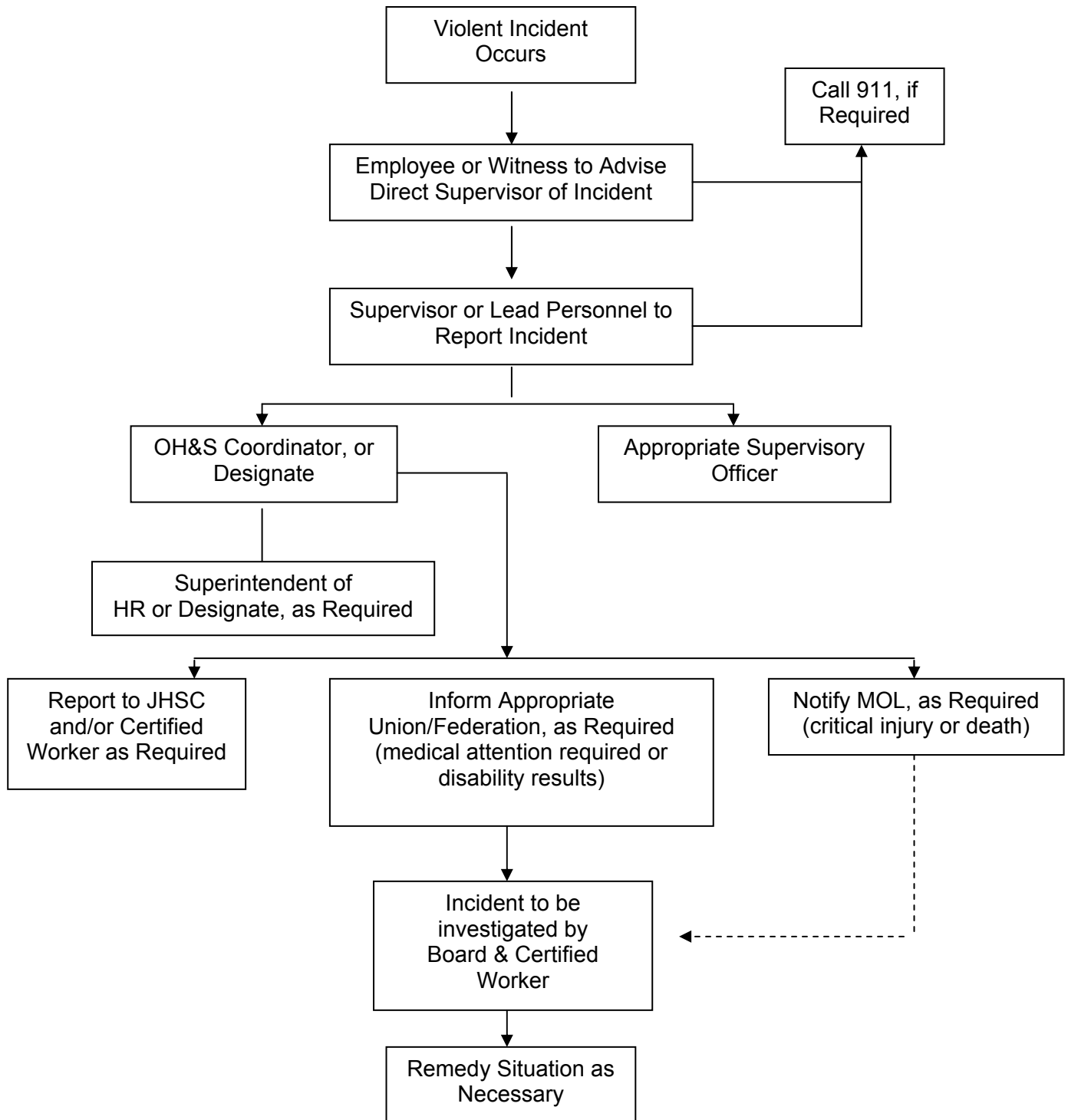
QUESTIONS	YES	NO	COMMENTS
21. Are you required to report threats and violence at your workplace? If yes, can you do so without fear of retaliation (revenge or punishment)?			
22. Is there a system for reporting threats and violence at your workplace? If yes, is it easy to understand and follow?			

QUESTIONS	YES	NO	COMMENTS
23.Are you satisfied that the incidents were investigated properly?			
24.Are you satisfied that suitable corrective action has been taken?			
25.Are police and emergency services called immediately when a criminal incident occurs?			
26.Are support programs in place to help you if you are directly or indirectly affected by workplace violence?			
27.Can you summon immediate assistance when workplace violence occurs or is likely to occur?			

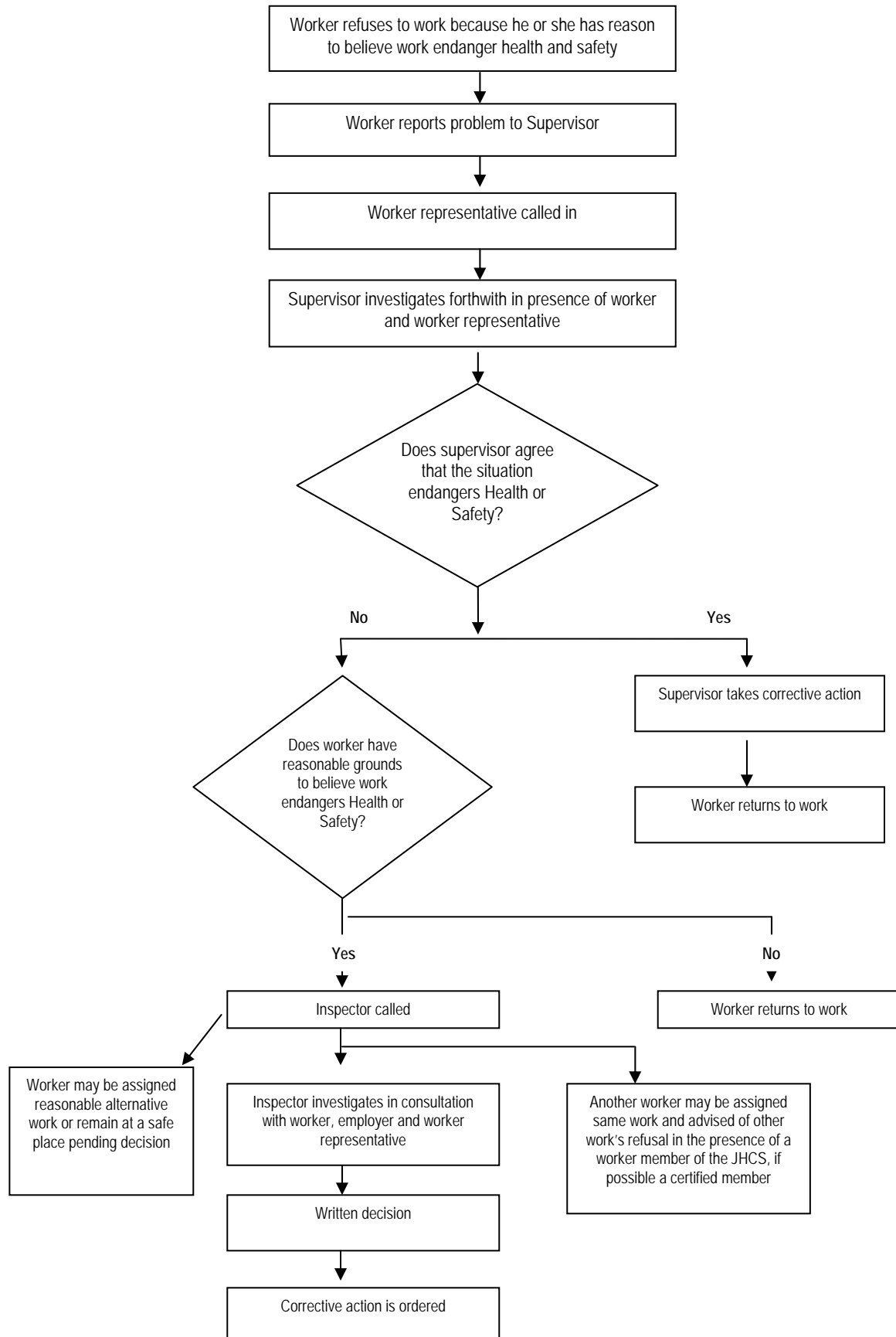
13. Working in a Rural and Remote Community

