

EMPLOYEE HANDBOOK



SCHOOL DISTRICT 70 (ALBERNI)

Revised September 2019

TABLE OF CONTENTS

District Vision and Priorities	3
	<u>All Staff</u>
District Contacts	5
Health and Safety	6
Worksafe/Injury Reporting	6
Violence in the Workplace	6
Confidentiality	6
Staff Email	6
Inclusion Support Services	7
Technology	7
Respectful Workplace	7
Reporting Student Injury	7
New Worker Orientation	8
EFAP	8
Inclement Weather	8
School Calendar	8
School Start and End Times	8
Physical Restraint/Seclusion of Students	8
Reporting Abuse	9
Leaves of Absence	9
Dispatch	9
Emergency Preparedness Plans	9
	<u>Teaching Staff (ADTU)</u>
Post and Fill	10
Postings and Year End Bulletins	10
Conversion to Continuing Status	10
Seniority	11
Recall	11
Benefits	11
Leaves of Absence	11
Sick Days/Healthcare Days	11
	<u>Support Staff (CUPE)</u>
Gaining Regular Status	12
Benefits	12
Dispatch	13
Timesheets/Pay Periods	13
Learning Improvement Fund	13
Vacation Periods	13
Leaves of Absence	13
Family Illness Leave	14
EAs Working on Non-Instructional Days	14
EA Mandatory Training	14
	<u>Excluded Staff (Non-Union)</u>
Leaves of Absence	14
School Based Administration	14

DISTRICT VISION AND PRIORITIES

Always learning - Apprendre, toujours,- takaas?aaq̓in huuhtakšiih

The Alberni School District is located on Vancouver Island's central west coast and serves approximately 3800 learners in the communities of Port Alberni, Tofino, Ucluelet and Bamfield. There are eight elementary schools (Grades K-7), two secondary schools (Grades 8-12), one elementary-junior secondary school (Grades K-9), one alternate school (Eighth Avenue Learning Centre), and the CHOICES Distributed Learning program to support home-schooling families. As a Program of Choice, early French Immersion is offered at Alberni Elementary and Alberni District Secondary schools.

The Alberni School District is situated on the traditional territories of the Nuu-chah-nulth First Nations and approximately one third of all students registered are of aboriginal ancestry. The district strives to increase awareness, understanding and integration of Nuu-chah-nulth culture, history and language in all SD70 schools.

The school district also acknowledges and embraces its role in the continuum of services to children, youth and communities, and works closely with community partners in the areas of early learning and adult education. The school district, in collaboration with local agencies and service providers, has recently opened an Early Years Centre at EJ Dunn Elementary while educators at the Eighth Avenue Learning Centre continue to support adult learners who have yet to earn high school graduation. The school district also has strong ties to many post-secondary institutions including an ongoing partnership with North Island College that enhances and extends secondary and adult learning experiences.

Our Mission

To educate students in safe, inclusive and engaging learning environments where every student develops the knowledge, skills and abilities to be a lifelong learner and productive member of our global society.

Our Vision

To be a professional learning community that celebrates diversity, engages learners and fosters achievement.

Our Core Values

**Inclusion
Integrity**

**Engagement
Collaboration**

Achievement

Our System Goals

All students will successfully transition from grade to grade culminating in a Dogwood Diploma within six years of entering Grade 8.

All students will acquire the literacy and numeracy skills required for further learning and for post-secondary life.

All Students will develop the thinking skills and processes necessary to inform, guide and regulate their learning

All students will develop and apply social and emotional learning strategies to become resilient, flourishing, self-aware individuals.

All students will develop and apply socially responsible behaviours in their school and community.

All students will graduate with the academic preparation, career awareness and work experience necessary to meet each individual's post-secondary goals.

Increase the awareness, understanding, presence and integration of Nuu-chah-nulth culture, language and history in schools.

Promote and develop elementary schools and neighbourhoods that support early years programs and services from birth to age 12.

Enable learners to make informed decisions and take responsible actions that incorporate environmental considerations.

Enhance and transform student learning and system operations through an intentional, appropriate use of technology.

