

Gitksan West Secondary School Society PERSONNEL POLICY MANUAL



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Meaning of logo

ACKNOWLEDGEMENTS

The Gitksen West Secondary School Board of Directors would like to acknowledge the Gitanyow, Gitwangak and Gitsegukla Chief and Council for trusting them to be the decision makers of the Gitksen West Secondary School. They recognized that the School needed a dedicated body to oversee its operations and ensure that the children of the three western Gitksen communities received quality and relevant education.

A draft Terms of Reference was developed that provided some guidance for the Steering Committee when it was initially established. The Terms of Reference were taken into consideration in designing the School Board Governing Policy Manual.

A special thank you to the Steering Committee:

- Gitanyow: Lesley McLean, Georgette Good and Alice Morgan
- Gitsegukla: Noel Argueta, Wendy Wesley and Joe Sampare
- Gitwangak: Chief Chasity Daniels, Brandi Maitland and Angie Russell

Noel Argueta who agreed to be the Chair and Angelina Russell who agreed to be the Vice-Chair of the Steering Committee.

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Definitions

For the purpose of these policies, the following definitions shall be used:

BCESA	BC Employment Standards Act
BCESR	BC Employment Standards Regulations
BCP/VP	BC Principal/Vice Principal Association
BCSA	BC School Act
BCTF	BC Teachers Federation
BCTR	BC Teacher Regulation Branch

Comparable Position. When determining a “comparable position¹”, the conditions of employment which are considered include, but are not limited to, the following:

- job title
- job duties
- reporting relationships
- status as perceived by other staff and the public
- pay package
- benefit plans
- hours of work
- location of work
- location of office, workstation or desk
- provision of equipment and tools

Complainant The employee who is lodging a complaint against another person or employee

Contractor Refers to an independent practitioner with expertise who provides services on a fee for service basis. A contractor is not an employee of the School Board.

Conflict of Interest A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity

Employee A person employed by the Gitksan West Secondary School Society. Please refer to Employee Status Categories 2.1 for a further breakdown.

Eligibility for Benefits Employees who regularly work a minimum of 25 hours per week on

¹ BC Employment Standards Act: Duties of Employer – Act Part 6, Section 54:
<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/jgm/esa-part-6-section-54>

a continuous basis, following satisfactory completion of a probationary period are entitled to employee benefits in accordance with this Policy.

Employer	Gitksen West Secondary School Society.
Family	Father, mother, brother, sister, spouse (including common-law relationships recognized by law), aunts, uncles, child or ward, father-in-law, mother-in-law, grandparents, grandchild of an employee (including extended family) and a relative permanently residing in the employee's household or with whom the employee permanently resides. The School respects the family situations of Aboriginal peoples that may affect their immediate, extended and/or community families.
FNESC	First Nations Education Steering Committee
FNSA	First Nations Schools Association
Frivolous or vexatious	lacking a legal basis or legal merit; a matter that has little prospect of success; not serious, not reasonably purposeful; "vexatious" means without reasonable or probable cause or excuse; harassing; annoying; instituted maliciously or on the basis of improper motives; intended to harass or annoy.
GWSS	Gitksen West Secondary School
Immediate Family	Spouse (including a common law spouse), son, daughter, step mother/father/daughter/son/brother/sister, mother, father, grand-parents, grand-children, in-laws (father, mother, son, daughter and grandparents), and others who are residing in the same household as the employee.
Gitksen	The traditional culture of the Gitksen western communities of Gitsegukla, Gitwangak and Gitanyow
ISA	Independent School Act that governs Independent Schools in BC
ISB	Independent Schools Branch of the Ministry of Education and Child Care that administers the Independent School Act, regulations, Minister's orders and inspector's orders under the ISA.
ISR	Independent Schools Regulations
Juror	A juror is a person who has been selected from the larger jury panel to serve on a jury. If an employee goes through the jury selection process and is selected and sworn in, they are then considered a juror.

Make a Future Make a Future is a recruitment initiative created by the BC Public School Employers' Association as a joint venture among BC's 60 public boards of education, the First Nations Education Steering Committee, and the Ministry of Education.

MECC Ministry of Education and Child Care

Overtime Generally any hours over and above 40 hours per week. Employees must obtain prior approval from their supervisor and the principal and demonstrate that the duties cannot be completed within their regular working hours.

Overtime Bank or Time Bank Approved overtime hours that an employee chooses to put in and use or be paid out at a later date.

Perceived conflict of interest is when it might appear to others that your private interests could impact your performance of official duties.

Position An aggregation of duties, tasks and responsibilities requiring the services of one (1) employee.

PD Professional Development is continuing education and career training that the Gitksen West Secondary School Board provides their employees to help them develop new skills, stay up to date on current well researched educational practices to meet the diverse needs of the students.

Promotion The appointment of an employee to a position that has increased roles and responsibilities which may have an increased rate of pay.

Principal The School Principal is responsible for providing leadership, direction, supervision and overall administration for the Gitksen West Secondary School. This responsibility includes implementing the new BC Education Curriculum that prepares our students to be successful in the 21st Century; incorporating Sim'algyax and Gitksen culture into the curriculum; implementing the Board's vision, mission, philosophy and policies; instructional supervision and evaluation of school staff; and working closely and cooperatively with the School Board, parents and community. In fulfilling this role, the Principal shall work under the supervision of the School Board within the provisions of the BC School Act, the Ministry of Education, Independent Schools Branch, and Board Policy.

Respondent An employee who the complaint is against

School Gitksen West Secondary School

School Breaks The GWSSS School Board will determine annually when the School will be closed for the following breaks:
Winter/Christmas Break
Spring Break
Summer Break

Sim'alg yax The traditional language of the Gitksen peoples

Society The Chiefs and Councils from the Gitsegukla, Gitwangak and Gitanyow, the members who formed and registered the Gitksen West Secondary School Society with the BC Societies Registry to form the non-profit entity of the School.

Statutory Holidays The School shall observe the following 13 days as Statutory Holidays;
New Years Day
Family Day
Good Friday
Easter Monday (additional)
Commonwealth or Victoria Day (the first Monday on or after May 20);
National Indigenous Day - June 21
Canada Day - July 1
Civic BC Holiday - 1st Monday in August;
Labour Day - 1st Monday in September
National Day for Truth and Reconciliation – September 30
Thanksgiving Day - 2nd Monday in October
Remembrance Day - November 11
Christmas Day – December 25

Teacher Teachers are responsible for carrying out their professional duties as a teacher, ensuring the BC Curriculum and Independent Schools Branch requirements are met. They are responsible for providing the best educational opportunities for their students, including meeting the needs of their diverse learners and assessing them in accordance with Board policy and Ministry of Education guidelines. Teachers are also responsible for incorporating Sim'alg yax and Gitksen culture into all aspects of their curriculum. Finally, teachers are responsible for implementing the Gitksen West Secondary School Board's Vision, Mission, Philosophy and goals.

Vacation Pay for Employees:

- **When an employee is paid on each scheduled payday**
An employee and employer may agree, in writing, that the employee will receive their vacation pay on every scheduled payday. However, when vacation pay is paid on each pay period, the employee will be entitled to an adjustment upon reaching their fifth anniversary.

- **Vacation Pay for Salaried Employees**
“If employers continue paying salaried employees during their vacation period when no work is being performed by the employee, this is considered to be vacation pay. The salary received during the vacation must equal at least 4% or 6% of gross earnings, whichever is applicable, as set out in subsection (1) Policy Interpretation.”²
- After 5 years of consecutive employment, employees are entitled to 6% of their total wages during the year of employment.³

² BC Employment Standards of BC: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/igm/esa-part-7-section-58>

³ Ibid.