QUESTIONS	YES	NO	COMMENTS
28.Do you work at times of increased vulnerability, such as late at night, early in the morning, or at very quiet times of day?			
29.Does your school site have procedures for opening, closing or securing the workplace prior to starting and at the end of work periods?			
30.Has information been provided and reviewed with you to protect you from the risks of working alone?			
31.Do you have procedures to follow when dealing with aggressive or violent students or members of the public?			

APPENDIX C



Work Refusal Process



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name WORKPLACE VIOLENCE
Management Guideline Applies

720

Board Approved: _____

Reviewed: September 26, 2011

Review by: December 2016

POLICY

The Superior-Greenstone District School Board is committed to the prevention of workplace violence and promotion of violence free workplaces in which all people respect one another and work together to achieve common goals. Workplace violence in any form erodes the mutual trust and confidence that are essential to the well-being of staff and is considered unacceptable.

DEFINITIONS

“**workplace violence**” is defined in the *Occupational Health and Safety Act (OHSA)* as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker, and a
- A statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

“**domestic violence**” is a pattern of behaviour used by one person to gain power/control over another with whom he/she has or has had an intimate relationship. It may include physical violence, sexual, emotional or psychological intimidation, verbal abuse, stalking and/or the use of electronic devices to harass and control.

“**worker**” is defined in the *Occupational Health and Safety Act* as a person who performs work or supplies service for monetary compensation.

“**workplace**” is defined in the *Occupational Health and Safety Act* as any land, premises, location or thing at, upon, in or near which a worker works.

PROCEDURES

1.0 Risk Assessment

Superior-Greenstone District School Board staff shall identify the risks of workplace violence occurring on Board premises, or while engaging in workplace activities. An assessment of the risk should include a rating of the risk of workplace violence taking place in a given workplace. A suggested rating scale follows in *Appendix A*. Duties of the Employer, Principal and Worker are outlined in the “Management Guidelines”.

2.0 Records

All correspondence and other documents generated under this procedure must, subject to the *Municipal Freedom of Information and Protection of Privacy Act*, be marked “PRIVATE AND CONFIDENTIAL” and be stored in a locked and secure file in the Human Resources Department.

The Superior-Greenstone District School Board may be required to provide information obtained during an investigation to an outside agency that has the right to require information otherwise protected by the *Municipal Freedom of Information and Protection Privacy Act*.

3.0 Misuse of the Reporting Procedures

It is expected that all reports submitted under this Policy will be filed in good faith. Where it is determined as a result of an investigation into the report that it was issued in bad faith, disciplinary action may occur.

4.0 Investigation and Resolution

Reports require an investigation of the allegations. Investigations will most often be done by the supervisory staff of the person who reports. Supervisors have the right to assistance (Superior-Greenstone District School Board representation) and support from Human Resources at any stage of the investigation process. The steps to be followed in the investigative process, the Outcome of Investigation, the Appeal Process and Mediated Resolution are outlined in "Management Guidelines."

If the accused declines to participate in the investigative process, the investigation shall still proceed. The accused should be encouraged to participate in the interest of a balanced and fair process.

5.0 Disciplinary Actions

In the event a complaint is substantiated, the appropriate supervisor may impose discipline as appropriate and consistent with the circumstances.

6.0 Work Refusal

All employees have the right to refuse to work when they have reason to believe their Health or Safety is in danger. The limited right of teachers to refuse work remains. A teacher cannot refuse to work as per Occupational Health & Safety Act Regulation 857, if the circumstances are such that the life, health or safety of a pupil is in imminent danger

7.0 Disclosing People with a Violent History

Superior-Greenstone District School Board is required to provide information, including personal information, to workers about a person with a history of violent behaviour if the worker can be expected to encounter that person in the course of his or her work and the risk of workplace violence is likely to expose the worker to physical injury. The employer is only permitted to disclose the amount of personal information reasonably necessary to protect workers from physical injury.

8.0 Role of the Joint Occupational Health & Safety Committee

Joint Health and Safety Committees and health and safety representatives have the same powers and responsibilities for workplace violence hazards as they do for other occupational health and safety hazards under the Occupational Health and Safety Act.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PERSONNEL	
Management Guideline	WORKPLACE VIOLENCE AND HARASSMENT	
Applicable Policy	WORKPLACE HARASSMENT	717
	WORKPLACE VIOLENCE	720
<hr/>		
Board Approved: _____	Reviewed: September 26, 2011	Review by: December 2016

GENERAL

In accordance with our Superior Greenstone District School Board Policy 717 Workplace Harassment and Policy 720 Workplace Violence, this Management Guideline provides a mechanism for dealing with violence and harassment occurring in the working and learning environment.

The Superior Greenstone DSB is committed to the prevention of workplace violence and harassment and promotion of violence/harassment free workplaces in which all people respect one another and work together to achieve common goals. Workplace violence/harassment in any form erodes the mutual trust and confidence that are essential to the well-being of staff and is considered unacceptable.

DEFINITIONS

“**workplace violence**” is defined in the *Occupational Health and Safety Act (OHSA)* as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker, and a
- A statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

“**domestic violence**” is a pattern of behaviour used by one person to gain power/control over another with whom he/she has or has had an intimate relationship. It may include physical violence, sexual, emotional or psychological intimidation, verbal abuse, stalking and/or the use of electronic devices to harass and control.

“**workplace harassment**” is engaging in a course of vexatious comment or conduct against a worker in the workplace that is known or ought reasonably to be known or to be unwelcome.

“**worker**” is defined in the *Occupational Health and Safety Act* as a person who performs work or supplies service for monetary compensation.

“**workplace**” is defined in the *Occupational Health and Safety Act* as any land, premises, location or thing at, upon, in or near which a worker works.

1.0 Risk Assessment

1.1 General

The risk of violence or harassment occurring in the workplace is linked to a number of factors, including the nature of the workplace, the type of work, or conditions of the work.

Examples include, but are not limited to:

- Location of the workplace
- Parking
- Access to workplace
- Handling cash
- Working alone

1.2 Responsibilities/Duties of the Board, Principals and Worker

SGDSB staff shall identify the risks of workplace violence or harassment occurring on Board premises, or while engaging in workplace activities. An assessment of the risk should include a rating of the risk of workplace violence or harassment taking place in a given workplace. A suggested rating scale follows in *Appendix A*.

