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**Policy Series 500**  
**PERSONNEL AND**  
**EMPLOYEE RELATIONS**

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## Policy Series 500: Personnel and Employee Relations

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## Policy 501: Employee Relations

The Board recognizes that a dynamic, well-planned, well-trained, and effective staff, dedicated to Education is necessary to promote and maintain a constantly improving school system. The Board is interested in and cares for its personnel as individuals and as part of the total cooperative staff and recognizes its responsibility for promoting and supporting the general staff welfare. The Board is committed to employing a highly trained and diversified staff to provide all school operations with the greatest degree of leadership possible. The Board believes that its staff, in cooperation with the community, plays a vital role in accomplishing educational goals and objectives established for Nisichawayasihk Cree Nation.

## Policy 502: Staff Ethics

The Board believes that to deliver effective education programs, the Authority requires staff who demonstrate integrity, high ideals, and human understanding. To promote these qualities, all Education Authority employees are expected to maintain the highest standards of professionalism at all times. These standards are exemplified by the following:

1. Maintaining just and courteous professional relationships with students, parents, staff members, and others
2. Transacting all official business with the properly designated authorities of the school system
3. Positively representing the school system on all occasions where contributions of the school system to the community are recognized
4. Placing the welfare of students as the first concern of the school system
5. Restraining use of school contacts and privileges to promote partisan politics, and/or sectarian religious views
6. Directing criticism of other staff members or any department of the school system first to the staff member/department concerned and then to the appropriate authority should the problem remain unsolved. Such criticism is to be directed to the particular school administrator who has the responsibility for improving the situation and then to the Director of Education if necessary
7. Setting a good example for the better development of students
8. Treating students fairly and equitably.

## Policy 503: Staff Conduct

The Board recognizes that because of nature of the Nisichawayasihk Cree Nation where employees live close to the school and community, employees must exercise the utmost discretion in their personal habits and activities. Band Council resolutions relating to the consumption of alcohol or drugs or the transport of alcohol or drugs into Band areas must be strictly obeyed. The Board believes the responsibility for acceptable behaviour and conduct rests primarily with each employee as a professional individual.

### Guidelines

1. The Director or designate is responsible to inform all new employees of local customs, practice and beliefs that may affect staff conduct and behaviour.
2. The Board and Director shall receive complaints from Nisichawayasihk Cree Nation Citizens regarding alleged misconduct or misbehaviour of any employee.
3. The Board through the Director of Education shall notify the employee of alleged improper conduct. If the allegations are found to be true, the employee shall be informed and provided with sufficient time to correct improper conduct or behaviour.
4. If the conduct or behaviour in question continues or re-occurs, the Board shall consider this behaviour or conduct as grounds for terminating employment.
5. Staff are expected to respect band restrictions on alcohol possession on reserve.

## Policy 504: Staff Recruitment

The Board believes in hiring staff who have the necessary job training and qualifications to successfully meet job requirements. Hiring preference will be given to members of the Nisichawayasihk Cree Nation when they have the necessary prerequisites or are able to meet the requirements within a reasonable period of time after employment.

### Guidelines & Procedures

1. When vacancies in staff positions occur, the Director of Education shall advertise the position locally and through newspapers in various population centres.
2. Applications received in response to staff openings and advancements shall be screened by the Director of Education and the Principal or applicable supervisor.
3. A selection committee to interview and recommend teacher hirings shall consist of representatives of the Board, the Director of Education, and the School Principal.
4. A selection committee to interview and recommend hiring of all other Authority employees shall consist of the Director of Education, a committee of Board Members and applicable supervisory staff.
5. All staff appointments shall be approved by a Board Motion and recorded in the Board-Meeting Minutes.

## Policy 505: Employment Contracts

The Board believes its responsibility to provide quality education services to the youth of the community can be enhanced through the continued employment of qualified and committed professional teaching staff. The Board further recognizes the importance of maintaining continuity of staff tenure from year to year so staff and students are not always in the process of having to become newly acquainted each year; and in addition, staff members become knowledgeable about the community, its people, expectations, customs and values.

### Guidelines

The Education Authority wishes to retain the employment of those staff members who have demonstrated and continue to demonstrate their professional commitment to the students of the schools. The Education Authority provides the following guidelines for the Director of Education to implement in offering employment contracts to professional staff at the schools.

