

ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL

POLICY TYPE: Executive Limitation

POLICY NO.: 3.2

POLICY TITLE: Human Resources

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3.2 With respect to the treatment of employed and volunteer staff, the Superintendent shall not knowingly cause or knowingly allow conditions, procedures, actions or decisions which fail to provide an employment environment which is fair, open, supports the principles of equal opportunity and adheres to best practices, provincial policy, negotiated agreements and legislated obligations.

1. Hiring

1.1 With respect to hiring personnel, the Superintendent shall not fail to establish a protocol to place highly qualified candidates and to regularly evaluate hiring processes to ensure the protocol is:

- a) fair, transparent, and provides equal opportunity;
- b) ensures confidentiality; and
- c) ensures all appropriate records are maintained.

1.2 The Superintendent shall not fail to develop procedures for reasonable background inquiries and police and vulnerable sector checks prior to:

- a) Hiring any paid personnel; or
- b) Using the services of any volunteers who have unsupervised contact with students.

2. Human Resource Policies

2.1 The Superintendent shall not fail to operate with written policies/procedures which:

- a) Clarify personnel rules for and procedures for staff;
- b) Provide for effective handling of grievances; and
- c) Include adequate job descriptions.

3. Employee Evaluation

3.1 With respect to performance evaluation of staff, the Superintendent shall not fail to develop an evaluation process that:

- a) Links employee performance to their contributions towards achieving the District Education Council's Ends;
- b) Measures improvement, development and performance; and
- c) Documents unsatisfactory and excellent service.

Adopted: February 9, 2022

Revised: February 8, 2023

Review Method: Internal Report

Review Frequency: Annually – February 12, 2025

4. Employee Compensation and Benefits

- 4.1 The Superintendent shall not fail to provide compensation and benefit plans in accordance with the negotiated collective agreements and provincial salary scales for non-bargaining employees. The Superintendent may not change personal compensation benefits.