1.2.1 Duties of the Employer

- to provide information and instruction to the worker in regards to workplace violence and harassment
- create policies and procedures to be followed by all staff
- to provide training on policies and procedures to all staff
- to take every precaution reasonable to protect the worker from violence and harassment
- to conduct a workplace violence risk assessment

1.2.2 Duties of the Principal

- to advise the staff of the existence of any potential or actual threat or occurrence of violence to the worker
- provide the worker with written instructions as to the measures that need to be taken for their protection
- take every precaution reasonable in the circumstance for the protection of the worker
- to review and assess risk factors as they arise

1.2.3 Duties of the Worker

- work in compliance with the provisions of the Occupational Health and Safety Act and the Regulations
- report to his/her principal any threats/or possible threats of violence / harassment to himself/herself or any other worker
- to complete the workplace violence risk assessment survey

Schools/site employees must be surveyed to determine the extent to which they feel their workplace is safe (*Appendix B – Survey*). The aggregate results of these surveys will be used to identify issues related to workplace violence. Following the initial survey used for the implementation of this procedure, follow-up surveys will be conducted annually and/or as deemed necessary.

1.3 Minimizing Risks

Workplaces need to be appraised for the following characteristics:

1.3.1 Workplace Location

- risk of workplace violence occurring due to the nature of the community in which the workplace is located
- working in the community in which the workplace is located, working in the community (off site locations),
- working alone or in isolation, physical attributes of the workplace,

- areas on the periphery of the workplace (parking lots, portable in playing fields),
- controls on entry to the workplace, use of the workplace by non-employees (community groups).

1.3.2 General Workplace

- risk of workplace violence occurring due to the characteristics of the general workplace population, including staff, students, parents and the general public.

1.3.3 Specific Workplace

- risk of workplace violence occurring due to individual students, clients, or employees who create specific risk of workplace violence (students, clients, or employees with a history of violence).

2.0 **Records**

All correspondence and other documents generated under this procedure must, subject to the *Municipal Freedom of Information and Protection of Privacy Act*, be marked "PRIVATE AND CONFIDENTIAL" and be stored in a locked and secure file in the Human Resources Department.

The Superior-Greenstone DSB may be required to provide information obtained during an investigation to an outside agency that has the right to require information otherwise protected by the *Municipal Freedom of Information and Protection Privacy Act*.

3.0 **Reporting Workplace Violence**

Individuals, who believe that they have been subjected to or have witnessed workplace violence, including domestic violence, must file a report and provide a copy to their immediate supervisor. Where the immediate supervisor is at issue, the report should be directed to the appropriate Supervisory Officer.

The Report to be completed is the INJURY / ILLNESS / HARASSMENT / VIOLENT /AGGRESSIVE INCIDENT INVESTIGATION FORM. (See Appendix C)

4.0 **Misuse of the Reporting Procedures**

It is expected that all reports submitted under the above referenced Policies will be filed in good faith. Where it is determined as a result of an investigation into the report that it was issued in bad faith, disciplinary action may occur.

4.1 Reprisals

Where a report is filed by an employee in good faith, the worker who filed the report shall not be subject to any reprisals by anyone in the employ of the SGDSB or not in the employ of the SGDSB if said individual is a student, parent, guardian, community members or other.

Should a worker who filed a report in good faith be the subject of a reprisal, then an investigation into the alleged reprisal shall be initiated immediately following its reporting to the appropriate authority.

Should the individual who commits a reprisal against an employee who filed a report in good faith also be an employee of the SGDSB and the reprisal's authenticity is proven as a result of an investigation, then said individual may be

subject to disciplinary action in accordance with the appropriate Collective Agreement and the SGDSB policies governing such matters.

Should the individual who commits a reprisal against an employee who filed a report in good faith be someone other than an employee of the SGDSB and the reprisal's authenticity is proven as a result of an investigation, then said individual may be subject to some form of sanction issued in accordance with the Policies and Procedures of the SGDSB and school whereat the employee who was subject to the proven reprisal works.

5.0 Investigation and Resolution

Reports require an investigation of the allegations. Investigations will most often be done by the supervisory staff of the person who reports. Supervisors have the right to assistance (SGDSB representation) and support from Human Resources at any stage of the investigation process. Supervisory personnel who conduct the investigation shall ensure that the following steps are taken as soon as possible:

- a) Take appropriate measures to ensure the safety of the worker;
- b) Notify the worker(s), the accused, and witness(es) that they are entitled to support and assistance (SGDSB representation/Federation) throughout this process;
- c) Ensure that the accused have a copy of the report;
- d) Interview the worker(s) separately;
- e) Inform the accused of the allegation and provide an opportunity for response;
- f) Interview the accused separately;
- g) Interview the witness(es) separately;
- h) Determine whether the alleged workplace violence/harassment did or did not occur based on the results of the investigation;
- i) Provide a written summary of the finding and conclusions to the worker and to the accused and give them an opportunity to respond to same; and
- j) Take appropriate actions to resolve the situation.

If the accused declines to participate in the investigative process, the investigation shall still proceed. The accused should be encouraged to participate in the interest of a balanced and fair process.

5.1 Outcome of Investigation

In the event a complaint is not substantiated, no further action will be taken but will be kept on file as per the section on records (*B. RECORDS*). However, there may be a need to restore a positive learning/working environment; steps may be taken to meet such needs.

Follow-up possibilities:

- Voluntary Counselling for the parties;
- Application of strategies to restore a positive learning/working environment;
- Specific information and instruction for the worker and/or accused;
- Workshops for the staff and/or others in the school/site regarding responsibilities
- Permanent separation of accused and worker from each other;
- Restorative measures

5.2 Appeal of Decision

The grounds for appeal are:

- The person conducting the investigation failed to comply with this procedure;
- New evidence becomes known after the final decision but before the expiry of the twenty school days limitation period for requesting an appeal.

In the event a worker or accused has one or both of the specific concerns listed above, a request, in writing within twenty school days of the receipt of the decision of the person conducting the investigation, may be made to the Director or designate to convene an appeal.

The Director or designate will affirm or amend the final decision, or require that a new investigation be undertaken.

5.3 Mediated Resolution

Mediation involves an unbiased third party acting as a facilitator in direct communication between the parties who voluntarily agree to enter into this process. It is an opportunity to resolve disputes in a respectful manner. It provides the opportunity to generate a variety of options for resolution and contributes to restoring the working relationship between parties.

Mediation is appropriate when all parties agree that a mutually agreeable solution is achievable and desirable. Mediation is voluntary and the worker and accused may choose to withdraw at any time. The person conducting the investigation will request approval from the Superintendent of Education and/or Coordinator of Human Resources. Human Resources may act as a mediator or assign a trained individual.

Meetings required for mediation sessions shall be scheduled as soon as possible. When matters are resolved through mediation, the worker, accused and a SGDSB representative will sign a memorandum of agreement outlining the terms to which they have agreed. If mediation is unsuccessful the investigation process will continue.

6.0 *Disciplinary Actions*

In the event a complaint is substantiated, the appropriate supervisor may impose discipline as appropriate and consistent with the circumstances.

Canada's Criminal Code deals with matters such as violent acts, threats and behaviours. The police may be contacted when an act of violence or criminal harassment has occurred in the workplace or when someone in the workplace is threatened with violence.

Actions must be determined, as appropriate, for the individual situation and may include such responses as a letter of disapproval and warning, a revoking of permits or contracts, an issuing of a trespass notice, or other remedies as provided by the common law and /or the appropriate legislation. The involvement of the appropriate Superintendent is recommended in these cases.

7.0 *Work Refusal*

All employees have the right to refuse to work when they have reason to believe their Health or Safety is in danger. The limited right of teachers to refuse work remains. A teacher cannot refuse to work as per Occupational Health & Safety Act Regulation 857, if the circumstances are such that the life, health or safety of a pupil is in imminent danger.

The *Occupational Health and Safety Act* is specific about the requirements to be followed when a worker indicates he/she is refusing to work. A worker must notify his/her supervisor if he or she is refusing to do work. If a worker indicates he/she is refusing to

work, the Principal/Supervisor needs to determine if the work refusal meets the criteria defined by Section 43(3) of the Occupational Health & Safety Act.