1. Offer of Contract:
  - a. Teachers new to the school shall be offered a one-year probationary contract for the period from September 1st until June 30 or from the date of hiring to June 30 of that school year.
2. Notification to Terminate Contract – First Year Term Contract - The Director of Education shall inform all first year term-contract teachers of the Board's intention to extend or to not renew a contract by April 1st of the current school year. The Board is under no obligation to provide reasons for the termination of term contracts.
3. Acceptance of Contract – All contract offers are valid for a period of 48 hours. Failure to accept an offer of contract by the end of the 48 hours, unless extended by written agreement shall result in withdrawal of the offer.

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## Procedures

1. A probationary employment contract may be terminated at any time by mutual consent.
2. A non-probationary employment contract may be ended by written notice given by the teacher or the Board at least one month in advance of proposed termination. The Board shall include reasons for the termination and its actions are subject to provisions of Board policy on termination of professional staff members, reduction in professional staff, and fair and natural justice.
3. In the event a teacher fails to provide sufficient notice of intent to end an employment contract, the teacher becomes liable and the Board shall deduct from any outstanding wages or vacation pay entitlement to which the teacher might otherwise be entitled the amount due to the Education Authority, and if a shortfall exists, the Board may proceed to recover the entire amount by invoking legal action against the teacher to recover the shortfall. The Board may also recommend to the Minister of Education to remove the teacher's authority to teach in the Province of Manitoba.
4. A Criminal-records Check with no outstanding charges and Child-abuse Registry Check are mandatory for all employees. Ideally, all new employees should have the required documents on hand before applying for any positions with the Authority, but must submit them within three weeks from the date of hire or before the employee is placed in a position of trust. Non-probationary employees must submit these reports every five years.

## Policy 506: Personnel Records

The Board requires a record of employment be maintained for each employee for the purpose of storing data pertinent to the employee's period of service with the Education Authority. The Authority believes all personnel files are confidential files and only those personnel needing information contained in the files shall share access to the files.

### Guidelines & Procedures

Normally, the record will incorporate data pertinent to:

1. Recruitment and selection
2. Job assignment
3. Performance appraisal
4. Payroll
5. Discipline
6. Termination of employee
7. Correspondence between the Board and the employee.

Employees shall be notified of any additions to their personnel file that refer to their performance of duties, disciplinary actions or relationships with other staff, students, or parents.

The following persons may have access to employee records for the purpose of performing their duties:

1. Central Office support staff
2. Central Office management staff
3. Legal counsel for the Education Authority
4. Auditors
5. Individuals authorized to perform system-level evaluation
6. Board Members if approved by a Board Motion at a regular or special Board meeting.

Other individuals may only have access to employee records with the prior knowledge and written consent of the employee(s). (See Appendix 3H: *Employment Record Release Form*.) Employees shall have access to their employment file at all reasonable times, but may not remove or reproduce any of the contents without the authorization of the Director of Education. The Director of Education shall develop procedures to ensure accuracy and integrity of the records are preserved. All employee records shall be stored at the Education Authority's administrative office.

## Policy 507: Staff Assignments

The Board delegates authority to the Director of Education for assigning professional staff members to specific assignments and teaching duties for each school term or year. The Board expects specific assignments to be made with due consideration of the Principal's wishes and the training, experience and past performance of individual staff members.

### Guidelines

1. The Director of Education, in consultation with the school administration, shall develop a professional staff assignment plan in the spring of each school year for school opening in the fall.
2. Current staff members continuing their employment with Education Authority will be consulted regarding their wishes for assignment in the fall.
3. All staff assignments shall be primarily based on instructional program needs, student needs and effective school administration.
4. A Professional Staff Assignments report shall be submitted to the Board for their information in July and September of each year (proposed and final assignment).

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## Policy 508: New Staff Orientation

The Board believes staff new to the community or to employment with the Authority have an obligation to become familiar with the Authority's policies, regulations, and administrative procedures.

The Board further believes it has an obligation to assist new staff in the familiarization process to ensure their initial period of employment is a rewarding experience and sets the stage for successful relationships with staff, students, and the community.