1.0 INTRODUCTION:

1.1 Introduction

The Gitksen West Secondary School Society believes in providing fair employment practices and equal employment opportunities for all employees and management.

This Policy is subject to the provisions of the Employment Standards of BC, Human Rights Act, Employment Equity Act and any other applicable legislation and any amendments thereto.

Personnel Policies are approved by the School Board and administered by the School Principal. All employees conduct themselves in accordance with the approved Policy.

These Personnel Policies work in conjunction with the following:

- School Policies
- Student/Parent Handbook
- Gitksen West Secondary School Society Board Governing Policies
- Staff Job Descriptions

1.2 Leading our Organization:

Vision

At Gitksen West Secondary School, we walk together—students, parents, staff, and Elders—to weave academic excellence with Gitksen culture, Sim’algyax, and traditional teachings. Through inclusive, high-quality education grounded in respect for the laxyip, our learners graduate confident, capable, and rooted in Gitksen teachings, ready for the world.

Mission

Gitksen West Secondary School’s mission is to provide a high-quality, culturally grounded education that strengthens Gitksen identity while fostering academic excellence, athletics, life skills, technology, and career pathways. Rooted in the ayookw and laxyip and honouring individual strengths, we nurture capable, confident graduates who stand proudly in their Gitksan identity and are fully prepared to pursue post-secondary education, trades, employment, and leadership in both Indigenous and non-Indigenous worlds.

Philosophy Statement

We believe:

1. Students

We believe every student has the right to learn in a safe, inclusive, and respectful environment, free from bullying, discrimination, and harm. Rooted in Gitksen teachings and guided by the ayookw, we honour each learner’s strengths, identity, and voice. We hold high expectations for learning, behaviour, and personal growth, supporting students to develop confidence, responsibility, and pride in who they are as Gitksen people and as learners prepared to succeed in both Indigenous and non-Indigenous worlds.

2. Parents, Elders, and Community

Parents and grandparents are recognized as a child’s first teachers, and education is a shared responsibility among home, school, and community. Gitksen West Secondary School values active involvement from families, Elders, Knowledge Keepers, and the three Gitksen West communities. Community teachings, histories, and protocols are honoured, including Wilp systems, li’ligit practices, and respect for laxyip, Simgiget, and Sigidimhaana’k. Through shared accountability and collective guidance, families and community partners help strengthen student identity, belonging, and success.

3. Sim’algyax and Gitksen Culture

Sim’algyax and Gitksen culture form the foundation of all learning at Gitksen West Secondary School. Ayookw guides behaviour, discipline, and decision-making, taking priority in how

students are taught and supported. Through adaawk, Sim'algyax, ayookw, li'ligit system teachings, land-based learning, songs, regalia-making, food harvesting, and seasonal practices, students acquire Gitksen knowledge. As part of Gwelxyee' ensxwhl, our Simgiget, and Sigidimhaana'k, Elders and Knowledge Keepers are central to the curriculum, ensuring teachings are accurate, respectful, and passed on correctly, so Gitksen identity, language, and traditions remain strong for future generations.

4. Staff

Staff at Gitksen West Secondary School are committed to upholding ayookw, modelling respect, fairness, and accountability in all they do. Administration and teachers provide the highest standard of academics while ensuring each student receives the support they need to be successful. All staff create a culturally safe, inclusive, and structured learning environment that recognizes diverse learning needs and promotes student well-being. Staff work collaboratively with families, Elders, and community partners, maintain high expectations, address bullying and discrimination promptly, and commit to continuous learning to prepare students for future opportunities.

1.3 Guiding Principles of Gitksan West Secondary School Board

Guiding Principles are your values that can guide you in your decision making. Although staff and organizations change over time, Guiding Principles usually prioritize the work and keep things moving forward.

The Board's decisions and actions are guided by the following principles:

1. Learner-Centred Decision-Making

All decisions are made in the best interests of learners, with a clear and sustained focus on the well-being, success, and future of our youth.

2. Respect and Inclusion

The Board respects the voices, perspectives, and contributions of all individuals and recognizes the equal standing of the three communities. Differences of opinion are acknowledged respectfully, with a willingness to agree to disagree.

3. Cultural Integrity and Knowledge Systems

The Board honours Gitksan laws, protocols, prayers, and Wilp decision-making processes, and recognizes parents, Elders, and Knowledge Keepers as essential teachers. The Board encourages the use of Sim'alg̱yax whenever possible.

4. Consensus-Based and Ethical Governance

The Board strives for consensus in its decision-making and acts with integrity, fairness, and ethical responsibility, including the courage to make difficult decisions when required.

5. Transparency and Accountability

The Board conducts its work openly and transparently and reports regularly, clearly, and in a timely manner to the respective Chiefs and Councils and the communities it serves.

6. Commitment and Stewardship

Board members act with commitment, diligence, and collective responsibility, serving as careful stewards of the school's governance, resources, and long-term sustainability.

7. Educational Excellence and Continuous Improvement

The Board supports high-quality education, continuous learning, and improvement, ensuring decisions strengthen student outcomes, staff effectiveness, and organizational capacity.

2.0 EMPLOYEE DEFINITIONS AND STATUS:

An “employee of the Gitksen West Secondary School Society” is a person who regularly works for the Society and receives a regular wage or salary.

2.1 Employment Status Categories:

The following are the various categories of employees:

On Call/Temporary: Refers to an employee whose term of employment is under three (3) months.

Probationary Employees: Refers to new, rehired, or promoted employees who are required to complete a prescribed probationary period in order to assess their ability and adaptation to the new position. Upon a successful completion of probationary period, the employee’s status will be changed and the employee will be advised in writing of the change to regular employee status.

A regular employee under promotional probation whose performance or other employment conditions are determined to be unsatisfactory during the probationary review period will be reinstated to the former position or a comparable position.

Probationary Period: Refers to:

- three month period for hourly paid staff,
- or as stipulated in individual contracts.

Full-time: Refers to an employee who has successfully passed their probation period and whose term of employment is for at least ten (10) months and who regularly works at least seven (7.0) hours per day and thirty-five hours per week exclusive of the lunch period, Monday to Friday.

Part-Time: Refers to an employee who regularly works less than seven (7.0) hours per day, or thirty-five (35) hours per week.

Term Employees: Refers to an employee whose term of employment is over three (3) months and under twelve (12) months which includes a start date and end date. These employees are not eligible for employee benefits.

3.0 EMPLOYMENT DIRECTIVES

3.1 Employment Equity:

Guiding Principle

Gitksen West Secondary School Society (GWSS) is committed to employment equity and to building a workforce that reflects and serves the Gitsegukla, Gitwangak, and Gitanyow communities. Pursuant to Section 16 of the Canadian Human Rights Act, GWSS may implement special measures to prevent, reduce, or eliminate disadvantages experienced by Indigenous peoples.

Where two or more applicants possess comparable or equivalent skills, qualifications, and experience, GWSS may give preference in hiring in the following order:

- a) Members of the Gitsegukla, Gitwangak, or Gitanyow communities, including individuals of First Nations, Métis, or Inuit ancestry;
- b) Individuals with demonstrated experience working with the Gitsegukla, Gitwangak, and Gitanyow Bands or other First Nations communities;
- c) Other qualified applicants.

Non-Discrimination

GWSS is committed to providing a fair, respectful, and inclusive workplace. Employment decisions shall not discriminate on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital or family status, political belief, disability that can be reasonably accommodated, or conviction for which a pardon or record suspension has been granted, except as permitted under Section 16 of the Canadian Human Rights Act.

