



ADMINISTRATIVE PROCEDURES MANUAL

Prairie South School Division No. 210

Updated November 17, 2017

PREFACE

This Administrative Procedures Manual is designed to be the primary written source of administrative direction for the Division. It is designed to be entirely consistent with the Board Policy Handbook, and is an extension of policy in the form of procedures. This Manual may make further reference to other detailed administrative documents that have been developed to provide specific guidelines on selected matters.

There are 5 categories in which administrative procedures are placed in the Manual. The categories are:

- 100 General Administration
- 200 Instructional Programs and Materials
- 300 Students
- 400 Personnel and Employee Relations
- 500 Business Administration

Procedures placed in the 100 section are those of a general administrative nature or those which have applicability to at least 2 other categories in the Manual. The procedures in 200, 300, and 400 are specific to each of the titles. The Business Administration procedures include finance, facilities, and student transportation matters.

A logical flow of procedures is attempted in the categories. For example, criteria for student admission is followed by attendance area requirements, by various safety considerations, by the maintenance of records, by daily attendance, by supervision and discipline, and lastly, by evaluation procedures.

Gaps in the numbering sequence facilitate the insertion of additional administrative procedures that may be developed at a future time.

TABLE OF CONTENTS

400 – Personnel & Employee Relations	Page
<u>AP 400 – Recruitment, Selection and Placement</u>	400-1
<u>AP 401 – Employee Records</u>	400-4
<u>AP 402 – Employee Code of Conduct</u>	400-5
<u>AP 403 – Return-to-Work/Duty to Accommodate Program</u>	400-8
<u>AP 406 – Criminal Records Checks</u>	400-15
<u>AP 407 – Reporting Criminal Charges</u>	400-18
<u>AP 415 – Recognition of Service</u>	400-19
<u>AP 416 – Teaching Staff Surplus and Redundancy</u>	400-20
<u>AP 418 – Interns & Field Experiences</u>	400-22
<u>AP 419 – Teacher Accreditation</u>	400-23
<u>AP 450 – Organizational Structure</u>	400-24
<u>AP 450 – Appendix A – Organizational Chart</u>	400-25
<u>AP 450 – Appendix B – Current Assignments for Superintendents And Learning Department Staff</u>	400-26
<u>AP 451 – Central Administrative Council (CAC)</u>	400-27
<u>AP 452 – Senior Administration Team</u>	400-28
<u>AP 460 – Substitute Teachers and Casual Staff</u>	400-29
<u>AP 471 – Principals/Vice-Principals Supervision and Evaluation</u>	400-30
<u>AP 472 – Teacher Supervision and Evaluation</u>	400-31
<u>AP 491 – Access to Schools (Visitors and Volunteers)</u>	400-32

PERSONNEL & EMPLOYEE RELATIONS 400

Administrative Procedure 400

RECRUITMENT, SELECTION AND PLACEMENT

Background

All personnel appointed to staff in Prairie South School Division are to be of exemplary character and possess competency in the skills required for their positions. It is understood that they have been hired to assist the Division in carrying out its vision, mission, and goals in accordance with beliefs and guiding principles.

Procedures

1. Teaching Staff

- 1.1 Recruitment, Selection and Placement
 - 1.1.1 The Superintendent of Human Resources is responsible for the hiring of all teachers. The recruitment, selection and appointment procedures are determined by the Superintendent of Human Resources.
 - 1.1.2 The Superintendent of Human Resources endeavors to employ the best qualified personnel for the Division. In all cases the needs of students, skills and qualifications of the teacher, and the job description are to be matched as closely as possible.
 - 1.1.3 A vacancy exists when there is an opportunity for a teacher to be placed on a temporary, replacement or continuous contract.
 - 1.1.4 When a vacancy occurs, a competition shall occur as determined by the Superintendent of Human Resources:
 - 1.1.4.1 If a vacancy occurs after the start of the school year, transfers of teachers will only be considered if it is in the best interest of the school division.
 - 1.1.4.2 Vacancies occurring effective June 30 will be filled through the annual staffing process.
 - 1.1.5 The principal, under the supervision of the designated Superintendent, is responsible for assigning teachers to specific teaching duties in the school.
 - 1.1.6 Principals are to consider all in-school reassignments first when staffing their schools. Reassignment within the school is to involve discussion with and informing the teachers involved.

- 1.2 Division-Initiated Teacher Transfers
 - 1.2.1 Consideration of reassignments of teaching duties through transfer to another school may be initiated by the Superintendent of Human Resources in consultation with the principal.
 - 1.2.2 Upon confirmation of the transfer the teacher is to receive notice in writing.

2. In-School Administrators

- 1.1 The Superintendent of Human Resources is responsible for the hiring of all in-school administrators. The recruitment, selection and appointment procedures are determined by the Superintendent of Human Resources.
- 1.2 The Superintendent of Human Resources is responsible for ensuring the process that is used for filling vacant in-school administrative positions complies with Board Policy 15.
- 1.3 All positions are to be advertised internally and may also be advertised externally.
- 1.4 Administrative selections are to be reported to the Board of Education after appointments have been made.
- 1.5 The Director of Education retains the prerogative to initiate transfers of in-school administrators after consulting with the Board Chair.

3. Non-Teaching Support Staff – Central Office

- 1.1 The Superintendent of Human Resources or designate is responsible for hiring non-teaching central office staff.
- 1.2 Recruitment, selection, and placement procedures are determined by the Superintendent of Human Resources or designate.
- 1.3 Vacant positions are to be advertised internally in the school division, and externally when necessary.
- 1.4 Staff members are to be employed under the conditions of the applicable employment contract with the Division.

4. Non-Teaching Support Staff – School-Based

- 3.1 The Superintendent of Human Resources or designate and principal are responsible for hiring school-based non-teaching support staff.
- 3.2 The recruitment, selection, and placement procedures are to be determined by the Superintendent of Human Resources or designate in consultation with the principal.
- 3.3 Vacant positions are to be advertised internally and in the local community, and externally when necessary.
- 3.4 Staff members are to be employed under the conditions of the applicable contract with the Division.