### Guidelines & Procedures

The Board will discharge its obligation to assist new staff members to become familiar with the policies, regulations, and administrative procedures of the Authority pursuant to the following:

1. On receipt of acceptance of employment, the Director of Education shall forward to each new staff member a copy of:
  - a. Current terms and conditions of employment
  - b. Employment forms placing the member on the Authority's payroll.
2. The Director of Education shall be responsible for calling a meeting of new staff members before the beginning or soon after employment begins for the purpose of reviewing Board policies, expectations and goals, regulations and administrative procedures. The session should also focus on community values, social mores, traditional activities, practices, and events.
3. Principals shall be responsible for acquainting new professional staff with school regulations and administrative procedures within the first ten (10) days of employment.
4. Principals are also responsible for acquainting professional staff commencing employment during the school year with Board policies, regulations, and administrative procedures as contained in the Nisichawayasihk Education Authority Policy Manual.

## Policy 509: Staff Conflict Of Interest

The Board believes its administration and staff must exercise their duties in a manner that demonstrates a commitment to the principles of integrity, fairness, and impartiality. Administration and staff should not be placed in situations where a conflict of interest may interfere with effective operation of the schools or the Education Authority.

### Guidelines

Relatives of staff members may be hired, and husbands or wives or other relatives may be permitted to work in the school or Education Authority office areas provided there is no opportunity to exercise favouritism or no possible conflict of interest for the persons involved.

### Procedures

1. The Authority prohibits a husband or wife to directly supervise his/her spouse and similarly prohibits an employee to directly supervise an immediate family member. Direct supervision involves the assignment of duties, completion of evaluation reports or other related responsibilities.
2. No employee shall engage in any outside employment, which reflects badly on his/her status as a professional.
3. No employee shall act as an agent for any reason, in the sale of, or in promoting the sale of any item in the school buildings or during school time for his/her own private gain or personal profit. Where there are special circumstances for a sale, the employee shall seek permission from the Principal for the sale.
4. No employee shall engage in any outside activity that conflicts with his/her working time as an Education Authority employee. The Education Authority reserves the right for first call on employee services.

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## Policy 510: Complaints About Staff

The Board recognizes that from time to time the Director of Education, Board Members or School Administration may receive complaints regarding a wide variety of issues associated with the instruction, discipline, learning materials, programs, or student transportation. The Board believes no member of the community should be denied the right to lodge a complaint or to petition the Board. Complaints that are received should be referred to the proper channel for solution and/or action.

### Guidelines & Procedures

- A. The Education Authority identifies the proper channel for complaints involving instruction, discipline or learning material, or programs in the following order:
  1. The Teacher
  2. The Principal
  3. The Director of Education
  4. The Education Authority.
  
- B. Complaints involving student transportation and discipline of students while riding the bus or the maintenance of facilities are as follows:
  1. The Principal
  2. The Director of Education
  3. The Education Authority.
  
- C. If a complaint is not satisfactorily resolved at the school level, the complainant should inform the Director of Education who will then undertake an investigation and report the findings to all parties concerned, including the Education Authority. Complaints should be made in writing. In any event, staff members will maintain a written record of the complaint, action taken, and the disposition of the case.
  1. The Director of Education or Principal will automatically and immediately inform staff of a complaint about a staff member. If the staff member is under supervision of the Principal, the Principal will be informed.

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2. Staff will always be provided with the opportunity to present their side of the situation when complaints are received about their performance or interrelationships with others.
3. As a result of a complaint and after consultation with the staff member, the Director of Education may choose to document in the staff member's personnel file details of the complaint and actions the Director takes. If the complaint and subsequent investigation is to become part of the personnel file, the staff member shall be informed and be required to sign the documents indicating he/she is aware of the contents to be placed in the file.

NOTE: The staff member's signature on the complaint record does not indicate the staff member agrees with the complaint but only recognizes he/she is aware of the report and its contents.

## Policy 511: Staff Complaints And Grievances

The Board believes disagreements and conflicts between staff, students, parents, and the Board should be addressed promptly in a systematic and logical fashion. The Board believes in providing a fair hearing of concerns and a process of decision-making that respects the rights and dignity of those in disagreement.