A worker may refuse to work or do particular work with respect to workplace violence if he or she has reason to believe that:

- Workplace violence is likely to endanger himself or herself

7.1 Steps to Follow - (see Appendix D- Flow Chart)

If the nature of the work refusal meets these requirements, the Principal/Supervisor must:

- a) Immediately contact the site specific Occupational Health & Safety worker representative or member and indicate you are dealing with a work refusal. [O.H.S.A. – Section 43(4)]
- b) Document the work refusal including, but not limited to, the workers complaint, time, date, relevant information, and any outcome of the refusal.
- c) Notify your Superintendent of Education/Immediate Supervisor.
- d) Take the necessary steps to ensure the safety of workers.
- e) Pending the investigation the worker must stay in a safe place and be available to the investigator. The worker may be assigned other work while the work refusal is being investigated. If another worker is asked to work in the worker's place, that worker should be informed of work refusal.

Upon conclusion of the investigation of the work refusal, if the nature of the work refusal does NOT meet the requirement therefore this incident does not constitute a legitimate work refusal situation, in which case, the worker should be informed as such and be instructed to return to work.

If the worker engaged in a workplace work refusal that meets the requirements that the workplace violence is likely to endanger him or herself, then steps should be taken to rectify the situation so that it is deemed safe to return to work. Once the steps are taken, the worker (complainant) should be informed of the steps taken and directed to return to the work area. If the worker continues to refuse to work, the SGDSB appropriate Union/Association representative from the Joint Occupational Health and Safety Committee, or the worker should contact the Ministry of Labour.

8.0 ***Disclosing People with a Violent History***

SGDSB is required to provide information, including personal information, to workers about a person with a history of violent behaviour if the worker can be expected to encounter that person in the course of his or her work and the risk of workplace violence is likely to expose the worker to physical injury. The employer is only permitted to disclose the amount of personal information reasonably necessary to protect workers from physical injury.

8.1 Domestic Violence

Domestic violence occurring in the workplace is recognized by the *Occupational Health and Safety Act* as workplace violence.

If an employer becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the employer shall take every precaution reasonable in the circumstances for the protection of the worker. (OHSA, 32.0.4)

8.2 Notification

Workers who have information that they or a fellow worker is subject to domestic violence that may expose them or their fellow workers to physical injury in the

workplace shall inform their supervisor. Where the supervisor may be party to the domestic violence, the worker shall inform the Superintendent of Education and/or Coordinator of Human Resources.

The Supervisor will treat all such reports in confidence, and only disclose to Human Resources or others who need to know, information that is necessary for the protection of the workers in the workplace.

8.3 Fact Finding

Supervisors who are informed there is a worker who may be subject to domestic violence in the workplace must make a determination as to the extent of the threat to workplace safety as he or she would in any other case involving a threat to workplace safety. In making this determination, the supervisor may need to interview both the source of the information about the threat and the worker(s) who may be subject to the risk of domestic violence in the workplace. It may also require more detailed investigations conducted by the Superintendent of Education and/or Coordinator of Human Resources or designate. It is the responsibility of the supervisor to make this contact.

The supervisor may request reasonable documentation from the worker in such circumstances to assess the risks and to put in place precautions to protect the worker. Such documentation may include a copy of a court order, police report or photograph of the alleged perpetrator.

The employer will make available information about supports available for victims of domestic violence. Such supports may include the Employee Assistance Program, community counselling, support groups, shelters and the police. When possible, supervisors will remind potential victims of domestic violence in the workplace of these resources.

In all circumstances, a supervisor must tell the victim that if they feel at risk of physical harm whether inside or outside the workplace or at home, the worker should contact the police.

8.4 Actions

If the threat of domestic violence is from a co-worker or from someone outside of the workplace, the supervisor, under advice from Human Resources, must take steps to ensure the victim and other workers are protected. Such steps may include, but are not limited to, warnings, employee transfers, informing police and requesting restraining orders.

9.0 *Role of the Joint Occupational Health And Safety Committee*

Joint health and safety committees and health and safety representatives have the same powers and responsibilities for workplace violence hazards as they do for other occupational health and safety hazards under the Occupational Health and Safety Act.

For example, their role during a work refusal [Section 43] is the same for workplace violence as it is for any other workplace hazard. These committees and health and safety representatives should also be able to recognize risks of workplace violence in the course of carrying out their regular functions such as inspecting workplaces.

An employer may wish to consult with his or her workplace's joint health and safety committee or health and safety representative when developing workplace violence and workplace harassment policies and programs.

Employers must advise the joint health and safety committee or health and safety representative of the results of an assessment of workplace violence risks [Section 32.0.3(3)(a)] or the results of a reassessment [Section 32.0.3(5)]. For more information, see Section 2.3 - Assessing the Risks of Workplace Violence.

Employers must also inform the committee or health and safety representative if a person is killed, critically injured, disabled from performing their usual work, or requires medical attention due to workplace violence [Sections 51(1) and 52(1)]. For more information, see Section 2.9 - Notices.

10.0 Information And Instruction

10.1 General Information for all Staff

An employer shall provide a worker with information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace violence/harassment and any other prescribed information or instruction. (OHSA 2009, 32.0.5 (2))

10.2 Workplace Violence and Harassment Procedure Posting

The Workplace Violence & Harassment Management Guideline shall be in written form and shall be posted on all workplace Occupational Health & Safety bulletin boards.

11.0 Workplace Violence/Harassment Prevention Procedure Reassessment and Review

Re-assessment of workplace violence and harassment prevention is an on-going process that includes:

- Review and monitor effectiveness of controls, procedures and measures in place
- Review of all incidents of workplace violence and harassment that are reported

The Workplace Violence & Harassment Management Guideline must be reviewed annually.

RATING SCALE

A rating scale is provided to determine the likelihood of violence in the workplace, and to assist in deciding the nature of the controls to be put in place. The rating scale rates the risk of workplace violence as low, moderate, or high, according to the following definitions, which rely on a combination of frequency and severity.

Low: One or more potential risks which rarely place a worker at risk of workplace violence, and/or the risk of workplace violence is minimal. The risk of workplace violence is not related to normal part of the work routine, and/or there is minimal potential for intervention or first aid to be required.

Moderate: One or more potential risks of workplace violence which may occasionally place a worker at risk of workplace violence, and/or the risk of workplace violence is possible. The risk of workplace

Violence may be related to a normal part of the work routine on an infrequent basis, and/or there is moderate potential for intervention, or first aid or medical aid to be required.

High: One or more potential risks of workplace violence which may regularly place a worker at risk of workplace violence, and/or the risk of workplace violence is related to a normal part of the work routine on a regular basis, and/or there is a high potential for intervention(s), or medical aid to be required.

SURVEY

Superior-Greenstone District School Board

EMPLOYEE SURVEY – WORKPLACE VIOLENCE PROGRAM

The School Board recognizes that workplace violence represents a real risk. The Board also recognizes that the risk can be minimized or avoided by assessing the risks, putting preventive measures in place to control them, as well as by implementing processes to obtain immediate assistance in case of violence or to report incidences of violence and by keeping staff abreast of potential dangers in the workplace.

In order to identify these risks, the School Board asks that all employees complete the following survey.

The School Board assures all employees that information provided in this survey will be kept strictly confidential. Furthermore, it is left to the discretion of the employee to provide his or her name. However, the location (school, administrative office or satellite office) must be provided, in order to be able to identify developing trends or if an issue is directly related to that place of employment.