5. Facility Operators and Maintenance

- 5.1 The Superintendent of Human Resources or designate in consultation with the Facilities Manager is responsible for hiring or contracting facility operators and maintenance staff.
- 5.2 The Facilities Manager in consultation with the Superintendent of Human Resources or designate is responsible for determining appropriate recruitment, selection, and placement procedures.
- 5.3 Vacant positions are to be posted internally and externally. Positions may be advertised externally when necessary.
- 5.4 Facility operators and maintenance staff are to be employed under the conditions of their applicable employment contract, or through a services contract where applicable.

6. Bus Drivers

- 6.1 The Superintendent of Human Resources or designate in consultation with the Transportation Manager is responsible for hiring or contracting bus drivers.
- 6.2 The Transportation Manager in consultation with the Superintendent of Human Resources or designate is responsible for determining appropriate recruiting and selection procedures.
- 6.3 Vacant positions are to be advertised if deemed necessary.
- 6.4 Bus drivers are to be employed under the conditions of the applicable employment contract with the Division, or through a services contract. Bus drivers can find information relating to their job in the [Bus Driver Manual](#).

Reference: Sections 85, 87, 109, 174, 175 Education Act
Human Rights Code

November 17, 2017

Administrative Procedure 401

EMPLOYEE RECORDS

Background

A personnel file is to be maintained for each employee in Prairie South School Division. The file is to be located in the school division office as a private and confidential record. Only necessary information is to be kept in the file. All items contained in the file are to be with the knowledge of the employee.

Employees have the right of access to their files, as well as the right to seek correction of information contained in their individual file.

Procedures

1. Employee access to personnel files is permitted subject to the following:
 - 1.1 A request by an employee to view his/her file is to be directed to the Superintendent of Human Resources or designate. Employees must arrange a mutually acceptable time to view the file.
 - 1.2 The file is to be examined by the employee in the presence of the appropriate supervisor or designate.
 - 1.3 The file may not be removed from the office.
 - 1.4 Approval of the Superintendent of Human Resources or designate is necessary for an employee request for amendment, deletion, or duplication of any material contained in the file.
 - 1.5 The employee is to acknowledge the examination of the file by signing a dated statement to that effect which will be placed in the employee's personnel file.

2. Access to information on employees by any other person is subject to compliance with *The Local Authority Freedom of Information and Protection of Privacy Act, Administrative Policy – 513 – Purchasing*.

Reference: Sections 22, 65, 85, 87, 109 Education Act
Local Authority Freedom of Information and Protection of Privacy Act
Collective Agreement

June 2, 2015

Administrative Procedure 402

EMPLOYEE CODE OF CONDUCT

Background

The Code of Conduct is intended as a guide for employees in their conduct in certain specified areas. It is not intended to be exhaustive or to provide specific guidance in every circumstance. Common sense, good judgment and discretion shall prevail in application of this regulation.

Further, the Code of Conduct is not intended to restrict or interfere with provincial statute, or the fundamental rights and freedoms that an employee enjoys as a citizen of Canada, or the rights that an employee may have as a member of a union to participate in authorized union activities, nor is it intended to regulate, restrict or interfere with any private interest or activities that are not detrimental to the interest or reputation of the Division.

Procedures

1. General

- 1.1 Employees, in the pursuit of their duties, shall treat students, parents and other members of the community with dignity and respect.
- 1.2 Employees shall conduct their employment-related responsibilities in an honest and diligent manner.
- 1.3 It is recognized that certain employees may belong to professional associations and that such employees are expected to adhere to the codes of conduct as established by their respective professional associations provided however, that such codes of conduct are not contrary to statutory and/or contractual obligations of the employees.

2. Conflict of Interest

Employees shall be in conflict of interest if they:

- 2.1 Use information gained through their positions as employees to gain monetary benefit either directly or indirectly.
- 2.2 Use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends or business associates.
- 2.3 Utilize a private corporation in which they have shares with the intention of avoiding conflict of interest policy requirements.
- 2.4 Or their family members, friends or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as Division employees, they must report this conflict to the Director of

Education or to the supervisor of the affected department or designates in writing.

- 2.5 Receive remuneration, directly or indirectly, as an agent for the sale of furnishings, apparatus, equipment or other goods for use by a school or in any other manner violate section 368 of *The Education Act, 1995*.

3. Representing Others

Staff may not appear before outside agencies or Divisional committees on behalf of the Division and may only represent themselves, their spouse, their parents or their minor children unless they have clear authority to represent the Division on such things as external boards or committees.

4. Gifts and Payments

Employees shall not accept a gift, payment, favour or service from any individual or organization in the course of performance of their assigned duties if that gift, payment, favour or service:

- 4.1 Is other than a normal exchange of hospitality between people doing business, or
- 4.2 Affects the fair and unbiased reception or the evaluation of the materials or services offered for use by the Division, or
- 4.3 Is of a value in excess of \$100.

5. Misuse of School Board Property

- 5.1 Employees shall not use Division property (including automated resources), equipment, resources (including financial, technical and human resources), or facilities (including communications channels) of the Division to promote or benefit personal business or political interests.
- 5.2 Employees shall be responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of Division-owned equipment or material entrusted to their care.

6. Outside Employment

Prairie South employees may engage in outside employment as long as those activities do not adversely affect performance of their Division jobs, do not create a conflict of interest or the appearance of such, and do not violate applicable laws and regulations. Outside employment that creates a conflict of interest, or the appearance of such must be declared in writing to the Director of Education. Outside employment is any activity, including consulting, which is beyond a Division employee's normal School Division responsibilities, and which may result in payment to the employee beyond that provided by Prairie South School Division. Employees must obtain advance written approval of outside employment activities which may not be in accordance with the above from the Director of Education that:

- 6.1 Take place during periods when an employee would normally be expected to be available to Prairie South School Division.

- 6.2 Use information specifically derived from Prairie South School Division work. Employees may not engage in any outside work or business activity that:
- 6.3 Conflict with their duties as Division employees;
- 6.4 Will, or is likely to, negatively influence or affect them in carrying out their duties as Division employees.

7. Confidentiality

Confidential information about Prairie South School Division, its students or employees shall not be divulged to anyone other than persons who are authorized to receive such information. When the employee is in doubt as to whether certain information is confidential, no disclosure should be made without first asking appropriate management personnel. This basic rule of caution and discretion in handling of confidential information extends to both external and internal disclosure.