FOR ALL STAFF

District Contacts

Greg Smyth - Superintendent
gsmyth@sd70.bc.ca 250-720-2770

Peter Klaver - Assistant Superintendent
pklaver@sd70.bc.ca 250-720-2757

Jack Hitchings - Director of Technology and Learning Services
jhitchings@sd70.bc.ca

Laurie Morphet – District Principal Inclusive Education
lmorphet@sd70.bc.ca 250-720-2764

Greg Roe – Director of Operations
groe@sd70.bc.ca 250-720-7379

Barb Witte – Executive Assistant
bwitte@sd70.bc.ca 250-720-2770

Diana Moore – Human Resources Assistant
dmoore@sd70.bc.ca 250-720-2759

Trisha Wilson – Dispatch
twilson@sd70.bc.ca 250-720-2786

Sandra Lacey – ADTU/Excluded Accounts Clerk
slacey@sd70.bc.ca 250-720-2755

Terrie Pighin – CUPE Accounts Clerk
tpighin@sd70.bc.ca 250-720-2753

District Facilities

School Board Office	4690 Roger Street	250-723-3565
AW Neill Elementary	5055 Compton Road	250-723-8151
Bamfield Community School	240 Nuthatch Road	250-728-3352
Ecole Alberni Elementary	4645 Helen Street	250-724-0623
EJ Dunn Elementary	3500 Argyle Street	250-723-7522
John Howitt Elementary	3867 Marpole Street	250-723-7521
Maquinna Elementary	3881 Bruce Street	250-724-0512
Ucluelet Elementary	1350 Peninsula Road	250-726-7793
Wickaninnish Community School	431 Gibson Street	250-725-3254
Wood Elementary	4111 Wood Ave.	250-724-1132
Alberni District Secondary School	4000 Roger Street	250-723-6251
Ucluelet Secondary School	1450 Peninsula Road	250-726-7796
Eighth Avenue Learning Centre	2941 8 th Avenue	250-723-3744

Health and Safety

The School District has established an Occupational Health and Safety program which is designed to prevent injuries and disease. Each site has an Occupational Health and Safety Committee whose purpose is to investigate workplace incidents, to review worksite procedures and to conduct assessments of any possible risk to employees. All workers should immediately report any unsafe work conditions to their supervisor or a member of the Health and Safety Committee.

Worksafe/Injury Reporting

All employees must report all injuries to the site first aid attendant (generally the school secretary or school administrator at school sites). Minor injuries should be recorded in the site first aid log and any injuries beyond minor injuries should be reported using a Worksafe report of injury found online or from your supervisor or school administrator.

Violence in the Workplace

Violence in the workplace is defined as the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury. Any employee exposed to this type of behavior must report the incident to their Supervisor immediately and report to worksafe following the reporting guidelines.

Confidentiality

All employees who work directly with students or who have access to student records are reminded that student information is acquired and retained in confidence, and should not be disclosed to any other person except for the educational purpose for which the information was collected. Any employee who knowingly breaches confidentiality may be subject to discipline.

Staff Email

Upon hiring, all staff are provided with a school district email. This email is a secure email protected by firewalls as well as meeting requirements for confidentiality and security.

Please check your email regularly. This is the primary method of communication in the school district and all payroll and employment records are sent to this account.

Email accounts can be compromised through spam and phishing. All employees should have robust passwords and should not open any emails or attachments unless the sender is known and the sender's email address is legitimate.

Please note that when an employee leaves the school district and is no longer an employee, email accounts are kept valid for one year or until a T-4 is sent, whichever is shorter.

Inclusion Support Services (Special Education)

The District supports, promotes and practices the principles of inclusion. All students are expected to meet their greatest potential in classrooms that are inclusive, collaborative, connected and healthy. The District employs in school specialized teachers and district itinerant teachers to support the needs of all students. The District works together as a community of teachers, support workers, administration and parents to ensure every student, whether they have a ministry designation or not, is supported, encouraged and engaged in their education.

Technology

The District believes in the power of technology to support learning and teaching. Technology, however, requires commitments from staff and students to make it meaningful. To that end the District has a *Technology Acceptable Use (5019) Administrative Procedure*. Please review that AP which can be found online on the District Website.