Location:	Job Title:
Name of Employee (optional):	
Sex:	Male <input type="checkbox"/> Female <input type="checkbox"/>

1. You and Your Workplace

QUESTIONS	YES	NO	COMMENTS (if NOT, explain)
1. Generally, do you feel safe where you work?			
2. Is workplace violence a concern?			
3. In general, do you work alone? (example: night janitor)			
4. In your opinion are there adequate measures in place to protect you? If not, please indicate what areas require improvement:			

QUESTIONS	YES	NO	COMMENTS (if NOT, explain)
<ul style="list-style-type: none"> Lighting 			
<ul style="list-style-type: none"> Security checks and protocols (identification checks, sign in sheets, etc.) 			
<ul style="list-style-type: none"> Restrictions on public access to work areas (classrooms, staff rooms, secured elevators, stairwells, etc.) 			
<ul style="list-style-type: none"> Security of parking lots 			
<ul style="list-style-type: none"> Communication procedures (for example when and how to call for help) 			
<ul style="list-style-type: none"> Layout of work area (visual obstructions, unsecured objects and furniture, unable to view unlocked entrance) 			
5. Have you ever witnessed a violent incident in your workplace, between:			If YES, explain:
a) Students			
b) Student and staff			
c) Staff			
d) Others			
6. Do you have access to your workplace after work hours?			
7. Do you sometimes go in to work on weekends?			
If yes, is your supervisor aware of this?			
8. Do you take any particular measures to ensure your personal safety?			Specify:

9. Since you have been an employee of the School Board

QUESTIONS	YES	NO	COMMENTS
9. Have you ever been the victim or target of a violent incident in your workplace?			

ATTENTION: If you answered 'yes' to the above question, please complete section 3. Otherwise, go directly to section 4 (Preventive Measures).

10. Victim of a violent incident

10. What kind of violent incident were you subjected to?	Who was the aggressor?	Please Check ✓	Many Times (more than five)	Sometimes	Once
			Indicate the Frequency		
a) Physical <i>Explanation: Physical force. For example: Hitting or pushing someone violently</i>	A student				
	A parent				
	A colleague				
	A stranger				
	Other				
b) Threats <i>Statement/behavior interpreted as a threat to exercise physical violence. For example: intimidation, anticipating a danger of physical injury.</i>	A student				
	A parent				
	A colleague				
	A stranger				
	Other				
c) Verbal <i>Aggressive statement expressed by insults in a loud and offensive tone of voice.</i>	A student				
	A parent				
	A colleague				
	A stranger				
	Other				

QUESTIONS	YES	NO	COMMENTS
11. Following the violent incident, did you inform your supervisor or the police of the incident?			
12. Were you satisfied with the measures taken by your employer following this incident?			

11. Preventative measures

QUESTIONS	YES	NO	COMMENTS
13. Does the employer have a written workplace violence policy and program for your workplace?			
14. Have procedures for violence prevention been put in place to ensure the safety of employees?			
15. Do you know where to find these procedures?			
16. Are you aware of the procedure for reporting a violent incident?			
17. Do you find that the measures in place are adequate?			
18. Do you know how to obtain immediate assistance in case of violence in the workplace?			
19. Does the employer keep you informed of potential risks in the workplace?			
20. Do you know if the policy with respect to workplace violence is posted?			

12. Workplace Incident Reporting and Follow-up

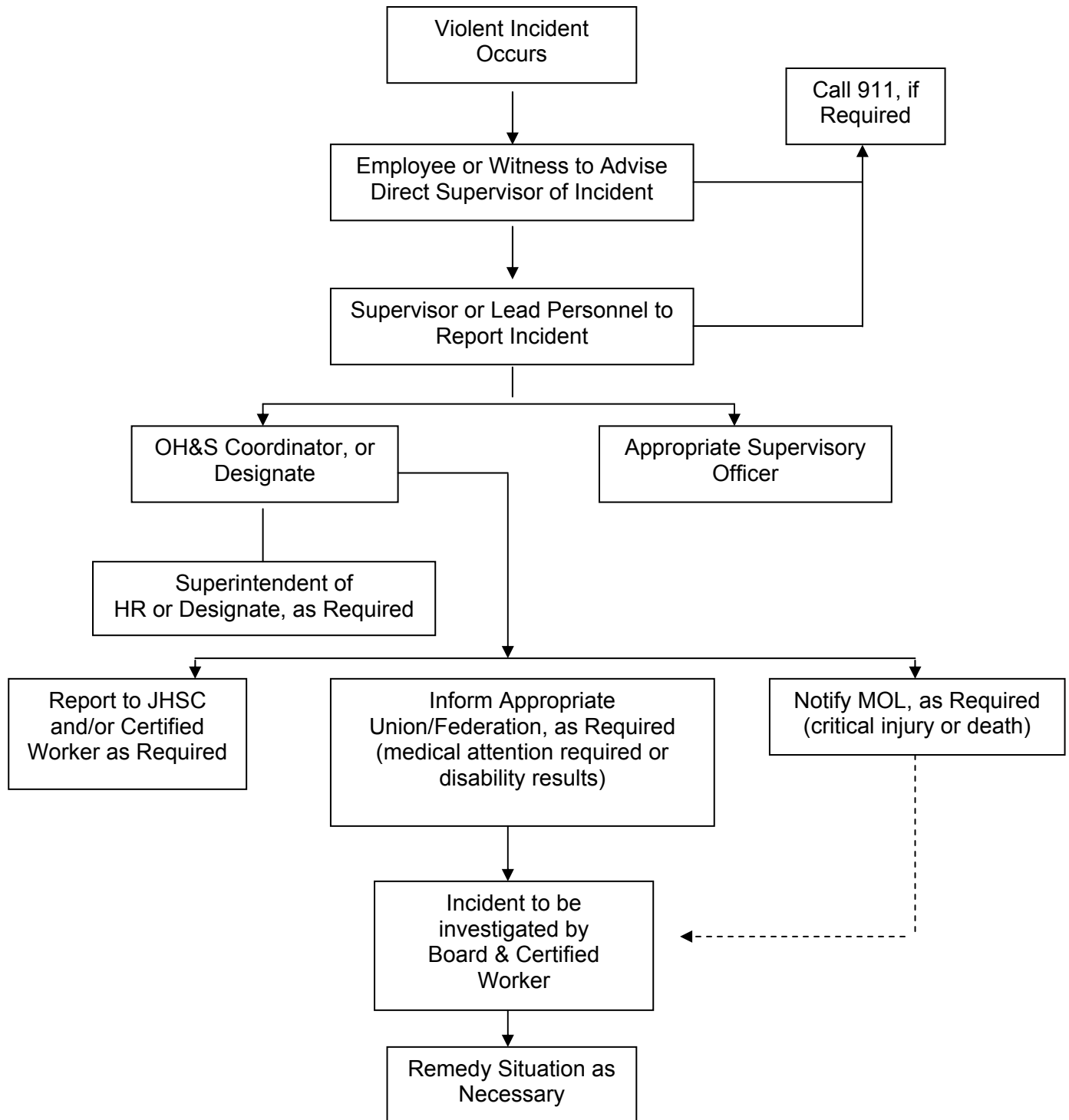
QUESTIONS	YES	NO	COMMENTS
21. Are you required to report threats and violence at your workplace? If yes, can you do so without fear of retaliation (revenge or punishment)?			
22. Is there a system for reporting threats and violence at your workplace? If yes, is it easy to understand and follow?			

QUESTIONS	YES	NO	COMMENTS
23.Are you satisfied that the incidents were investigated properly?			
24.Are you satisfied that suitable corrective action has been taken?			
25.Are police and emergency services called immediately when a criminal incident occurs?			
26.Are support programs in place to help you if you are directly or indirectly affected by workplace violence?			
27.Can you summon immediate assistance when workplace violence occurs or is likely to occur?			