3.2 New Positions and Job Postings

Policy:

Gitksen West Secondary School will post all new part time and full-time permanent positions until filled.

Procedures:

1. All new positions (short term and permanent) must be approved by the principal.
2. The principal will work with the Administrative Assistant in compiling all the following information prior to all job postings:
 - A. An up-to-date job description.
 - B. Salary and benefits.
 - C. Financial documentation stipulating how and where the position will be funded.
 - D. Reference Check Form.
 - E. Permanent positions must demonstrate that the position can be sustained for a minimum of three years.
 - F. List of possible interview questions with a rating scale.
3. The principal will forward all above information and documentation to the Personnel/Hiring Policy Committee.
4. Short term positions that are 3 months or less don't have to be posted. Extensions will not be permitted. Any position longer than 3 months must be posted accordingly.
5. Job Postings must be approved by the principal and must include the following:
 - A. Job Description that includes Qualifications
 - B. Wage range
 - C. Advertised on Gitksen West Secondary School, Gitsegukla, Gitwangak and Gitanyow Band websites and social media.
 - D. Advertised at all public buildings on the three reserves and in monthly newsletters and or flyers.
 - E. Externally: to FNEESC, FNSA, Education Canada, Make a Future, TriCorp, First Nations and Aboriginal Organizations in BC and any other free job posting site.
 - F. Teachers, specialists and Senior positions such as the principal position may be posted at other pay-for-service advertising sites/agencies, career and job fairs with prior approval from the principal and/or Board Chair.
6. Internal applicants who are interested are required to apply within five days of when the job was posted. If there are no employees who have the qualifications for the position, all other applicants will be considered.
7. Should there are no suitable candidates who have the qualifications, a broader search will be conducted.

3.3 Job Descriptions

Policy:

All Gitksen West Secondary School employees, including new employees must have an up-to-date Job Description.

Procedures:

1. New positions must have a job description before the position is posted.
2. Job postings must be based on an up-to-date job description.
3. Job Descriptions will be reviewed with the employee when evaluations are conducted.
4. Job Descriptions must include the following components:
 - a) Title
 - b) Reports to
 - c) Summary of Duties
 - d) Roles and Responsibilities
 - e) Qualifications and Requirements (Education, Experience, Abilities, Skills, Knowledge and Accountability)
 - f) General Disclaimer
5. Current employees whose job description changes that is within their scope of duties are required to sign off on a new job description.
6. Current employees whose job description changes dramatically, must review, accept and sign their new job description.
7. A signed copy of the job description will be included in the employee's personnel file.

3.4 Selection Process

Policy Statement:

Candidates who apply to the Gitksen West Secondary School will be shortlisted, interviewed and selected based on their education, qualifications and experience that align with the Job Description and Job Posting.

Procedures:

1. The principal and/or Administrative Assistant will create and distribute a job posting.
2. All applicants will be directed to submit their application directly to the principal who will complete the initial screening process. Any applicants who do not have all necessary requested documentation may not be shortlisted.
3. Administrative positions such as the principal and other senior administrative hires will require the Personnel Policy Committee who will act as the Hiring Committee who will also do the shortlisting.
4. Members of the Hiring Committee will include the following:
 - Principal;
 - School Board Member;
 - Teacher or other employee, depending on the position; and
 - Possibly a parent/guardian.
5. The Hiring Committee members cannot include immediate relatives and/or close friends of any of the applicants. All members must disclose their conflict and perceived conflict of interest immediately and prior to the selection committee meeting.
6. The Hiring Committee will meet within 48 hours after the deadline date to review all applicants.
7. Late applicants will not be considered.
8. The Hiring Committee will agree by consensus on the shortlisted applicants to be interviewed within five (5) business days.
9. The principal and/or Administrative Assistant will contact the shortlisted applicants with an interview date and time by telephone and/or email.
10. The interview date and time will be confirmed in writing by email.
11. Gitksen West Secondary School may ask the successful applicant(s) to undergo a

physical or medical evaluation to ensure that they can safely perform the physical and mental demands of the job which will be conducted by a qualified health professional identified and paid for by the School.

12. During the interview, the Hiring Committee members are recommended to take notes and rate the candidate's responses, based on the interview tools and process being used.
13. The final score for all candidates will be tallied up based on the scores of all members of the Hiring Committee.
14. The candidates with the top three scores will be prioritized by the Hiring Committee. The committee will debrief to decide and determine who the successful candidate is.
15. Unsuccessful candidates will not be notified until the successful candidate has signed a contract or letter of offer.
16. Members of the Hiring Committee are to hand in all of their notes and resumes with supporting documentation to the principal and/or Board Chair immediately after the interviews.
17. All unsuccessful candidates' information (resume, reference checks and other personal information obtained during the recruitment process) will be shredded as soon as the recruitment process is complete, unless the candidate requests, in writing, that their documents be held for future employment consideration, for a duration not longer than twelve months. The written request must include:
 - a) all the information;
 - b) the duration of time that may be kept on file (no period longer than 12 months);
 - c) date of request; and
 - d) the applicant's name and signature.

Upon the expiry dates, the documents will be shredded.

18. It the responsibility of the applicants to forward new information pertaining to future job opportunities so that their application is current and complete.
19. If the candidate does not accept the position, the position may be offered to one of the other 2 candidates or may be reposted, as determined by the Hiring Committee.
20. The Administrative Assistant will prepare a Draft Contract or Draft Letter of Offer for the principal's approval and signature to the successful candidate that includes the

following:

- a) Position – Job Title
- b) Term or Duration
- c) Remuneration: probation period or permanent position, starting salary and hours of work
- d) Benefits and Pension
- e) Vacation
- f) Performance Appraisals
- g) Other Terms and Conditions
- h) Confidentiality
- i) Compliance with policies and procedures
- j) Termination
- k) Complete Job Description

20. The candidate must submit the signed Letter of Offer and any other supporting documentation as listed under the **3.6** Conditions of Employment prior to being put on the school's payroll.

3.5 Confidential Reference Checks for New Employees

Policy:

The principal and/or designate of Gitksen West Secondary School will conduct confidential reference checks on all potential employees prior to presenting a letter of offer or contract to verify previous employment, duties, skills, abilities, education, training and past performance.

Procedures:

1. The candidate will be asked to submit documents to verify education, training, professional registrations and experience.
2. During the interview, the candidate will be asked to verify the professional references and their contact information and if other past supervisors who were not listed on the reference list that can also be contacted.
3. The principal and/or designate will contact at least 3 of the listed references. The candidate with the best references (at least 2 employment related) and with the highest overall interview scores will be offered the position.
4. The principal and/or designate will conduct an interview with each referee using the comprehensive Confidential Reference Form for Teachers or the Non-Teaching Reference Form for support staff (Appendix A). The Board Chair or designate will conduct an interview with each referee using the Confidential Reference Form for Principals. All information collected on the forms will be used in making a final decision.
5. The completed references and copies of education/training records will be attached to the successful applicant's file in the personnel records.
6. Elder's education and training will be based on their traditional knowledge, cultural experience and fluency of Sim'algyax.

3.6 Conditions of Employment

Policy:

Once candidates have completed a successful interview and references are completed, the prospective candidate must meet further conditions of employment in order to complete the hiring process.