### Guidelines

1. A concern received by any level in the Education Authority shall be referred to the supervisory position closest to the problem for resolution.
2. When a concern has not been satisfactorily resolved at the closest supervisory position, the supervisor shall advise the concerned individual of his/her next point of appeal, the Director of Education, and shall advance all pertinent information, attempts to reach resolution, and his/her recommendation to the Director.
3. The Director of Education or his/her designate, provided the designate has not been the supervisor in the previous recommendation, shall then attempt to resolve the issue.
4. If the recommendation of the Director of Education or his/her designate does not resolve the concern, the next appeal is to the Board. Its decision is final and binding.

## Policy 512: Staff Involvement in Decision Making

The Board believes Education Authority staff play a vital role in accomplishing Goals and Objectives for Education at Nelson House. The Board believes staff involvement in the decision-making process is valuable and solicits their involvement through identified and accepted channels.

### Guidelines

1. The Director of Education, whenever feasible, shall include employees in planning rules, regulations and arrangements for the school system operation.
2. The Director of Education shall develop communication channels with all employee groups for transferring ideas for improvement, and for voicing concerns and feelings regarding the school operations and associated support services.
3. The Director of Education shall consider with care the counsel employees provide and shall inform the Board of this counsel in presenting reports of administrative actions and recommendations for Board action.

## Policy 513: Staff Participation In Community Activities

The Board encourages staff to take an active part in various community functions. Through this informal contact, staff and parents can establish a relationship and a basis for a meaningful dialogue about students and the education program. Developing a trusting relationship based on formal school contacts and informal community activities will assist in developing partnership between staff and parents.

All instructional staff, including teachers, are expected to participate in extra curricular activities.

## Policy 514: Non-school Employment By Staff Members

The Board believes full time staff should not participate in any private business or undertaking that may have a negative effect and/or create embarrassment for the Board.

### Guidelines

1. Staff members wishing to carry on business or commercial activities in addition to their duties for the Board shall request permission from the Director of Education.
2. Staff members wishing to sell products or services to school staff or students shall first receive permission from the Director of Education.

## Policy 515: Discipline, Suspension and Dismissal – Professional Staff

The Board recognizes circumstances may arise necessitating staff discipline, suspension, and/or termination. At all times the Board's intent is to act in a fair and just manner.

### Guidelines & Procedures

#### A. Acts or Omissions Subject to Discipline

The following acts or omissions are provided as reasons when the Board may authorize the use of discipline, suspension, or dismissal:

1. Unauthorized absence or continued tardiness from teaching or assigned duties
2. Corporal punishment to students either during teaching or outside school hours
3. Drunkenness while in the community or incapacity due to drug or alcohol dependence
4. Insubordination
5. Criminal conviction
6. Inability to discharge required duties or obligations as a teacher
7. Dishonesty
8. Wilful damage or vandalism to Authority property
9. Incompetence
10. Failure to follow authority direction respecting appearance
11. Failure to meet educational requirements
12. Physical abuse of students or Authority staff or failure to report the same
13. Failure to conduct themselves in a professional and moral manner consistent with the values of the community and school.

#### B. Discipline of Staff Member(s)

1. The Board delegates the authority to discipline staff to the Principal and the Director of Education.
2. The Principal shall be responsible for administering verbal reprimands when required.

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3. In cases requiring more serious discipline, the Principal shall write a letter to the employee stating clearly the perceived infraction(s) and the means by which the employee can rectify the concern(s). The Director shall receive a copy of all these letters.
4. In cases when the written reprimand has not resulted in rectification of the concern(s) the Principal shall issue a second letter and may recommend to the Director of Education that further appropriate action be taken.

### **C. Suspension of Staff Member**

1. The Board delegates authority to suspend an employee to the Director of Education.
2. The Director, on receiving written recommendations from the Principal, may suspend, by written notice, a member of the staff from duty for a period not exceeding ten (10) working days.
3. The Director may suspend an employee with or without pay; however, the employee's benefits shall continue in full during the suspension period.
4. The Director shall advise an employee who has been suspended of:
  - a. The opportunity to appeal the suspension to the Board
  - b. The date, place, and time the Board will hear the suspension appeal.
5. The suspended employee shall submit his/her appeal, in writing, to the Board within five (5) calendar days of notification of suspension. The written appeal should include specifics as to what the employee is appealing (i.e. length of suspension, grounds for suspension).
7. The employee shall receive full pay for the period of suspension served if the Board overrules the suspension.