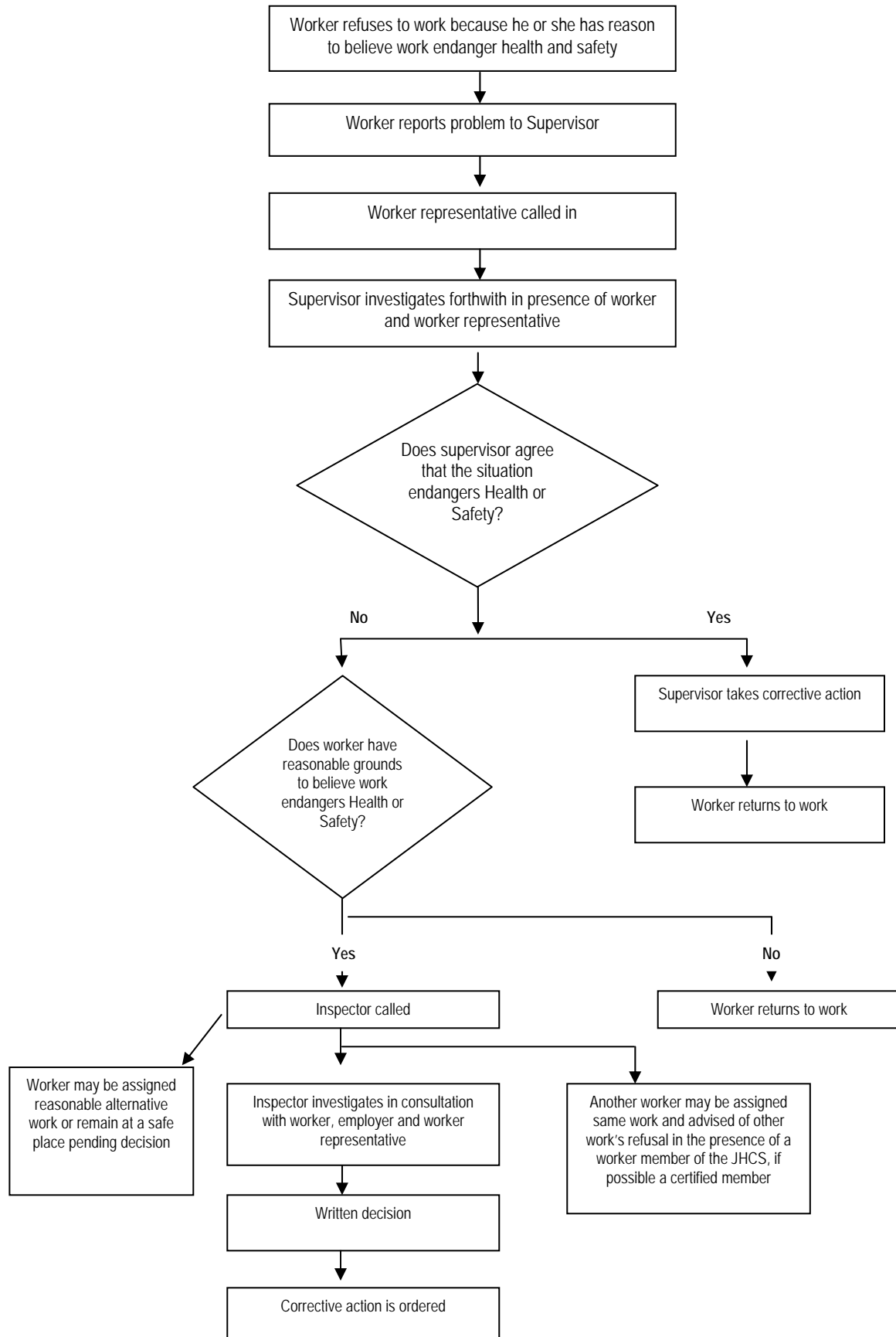
13. Working in a Rural and Remote Community

QUESTIONS	YES	NO	COMMENTS
28.Do you work at times of increased vulnerability, such as late at night, early in the morning, or at very quiet times of day?			
29.Does your school site have procedures for opening, closing or securing the workplace prior to starting and at the end of work periods?			
30.Has information been provided and reviewed with you to protect you from the risks of working alone?			
31.Do you have procedures to follow when dealing with aggressive or violent students or members of the public?			

APPENDIX C



Work Refusal Process



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name NON-INSTRUCTIONAL EMPLOYEE TRAINING

703

Board Approved:

March 12, 1999

Reviewed:

October 17, 2006

Review By: December 2016

~~December 2014~~

POLICY

The Superior-Greenstone District School Board recognizes the value of encouraging and assisting non-instructional employees in suitable job-related training in support of the educational process in its schools.

PROCEDURES

1.0 Needs Assessment

The Board's supervisory staff shall have responsibility to identify the training needs of non-teaching staff.

2.0 Access

2.1 Board-Directed

When the Board requests an employee to take specific job-related training, all of the costs will be borne by the Board.

2.2 Self-Directed

Non-teaching staff wishing to access particular training may make written application to their immediate supervisor outlining the training proposed, all details re cost and financial support, if any, requested.

2.3 Approvals

Only senior administrative staff shall have authority to authorize in-service training for non-teaching staff.

3.0 Funding

3.1 Budget Constraints

All in-service training is subject to the constraints of budget.

3.2 Level of Support

Each activity will be separately assessed as to the level of support that can be provided.

4.0 In-Service

4.1 Board-Provided

In some instances the in-service training will be provided within the Board's jurisdiction and organized and funded by the Board for all employees in a certain defined group.

4.2 Third Party Provided

In some instances the in-service training will be provided by an external agency or group. The level of participation for Board employees will be as determined by the appropriate senior administrator.

4.3 Conferences & Workshops

Activities provided beyond the boundaries of the Board by a third party will be considered but will involve limited participation when distances and costs are involved. Generally, this is not the preferred method for IN-service delivery.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name EMPLOYEE CODE OF CONDUCT

707

Board Approved:

March 12, 1999

Reviewed:

December 5, 2006

Review By: December 2016

~~December 2014~~

POLICY

It is the policy of the Superior-Greenstone District School Board to expect its employees to adhere to the highest standards of personal and professional competence, integrity and impartiality.

PROCEDURES

1.0 Policy Manual

The Board's Policy Manual and supporting Management Guidelines shall serve as the basic guideline for employees in their day-to-day discharge of their duties.

2.0 Scope

2.1 General Standard

This Employee Code of Conduct represents general standards.

2.2 Other Professional Codes

It is understood that some employees will also be governed by a professional code of ethics.

2.3 Minimum Expectation

The expectation for any employee shall never be less than is outlined in this Code.

2.4 Extension

Individual administrators may, with the approval of the Director of Education, augment the standards contained herein with specific procedures which are more stringent and that will apply to individual employees or groups of employees under their authority (i.e. requirements for Student Field Trips). When this is done, it shall be in writing with a copy to the Director.

2.5 Application

This Code applies, with appropriate changes and modifications, to all employees.

3.0 Confidential Information

3.1 Access

An employee may have access to confidential information by reason of his/her employment with the Board.

3.2 Confidentiality

Any employee with access to confidential information must not make such information available without the authorization of a supervisor.

To ensure the status of information, a supervisor must make every effort to consult within management to assure himself/herself concerning release.