Procedures:

1. The teachers and principal must provide a copy of their current degree (s), valid B.C. College of Teachers membership certificate, copy of current TQS (Teacher Qualification Service Card) and the last two recent evaluations. Newly graduated teachers must submit a copy of their transcripts and recent practicum reports.
2. Employees must provide a clear Criminal Record Check, completed by the School through the Ministry of Public Service and the Solicitor General prior to beginning employment.
3. Professional employees (principal, teachers, counsellors, specialists) must submit a list of all former employers (Band, independent and school districts) with complete contact information. A *Verification of Teaching and Administrative Experience Form* will be sent to each of the previous employers to verify their years of experience.
4. All employees, including Elders are required to do a Criminal Record check every 5 years.
5. In the event that an employee is charged with a criminal offense after their Criminal Record Check has been submitted to the school, the employee has a responsibility to inform the School immediately.
6. The School will pay for the Criminal Record Checks.
7. A copy of the clear Criminal Record Check will be put in the employee's personnel file.
8. In accordance with the Independent School's Branch⁴ and Ministry of Education, the School must deduct the annual practice fee from employee's payroll by April 30th annually for those who hold a BC Teaching Certificate. The fees must be remitted to the Teacher Regulation Branch of the Ministry of Education on or before May 15th annually.
9. The principal will establish a Summary Record of renewal dates for Criminal Record Checks, 1st Aid & CPR Certificates, Food Safe and annual teaching practice fees.

⁴ Ministry of Education. Independent Schools Branch. Teacher Certification:
https://www.bced.gov.bc.ca/eboard/ind/topics/teacher_certification_2013.htm

3.7 Annual Orientation

Policy Statement:

All Gitksen West Secondary School employees are required to attend the Annual Orientation Week prior to the new school year commencing.

Procedures:

1. All employees are required to attend the Orientation Week which will take place the week before school starts.
2. The Orientation Week will include the following:
 - A. Welcome to the Gitwangak First Nation
 - B. Welcome to Gitksen West Secondary School Society by Board Members
 - C. Introductions and Team Building
 - D. Review the Board's Strategic Plan and School Calendar
 - E. Review Personnel and School Policies and Procedures
 - F. Curriculum (review of BC Curriculum, annual curriculum plan, lesson planning, assessment, data collection and report cards)
 - G. Establishing School Goals for the Year
 - H. Introduction to Sim'algayax and culture programming
 - I. Introduction to administration and finance requirements
 - J. Finalize class size and composition of each of the classes
 - K. An Overview of Classroom Schedules
 - L. Child Abuse and Reporting
 - M. Bullying and Harassment Policy
 - N. Introduction to Group Health Benefits
3. Employees who don't have their First Aid/CPR may be expected to take it that first week or on the next professional development day.
4. The principal and/or designate will provide an Orientation to employees who are hired during the school year. This will occur before they start their regular duties.

3.8 Probationary New Employees

Policy:

All new non-teaching employees of Gitksen West Secondary School will be subject to a probation period at the commencement of their employment.

Procedures:

1. New teachers on contract are required to successfully complete a one year (12 month) probationary period unless otherwise stated. All other new employees are to complete a three (3) month probationary period.
2. At any time during the probationary period, either the School or the employee may terminate hourly employees without cause and without notice.
3. A non-teaching employee must be evaluated fourteen days before they complete their probationary period.
4. If the employee's performance appraisal at the end of the probationary period is not satisfactory, the employee may be immediately dismissed or the employee's probationary period may be extended to a maximum of two (2) months.
5. During probation, new and rehired employees will be eligible to accrue vacation and paid sick leave during the probationary period, however they will not be granted access to use them until completion of their probationary period. Accrued sick days will not be paid out upon termination.

3.9 Personnel and Payroll Files

Policy: *Personnel and payroll files on all employees and regular contractors are required to be kept by the Gitksan West Secondary School.*

Procedures:

1. The BC Employment Standards Act requires employers to keep certain employment records. These records must be kept in English at the employer's principal place of business in BC.

2. The personnel files⁵ will be established and maintained by the Administrative Assistant, under the direction of the principal and will include the following information:
 - a) Legal Name, Date of Birth Occupation, current Telephone Number, current Residential Address;
 - b) Employment Contract that includes type of employment (probation/permanent), start date, wage, basis for pay (hourly/salary/flat rate/commission/other incentive), benefits, hours of work, annual vacation and evaluation;
 - c) Other employment information: annual vacation taken and owed, bereavement leave with pay, any termination pay/pay in lieu of notice as well as any severance pay;
 - d) Resume and proof of Qualifications;
 - e) Signed Employment Contract;
 - f) Signed Job Description, Code of Conduct/Ethics and Confidentiality Agreement;
 - g) Medical Examinations and Assessments;
 - h) Assignments and Reassignments
 - i) Disability Management and Accommodation;
 - j) Criminal Record Checks and clearances;
 - k) Valid BC driver's license and Driver's Abstract;
 - l) Letter of Commendation/Awards;
 - m) Letters of Reprimand/Disciplinary Actions and employee's requests for removal of a letter of reprimand
 - n) Employee Performance Reviews/Annual Work Plans;
 - o) Certificates/Educational Training Records;
 - p) Key Agreements;
 - q) Letters advising employees of pay classification and/or changes in pay;
 - r) Letters of Expectations; and
 - s) Seniority Adjustment letters.

4. Only the principal and the Administrative Assistant will have access to the personnel files.

⁵ Province of BC: Documents required for employee's personnel file:
<https://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/employee-records#documents>

5. Payroll files⁶ will be established and maintained by the Gitksen West Secondary School and are to include the following information:
 - (a) the employee's name, date of birth, occupation, telephone number and residential address;
 - (b) the date employment began;
 - (c) the employee's wage rate, whether paid hourly, on a salary basis or on a flat rate, piece rate, commission or other incentive basis;
 - (d) the hours worked by the employee on each day, regardless of whether the employee is paid on an hourly or other basis;
 - (e) the benefits paid to the employee by the employer;
 - (f) the employee's gross and net wages for each pay period;
 - (g) each deduction made from the employee's wages and the reason for it;
 - (h) the dates of the statutory holidays taken by the employee and the amounts paid by the employer;
 - (i) the dates of the annual vacation taken by the employee, the amounts paid by the employer and the days and amounts owing;
 - (j) how much money the employee has taken from the employee's time bank, how much remains, the amounts paid and dates taken.
 - (k) any termination pay/pay in lieu of notice as well as any severance pay;
 - (l) group health benefits enrolment forms
 - (m) Credit Card Authorization, if applicable;
 - (n) each pay cheque must include a statement showing the period for which the payment is made; the number of hours for which the payment is made; the rate of wages; the details of the deductions made from the wages; and the actual sum being received by the employee;
 - (o) Indian Status Card, if applicable.
6. Only the principal and finance department will have access to the payroll files.
7. All personnel and payroll files are to be kept confidential in a locked and secure filing cabinet.
8. Gitksen West Secondary School takes its responsibility seriously regarding personnel files and will prevent unauthorized access, copying, modifying or disposing of the files.
9. Employees may, upon 48 hours notice, review the contents of the personnel file (with the principal) that pertains to them, subject to limited exceptions. Information that could threaten someone's health or safety, or be harmful to law enforcement can be withheld. If the personnel file contains personal information about another person, this information will be withheld as it would be an unreasonable invasion of the other

⁶ Keeping Payroll Records, Ministry of Jobs, Tourism and Skills Training and Responsible for Labour, February 2014
<http://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/paying-wages>

person's privacy to release it.

10. An employee who has not been successful with reviewing the contents of their personnel file as stated in #7 above may make a written Freedom of Information and Protection of Privacy Act (FOIP)⁷ request to access their file.
11. Gitksen West Secondary School must comply with privacy legislation as it pertains to the operation of the Society (federal and provincial).
12. It is the responsibility of the employee to inform the Administrative Assistant in writing on any change in their name, address, telephone numbers, marital status, dependents, insurance beneficiaries, or a change in any tax exemptions.
13. Payroll records must be kept by the employer for “4 years after the date on which the payroll records were created”⁸.