Respectful Workplace

The District strongly believes that students learn best in an environment where everyone works collaboratively and respectfully. To that end the District has a *Respectful Workplace Policy*. Please review that policy found on the District website. The District defines a respectful workplace as:

A respectful workplace is one in which all employees, students and members of the public demonstrate:

- Respectful behavior at all times
- Mutual respect for all
- Collaborative working relationships
- Inclusion of other people based on the principles of human rights legislation
- Constructive management of differences including respectful dispute resolution and conflict management
- An appropriate use of authority when supervising others

Reporting Student Injury

All employees should immediately report any student injuries to the school office. Employees may be required to complete an online student injury report depending on the seriousness of the injury. For urgent and potentially life threatening injuries, employees should immediately call 911 and alert the office.

New Worker Orientation

All workers must complete the 'New Worker Orientation' online package. Once your payroll package is completed and submitted the HR department will be in contact in order to produce a School District Identification Badge and to direct you to the 'New Worker Orientation' online package.

EFAP

All employees are enrolled in the Employee and Family Assistance Program. Specific information can be obtained by our EFAP representative Sandra Lacey at slacey@sd70.bc.ca. Information may also be found online at www.workhealthlife.com or by calling 1-844-880-9142. Access is completely confidential and available 24/7. Please consider using this service for any issues you may be dealing with that can be addressed through counseling services.

Inclement Weather

There are times when schools and the district is challenged with inclement weather including high winds, excessive rainfall and snow. The Superintendent determines whether schools are closed during inclement weather. Schools are either closed to students and not staff or are closed for students **and** staff.

Should schools be closed only to students, all staff are expected to report to their worksite at a reasonable time in the morning. Should you be expecting to be late on these days it is preferable to contact your school administrator to discuss when you may make it into work. Please note that should an employee not attend their worksite on these days, it will be considered a leave of absence.

School Calendar

The current school calendar with associated holidays and non-instructional days can be found on the school district website at www.sd70.bc.ca

School Start and End Times

School start and end times are available on the District website.

Physical Restraint and Seclusion of Students

The School District has an Administrative Procedure that outlines the District's position on seclusion and restraint of students. This policy states, in part:

SD70 Employees should not use physical restraint unless there is imminent danger and/or if they have had specific training for that student. In the exceptional circumstance where it is determined that restraint is a necessary part of a students' carefully considered response plan, it will require follow-up after each incident involving the use of physical restraint.

Please review Admin Procedure 5012 which may be found on the district website.

Reporting Abuse

It is a legal requirement of every adult to report suspected child abuse or neglect. If you believe a child is in immediate danger call 911. If you suspect abuse or neglect and it is not an immediate danger call 1-800-663-9122 any time of the day or night. If an employee is unsure about whether a report should be made they should contact their supervisor. Calls to report child abuse or neglect are anonymous but employees are encouraged to inform their supervisor if a report is being made as there are often implications for the school that must be managed.

Leaves of Absence

All leaves of absence must be reported on a Leave of Absence form except for last minute sick days. The LOA form must be signed by the school administrator or supervisor and must be submitted to District Dispatch.

As well, the *Employment Standards Act* allows for a number of leaves not included in collective agreements. These include:

1. Critical Illness or injury leave – 36 weeks unpaid for a minor family member, 16 weeks unpaid for an adult family member. Medical note required.
2. Disappearance of a child – 52 weeks unpaid
3. Death of a child – 104 weeks unpaid
4. Domestic or sexual violence – 10 days unpaid or up to 15 weeks unpaid should the employee or employee's child experience domestic violence

Dispatch

All absences must be reported to Dispatch either through email (tgunderson@sd70.bc.ca), a phone call (250-720-2786) or by a Leave of Absence Form. Dispatch begins call out at 6:30am each morning for teaching and support staff and at 10:30am for custodial staff. When appropriate, Dispatch may do call outs a day early.

Emergency Preparedness Plans

All schools are required to have emergency plans for fire, earthquake, lockdown/hold and secure and inclement weather. All staff, whether they be casual support staff or a TTOC, should make themselves aware of the emergency plans for each school at which they work. School emergency plans will either be available in a TTOC/Casual call out folder or, if they are not in the folder, a visiting employee should check with school administration.

**FOR TEACHING STAFF
(Alberni District Teachers' Union)**

Post and Fill

The District is obligated to post all positions that will last 20 days or longer and/or post a position that is being filled by a TTOC once 20 days is reached.

Should a TTOC be filling a position for 20 days or longer they shall be awarded a temporary contract based on that position.