### **D. Dismissal of Staff Member**

1. The Board delegates to the Director of Education the authority to recommend the cessation of employment. The Board may end employment by motion at a regular or special Board meeting.
2. In the event the Director of Education considers the alleged complaint of sufficient severity to warrant dismissal, the Director shall refer the matter directly to the Chairperson of the Board, setting out in writing all circumstances relevant to the alleged complaint.

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3. An employee who has been recommended for termination shall be advised, in writing, by the Director of Education:
    - a. The facts of the case and the reasons for the recommendation
    - b. The opportunity to appeal the recommendation of termination to the Board
    - c. The date, place, and time of the next regular meeting the Board will hear the recommendation.
  4. The employee who has been recommended for termination shall submit his/her appeal in writing to the Board within five (5) calendar days of notification of recommendation for termination. The written appeal should include specifics as to what the employee is appealing (i.e. grounds for termination, termination procedure).

#### **E. Discipline and Dismissal**

Discipline for employee misconduct and breaches of Board policy, other than misconduct amounting to just and sufficient cause for immediate dismissal, shall adhere to a progressive form of discipline as follows:

1. Verbal reprimand
2. Written reprimand
3. Suspension
4. Dismissal.

## Policy 516: Reduction In Professional Staff Workforce

The Board recognizes and accepts that due to changing entitlement patterns, financial restrictions, and the restructuring of education practices, reducing the number of professional staff allocated to the school may sometimes be necessary. At all times, the Education Authority's primary consideration shall be the efficient administration of its educational mandate. The Board has established the following guidelines where staff reductions are deemed necessary.

### Guidelines

1. When the Board deems necessary to reduce numbers of professional staff in schools, it will endeavour, first, to make reductions through retirement and voluntary resignation.
2. If desired reduction in professional staff cannot be fully accommodated through (1) above, reduction of personnel will be achieved through employment terminations. The program needs of the schools and students will be a paramount consideration when determining staff reductions. Other factors considered when determining staff reductions will be:
  - a. Qualifications
  - b. Relative performance
  - c. Seniority at Nelson House School(s).
3. The Board shall give notice of contract termination as soon as possible, but not later than 30 days prior to the date set for reduction.
4. The Board will grant the teacher a hearing of appeal before the Board for the purpose of objecting to the proposed contract termination.

## Policy No: 517 Staff Leaves And Absences

The Board recognizes employees may need to be provided with leaves of absence from regular duties for a number of reasons beyond the employees' control. Leaves of absence may be granted with or without pay as detailed in the guidelines and procedures of this policy.

### Guidelines & Procedures

All requests for leave shall be made in writing to the Director of Education who shall consult with the supervisor before providing a response.

#### A. Bereavement

Immediate family will be granted a maximum of five days of bereavement leave per year which may be taken during the funeral period for the death of a parent, spouse, child, mother-in-law, father-in-law, brother, sister, grandparent or grandchild (The above categories shall include common-law spouses.) For non-immediate family, Nisichawayasihk Cree Nation members are encouraged to attend the second day of the wake in their own time to show respect to bereaved families.

#### B. Compassionate Leave

Staff may be granted two (2) days leave with pay per year from Sick Pay Entitlement due to the serious illness of a relative or member of the immediate family once per year.

#### C. Maternity-Adoption Leave

The staff member, at her request, shall be granted maternity leave without pay in accordance with relevant legislation. The staff member who becomes pregnant shall notify the Director of Education at least fifteen (15) weeks prior to the expected birth or adoption date. Where maternity leave is requested, the Director may require the staff member submit a medical certificate of pregnancy. In the event a staff member adopts a child, provincial legislation allows an adoption adjustment time equivalent to the normal pregnancy leave.

**D. Paternity Leave for Fathers**

The staff member shall, on his request, be granted three (3) days leave with pay on the birth of his child to be taken at his discretion on the day of the birth or on the day the child leaves the hospital. The Director may require the staff member to submit a birth certificate or certificate of adoption for the child.

**E. Personal Leave**

Teachers shall be granted two (2) days of personal leave with pay after five months of employment during the course of any one school year for the purposes of attending to personal matters. The request for personal leave shall be made in writing to the Director of Education, at least one (1) week in advance and need not detail the reasons for the request. Personal leave shall not be granted or taken on a teaching day preceding or following a school, provincial or federal holiday. Personal leave credits are not cumulative from one school year to the next.