⁷ Freedom of Information and Protection of Privacy Act:

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_00

⁸ Province of BC: Employment Standards Act (May 19, 2021): Payroll Records Act Part 3, Section 28:

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/jgm/esa-part-3-section-28>

4.0 STANDARDS OF CONDUCT AND WORK ENVIRONMENT

4.1 Code of Ethics

Policy:

Gitksen West Secondary School employees are required to follow the Code of Ethics policies as outlined in the British Columbia Teacher Regulation Branch and First Nations Schools Association professional code of ethics.

Procedures:

All employees are expected to:

- Value the success of all students, care for and act in the student's best interest.
- Act ethically and maintain the integrity, credibility and reputation of the GWSS School, School Board and the GWSS Society.
- Carry out their duties honestly, conscientiously, loyally, and without prejudice towards race, sex, or religion.
- Be kind, respectful, courteous, polite and nurturing to one another, students and families.
- Conduct themselves in a manner that will bring credit to themselves, their colleagues, the Gitksen West Secondary School and community.
- Not engage in any public criticism (including social media) of the Gitksen West Secondary School, School Board or Society.
- Be positive ambassadors of the School.
- Respect the confidentiality of information that they are privy to, thus protecting the rights and privacy of all who are a part of the School.
- Use equipment, property, or supplies which are owned or rented by the School for school related purposes only.
- Value the contribution, involvement and support of parents/guardians, Elders, and community in the School.

4.2 Dress Code

Policy:

Gitksen West Secondary School employees are expected to dress professionally.

Procedures:

1. Since we are role models for one another and our students, employees are expected to be neat and clean in dress and appearance.
2. Employees are not permitted to wear clothing that has symbols, adornments, phrases or pictures which promote the use of controlled substances (ie.drugs, alcohol or tobacco), gangs, violence, a sexual nature or derogatory of a person's ethnic background, national origin, anti-religious beliefs, sexual orientation or disability.
3. Employees cannot use torn or odorous or badly stained clothing, bathing suits, tank tops or muscle shirts during school hours.
4. The dress code applies to during work hours or when attending events on behalf of GWSS school.

4.3 Attendance and Hours of Work

Policy:

Gitksen West Secondary School requires full attendance of all employees and encourages punctuality, responsibility and commitment to work. It is expected that employees will be in their classrooms, office or at their work-station on time, as arranged by the principal. Meals and other breaks are required as per the Employment Standards Act Regulations.

Procedures:

1. Attendance:

- A. The principal is expected to arrive to school a minimal of 30 minutes in advance of school starting and stay a minimum of (one) 1 hour after school ends.
- B. Teachers are expected to arrive to school a minimal of 30 minutes in advance of school starting and stay a minimum of 30 minutes after school ends.
- C. All other staff are expected to be on time for their regular scheduled shift.
- D. Staff members shall call/text or email the principal prior to 7:00 AM or as soon as possible thereafter, when they know they will be late or unable to attend to their work responsibilities.
- E. If a staff member is late more than 15 minutes, the employee's pay will be adjusted accordingly to reflect actual time worked.
- F. If a staff member is absent for three (3) or more consecutive working days without reporting, unless the employee is hospitalized for otherwise incapacitated due to injury or acute sickness, the employee will be considered to have abandoned his/her position. The School will make every attempt at reaching the employee. In the event that the School cannot reach the employee by the third day, they will be considered to have abandoned their job. The employee is wholly responsible for advising the principal of their absenteeism.
- G. Chronic lateness or absenteeism may result in suspension or other disciplinary action.

2. Hours of Work:

- a) The normal hours of work for employees vary pending on position and responsibilities. The average work week is Monday to Friday, from 8:00am to 4:00pm each workday. Employees are expected to be in their classroom, at their workstation and ready for work at the designated start time.
- b) Each full-time employee shall be allowed one half (1/2) an hour unpaid lunch period each workday. Such break times may be varied to suit the work schedule of the employee or the workload of the School.
- c) In case of an emergency school closure all employees will be paid their regular working hours if, and when the school was in session for up to a maximum of one week, should the closure continue for the week. In the event of a school closure of more than one week, the principal will consult the School Board.
- d) No hourly paid employee shall work in excess of forty (40) hours per week, except under an emergency as declared by the principal.

- e) All full-time employees of the School are expected to devote their energy to their work.

4.4 Confidentiality

Policy:

The Gitksen West Secondary School Society requires that all Board of Directors and employees sign an Oath of Confidentiality Agreement due to the personal information that they may receive during their relationship with the GWSS Society.

Procedures:

1. Gitksen West Secondary School staff and Board of Directors understand that it is highly probable that they may come into contact with or into possession of personal, academic or other sensitive information regarding the GWSS Society and its students, staff or other organizations which the Society is affiliated.
2. Maintaining confidentiality is essential to the work of the Society.
3. GWSS School is bound by provincial legislation such as the Personal Information Protection Act (PIPA) regarding student and family information.
4. Employees who receive confidential information, in any form, from their employment must not disclose, release or transmit to anyone other than those who are authorized to receive the information.
5. Students and their families have a legal right of privacy regarding their personal information, which includes an individual's right to determine with whom they will share the information and to exercise control over the collection, use, disclosure, access and retention concerning any personal information collected about them.
6. The Society adheres to OCAP (Ownership, Control, Access and Possession) Principles when conducting or involved in all research.
7. The Board of Directors who receive confidential information, in any form, from their tenure on the board must not disclose, release or transmit to anyone other than those who are authorized to receive the information.
8. The Society has a right to corporate privacy therefore, the Board of Directors and employees must not disclose, release or transmit information to anyone other than those who are authorized to receive the information.
9. Board of Directors and employees who have received confidential information cannot use the information to further private or personal interest or as a means of making personal gains.

10. Board of Director's and employee's must sign the Oath of Confidentiality Form at the beginning of their applicable term which will be put in their personnel file.
11. The Oath of Confidentiality is applicable both within and outside the organization and continues after the relationship ends.

4.5 Internal Complaints

Policy:

The Gitksan West Secondary School Society recognizes that there may be times that employees have complaints against a colleague(s) and/or Board of Directors and therefore, are encouraged to follow due process to address the complaints.

Procedures:

1. The School encourages employees to follow the following steps in addressing complaints:

Step One: When an employee approaches you with a complaint against another employee:

- a) Listen. If you don't have time to listen and/or help in resolving the complaint, make an arrangement to meet the employee within 24 hours.
- b) Be friendly and willing to listen.
- c) Treat every complaint with seriousness.
- d) Be respectful and sincere.

Step Two: Assessing Who Should Listen to the Complainant:

- a) Once the employee begins sharing the complaint, immediately ask if the employee has went and discussed the concern with the other employee. If they have not discussed the concern that they have with the employee, encourage them to take that first step. If they feel uncomfortable approaching the other employee, ask them to go to their supervisor and ask for them to accompany them. If they have already discussed the concern with the other employee and the issue was not resolved, then immediately assess if you are the best person to handle the complaint.
- b) If you are the best person, then let the employee continue telling you the complaint. However, if you realize that you aren't the best person, stop the conversation politely and let the employee know that their supervisor is the best person to hear the complaint.
- c) When listening to an employee's complaint, always remember that you are not a confidant. Information that you may be exposed to may create emotional or mixed feelings therefore, it is imperative to always remain professional and not make any statements that could negatively impact the Society.
- d) Should you feel that you are the best person to hear the employee's complaint, make sure the employee knows that you will have to share the complaint with the principal.
- e) If the employee requests confidentiality, let the employee know that you will maintain confidentiality to the extent possible but there could be an obligation to discuss the matter with others which could result in an investigation. It's always good to let employees know that there are "no off the record" conversations, including the one that they are having with you at that moment.
- f) When listening to an employee's complaint, you need to be an active listener. Listen for and gather the facts: who, what, when, where, why and how. Don't be distracted by passing judgement on the situation and making assumptions.