Positions are awarded based on seniority and qualifications for the position (please see the collective agreement for specifics). Should no qualified teachers with seniority apply, then teachers without a continuing contract, who are qualified, will be considered.

Vacancies that occur in September may be filled with a lateral move (ie. can apply to an FTE equivalent to position held); however, positions that occur after September 30 may not be filled by a lateral move.

Postings and Year End Bulletins

Mid year postings are open to both internal and external applications. Employees with seniority and qualifications are considered first subject to the lateral move procedures.

Year End bulletins are for September positions and typically begin after the 'bumping' process which begins May 1st of each year. Year end bulletins are only open to teachers with continuing status up until June 1st after which 'external' candidates or teachers without seniority may be considered subject to seniority and qualification provisions.

Conversion to Continuing Status

In order to convert to continuing status with the district, teachers must complete a number of temporary assignments. Specifically teachers must have a minimum of 15 months of aggregate service. To calculate how much service you have, for each temporary assignment you multiply the FTE you worked times the number of months you worked. The resulting number is the number of equivalent months you have worked. Each temporary contract is calculated that way until 15.0 or more months is reached.

Of special note: an FTE of less than 0.1 equals 0.2.
 an FTE of between 0.2 and 0.4 equals 0.5
 appointment start date must be prior to the 15th to qualify as a month

As well, teachers must be appointed to a minimum of three assignments.

It is the responsibility of the teacher to inform the Human Resources Department that they have reached this milestone. A completed *Conversion Chart* must be filled out and submitted. Generally a teacher who believes they have reached this milestone will contact the Union President to help complete the *Conversion Chart*.

Seniority

Once a teacher has converted (as above), seniority is accrued each month as a full month regardless of FTE a teacher is working. The only exception is *G.38 Long Term Leave of Absence (Non-Medical)* when no seniority is gained unless the leave taken under G.38 is for educational purposes.

Recall

Teachers on continuing contracts with the District who have not secured employment up to the FTE at which they are owed by June 30, are placed on the Recall List. Teachers on the Recall List or offered positions in September for which they are qualified before postings go out. Recall teachers are allowed two refusals at which point they are considered to be on leave from the Recall List. Those teachers may still bid at positions that are posted.

Benefits

All teachers who are working 0.5 FTE or more share the cost of benefits (extended health and dental). All other employees may access benefits at 100% employee cost. Please note that benefits are optional and you must indicate when you are employed that you wish to go onto the benefit plan. All benefits are provided through Pacific Blue Cross. For more information about benefits including moving on and off benefits, choosing partial or full benefits or adding dependents to your benefit plan please contact Teacher Payroll Clerk; Sandra Lacey slacey@sd70.bc.ca

Leaves of Absence

Please consult the Collective Agreement for specific details on leaves and leave requirements. Please note that there are strict deadlines for applying for leaves. As well, all long-term leaves must be requested on the ADTU Employee Long Term Leave of Absence Form. All leave requests are submitted to the Human Resources Department. All Long Term Leave (Non-Medical) under *Article G.38* must be approved by the Board of Education. The Board of Education meets once per month so leave requests must align with those meetings.

Sick Days/Healthcare Days

Teachers on contract are credited with a bank of sick days which they may access throughout the year. A medical note may be required to confirm illness. A leave of absence to consult a medical doctor or dentist within the school district, or a specialist outside of the school district, will be charged to the teacher's sick leave bank. Medical appointments that are out of the school district and are not for the purposes of a specialist will be charged to the teacher at the cost of a teacher teaching on call.

**FOR SUPPORT STAFF
(CUPE Local 727)**

Gaining Regular Status

To attain Regular Status or Recall Status an employee must complete the probationary period, or have served four (4) continuous months as a temporary employee or completed 80 shifts within a one-year period

For the purpose of "continuous" as referred to above, an employee may be absent, that is, may have a break in continuous service for a maximum of six (6) days over the four (4) month period. The reason for absence shall include medical leave, bereavement leave, paternity leave and other statutory leaves such as jury duty. Statutory holidays, teacher professional development days, and snow days (when students not required to be in attendance) will not constitute a "break in service" and will not be included in the six (6) day calculation. Special Leave is considered a break in service.

The order of call out for employees shall be:

- Recall Status, then, other casual employees.
- Casual employees shall be called out for casual work on a day by day basis.