3.3 Caution

Particular care and caution should be exercised when dealing with information that involves:

- a) Items under litigation,
- b) Personnel matters,
- c) Information about suppliers that might be useful to a competitor,
- d) Information that infringes on the right to privacy of others, including but not limited to staff and students,
- e) Information dealing with complaints where the identity of the complainant is given in confidence,
- f) Any items under negotiation,
- g) Any schedule of prices in a tender,
- h) Information relating to progress, conduct, disabilities or curriculum of a student.

3.4 Freedom of Information

The Freedom of Information and Protection of Privacy Regulations and other Board policy pertaining thereto must also be consulted to ensure compliance.

4.0 **Media Relations**

4.1 Authorization

Only the Chair of the Board and the Director of Education (or their designate) are authorized to comment publicly to the media.

Staff should follow the specific provisions developed for special projects, etc. which operate outside of normal structures but are Board-sponsored.

4.2 Distinction

This Code is not, however, intended to restrict the ability of any employee to express an opinion on non-Board matters, where the employee makes it clear that he/she is commenting as a private citizen and not in his/her professional capacity.

5.0 **Conflict of Interest**

5.1 Financial Interest

An employee will be considered to have a conflict of interest where he/she or a member of his/her immediate family has a direct or indirect financial interest in a contract or proposed contract with the Board, and where the employee could influence the decision made by the Board with respect to the contract.

5.2 Requirement of Employees

If a potential conflict exists because of an employee's personal or family interest in a property matter, a business dealing with the Board, or similar circumstance, the employee must advise his/her Supervisor of the situation, in writing, and the Supervisor will, if a conflict of interest is deemed to exist, make appropriate alternative arrangement to handle the matter.

5.3 Employee Suppliers

Employees shall not directly sell goods, materials or services to the Board. An exception can be made, with the approval of the Director, to secure services from an employee outside regular hours of employment on a fee for service basis. An employee-developed material for use in school is covered elsewhere in Board policy.

6.0 Use of Board Property

6.1 Loans

Board policy applies specifically to the loaning of Board property for off-school premises use.

6.2 Personal Use

Board property shall not be used by Board employees for personal use unless prior, written approval is secured from one's immediate Supervisor. A copy of the approval, including terms and conditions for loan, shall be retained by the approving Supervisor.

7.0 Gifts and Benefits

7.1 Parameters

In order to preserve the integrity and image of the Board, acceptance of gifts by individual employees shall be discouraged.

7.2 Exceptions

The Board recognizes that moderate hospitality is an accepted courtesy of a business relationship. Recipients of such courtesies should not allow themselves to reach a position whereby they might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such hospitality.

7.3 Frequency and Scale

The frequency and scale of hospitality accepted should be no greater than the employee's Supervisor would allow to be claimed on an expense account, if it were charged to the Board.

7.4 Acknowledgement

Where gifts are accepted, their acceptance must be publicly acknowledged.

7.5 Consultation

Employees are under an obligation to consult with their Supervisors regarding accepting specific gifts and benefits.

7.6 Non-Biased Purchasing Policy

In order to preserve a non-biased purchasing policy, Board staff should not be able to benefit personally from Board purchasing, unless a specific exception is made in the interests of the Board.

7.7 More Stringent Rules

Each Supervisor may prescribe a more stringent set of rules to cover employee conduct. Should this be undertaken, it should be in writing and made available to the employees affected.

8.0 Hiring Relatives

The hiring practices of the Board are governed by Board Policy and supporting Management Guidelines.

In general, the fact that a potential employee is related to an existing employee neither prejudices nor advances that person's hiring prospects.

9.0 Personal Behaviour and Decorum

9.1 Behaviour

Every employee should at all times behave in a manner that will not bring discredit upon himself or herself or the Board.

9.2 Decorum

Employees are expected to report to their duties in a work attire suitable to the work being undertaken and this should allow the employee to present himself/herself in a professional manner.

10.0 Enforcement

10.1 Reporting a Supervisor

Where an employee has reason to believe that a Supervisor is committing a serious breach of this Code, that employee may report the concern to the next level of management in total confidence.

10.2 Enforcement

It is the responsibility of every Supervisor to insure to the best of his/her ability that this Code is being adhered to by his/her subordinates.

10.3 Awareness

The Code of Conduct applies to all employees and Supervisors are to ensure that all employees are aware of the contents and expectations contained therein.

10.4 Reporting an Employee

A Supervisor who is of the opinion that an employee is breaching this Code should bring this to the attention of his superior as soon as possible.

11.0 Severability

The provisions of this Code of Conduct are severable and if any provision, section or word is held invalid or illegal, such shall not affect or impair any of the remaining provisions, sections or words.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name EMERGENCY SERVICE VOLUNTEERS

709

Board Approved:

March 12, 1999

Reviewed:

December 5, 2006

Review By: December 2016

~~December 2014~~

POLICY

It is the policy of the Superior-Greenstone District School Board to support, to the degree possible, the involvement of its employees in the providing of volunteer emergency services in the local communities served by the Board.

PROCEDURES

1.0 Definition

"Emergency Service" for the purpose of this policy is understood to include the following:

- a) volunteer fire-fighting,
- ~~b) volunteer ambulance service, and,~~
- c) volunteer search and rescue.

2.0 Eligibility

Employees who are active members of a bona fide local emergency group as outlined above can be allowed time off from their duties as required, but within the constraints as laid out in the following sections.

3.0 Basic Responsibility

The first concern and responsibility of each employee of the Board must be for the students. In this regard, even employees involved in "emergency service" groups must not leave this responsibility without first ensuring that students are properly and appropriately provided for and obtaining the express permission of the Principal or Supervisor.

4.0 Civil Emergency

In particular, if a civil emergency exists in which the students must be supervised and/or relocated, each and every employee's efforts must initially be concentrated in effecting such measures as are prescribed. Only when this has been satisfactorily achieved AND with the specific and express permission of the Principal or Supervisor, may the employee be released to his/her emergency service unit.

5.0 Duration

It is not intended that an employee's absence from duty under this policy would be for an extended period of time (i.e. longer than one day) on any given emergency.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name LEGAL REPRESENTATION

713

Board Approved:

December 10, 1999

Reviewed:

November 21, 2006

Review By: December 2016

~~*December 2014*~~

POLICY

It is the policy of the Superior-Greenstone District School Board that the Director of Education must approve all matters requiring professional legal assistance or designate, before referral is sought.

RATIONALE

There are occasions when expert legal advice is necessary to assist in resolving very complex and technical problems.

PROCEDURES

1.0 Fee for Service

If any solicitor or firm, of solicitors is so engaged, they will be recompensed on a fee-for-service basis.

2.0 Implementation Procedures

- 2.1 If an employee deems legal representation is necessary, contact your Superintendent, or, if she/he is not available, the Director of Education should be contacted.
- 2.2 Briefly outline the matter to the Superintendent.
- 2.3 The Superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the Superintendent will provide the necessary information to allow the matter to be resolved.
- 2.4 If the matter is deemed to require legal representation, the Superintendent, in consultation with the Director of Education will engage a solicitor to contact the employee directly, and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).
- 2.5 A copy of each referral will be forwarded to the Director's executive secretary, who will keep a record of each legal engagement. Such a record will include:
 - a) the date of engagement;
 - b) authorizing official;
 - c) brief description of the matter;
 - d) the date of completion;
 - e) the cost.

- 2.6 The Director files a report in December on the year's activities with respect to use of legal firms.