Confidential information obtained as a result of employment with Prairie South School Division is not to be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties.

In the course of any job, an employee may become aware of personal and confidential information. Prairie South School Division depends on the maturity and loyalty of each employee to keep private any such information.

8. Disciplinary Action

Breach of any of the provisions of this regulation shall, following an investigation of the facts, make employees liable to disciplinary action, up to and including dismissal, as is deemed to be appropriate by the Director of Education.

Reference: Section 85, 87, 108, 109, 116, 174, 175, 231 Education Act
Local Authorities Freedom of Information and Protection of Privacy Act

June 2, 2015

Administrative Procedure 403

RETURN TO WORK/DUTY TO ACCOMMODATE PROGRAM

Background

Prairie South School Division is committed to providing all employees with a healthy work environment encompassing safety and support for all employees, and will take any meaningful and practical steps necessary to achieve and promote this commitment. Therefore, the Prairie South School Division has a Return-to-Work/Duty to Accommodate Program for employees who require a temporary or permanent workplace accommodation.

Prairie South School Division has a duty to accommodate injured or ill employees and is committed to returning them to a safe and productive job and work environment. Duty to accommodate is a legal principle that requires employers to ensure they do not discriminate against an individual on the basis of a prohibited ground, in this case a disability. The return-to-work process begins immediately after a disability, injury or illness occurs. Injured or ill employees have a duty to participate in the return-to-work process to the best of their ability, capacity and in good faith.

Accommodation of employees within the workplace is a shared responsibility between the Employer, the Employee and the Union (when applicable). Where temporary accommodations are made, the parties shall review such arrangements on a regular basis. Employees on a permanent accommodation will be reviewed annually.

Any employee's personal information will be held in confidence and only provided to those necessary in the accommodation.

1. Purpose of a Return-to-Work

- 1.1 The Return-to-Work/Duty to Accommodate Program is designed to help return injured or ill employee(s) to the workplace as soon as it is possible. It is recognized that an employee may request a reasonable accommodation while actively working and therefore the program will focus on assessing the request, and implementing an accommodation, if required. The accommodation may include the employee returning to work gradually, full time, and/or with modified duties or work schedule.
- 1.2 The goal of the program is to return the injured or ill employee to their home position where possible. Where this is not possible, the Supervisor, Manager of Human Resources, and Union (if applicable) will work jointly with the employee to find reasonable accommodation.
- 1.3 When, in the judgment of the Supervisor, Manager of Human Resources and Union (if applicable), it has been clearly established based upon the medical information available, that the injured or ill employee will not return to their former position, due to permanent/temporary restrictions, the employer will explore all reasonable alternatives to the accommodate the injured or ill employee.

2. Scope

- 2.1 This program applies to all non-teaching employees of Prairie South School Division. All employees who are injured or ill for any reason will have access to this program.

3. Roles and Responsibilities

1.1 Prairie South School Division

- 1.1.1 Prairie South School Division will make every reasonable effort, short of undue hardship, to accommodate an injured or ill employee. Prairie South School Division will ensure that suitable accommodation options are available in a timely manner to return injured or ill employees to work in positions that are safe, meaningful, productive, of value to Prairie South School Division and within injured or ill employees' skills and abilities. Undue hardship refers to the limit of an employer's ability to accommodate without experiencing unreasonable amount of difficulty based on health, safety, and/or financial considerations.

1.2 Injured or Ill Employees

Employees are responsible for reporting injuries and absences for medical reasons to their Supervisor and are responsible for cooperating fully in the timely development and implementation of their return-to-work/accommodation plans by:

- 1.2.1 Completing the Worker's Initial Report of Injury Form (W1) if the employee was injured while at work. This form is to be completed as soon as possible and forwarded to Human Resources.
- 1.2.2 Requesting accommodation when needed. If Human Resources receives medical information outlining restrictions, it will not be assumed that an accommodation is required. An employee must request the accommodation, either verbally or in writing (such as email).
- 1.2.3 Cooperating with those involved with the accommodation.
- 1.2.4 Responding to the employer's reasonable request to obtain applicable medical information from a qualified health care professional to clarify restrictions and limitations. Failure to comply with a request may delay the accommodation process.
- 1.2.5 Following all treatments and rehabilitation prescribed by the health care practitioner(s).
- 1.2.6 Allowing a reasonable amount of time for the employer to reply to the request for accommodation.

- 1.2.7 Participating in any discussions regarding possible accommodation solutions.
- 1.2.8 Listening to and considering any reasonable accommodation options that are proposed.
- 1.2.9 Effectively performing the essential requirements and duties of a job after being accommodated.
- 1.2.10 Advising the Supervisor and Manager of Human Resources of changes in accommodation needs.

1.3 Supervisors

Supervisors will ensure every effort is made to arrange suitable accommodation options for injured or ill employees. Supervisors will create and maintain a positive climate in the workplace that contributes to the success of individual return-to-work/accommodation plans. When an accommodation is required, Supervisors are responsible for:

- 1.3.1 Ensuring employees are aware of their right to accommodation and explain details about the Return-to-Work/Duty to Accommodate program.
- 1.3.2 Gathering appropriate information necessary to provide suitable accommodations for injured or ill employees.
- 1.3.3 Taking an active role in exploring and discussing with the employee alternative approaches and solutions to accommodate the employee.
- 1.3.4 Completing a Job Information WorkSheet if required by Workers' Compensation Board
- 1.3.5 Completing a return-to-work/accommodation plan with the Manager of Human Resources.
- 1.3.6 Taking notes and keeping records of all discussions about accommodation.
- 1.3.7 Ensuring information is kept confidential.
- 1.3.8 Monitoring the progress of the injured or ill employee during the accommodation.
- 1.3.9 Reviewing and recommend modifications to the return-to-work/accommodation plan if the circumstances change or the solution is no longer working.
- 1.3.10 Determining appropriate performance standards in relation to the accommodation.
- 1.3.11 Participate in discussions with the joint union/management Duty to Accommodate Committee, as required.
- 1.3.12 Ensuring that other employees support the injured or ill employee throughout the duration of his/her accommodation.