- g) Take notes during your meeting. Notes help you to summarize and highlight the important points. Your notes can also help refresh your memory and ask the employee for clarification on the statements that you have written down.
- h) Before you close the conversation, thank the person for coming to talk to you.
- i) Tips for wrapping up the conversation:
 - i. Let them know that the School takes complaints seriously.
 - ii. Don't be quick to come to a judgement – stay neutral.
 - iii. Reiterate that you will keep the conversation as confidential as possible but that you may have to talk to others, depending on the situation.
 - iv. Ask the complainant to put their complaint in writing (signed and dated) with as much detail as possible – sticking to the facts. If you can't get the employee to put it in writing, you may have to proceed with the verbal complaint.⁹

Step Three: Listening and Responding as the supervisor and/or principal:

- a) Follow Steps One and Two above.
 - b) Upon receipt of a complaint the supervisor and/or principal will advise the complainant, where applicable, of:
 - i. The availability of support provided by the School
 - ii. The School's right to continue to investigate the complaint, should the Complainant choose to withdraw from any further action on the complaint;
 - iii. To submit a complaint with WorkSafe BC¹⁰ by filling out and submitting the *Worker Complaint of Prohibited Action*¹¹.
 - iv. Other possible ways to deal with the situation including the BC Ombudsman, Human Rights' Commission, if necessary, RCMP or other authority; and
 - v. The procedures which will be followed in the investigation of the complaint; and
 - vi. The right to personally, and at their own expense, retain outside legal counsel, professional counselling and other reasonable forms of support.
2. The principal will give copies of the written complaint and a copy of the Complaint Policy without delay to:
- a) The person against whom the complaint is made,
 - b) The Complainant, and
 - c) The party charged with rendering the decision regarding the Complaint, under the terms of this Policy.
3. In the case of a complaint involving an employee, either as Complainant or respondent,

⁹ HR.BLR.COM (2012): Compliance Tools for HR Professionals:
<http://hr.blr.com/HR-news/Performance-Termination/Workplace-Complaints-and-Investigations/zn-3-Steps-Handling-Employee-Complaints-/#>

¹⁰ WorkSafe BC: Submitting a complaint: <https://www.worksafebc.com/en/for-workers/just-for-you/prohibited-action-complaints/submitting-complaint>

¹¹ WorkSafe BC: Worker Complaint of Prohibited Action Form:
<https://www.worksafebc.com/en/resources/about-us/forms/worker-complaint-of-prohibited-action-form-57w1?lang=en>

Steps One and Two will be followed. If the complaint has not been resolved after Steps One and Two have been followed, the following procedures will be as followed:

- a) The Complainant will make a written complaint to the principal, who in their discretion may attempt to resolve the complaint to the satisfaction of the parties involved;
 - b) If there is no resolution of the complaint, the principal will refer the complaint to the Board of Directors.
4. When a written complaint is filed with the principal, a copy will be filed in the personnel file or equivalent of the person against whom the complaint is laid.
 5. In the case of a complaint involving the principal as the respondent, Steps One and Two will be followed.

If the complaint has not been resolved after Steps One and Two have been followed, the Procedure will be as follows:

- a) The Complainant will make a written complaint to the Chair of the Society, who in their discretion may attempt to resolve the complaint to the satisfaction of the parties involved;
 - b) If there is no resolution of the complaint, the Chair will refer the complaint to the School Board who may decide to hire an external qualified investigator to conduct an investigation.
6. In the case of a complaint involving a School Board member as the respondent, Steps One and Two will be followed.

If the complaint has not been resolved after Steps One and Two, the following procedures will be followed:

- a) The complaint shall be made directly to the school's legal counsel for action, which may include an independent investigation.
- b) There shall be a right of appeal.
- c) The legal counsel may render recommendations to the School Board on complaints pertaining to School Board members if the decision does not involve the removal of a School Board member.
- d) If the decision of the legal counsel is that the School Board has acted in a way that meets the conditions for removal, the School legal counsel will bring the matter before the remaining School Board members at a Special In-Camera Meeting of the School Board.
- e) The School Board may recommend that the board member resign or recommend to the Society to remove the member as a board member.

4.6 Unresolved Internal Complaints

Policy:

All written complaints that are not amicably resolved by both parties will be investigated.

Procedures:

1. The principal shall conduct a preliminary investigation upon completion or receipt of a written complaint. The principal shall:
 - i. Meet with the Complainant;
 - ii. Meet with the respondent; and
 - iii. Determine whether the incident falls within the scope of the Policy.
2. If there is no resolution to the complaint upon completion of the preliminary investigation, the principal shall refer the matter to an independent external investigator or to the School's legal counsel.
3. Where the result of the investigation finds that the employee, the respondent is in breach of policy, Code of Ethics or otherwise, the outcome and any disciplinary action will be recorded in the employee's personnel file. These written records will be maintained for ten (10) years, unless circumstances lead to the conclusion that the file should be kept for a longer period. The School Board, in its discretion, where the conduct is minor, may direct the destruction of these records within a year.
4. Where the investigation results in a finding that the complaint of a violation was not proven, any record of the complaint shall be removed from the personnel file of the respondent. Any record retained by the principal in relation to such a complaint shall be destroyed within ten (10) days.
5. The principal will provide the Complainant with a written decision of the investigation of any discipline or other action to be taken. Copies will also be provided to the respondent and to the Board of Directors.
6. If the Complainant is not satisfied with the outcome of the investigation, the Complainant will be reminded of the continuing right to file a complaint with WorkSafe BC and/or the appropriate human rights commission.
7. Disciplinary Action:
 - a) Employees who are in violation of the Code of Ethics including employment-related sexual harassment is substantiated, may be disciplined according to the severity of the substantiated conduct up to and including dismissal or removal from the School; criminal charges may be laid; and other provisions of these policies and Procedures, the Code of Ethics and Board's Governing Policies.
 - b) In the event of potential litigation, the Society's legal counsel and insurance company will be notified.

- c) In the event of a serious breach of the teaching and administrative standards of teachers or the principal, a complaint¹² will be filed to the Commissioner for Teacher Regulations.
8. Interim Provisions:
- a) Where it is determined that the Policy has not been breached, the Complainant and the respondent shall be advised of such in writing.
 - b) No record of a complaint shall be kept in the Complainant's personnel file unless it is determined that the complaint was frivolous or vexatious. In such circumstances, disciplinary action may be taken against the Complainant, and the record maintained on the personnel file for seven (7) years.
 - c) Pending the appointment of the Ethics and Conduct Officer, the duties and obligations of same under the terms of this Policy shall be carried out by the principal.

¹² Ministry of Education and Child Care: Commissioner for Teacher Regulation:
<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/boards-commissions-tribunals/commissioner-for-teacher-regulation/report-as-teacher-school>

4.7 Personal Cell Phone

Policy:

Gitksen West Secondary School believes that employees must be fully attentive to carry out their roles and responsibilities during the working day therefore, discourages employees from using their personal cell phones.