**F. Marriage Leave**

Support staff who have completed at least ten (10) months of continuous service and are no longer on probationary status, must provide the Director of Education with at least twenty (20) days notice before the requested date of leave. They may be granted leave with pay for up to three (3) working days for the purposes of getting married.

**G. Other Leave with or without Pay**

Leave may be granted for other valid reasons, subject to the Authority's approval and operational requirements of the school.

**H. Leave without Approval**

If a staff member is absent from duty without the prior approval of the Director of Education or his/her designate, the absence will automatically be defined as leave without pay. The Director shall report the matter to the Education Authority with his/her recommendation for action. Leave without approval may be considered grounds for dismissal.

The Board may give special consideration in the event of an emergency.

**I. Leave to Sit on Committees**

Leave with pay to attend meetings during normal working hours is to be limited to five days with the year.

**J. Guidelines to be observed when leave is approved:**

1. Staff are responsible for completing required planning activities
2. If a substitute teacher or worker is to be hired, the employee will be required to leave detailed instructions for the replacement worker.

## Policy 518: Vacations – Senior Management and Support Staff

The Board believes in the importance of recognizing its employees' efforts throughout the year by providing paid vacations for enjoying rest and relaxation.

### Guidelines

#### A. Vacation Year

For purposes of this Policy, a vacation year is the period commencing April first (1st) and terminating March thirty-first (31st) of the following calendar year.

#### B. Senior Management Vacation Credits

Senior management is defined as the Director of Operations, Assistant Director, and Comptroller. All experienced senior management employees shall be granted four (4) weeks of annual vacation or as specified in an individual employment contract.

#### C. Other Employee Vacation Credits

An employee is granted vacation leave credits as follows:

1. On appointment and during years one (1) to three (3) of employment, the employee shall earn credits on the basis of .833 days per month (10 days annually)
2. During years four (4) and five (5) of service, the employee shall earn credits on the basis of 1.250 days per month (15 days annually)
3. During years six (6) to (8) of service, the employee shall earn credits on the basis of 1.666 days per month (20 days annually)
4. During years nine (9) and later of service, the employee shall earn credits on the basis of 2.083 days per month (25 days annually).

#### D. Eligibility

1. Vacation leave will be granted to an employee only when the following conditions have been met:
  - a. He/she has successfully completed a probationary period
  - b. The necessary credits have been accumulated by the employee to support the request for vacation leave.

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2. An employee must work a minimum of one hundred and forty-four (144) hours during a month to qualify for receipt of vacation leave credits. A pro-rated calculation shall be made during the month following the end of the vacation year for the month(s) where less than one hundred and forty-four (144) hours were worked and, therefore, no vacation leave credits were granted. Pro-rated calculation shall be rounded off to the next half (1/ 2) day.
3. Should a Statutory holiday occur during an employee's normal holiday period, the employee will be entitled to an additional day(s) of regular holiday.

#### **E. Carry-Over**

Vacation leave accrued during a vacation year must be taken during that year, with the exception of 5 days which can be carried forward. Management is an exception to this rule.

#### **F. Payment in Lieu of**

Payment in lieu of vacation leave will not be granted to an employee except:

1. On termination of employment, or
2. Under exceptional circumstances as approved by the Director of Education.

#### **G. Exemptions**

1. An employee of the Board, already in receipt of vacation leave, which surpasses the benefit entitlement listed within this policy, shall not be penalized. Past commitments, which may not already be in policy, shall be respected.
2. The Director of Education may authorize an exception to the guidelines if, in his/her opinion a special circumstance warrants it.

### **Procedures**

1. Each member of the senior management team shall, for those employees under his/her direct supervision, approve vacation leave within the guidelines of this policy.
2. Normally, vacation leave requests will be approved unless operational requirements will be adversely affected.
3. Vacation leave is provided up front on April 1 to staff who have worked over 1 consecutive year with NNCEA. NNCEA recognizes that most staff utilize their vacation during the summer month. If a staff member resigns, retires, or is terminated throughout the year, a deduction will occur to their final payroll based on the amount of leave used and the calculation from Item C

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## Policy No 519: Professional Staff Workload

The Board recognizes professional staff members spend considerable time for planning, lesson preparation and delivery, marking, supervision, consultation, extra-curricular responsibilities, community involvement, and professional development activities.