1.4 Union

When an accommodation is required for a CUPE member, the union is responsible for:

- 1.4.1 Taking an active role as partners in the accommodation process.
- 1.4.2 Ensuring representation and actively participate on the joint union/management Duty to Accommodate Committee.
- 1.4.3 Working with the employer to address existing barriers in the collective agreement that may prevent the facilitation of an accommodation.
- 1.4.4 Working with the employer, the union will make every reasonable effort, short of undue hardship to its membership, to accommodate an injured or ill employee.

1.5 Human Resources

When an accommodation is required, human resources is responsible for:

- 1.5.1 Providing support and advice to the Supervisor and employee requesting the accommodation.
- 1.5.2 Ensuring representation and actively participate on the joint union/management Duty to Accommodate Committee.
- 1.5.3 Informing the Duty to Accommodate Committee immediately of a request for accommodation.
- 1.5.4 Ensuring the employer receives appropriate information from the health care practitioner(s) regarding an employee's restrictions and limitations.
- 1.5.5 Ensuring the Employer completes the applicable forms for Workers' Compensation Board (WCB) and Manulife Long Term Disability, as required.
- 1.5.6 Informing the Manulife or WCB Case Manager (if applicable) of the return-to-work plan if the plan is developed without the direction of the Case Manager.
- 1.5.7 Ensuring that there is no conflict with the collective agreement.
- 1.5.8 Initiating the review of accommodations on a regular and/or annual basis.
- 1.5.9 Ensuring reimbursement to the employee or health care practitioner for the completion of employer required form(s).

1.6 All Employees

- 1.6.1 All employees will cooperate fully in facilitating the timely return-to-work of injured or ill employees. When an accommodation is required, all employees are responsible for ensuring that other employees support the injured or ill employee throughout the duration of his/her transitional return to work/accommodation plan.

1.7 Health Care Practitioners

Health care practitioners are responsible to:

- 1.7.1 Provide medical treatment in order to achieve optimum functionality and discuss with the patient anticipated recovery and healing times early in the course of treatment.
- 1.7.2 Support and encourage the patient to participate in a timely return-to-work program.
- 1.7.3 Provide accurate and timely objective medical information for the purposes of a return-to-work/accommodation plan. This information should highlight duration of illness, expectations for recovery, and work capability and limitations, where known.

4. Developing a Return-to-Work/Accommodate Plan

- 4.1 Employees will report all work related injuries and illness to their Supervisor, as soon as they occur. An employee who is unable to attend work for any reason, must contact his/her Supervisor immediately to explain the circumstances of the absence.
- 4.2 In the event it is a workplace injury, the Supervisor will provide the Worker's Initial Report of Injury Form (W1) to the employee. This form can be found on the WCB website. Once the employee has completed the form, he/she will forward a copy to Human Resources.
- 4.3 The employee will contact the Supervisor after his/her initial medical appointment to report if his/her injury or illness has resulted in restrictions. If necessary, the employee will inform his/her Supervisor he/she will be requesting an accommodation. The employee will contact the Manager of Human Resources to request the accommodation, either verbally or in writing (such as email).
- 4.4 Upon receipt of the request, Human Resources may provide the employee the Medical Certificate/Functional Abilities Form. The employee will take this form to his/her treating physician or health care practitioner.
- 4.5 The employee will send the completed form to Human Resources who will then forward the completed form to the Duty to Accommodate committee. The members of the committee will review the accommodation request and the functional limitations the treating physician/health care practitioner has identified.
- 4.6 In the event the employee seeking accommodation is a CUPE member, a Union representative on the Duty to Accommodate Committee will contact the employee to discuss any questions the employee may have.
- 4.7 The Manager of Human Resources will discuss the request with the Supervisor and assist in developing a return-to-work/accommodation plan. The Manager of Human Resources will forward the draft document to the Union representatives on the Duty to Accommodate Committee prior to arranging a meeting with the committee, employee and Supervisor.

- 4.8 The Duty to Accommodate Committee, employee and Supervisor will meet to review and discuss the accommodation request and the draft return-to-work/accommodation plan. This meeting may be held face-to-face or through teleconferencing. Once the return-to-work/accommodation plan is finalized, all parties will sign the plan acknowledging the agreement.
- 4.9 The employee will be asked to provide regular updates of his/her rehabilitation progress to the Supervisor as well as updated medical information directly to human resources. The workplace will subsequently be updated regarding medical appointment dates, estimated return to work date (if applicable) and any limitation or work restrictions that need to be accommodated.
- 4.10 Employees may be at work but due to illness or injury are having difficulty meeting their performance expectations. Early identification and assistance for these employees may enable them to remain at work as long as possible. Supervisors play a key role in identifying difficulties and advising the Manager of Human Resources.

5. Accommodation Options

The employer will explore accommodating the employee in his/her own job and department through:

- 5.1 Modified duties;
- 5.2 Job restructuring;
- 5.3 Modifying work schedules;
- 5.4 Acquiring or modifying equipment; or
- 5.5 Graduated return to work.

If the employee cannot be accommodated in his/her own job and own department or school, without undue hardship, then the Duty to Accommodate Committee will consider accommodating the employee in another classification and/or location short of an undue hardship.

6. Compensation

- 6.1 In most cases, there will not be an adjustment in the hourly salary of the employee that is temporarily re-assigned or working modified duties within their classification. However, the employee who is placed in an alternate classification permanently will be paid the salary that is applicable to the alternate classification for those hours worked in that position.
- 6.2 An employee who cannot perform the core duties of his/her job, even with accommodation can be placed into a lower paid classification as long as it is:
 - 6.2.1 Consistent with the employee's medical restrictions;
 - 6.2.2 Meets the employer's operational needs; and
 - 6.2.3 No other reasonable accommodation alternative is available without undue hardship.