Procedures:

1. Employees are role models for their students and for their colleagues.
2. Employees are required to only use their personal cell phones for communicating internally or as a tool in assisting them in their classroom such as using the timer and camera but are not allowed to use it for personal use.
3. Employees who use their personal phone (including texting) during their scheduled breaks must do so away from the presence of students.
4. Employees who are expecting calls during the working day are asked to provide the main school number and the School Secretary will take the message and put it in the employee's mailbox. Employees can check their message box during their breaks.
5. Employees are requested not to bring their cell phones to staff meetings or professional development days. If employees decide to bring their cell phones with them, they must be inaccessible for immediate use.
6. Gitksen West Secondary School will not take any responsibility for employee's personal cell phones or other personal devices if they are broken, lost or stolen.

4.8 Bullying, Harassment and Lateral Violence in the Workplace

Policy:

Gitksen West Secondary School recognizes that all employees have a right to dignity and self-worth and therefore, is committed to providing a safe and healthy environment for employees, consultants, contractors and the Board of Directors.

Definitions:

Bullying and harassment behavior¹³

Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated such as:

- a) Verbal aggression or insults; calling someone derogatory names
- b) Vandalizing personal belongings
- c) Sabotaging someone's work
- d) Spreading malicious gossip or rumours
- e) Engaging in harmful or offensive initiation practices
- f) Physical or Verbal threats (this could also constitute "violence" or "improper activity or behavior" under the OHS Regulations)
- g) Making personal attacks based on someone's private life and/or personal traits
- h) Making aggressive or threatening gestures
- i) Other subtle behaviours can include patterns of targeted social behaviours, if they are humiliating or intimidating.

Improper activity or behavior¹⁴

Includes:

- (a) the attempted or actual exercise by a worker towards another worker of any physical force so as to cause injury, and includes any threatening statement or behaviour which gives the worker reasonable cause to believe he or she is at risk of injury, and;
- (b) horseplay, practical jokes, unnecessary running or jumping or similar conduct."

Lateral Violence¹⁵

Lateral violence takes on a number of different toxic behaviours, and it is actions that are meant to discourage or make a person feel bad in the workplace. In its extreme form, lateral violence can be conscious, deliberate act of meanness with the overall intention to harm, hurt and induce fear in a co-worker.

Some of the behavioural signs of lateral violence: non-verbal intimidation (raising eye brows, making faces, eye rolling, obvious name calling, sarcasm, bickering, whining, blaming, belittling a person's opinions, yelling or using profanity, making up and/or exaggerating scenarios,

¹³ WorkSafeBC (2013). *Employer fact sheet: Workplace bullying and harassment*

¹⁴ WorkSafeBC Regulation 4.24

¹⁵ Native Women's Association of Canada (No date). *Aboriginal lateral violence: What is it?* Ottawa, ON

making snide comments and remarks, making jokes that are offensive by spoken word or email, using put downs, gossiping, rumour mongering, ignoring, excluding or freezing people out, handing over work assignments with unreasonable deadlines or duties that will ensure the person will fail, being purposely unavailable to meet with staff, undermining activities, withholding information or giving the wrong information purposely, constantly changing work guidelines, blocking requests for a promotion, leave or training, not giving enough work so the individual will feel useless, refusing to work with someone, back stabbing, complaining to peers and not confronting the individual, failing to respect privacy, breaking the confidences of others, mobbing or ganging up on others.

School¹⁶

(a) a body of students that is organized as a unit for educational purposes under the supervision of a principal or vice principal
(b) the teachers and other staff members associated with the unit, and
(c) the facilities associated with the unit,
and includes a Provincial resource program and a distributed learning school operated by a board.

Sexual Harassment

Sexual harassment means one or more incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature where such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group. In addition, sexual harassment may include:

1. When submission to such conduct is made either explicitly or implicitly as a condition of employment; or
2. When submission to or refusal of such conduct affects any employment decision; or
3. When such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

***Note**, while women typically experience sexual harassment more often than men, sexual harassment can and does happen to men. It can also occur between two people of the same sex.

Among the types of behaviour, which may be considered sexual harassment, are:

1. Jokes of a sexual nature which causes embarrassment or offence, which are by their nature embarrassing or offensive;
2. Leering;
3. The display of sexually offensive material;
4. Sexually degrading words used to describe a person;
5. Derogatory or degrading remarks directed towards members of one sex;

¹⁶ School Act of British Columbia

6. Unwelcome inquiries or comments about a person's sex life;
7. Unwelcome sexual flirtations, advances or propositions;
8. Persistent unwanted contact or attention after the end of a consensual relationship;
9. Requests for sexual favours;
10. Unwanted touching;
11. Verbal abuse or threats;
12. Sexual assault.

Threatening Statements or Behaviour¹⁷

Threats generally involve any communication of intent to injure that gives a worker reasonable cause to believe there is a risk of injury. A threat against a worker's family arising from the workers' employment is considered a threat against the worker. Examples of threats include:

- a) Threats (direct or indirect) delivered in person or through letters, phone calls, or electronic mail
- b) Intimidating or frightening gestures such as shaking fists at another person, pounding a desk or counter, punching a wall, angrily jumping up and down, or screaming
- c) Throwing or striking objects
- d) Stalking
- e) Wielding a weapon, or carrying a concealed weapon for the purpose of threatening or injuring a person
- f) Not controlling a dog menacing (for example, growling at) a worker.

Violence¹⁸

The Worker's Compensation Board has defined violence as "The attempted or actual exercise by a person, . . . 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."

¹⁷ WorkSafeBC (2000). Preventing violence in health care: Five steps to an effective program http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/violhealthcare.pdf?_ga=1.14527924.2080536318.1414538682;

http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/violhealthcare.pdf?_ga=1.74911249.2080536318.1414538682;
8: <http://www2.worksafebc.com/Publications/OHSRegulation/Part4.asp?ReportID=17999>

¹⁸ WorkSafe BC (2003). *Definition: Regulation 4.27* <http://www2.worksafebc.com/Publications/OHSRegulation/Part4.asp?ReportID=17999>
Health Canada, First Nations & Inuit Home and Community Care Program <http://www.hc-sc.gc.ca/fniah-spnia/services/home-domicile/index-eng.php>

Home Health Services, Island Health Authority http://www.viha.ca/hcc/services/home_support.htm

[National Womens Association of Canada:](#)

Syracuse University- School of Social Worker Safety Tips, November 27, 2013 <http://falk.syr.edu/SocialWork/>

Kwakiutl District Council Health, Working Alone Policy 2012 <http://www.kdchealth.com/>

Procedures:

1. Bullying and harassment¹⁹, violence, lateral violence, sexual harassment, or improper activity or behaviour will not be tolerated.
2. It is everyone's responsibility to create a healthy positive work environment that everyone can enjoy. Employees and the employer have an on-going responsibility to immediately stop any activity in the workplace that is in contradiction of this policy.
3. Gitksen West Secondary School will treat all employees fairly and equitably in the work environment. Employees and the School Board members must ensure the school environment is free from discrimination, including what may constitute sexual harassment.
4. If an employee feels that they are being bullied or harassed by another employee, student, parent or board member, they are encouraged to speak up and inform the offending person to stop their behaviour. Employees are required to fill out a "*Bullying and Harassment Complaint Form*" and document the date, time, comments, actions and any witnesses that were present.
5. Employees, contractors, and volunteers are encouraged to report all incidents of actual or attempted workplace violence, harassment, bullying, lateral violence, or threats by completing the *Bullying and Harassment Complaint Form* and submitting it to their immediate Supervisor. If the immediate Supervisor is involved in the complaint, the report should be submitted to the Principal. If the Principal is the immediate Supervisor and is involved in the complaint, the report should be submitted to the Chair of the Board of Directors. If the employee believes that no one at Gitksen West Secondary School is impartial or uninvolved in the complaint, they are encouraged to report the matter directly to WorkSafeBC and/or the RCMP.
6. Violence, bullying, harassment and sexual demands from students and their parents/guardians to employees, volunteers and contractors:
 - a) No parent/guardian or community member shall make sexual demands on an employee based on the threat of employment or discontinuance of employment.
 - b) All threats from parents/guardians and community members to employees, contractors, students and volunteers will be taken seriously. This includes employee's and contractor's families.
 - c) As soon as the principal is made aware of the threat, the principal is required to notify the employee immediately and to notify the RCMP. All employees, contractors, students and volunteers must cooperate with any investigation necessary to protect the employee/contractor/volunteer or their family. If the principal is unable to contact the

¹⁹ Employer Fact Sheet – Workplace Bullying and Harassment: <https://www.worksafebc.com/en/resources/health-safety/information-sheets/employer-fact-sheet-workplace-bullying-and-harassment?lang=en>

employee directly, they should advise a trusted family member so that appropriate precautions can be taken, if necessary.