Therefore, the Board's goal is to provide sufficient staff allocations so teachers spend no more than an average of 1,420 minutes per week in actual classroom instruction. However, it is realized this may not be possible in all cases due to unique circumstances of the school or budget restrictions.

### Guidelines

The following will act as a guide in providing release time from classroom instruction.

1. The Principal, in consultation with individual staff members, is responsible for determining the amount of release time each staff member shall receive.
2. To establish release time for individual teachers, the Principal shall take into account the following:
  - a. The nature of the teacher's assignment
  - b. The teacher's supervisory responsibilities
  - c. The teacher's extra-curricular responsibilities.
3. The equalization, as far as possible, of each teacher's total workload should be the Principal's goal. For example, a greater amount of release time may be made available to a teacher involved in extensive extra-curricular activities.

## Policy 520: Discipline, Suspension And Dismissal of Support Staff

The Board recognizes circumstances may arise necessitating the discipline, suspension, and/or termination of Education Authority support staff. At all times the Board intends to act in a fair and just manner.

### Guidelines & Procedures

#### A. Discipline of Support Staff

1. The Board delegates the authority to discipline to the following first-line supervisors:
  - a. Central office support staff personnel – Director of Education/Comptroller
  - b. All school staff – Principal
2. The first-line supervisor shall be responsible for administering verbal reprimands when required.
3. In cases requiring more serious discipline, the first line supervisor shall write a reprimand letter to the employee stating clearly the perceived infraction(s) and the means by which the employee can rectify the concern(s). The Director shall receive a copy of all letters written to support staff.
4. In cases where the written reprimand has not resulted in rectification of the concern(s), the first-line supervisor shall issue a second letter and may recommend further appropriate action be taken. The Director shall receive all letters regarding central-office support staff, school support staff, or custodial/maintenance personnel.

#### B. Suspension of Support Staff

1. The Board delegates the authority to suspend an employee to the Director of Education.
2. The Director, on receiving written recommendations from the appropriate first line supervisor, may suspend, by written notice, a member of the support staff from a duty for a period not exceeding ten (10) working days/shifts.

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3. The Director of Education may suspend an employee with or without pay; however, the employee's benefits shall continue in full during the suspension period.
4. The Director shall advise an employee who has been suspended in writing, of:
  - a. The opportunity to appeal the suspension to the Board
  - b. The date, place, and time the Board will hear the suspension appeal.
5. The employee who has been suspended shall submit his/her appeal, in writing, to the Board within five (5) calendar days of notification of suspension. The written appeal should include specifics about what the employee is appealing (i.e. length of suspension, grounds for suspension).
6. The employee shall receive full pay for the period of suspension served if the Board overrules the suspension.

### **C. Dismissal of Support Staff**

1. The Board delegates the authority to end employment to the Director of Education.
2. In the event a first-line supervisor believes the alleged complaint is sufficiently severe to warrant immediate dismissal, the first-line supervisor shall refer the matter directly to the Director of Education, setting out in writing all circumstances relevant to the alleged complaint.
3. The Director shall fully investigate the matter and, if necessary, end employment by written notice.
4. The Director shall advise an employee who has been dismissed, in writing, of:
  - a. The opportunity to appeal the dismissal to the Board
  - b. The date, place, and time the Board will hear the dismissal appeal.
5. The employee who has been dismissed shall submit his/her appeal, in writing, to the Board within five (5) calendar days of notification of termination. The written appeal should include specifics about what the employee is appealing (i.e. grounds for termination, termination procedure.)

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## Policy 521: Staff Professional Development Opportunities

The Board recognizes a well-planned professional development program will provide improved learning opportunities for students. The Board believes all staff must take personal responsibility for their professional growth and supports those initiatives through the annual budget and school-year calendar.

### Guidelines

The Education Authority recognizes a number of types of professional development activities:

#### **A. In-school Staff Professional Development Days**

School staff are provided with up to five (5) days each school year for conducting professional development activities.

#### **B. Individual Professional Development Study (School/Home Based)**

The Education Authority recognizes it may be important for staff members to have release time from teaching to study new programs or teaching techniques that will benefit the students/school in their care.