7. Applicable Forms

- 7.1 The following are forms human resources may require to be completed to assist in determining an appropriate accommodation. Others may be used as deemed necessary.
 - 7.1.1 Employee Job Demands Form (This form is used to assist health care providers in understanding the functional requirements of the employee's position)
 - 7.1.2 Job Information Worksheet (This form is similar to the Employee Job Demands Form and may be required by WCB Case Manager)
 - 7.1.3 Medical Certificate/Functional Abilities Form
 - 7.1.4 Physician's Statement Form
 - 7.1.5 Return to Work Plan Form

Reference: Duty to Accommodate: Guide for School Divisions and Saskatchewan Teachers Federation Members. March 2013
A Guide for Managing Return to Work. Canadian Human Rights Commission. 2007

June 2, 2015

Administrative Procedure 406

CRIMINAL RECORDS CHECKS

Background

As a measure to enhance the safety of students and staff, all employees shall be required to supply information from a criminal records check prior to commencing employment.

Procedures

1. An original, current (within one year) criminal records check, including a vulnerable sector check, is required from:
 - 1.1 Any successful applicant being recommended for employment with Prairie South School Division.
 - 1.2 Any person acting as an unsupervised volunteer for school sponsored activities, as arranged by the school, in Prairie South School Division. An unsupervised volunteer includes, but is not limited to, persons who drive students to school sponsored activities, provide volunteer services to the school or students on a regular basis, and chaperone or supervise students and school activities.
 - 1.3 Once a person has submitted their criminal record check and has been approved as an unsupervised volunteer, s/he will be informed that they will be accountable to the reporting procedures outlined in Administrative Procedure 407.
 - 1.4 In-school administration may choose to reimburse the volunteer for the cost of the criminal record check.
 - 1.5 Should a school need a volunteer immediately, in-school administration may choose to have the volunteer complete the [Declaration Respecting Criminal Record](#) form. The declaration form allows the volunteer to participate until their criminal record check is submitted, which must be received within two (2) weeks of submission of the declaration.
2. The criminal records check as it pertains to recommendations for suitability of employment, or voluntarism includes:
 - 2.1 All criminal convictions, held by the Criminal Records Information Management Services. Conviction means the final judgment on a verdict or a finding of guilty, or a plea of guilty. Conviction does not include a final judgment which has been reversed, set aside, or otherwise rendered invalid.
 - 2.2 A search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if the applicant has been convicted of, and has been granted a pardon for, any of the offences that are

listed in the schedule to the *Criminal Records Act* and the *Youth Criminal Justice Act*, and ministerial directives.

3. Failure to cooperate in providing a criminal records check, or submission of an inaccurate, false, misleading, or incomplete criminal records check, constitutes grounds for termination of employment, refusal to offer employment, or withdrawal of any offer of employment, or voluntarism.
4. Applicants may attach a statement of explanation to the criminal records check submitted outlining relevant circumstances.
5. Criminal records checks submitted, which include conviction will be assessed by the Director of Education and the Central Administrative Council, taking into consideration matters such as:
 - 5.1 The nature and particulars of the criminal conviction;
 - 5.2 The age of the individual when the events in question occurred;
 - 5.3 Any extenuating circumstances as provided by the applicant;
 - 5.4 The time that has elapsed between the conviction and the employment application, and the activities of the individual during that interim period;
 - 5.5 The rehabilitative measures undertaken by the individual since the conviction and the commitment the individual has to rehabilitation and to refraining from criminal activities; and
 - 5.6 The relationship of the conviction to the position for which the person is applying.
6. Any appeal of the decision of the Director of Education and the Central Administrative Council is to be made in writing to the Director of Education within 15 days of the notification of the termination of employment or voluntarism, the refusal to offer employment, or the withdrawal of any offer of employment.
7. Results of the criminal records check are to be kept in the employee's personnel file.
8. The applicant is responsible for any costs associated with the obtaining of the criminal records check.
9. Any employee who receives a pardon, or who is successful in having a criminal conviction record expunged, may submit a new criminal records check. In such cases, the previously submitted criminal records check is to be returned to the employee upon request.
10. The following question and statement are to be included on all application forms utilized for the recruitment of staff:

Have you ever been convicted of an offence or do you currently have any charges pending under *The Criminal Code of Canada*, *The Narcotics Control Act*, *The Controlled Drug and Substances Act, 1996* or *The Food and Drugs Act, 1985* or have any records held by the Criminal Records Information Management Services?

Conviction means the final judgment on a verdict or a finding of guilty, or a plea of guilty. Conviction does not include a final

judgment which has been reversed, set aside, or otherwise rendered invalid.

_____ Yes _____ No

If yes, please indicate the nature of the offence(s), the date(s), and place(s) of the sentence(s) imposed (if applicable).

I will provide the results of a criminal records check, (including a vulnerable sector check).

Signature: _____

11. In situations where the applicant has submitted the original criminal records search form completed by the local city police or the RCMP, which indicates that a request for a criminal records search by fingerprints has been made, and that the applicant has provided satisfactory explanation of the need for the fingerprint verification. If the automated criminal records check system identifies that a person requires a fingerprint examination to determine if a criminal record exists a [Declaration Respecting Criminal Record](#) form may be completed. Completion of this sworn statement is sufficient to allow the person to commence work for up to six months while the parties await the results.
12. In situations where the applicant is requesting casual employment or volunteer placement, the results of the criminal records search are to be submitted before any placement.

Reference: Education Act Sections 85, 87, 109
 Controlled Drug and Substance Act
 Criminal Code of Canada
 Criminal Records Act
 Food & Drugs Act
 Narcotics Control Act
 Criminal Records Regulations

November 17, 2017

Administrative Procedure 407

REPORTING CRIMINAL CHARGES

Background

The Division strives to employ, and be associated with, persons of exemplary character and whose actions are consistent with its core values.

Procedures

1. No later than two working days, and/or before reporting to work or volunteer after having been charged with a criminal offense, any person referenced in this procedural statement is to inform orally, and subsequently in writing, the Superintendent of Human Resources of all charges laid. Upon receipt of this information, the Superintendent shall immediately inform the Director of Education.
2. A submission outlining relevant circumstances may be attached by the person to the written information.
3. Upon receipt of the information, the Superintendent of Human Resources or designate is to investigate the circumstances.
4. Failure to disclose charges, provide a written statement, or submission of inaccurate, false, or misleading statements, constitutes grounds for disciplinary action, up to and including termination of employment, in accordance with the provisions of the employee's contract of employment, and dismissal from volunteering or refusal of permission to act as a volunteer for school sponsored activities.
5. Subject to the provisions of *The Education Act, 1995* and the provisions of the relevant collective agreement, [conditions of employment](#) or contract of employment, employees may be transferred, reassigned, or be terminated even if the employee is in compliance with the provisions of the procedures of this policy.
6. Any action taken with respect to an employee is to be conveyed to the employee in writing, a copy of which is to be placed in the employee's personnel file.
7. Any appeal of the decision to be made in accordance with the provisions of the employee's collective agreement, [conditions of employment](#) or where no collective agreement applies, within fifteen days of notification of the decision.