3.0 Review

The Director of Education will review this policy every two years to ascertain if amendments are necessary.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name RECOGNITION OF LONG TERM SERVICE EMPLOYEES 712
Management Guideline Applies

Board Approved: June 25, 1999

Reviewed: March 21, 2006

Review Prior To:

POLICY

It is the policy of Superior-Greenstone District School Board to recognize employees who have attained long term service with the Board outstanding and commendable contributions by staff of time, talent and resources toward our education system. The board will recognize those who have made significant contributions in the following manner:

1. Long term service
2. Retirement
3. Outstanding achievement

CRITERIA

The following criteria will be applied to determine eligibility for the Superior-Greenstone District School Board Long Term Service Recognition Award:

1. Minimum of:
 - a) ten (10) years accumulated services service;
 - b) twenty-five (25) years accumulated service in any capacity as an employee of the Board or a predecessor board.
2. Be currently employed by the Board.

RATIONALE

Employees who have contributed significant time and talent to the board should be recognized accordingly.

The board should honour any employee who is retiring at the end of the school year.

It is the desire of the board to recognize, in an appropriate manner, outstanding achievement by staff.

PROCEDURES

1.0 Years of Service

1.1 Years of service shall be understood to be an employee's normal work term. For example, teachers who provide service during the normal ten (10) month school year shall be deemed to have accumulated one (1) year of service.

1.2 Years of service shall include regular holiday entitlements.

- 1.3 Breaks in service are not counted. A break in service does not make an employee ineligible to receive this award.
- 1.4 The effective date of implementation shall be June 30, 1999 and every year thereafter. All celebrations are to be concluded by October of each year.
- 1.5 Partial service shall be calculated in blocks that must equal at least one month. Smaller fractions may be carried forward, but will not be applied unless in the aggregate they equal a "month of service."
- 1.6 By April of each year, the Board or a duly constituted Committee of the Board, shall be provided with a listing of employees who have, within the previous calendar year, achieved:
- (a) Ten (10) years of service (in the first year, all employees with 10+ years will be recognized);
 - (b) Twenty five (25) years of service with the board and its predecessor boards.
- 1.7 The listing noted in 1.6 above shall include the following:
- (a) name and location;
 - (b) type of service;
 - (c) record of service;
 - (d) date at which ten (10) years and twenty five (25) years achieved.

RECOGNITION

1.0 Long Term Service

The long term service recognition award shall include the following:

1.1 10 Year Service

1.1.1 A specially designed 10-year service pin based upon the logo;

1.1.2 Presentation of this award by the employee's immediate supervisor at a local event i.e. staff meeting, school council meeting or open house;

1.1.3 Public recognition of service achievement through congratulatory mention in board minutes;

2.1 25 Year Service

2.1.1. Appreciation award, suitably engraved, not to exceed \$100 in value;

2.1.2. Presentation of this award by the Director or designate will be made at a lunch to which the recipient's spouse, Principal or Manager and local trustee will be invited;

2.1.3. The Director or designate will establish rules concerning time off necessary for employees to attend the luncheon.

2.1.3. Public recognition of service achievement through congratulatory mention in board minutes.

2.0 Retirement

Employees who are retiring shall be honoured with a gift, not to exceed \$100.00. A suitable presentation will be made to each individual employee in a kind and timely manner as determined by the Board.

3.0 Outstanding Achievement

Outstanding achievement awards will be given to individuals selected by the Director or designate. The award will be an Achievement Award Certificate from the Board.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PERSONNEL	
Management Guideline	RECOGNITION OF LONG TERM SERVICE EMPLOYEES	
Applicable Policy	RECOGNITION OF LONG TERM SERVICE EMPLOYEES	712

Board Approved: June 25, 1999

Time Lines for Implementation

1. During the first three months of the calendar year, staff will prepare the lists of employees who have achieved:

(i) 10 years (or 10+ years, in year 1999 only);

(ii) 24 or 25 years, with the Superior Greenstone District School Board and any of its predecessors boards, in the previous calendar year as of September 1st.

In the first three months of the calendar year, staff will prepare the lists of employees who have achieved: 10 years or 25 years service with the Superior-Greenstone District School Board and any of its predecessor boards, as of September 1st of that calendar year.

2. At the April board meeting, of each year, the long term service list by categories above, will be provided to the board or a duly constituted committee of the board.

3.0 The long term service list as noted in 2.0 above will include the following:

- (a) name and location;
- (b) type of service;
- (c) record of service;
- (d) date at which ten (10) years and twenty-five (25) years achieved.

3. 10 Year Award

i) Principals or managers of the places where these employees work will plan to have the recognition take place by June 30 of that year in the local community. Principals will invite the local trustee, school council representative, senior administration and the recipients to the school community council meeting where these individuals will be recognized and presented with their pins.

ii) The Director of Education, or designate, will assure that a media release is prepared for the local paper.

4. 25 Year Award

i) The Director of Education or designate will invite the recipient(s) to an appropriate board meeting to be concluded, will plan to have the recognition take place before by the end of October of each year. , where the employee will be presented with a

~~gift and photographs taken. The recipient's spouse and Principal or Manager will be invited.~~

- ~~ii) The Director of Education will ensure that the media release is prepared and distributed to all local papers.~~

Years of Service

1.0 Years of service shall be understood to be an employee's normal work-term. For example, teachers who provide service during the normal ten (10)-month school year shall be deemed to have accumulated one (1) year of service.

1.2 Years of service shall include regular holiday entitlements.

1.3 Breaks in service are not counted. A break in service does not make an employee ineligible to receive this award.

1.4 All celebrations are to be concluded by October of each year.

1.5 Partial service shall be calculated in blocks that must equal at least one month. Smaller fractions may be carried forward, but will not be applied unless in the aggregate they equal a "month of service."

Recognition

The recognition award shall include the following:

1. 10 Year Service

- ~~i) A specially designed 10 year service pin based upon the logo;~~
- ~~ii) Presentation of this award by the local trustee and senior administration or designates at a local event i.e. staff meeting, school council meeting or open house;~~
- ~~iii) Public recognition of service achievement through media release and congratulatory mention in board minutes;~~

2. 25 Year Service

- ~~i) Appreciation award, suitably engraved;~~
- ~~ii) Presentation to the Board of Trustees or a representation thereof;~~
- ~~iii) Public recognition of service achievement;~~
- ~~iv) Name and photograph record, as maintained by the Board.~~

RECOGNITION

1.0 Long Term Service

The long term service recognition award shall include the following:

1.1 10 Year Service

1.1.1 A specially designed 10-year service pin based upon the logo;

1.1.2 Presentation of this award by the employee's immediate supervisor at a local event i.e. staff meeting, school council meeting or open house;

1.1.3 Public recognition of service achievement through congratulatory mention in board minutes;

1.2 25 Year Service

1.2.1. Appreciation award, suitably engraved, not to exceed \$100 in value;

1.2.2. Presentation of this award by the Director or designate will be made at a lunch to which the recipient's spouse, Principal or Manager and local trustee will be invited;

1.2.3. The Director or designate will establish rules concerning time off necessary for employees to attend the luncheon.

1.2.3. Public recognition of service achievement through congratulatory mention in board minutes.

2.0 Retirement

Employees who are retiring shall be honoured with a gift, not to exceed \$100.00. A suitable presentation will be made to each individual employee in a kind and timely manner as determined by the Board.

3.0 Outstanding Achievement

Outstanding achievement awards will be given to individuals selected by the Director or designate. The award will be an Achievement Award Certificate from the Board.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name RECOGNITION OF EMPLOYEES WHO RETIRE

702

Board Approved: _____
March 12, 1999

Reviewed: _____
October 17, 2006

Review by: December 2016
~~December 2011~~

POLICY

It is the policy of the Superior-Greenstone District School Board to acknowledge and recognize all employees entering retirement from service with the Board.

PROCEDURES

To recognize the contribution of employees who retire from service with the Board, a suitable presentation will be made to each individual employee in a kind and timely manner as determined by the Board.