#### **C. Conference/Workshop Attendance**

The Education Authority recognizes that numerous professional development conferences are held throughout the Province and Canada each year.

#### **D. "Buddy" Teacher Program**

The Director of Education and Principal shall make arrangements for teaming teachers new to the system with experienced teachers at the start of each school year – the program's aim is to provide teachers new to the system with experienced colleagues for exchanging teaching strategies and classroom-management philosophies.

#### **E. Inter-classroom Visitations**

Inter-classroom visits by staff are encouraged as an in-service training technique – the school Principals shall approve all arrangements for visits.

## F. Curriculum and Program In-service

The Director of Education has the responsibility to plan and provide curriculum and program in-service sessions to meet staff needs regarding new programs and program changes.

### Procedures

1. The Director of Education or designate will organize a Professional Development Committee by September 15th each school year. The committee shall be composed of the following representation:
  - a. Director of Education or designate
  - b. School Administration (minimum of 1)
  - c. Teaching Staff (minimum of 3).The committee's purpose shall be to develop a projected professional-development plan for consideration by the Education Authority.
2. The Director shall present the proposed plan to the committee.
3. The Professional Development Committee shall develop guidelines and procedures for approval of professional development activities.

## Policy 522: Board/Staff Communications

The Board recognizes the need and benefit of meeting from time to time with administrative and teaching personnel at each school during each school year. The purpose will be to confer collectively on educational problems and concerns, desired directions in which the system should be moving and to review and recognize the achievement of desired objectives and philosophies.

### Guidelines

1. The Director of Education or his/her designate will chair the meetings.
2. Meetings may be called during the school day at the discretion of the Director of Education and will normally be called at least once during the school year.
3. Board and staff meetings shall only have the power to discuss matters of concern to both parties. Recommendations for action shall be referred to the Board for their consideration at a regular Board meeting.

## Policy 523: Staff - Student Relations

The Board expects staff members and students will treat each other with mutual respect. The Board believes staff have an obligation to maintain a professional relationship and distance from all students attending schools within the Board's jurisdiction. This policy prohibits any sexual or romantic relationship between staff members and students of any age.

### Guidelines & Procedures

1. Any staff member who engages in a sexual or romantic relationship with a student of Authority schools will be subject to termination of his/her employment.
2. The Principal shall send a written report to the Director of Education when a teacher physically mistreats a student. The Director of Education shall report the incident(s) to the Board.
3. The Board shall review every incident where a teacher physically mistreats a student. The incident shall be taken seriously, especially where there hasn't been any provocation on the part of the student.
4. The Board shall allow the teacher to state his/her case prior to any action against the teacher on behalf of the Board.

## Policy 524: Staff Resignations

The Board believes employees wishing to resign from Education Authority employment must do so in accordance with provisions of applicable provincial statute and, where stated, applicable provisions of the collective agreement. Resignations must be in writing and shall be tendered to the Director of Education. The Director of Education is authorized to accept resignations on behalf of the Board. The Director of Education shall, at the next regular meeting of the Board, inform the Board of all resignations received since the last Board meeting.

### Guidelines & Procedures

1. An employee wishing to resign his/her employment with the Board shall submit a letter of resignation to the Director of Education specifying the last day he/she will perform assigned duties.
2. On receiving a letter of resignation, the Director of Education shall ensure the notice period given by the employee complies with Provincial Statutes and/or conditions of employment. If the resignation complies, the Director of Education shall notify the employee in writing that the resignation has been accepted. The Director shall report, as information, the resignation to the Board at its next regular meeting.
3. If on receipt of the resignation letter, the Director of Education feels the notice does not comply with conditions of employment, the Director may:
  - a. Require the employee to provide the appropriate period of notice;  
or
  - b. Accept the resignation as offered.

## **Policy 525: Compliance With Education Authority Policy and Band Council By-Laws**

The Board requires all staff to comply with policies of the Board and By-Laws of the Nisichawayasihk Cree Nation.

### **Guidelines**

1. The school Principals and Director of Education will review Board policy and First Nation By-laws with all staff during the Staff Orientation Program held prior to school opening each year.
2. First Nation By-laws are applicable to all residents of Nisichawayasihk Cree Nation.
3. Employees who fail to comply with Nisichawayasihk Cree Nation By-laws will be terminated.