If, at the conclusion of all proceedings, a criminal records check confirms no conviction(s) resulting from the incident giving rise to the original charge(s), any documentation which has been placed in the employee's personnel file related to the charge(s) for which discipline has not been effected is, at the request of the employee, to be removed and destroyed.

Reference: Education Act Sections 85, 87, 109
Controlled Drug and Substance Act
Criminal Records Act
Narcotics Control Act
Criminal Code of Canada
Food & Drugs Act
Criminal Records Regulations

June 13, 2017

Administrative Procedure 415

RECOGNITION OF SERVICE**Background**

Prairie South School Division values all of its employees. Staff who provide long term service and those who retire from a position in the Division will receive recognition of their contribution to the Division and its students.

Procedures

1. Staff who have been employed for increments of ten (10) years will receive written recognition of these milestones.
2. Upon retirement staff will receive a gift and letter of recognition from the Division.
3. Years of service are to include years of employment with Prairie South School Division and those boards of education which amalgamated to form the Prairie South School Division.
4. Service is based on temporary and permanent work assignments (casual service will not be recognized) and breaks in service will not be recognized.
5. A recipient's years of service are to be calculated to the end of the calendar year.
6. Service awards are to be presented annually.

Reference: Sections 85, 87, 109 Education Act

June 7, 2016

Administrative Procedure 416

TEACHING STAFF SURPLUS AND REDUNDANCY

Background

The Division believes that the children attending its schools are entitled to the best instructional and other school services possible and, therefore, its schools should be staffed with teachers of the best quality available. The mandate of the Division includes provision of services which are sensitive to the educational needs of its students. The Division recognizes that its ability to provide such services may be constrained from time to time. The Division intends to remain alert to circumstances which may affect its ability to provide educational services to students and the manner in which it does so. Those circumstances include:

- Student enrolments, both current and projected;
- Provincial and/or local financial support for education;
- Student educational needs;
- New and/or revised curricula and programs; and
- Grade discontinuance or school closure.

Procedures

1. The principal of each school, in collaboration with the Superintendent of Human Resources, shall review its teaching staff with respect to which teachers shall be retained by applying the Teacher Retention Criteria. After consulting the principal and examining the Teacher Retention Criteria, the Superintendent of Human Resources shall identify the surplus teacher(s). Teacher Retention Criteria is:
 - 1.1 Possession of the most appropriate training, experience, skills and/or personal qualities for the assignments available. Every effort is to be made to ensure that appropriate staff are retained to effectively deliver the programs in the school. Core program requirements will take precedence over locally developed or elective program requirements.
 - 1.2 The versatility and ability to teach a wide variety of subjects and grade level adaptability and flexibility.
 - 1.3 The teacher's suitability for anticipated future program needs.
 - 1.4 Where the above criteria do not determine all the staff members to be retained in a school, seniority will be the deciding factor in the following order of priority:
 - 1.4.1 Time of service in full time equivalent years on the most recent continuing permanent contract.
 - 1.4.2 Additional unbroken temporary service prior to continuing permanent contract as listed above.

2. A teacher who is surplus to the needs of a particular school in accordance with the above procedures shall be assigned by the Superintendent of Human Resources to an appropriate assignment within the Division where such an assignment is vacant. Where no appropriate assignment is vacant, the teacher's contract will be terminated in accordance with Section 210 (1)(b) of *The Education Act*.
3. The Superintendent of Human Resources shall inform all teachers who have been identified as surplus, and inform them of their new assignment within the Division.
4. The Superintendent of Human Resources shall inform any teacher whose contract is being proposed for termination on the basis of that recommendation.
5. Notwithstanding any of the foregoing, if, in the opinion of the Superintendent of Human Resources there is no teacher currently under contract who is available to satisfactorily meet the needs of a particular vacant assignment in terms of training, experience and/or skills, it will be necessary to hire a new teacher to fill that vacancy.
6. This policy does not apply to the principalship or vice-principalship.

References: Sections 85, 87, 108, 109, 110, 174, 175, 210 of the Education Act
 Human Rights Code
 Saskatchewan Teachers Provincial Collective Bargaining Agreement

June 10, 2014

Administrative Procedure 418

INTERNS AND FIELD EXPERIENCES**Background**

The Division believes that every effort is to be made to support the development of persons enrolled in colleges of education or other educational institutes and who are endeavouring to earn the credentials that will allow them to pursue careers as teachers or other roles connected to the education or support of students. To this end, the Division encourages student teachers, teaching interns, and other practicum programs in schools. Employees in the Division are requested to cooperate with the supervision and guidance of individuals who are completing educational requirements.

Procedures

1. The Superintendent of Human Resources will facilitate the placement of student teachers and interns to schools within the Division from the university education programs.
2. Arrangements for placement are subject to the approval of the Superintendent of Human Resources, in consultation with the Superintendent of Operations and the principal.
3. Requests for placement of non-teaching field experience students by other colleges and post-secondary institutions are to be considered for acceptance and approval if satisfactory arrangements can be made by the Superintendent of Human Resources or designate.

Reference: Education Act sections 85, 87, 109, 175, 231

June 7, 2016

Administrative Procedure 419

TEACHER ACCREDITATION

Background

The Division is supportive of its professional staff practicing accreditation for Grade 12 subjects. The Division views the granting of accreditation as a privilege extended to teachers who have demonstrated commitment to their students and the teaching profession.

The Division may approve accreditation for teachers who have previously been accredited in their subject area. The intent of the renewal process is for teachers seeking renewal to demonstrate professional growth in assessment and evaluation in their subject area. Teachers are required to submit a renewal request every five years. A renewal plan will be developed in year on by the teacher and principal.

