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## **RIGHTS AND RESPONSIBILITIES OF EMPLOYEES**

APPROVED: 2000.02.29

REVISED: 2002.11.26

### ***POLICY***

Subject to the *School Act* and regulations, *Labour Relations Code* and other relevant government legislation, district bylaws and policies and collective agreements, all employees have certain rights and responsibilities, which provide the framework for carrying out job requirements and work duties.

All employees will follow the Standards of Employee Conduct as set out in this policy.

### ***DEFINITIONS:***

“**Employee**” is any person hired by the school district to perform work in a permanent, continuing, temporary, limited duration or casual basis and who is paid through the school district’s payroll system.

”**Rights**” are certain basic tenets that employees are entitled to as partners in the public education system.

“**Responsibilities**” are the obligations necessary for employees to remain accountable and maintain their rights.

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Responsibility Centre: Superintendent of Schools

References: *School Act*, Sections 85 and 95, Regulations 4, 5, 6 and 7

*Human Rights Act*

*Labour Relations Code*

Collective agreements

RIGHTS AND RESPONSIBILITIES OF EMPLOYEES**PREAMBLE**

The Board of Education believes that the goals and objectives of the school district and its schools are largely achieved through the efforts of its employees. Commitment, competence, cooperation and diligence to assigned work duties are major factors in ensuring that all employees are successful in seeing that students are provided with the best possible educational opportunities. This policy sets out the basic rights and responsibilities of employees of the board and delineates specific Standards of Conduct for Employees.

The Board of Education believes all school district employees follow the highest standards of conduct in all aspects of the performance of their duties. Maintaining high standards of conduct is essential in meeting the expectations of students, parents and the community and in building confidence in the public school system.

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RIGHTS AND RESPONSIBILITIES OF EMPLOYEES**REGULATIONS:**

## 1. RIGHTS OF EMPLOYEES

Subject to the *School Act* and regulations, the *Labour Relations Code* and other relevant government legislation, district bylaws and policies and collective agreements, the district believes that employees have, but are not limited to, the right to:

- 1.1 Work in an environment that is safe and healthy, and in an atmosphere of mutual respect that is free from sexual and/or personal harassment.
- 1.2 Use the appeal processes of their union, school or department and the district.
- 1.3 Provide input into appropriate decision-making and problem-solving processes.
- 1.4 Be treated by the Board, management, other employees, students, parents and the public with respect and courtesy.
- 1.5 Receive feedback on their work performance.
- 1.6 Be informed about significant developments and decisions in their school/workplace.

## 2. RESPONSIBILITIES OF EMPLOYEES

Subject to the *School Act* and regulations, the *Labour Relations Code* and other relevant government legislation, district bylaws and policies and collective agreements, the district believes that employees have, but are not limited to, the responsibility to:

- 2.1 Make learning and academic achievement of students and the support of public education the prime focus of their work.
- 2.2 Become familiar with and follow the policies of the Board and the requirements of the *School Act*, the regulations and ministerial orders and other relevant government legislation as determined by government.
- 2.3 Carry out their duties and responsibilities in a competent, effective and efficient manner while serving the district to the best of their ability.
- 2.4 Make the education or the support of education and the well being of students the prime objective of their work.



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- 2.5 Contribute to the positive climate and reputation of the school, the district and public education.
- 2.6 Exhibit conduct and language in the workplace that is within acceptable social standards.
- 2.7 Be respectful, sensitive and responsive to the diversity and rights of others.

3. STANDARDS OF EMPLOYEE CONDUCT

Employees have the responsibility to follow certain standards of conduct. Employees must:

- 3.1 Assist in providing a harmonious learning and working environment that will help students and co-workers achieve feelings of self-worth and pride in achievement.
- 3.2 Promote, by example and instruction, positive attitudes and desirable standards of productivity, accomplishment and behaviour.
- 3.3 Strive to utilize the principles of effective time management.
- 3.4 Use language free from obscenity and profanity.
- 3.5 Present an example of personal appearance, cleanliness and dress appropriate to the job duties and responsibilities.
- 3.6 Speak and act toward students with respect, honesty and dignity, always mindful of their rights and refrain from exploiting their privileged relationships with students.
- 3.7 If required and if authorized to do so, deal with students as a kind and judicious parent and in a fair and consistent manner that does not utilize corporal punishment or demeaning or humiliating actions.
- 3.8 Provide for the health and safety of students for whom they have responsibility.
- 3.9 Provide a challenging and productive educational environment adapted to the needs and interests of the students assigned to the employee and be available to help individual students experience success in this environment.
- 3.10 Communicate with parents/guardians and appropriate school and community agency personnel in matters relating to the educational programs and welfare of students for whom they have responsibility.



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- 3.11 Be willing to review with their principals or managers, the quality of service rendered in their assigned responsibilities.
- 3.12 Respect the ethnic, cultural, religious and linguistic heritages and individual differences of others.
- 3.13 Exercise caution and discretion in handling confidential information.
- 3.14 Not engage in irresponsible public comment that would undermine confidence in the public education system.
- 3.15 Not unreasonably use work time or the resources of the school district to participate in personal activities that are not related to employment.
- 3.16 Disclose any situation in which one's private or financial interests are in conflict, or could result in a perception of conflict, with the employee's duties or responsibilities.

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***ADMINISTRATIVE PROCEDURES:***

1. Principals and department managers will establish communication plans and processes to ensure that all current employees of the school district are made aware of this policy.
2. The Human Resources Department will ensure that all new applicants to the district are made aware of this policy and that no employment offer to an applicant will be finalized until a statement has been signed and placed in the personnel file that the applicant has read, understood and agreed to abide by all aspects of this policy and any other relevant policies affecting employees while working for the school district.

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