The eligibility for Recall Status begins the effective day of layoff from a position of four (4) continuous months or longer or the day after working 80 shifts within a 12-month period.

Eligibility for Recall Status is limited to the period of two (2) years. The recall period shall be extended for time worked during the first twelve (12) months of layoff.

Loss of Recall Status – in the event that an employee has not worked four continuous months during a two year period following gaining recall/regular status. An employee:

- a) Retains regular seniority for the purposes of bidding at posted positions only.
- b) Regains Recall Status only after successfully posting in to a regular or term position and working in that position for four continuous months.
- c) Will be called in to work by the employer on a casual basis. The employee has no 'call out' rights and no right to any provisions of Article 16.05.

Loss of Seniority

An employee shall lose seniority only in the event:

- a) they are discharged for just cause and are not reinstated;
- b) they resign in writing;
- c) 24 months have elapsed since the employee last received any income from School District sources or wage loss benefits from LTD or WorkSafe BC.

Benefits

All benefits are handled by the CUPE Payroll Clerk, Terrie Pighin. She can be contacted at tpighin@sd70.bc.ca

Dispatch

All CUPE employees must report absences to dispatch at twilson@sd70.bc.ca. Casual EAs are called by dispatch as are custodial staff; however, custodial replacements may be called in by the Working Foreman should the absentee call come in late.

Timesheets/Pay Periods

All CUPE employees are paid based on a submitted timesheet. Timesheets cover a two-week period. Please ensure that CUPE Payroll Clerk receives the timesheet on the correct date. It is the expectation that timesheets are complete correctly and signed off by the supervisor.

Learning Improvement Fund

For the 2019-20 school year, all Education Assistants in all positions are allowed to claim an additional ____ hours of work per school year from the LIF. Additional hours are to provide additional services to students and may include; meetings with teachers or administration to plan and implement a student program, supporting students on field trips, supporting students outside of normal working hours (during the day or before/after school) and other areas that support students. All additional hours must be approved by the school administrator and must be claimed on the timesheet for the time period in which the work was completed (ie. you may not 'save up' hours work and make a claim all at once). LIF hours may not be used for professional development or Inservice.

In addition to the individual additional hours, each school is allocated a pool of hours to use once EAs exhaust their individual hours. Please see your school administrator for more information.

Casual EAs are not entitled to LIF hours.

Vacation (10 Month, 12 Month, Custodial)

Vacations for 12-month employees must be approved by the supervisor. Custodians must use their vacation periods during non-instructional times. 10-month employees are provided with a percentage of salary (see Collective Agreement) and may request payout of accumulated vacation earnings on the bi-weekly timesheet.

Leaves of Absence

All leaves of absence must be approved by the School District. Leave of Absence requests should be signed by the school administrator and then forwarded to the Human Resources Department (Diana Moore, dmoore@sd70.bc.ca) for approval. Requests for leaves of absence under article 22.08 a) *Special Leave* are approved by the HR department if they are five (5) days or less. However, leaves of

absence beyond five (5) days under article 22.08 b) are only approved by the Board of Education. As the Board meets only once a month between September and June, leave requests must align with a Board Meeting in order to be considered.

Family Illness Leave

Newly added to the Collective Agreement in 2014 is leave for family illness. Employees may be granted up to three (3) days for family illness for immediate family. These days are charged against the employee's sick bank. Please see article 24.07 of the collective agreement for more information.

EAs Working on Non-Instructional Days

For the 2019/20 school year EAs may **choose** to work additional days to the mandatory training days. These additional days include the CI day and two other days identified by the school district. *Please note this will change for the 2020-21 school year to include additional days.*

EA Mandatory Training

The school district provides mandatory training for EAs for Non Violent Crisis Intervention and First Aid. It is a requirement to ensure that those two certificates are up to date. Should an EA allow a certificate to expire he or she will be considered not qualified and will lose their ability to bid on a position or hold a position.

Excluded Staff (Non Union)

Leaves of Absence

All excluded staff are expected to complete Leave of Absence Forms (LOAs) and submit them to dispatch.

School Based Administration

All school administrators are expected to attend meetings in July and August as called by the Superintendent. All Principals and Vice Principals have a service contract that outlines terms of employment. Please see your association President for a copy.