Procedures

1. Accreditation of teachers is subject to the Ministry of Education regulations as stated in [Accreditation \(Initial and Renewal\): Policies and Procedures](#).
2. The Division endorses the accreditation of teachers in order to enhance the teaching-learning process.
3. If a teacher is approved for accreditation or to renew accreditation, the costs of registration at an accreditation seminar or accreditation renewal seminar will be covered by the school division.
4. A teacher employed by Prairie South School Division may be considered for accreditation after one year of successful teaching in the Division.

References: Education Act: Sections 85, 87, 109, 175, 231
Education Regulations: Section 30
Ministry of Education: Accreditation (Initial and Renewal): Policies and Procedures

June 12, 2013

Administrative Procedure 450

ORGANIZATIONAL STRUCTURE**Background**

The Division's organizational chart details the reporting relationships within the Division and outlines the administrative structure that has been put in place to help serve the needs of its students and their families and to make the Board's will a reality. Direction and accountability is provided as outlined in the organizational structure.

Procedures

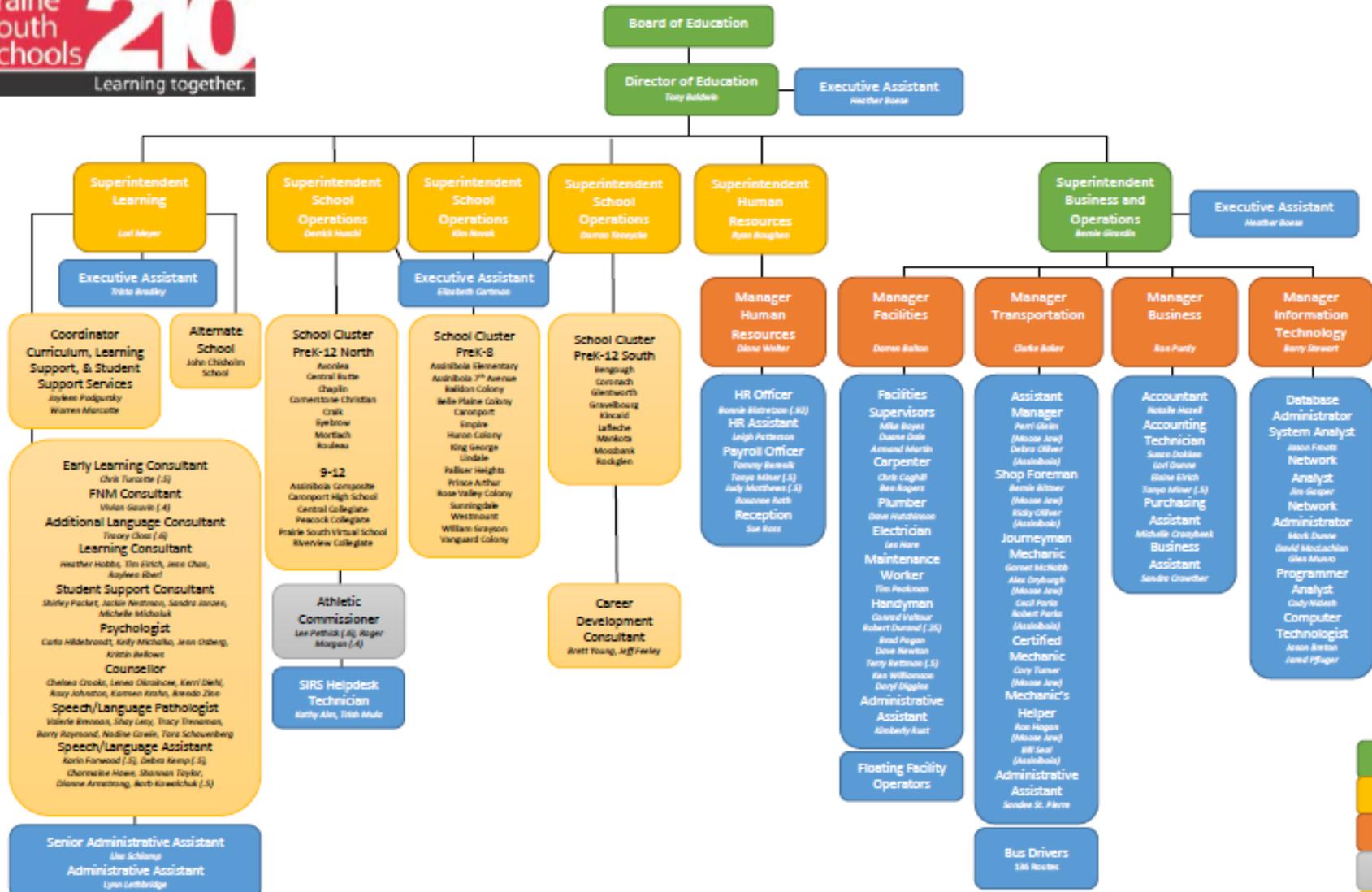
1. The Board has reserved the right to approve the organizational structure and any changes thereto.
2. The Director of Education will determine and keep current the overall organizational chart for the Division.
3. The Director of Education is responsible for the functioning of the administrative structure within the parameters of the overall organizational chart and within budget guidelines established by the Board.
4. The organizational chart outlines employee responsibilities and details to whom employees will report.
5. Current assignments for Superintendents and Learning Department staff are included in Appendix B.

References: Education Act: Sections 85, 87, 109

June 7, 2016

Administrative Procedure 450 – Appendix A

ORGANIZATIONAL CHART



Prairie South School Division Organizational Structure 2008-2017 Updated 180518

- Strategic
- Strategic and Operational
- Management and Operational
- Program Support
- Direct Learning Supports
- Operations

Administrative Procedure 450 – Appendix B

**CURRENT ASSIGNMENTS FOR SUPERINTENDENTS AND
LEARNING DEPARTMENT STAFF**

Administrative Procedure 451

CENTRAL ADMINISTRATIVE COUNCIL (CAC)

Background

The Central Administrative Council (CAC) is comprised of Superintendents and the Director of Education. The CAC's purpose is to assist the Director of Education to effectively and efficiently administer the Division and to make the Board's will a reality.

Procedures

1. The CAC shall meet at the call of the Director of Education.

Reference: Sections 85, 87, 109, 110, 116 Education Act

June 7, 2016

Administrative Procedure 452

SENIOR ADMINISTRATION TEAM

Background

The Senior Administration Team is comprised of the Superintendents, Managers and the Director of Education. Meetings of the Senior Administration Team will build capacity through communication and shared leadership, leading to efficient processes and implementation of critical division initiatives.

Procedures

1. The Senior Administration Team shall meet at the call of the Director of Education.

Reference: Sections 85, 87, 109, 110, 116 Education Act

June 7, 2016

Administrative Procedure 460

SUBSTITUTE TEACHERS AND CASUAL STAFF

Background

Substitute teachers and casual staff are occasionally employed to fill day-to-day absences and short-term vacancies.

Procedures

1. Substitute Teachers:

- 1.1 Teachers may be offered employment as substitutes based on requirements of the schools, on a day-to-day basis:
 - 1.1.1 The Superintendent of Human Resources approves applicants and the list is then placed within atrieveERP,
 - 1.1.2 All substitute teachers must hold a valid teaching certificate and be registered with Saskatchewan Professional Teachers Regulatory Board (SPTRB),
 - 1.1.3 Principals are to monitor and assess the performance of substitute teachers and communicate such information to the Superintendent of Human Resources,
 - 1.1.4 At the discretion of the principal, substitute teachers are to perform the duties of the teachers they are replacing and other duties as assigned, and
 - 1.1.5 At the discretion of the Superintendent of Human Resources in consultation with the principal, a substitute teacher may be removed from the list.

2. Casual Staff:

- 1.1 Support staff may be offered employment as casual staff based on requirements of the school division, on a day-to-day basis:
 - 1.1.1 The Superintendent of Human Resources or designate is responsible for establishing a list of available casual support staff.
 - 1.1.2 The list will be prepared at least annually and revised as needed throughout the year.
 - 1.1.3 At the discretion of the principal, casual staff are to perform the duties of the staff member they are replacing and other duties as assigned.
 - 1.1.4 The Superintendent of Human Resources or designate, in consultation with the principal, casual staff may be removed from the list in accordance with the CUPE collective agreement (if applicable).

References: Education Act Sections 85, 87, 109, 175, 231

June 13, 2017

Administrative Procedure 471

PRINCIPALS/VICE-PRINCIPALS SUPERVISION AND EVALUATION

Background

The leadership role of the school principal is important in many ways. “Specific leadership behaviours do have well-documented effects on student achievement” (Marzano, Waters & McNulty, 2005, p. 7). The document entitled, [*Principal/Vice-Principal Professional Growth, Supervision and Evaluation Document*](#) has been developed to provide for both growth and accountability of those who occupy these positions.

This framework will be used by school administrators to develop their leadership, school Learning Improvement Plans as well as Professional Growth Plans and by senior staff when supervising or evaluating principal and vice-principal performance. In Prairie South, we are committed to implement and maintain a process that focuses on improved student learning by enhancing the learning and leadership of school administrators.

Procedures

1. Procedures for Principals/Vice-Principals Supervision and Evaluation are contained in the [Principal/Vice-Principal Professional Growth Supervision and Evaluation document](#).
2. The Superintendent of Human Resources is responsible for developing, updating, and implementing the [Principal/Vice-Principal Professional Growth Supervision and Evaluation document](#).
3. The Superintendent of Human Resources shall ensure Principals/Vice-Principals Supervision and Evaluation is carried out as outlined in the [Principal/Vice-Principal Professional Growth Supervision and Evaluation document](#).

Reference: Sections 85, 87, 109, 175 Education Act

June 13, 2017

Administrative Procedure 472

TEACHER SUPERVISION AND EVALUATION

Background

Recognizing its responsibility to provide the best possible educational services to its students, the Division holds that:

1. Teacher effectiveness is the most important in-school determinant of student learning.
2. The improvement of teaching effectiveness is a shared responsibility between individual staff members and the Division.
3. Supervision practice and procedures should reflect current research as applicable to local needs, conditions and Board of Education priorities.
4. One means of ensuring teaching effectiveness is a program of teacher supervision and evaluation.

Procedures

1. Procedures for Teacher Supervision and Evaluation are contained in the [Classroom Teacher, Prekindergarten Teacher and Student Support Teacher Professional Growth, Supervision and Evaluation document](#).
2. The Superintendent of Human Resources is responsible for developing, updating, and implementing the [Classroom Teacher, Prekindergarten Teacher and Student Support Teacher Professional Growth, Supervision and Evaluation document](#).
3. The Superintendent of Human Resources shall ensure that a program of supervision and evaluation is carried out as outlined in the [Classroom Teacher, Prekindergarten Teacher and Student Support Teacher Professional Growth, Supervision and Evaluation document](#).

Reference: Section 85, 108, 109, 175, 231 Education Act

June 13, 2017

Administrative Procedure 491

ACCESS TO SCHOOLS (VISITORS AND VOLUNTEERS)

Background

Principals shall exercise discretion in allowing individuals access to schools, classrooms, and school grounds.

Procedures

1. Visitors

- 1.1 All visitors to a school are expected to make their presence known to the school principal or designate.
- 1.2 The principal determines right of access to the school.
- 1.3 The principal is to ensure that signage directing visitors to the school's general office is placed at all entrances to the school.

2. Sales Promotions

- 1.2 No person is to be allowed access to the school for the purposes of promoting sales of insurance, supplies, or other articles or materials or distributing articles or materials of a political nature unless authorized by the principal after consultation with the Director of Education.

3. Community and Student Promotions

- 3.1 The principal may authorize promotions relating to student and community activities.

4. Volunteers

- 4.1 Volunteers are to be approved by the principal.
- 4.2 Volunteers are to work under the direct supervision of a teacher or principal.
- 4.3 Volunteers are not to have access to confidential records or student progress reports.
- 4.4 Volunteers involved in any activities involving direct, unsupervised contact with students are to be required to submit to a police criminal records check, the results of which must be acceptable to the Central Administrative Council.

Reference: Sections 85, 87, 109, 175, 231 Education Act

September 1, 2006