- d) Any sexually oriented behavior of an employee or parent/guardian or community member which the employee feels is objectionable will be considered harassment if the employee tells the offending person that the action is offensive and the offending person persists in the action after they have been requested to stop their actions.
- e) After any situation where violence or harassment incidents occur where an employee has filled out a "*Incident Report Form*" against a student and their parent/guardian for workplace violence or harassment, the student will be suspended until an investigation has been completed by the principal, designate and/or RCMP.

7. Violence, bullying, harassment and sexual demands from an employee towards another employee:

- a) No employee shall make sexual demands on another employee based on the threat of employment or program continuance or discontinuance, unfavourable performance appraisal, undesirable change in job or assignment, promise of a favourable appraisal and promotion.
- b) Harassment, threats and coercion by an employee is considered a serious breach of conduct and subject to disciplinary action, up to and including termination of the said employee.
- c) If the violence, harassment or bullying is from a supervisor, the employee will fill out an Incident Report and give it to the principal. If the violence, harassment or bullying is from the principal, the employee will fill out the *Incident Report* and give it to the President of Gitksan West Secondary School Board.
- d) If an employee is found to be causing the workplace violence, harassment, bullying or lateral violence, a copy of the *Incident Report* will be placed in her/his file along with the action taken against the employee.

8. Mediation:

- a) Depending on the harassment and bullying incident, the employee may choose to resolve the complaint through mediation. However, both parties (employee and accuser) must agree to the mediation and mediator. If the employee feels pressured, vulnerable or intimidated by the situation, they are encouraged not to proceed with mediation.
- b) The mediator should not be involved in investigating the complaint, and should not be asked to represent any proceedings related to the complaint. If both parties want an external mediator, the principal in consultation with the School Board will look for a qualified independent mediator.
- c) Should both parties agree to mediation, both have a right to be accompanied to the hearing.

9. Investigations:

If an employee wishes to pursue a formal investigation:

- a) Upon completion of the investigation, the accused (employee, student, parent/guardian, community member or board member) will be notified about what action, if any will be

- taken.
- b) The principal will provide their decision in writing to the accused.
 - c) A copy of the letter will be put in the employee's and student's file, if applicable.
10. Appeals:
- a) The parent/guardian or community member can appeal the decision of the principal to the School Board by writing a letter and submitting it within five working days.
 - b) The School Board may hear the appeal by reviewing the completed Incident Report(s) and inviting both the employee and accuser to state their case. The School Board will also ask the principal to provide the details of the investigation that led to their decision.
 - c) School Board members who may be in a conflict of interest or a perceived conflict of interest are asked to disclose that conflict and excuse themselves from the appeal hearing.
 - d) The School Board will make a decision based on the facts presented at the hearing. The principal will notify the employee and accuser of the decision of the School Board. The Board's decision is final and binding.
 - e) If an employee feels that the Gitksen West Secondary School is not providing a safe work environment, they have the right to make a complaint under WorkSafe BC and/or the Canadian Human Rights Act.
11. Awareness and Signage:
- A sign will be posted at the front entrance of the school stating the following, "Gitksen West Secondary School Society is committed to providing its employees and students with a healthy school environment free of violence, harassment, threats, bullying and lateral violence. Any acts of aggression, verbal abuse or other threatening behavior will not be tolerated and may result in being banned from the school grounds."*
12. Gitksen West Secondary School Society abides by all applicable human rights legislation.
13. This Policy is not intended to constrain normal and healthy social interaction between employees and the Board of Directors.

5.0 COMPENSATION AND PERFORMANCE

5.1 Base Compensation

Policy

The Gitksan West Secondary School Society wants to ensure that all employees receive fair and equitable compensation, while remaining fiscally responsible, and within the constraints of annual budgets.

Definition:

An employee²⁰ in accordance with BC Employment Standards refers to:

- a) “a person, including a deceased person, receiving or entitled to wages for work performed for another (All persons working for another *in an employment relationship* are employees for the purposes of the Act, regardless of whether they are employed on a part-time, full-time, temporary, or permanent basis.),
- b) a person an employer allows, directly or indirectly, to perform work normally performed by an employee (Any person an employer allows, directly or indirectly, to perform work normally done by an employee is considered to be an employee under the Act. The employer is expected to have control and direction over the workplace including all persons performing work. A person may become employed without the employer's permission, indeed, without the employer's immediate knowledge. Examples: An employee who wants some time off work, with the employer's knowledge, arranges for a co-worker to cover the shift. That co-worker is entitled to be paid by the employer, even if the extra shift means the employer incurs extra liability for wages such as overtime.
- c) Any activity done at the request of the employer, for the benefit of the employer, or for the specific purpose of the employer's business, is considered to be work done by an employee. Anyone performing such work is entitled to wages. This includes activities such as:
 - i. training for the employer's business that employees take prior to starting regular work, even if it conducted off the employer's premises;
 - ii. job shadowing or other training during work hours; and
 - iii. trial periods for prospective employees.

Activities performed to meet a pre-hiring condition of employment such as acquiring or maintaining certification (for example, an air brake ticket, commercial driver's license or

²⁰ Ministry of Jobs, Tourism and Skills Training and Responsible for Labour: <http://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/employee-or-independent-contractor>

a first aid certificate) are not considered training for the purposes of determining whether a person is an employee under the Act. A person who performs an evaluation or test, such as a word processing test, given to prospective employees as part of an interview process, is not considered an employee and the test is not work. A person who performs work for the employer's benefit while being evaluated for a job must be paid, even if the work performed does not result in an offer of continuing employment.

- d) The employment relationship continues during a temporary layoff or a leave under this Act. Examples of leaves include:
- pregnancy and parental leave;
 - illness or injury leave;
 - family responsibility leave;
 - compassionate care leave;
 - bereavement leave;
 - reservists' leave;
 - jury duty.

An employee who is on a leave of absence is entitled to the provisions of the Act. A leave of absence does not affect entitlement to the minimum standards under the Act and length of service accrues as if the employee were present at the workplace.”

Procedures:

1. The GWSS Society will provide a base compensation for each position within the organization which will depend on the qualifications, roles and responsibilities and the experience needed to successfully fulfil the job demands.
2. The Society will provide a wage grid and will review it every three (3) to five (5) years. The wage grid will include a minimum, midpoint and a maximum level within that classification.
3. Teachers will be placed on the wage grid according to their qualifications and confirmed years of experience which will be on par with SD82 Coast Mountains School District.
4. The principal's salary and benefits will be negotiated separately which will also be on par with SD82 Coast Mountains School District.
5. An hourly rate will be determined for all other employees who do not fall on the Teacher's Wage Grid.
6. Wage increases will be dependent on the following:
 - a) funds available;
 - b) performance reviews;

- c) further training and education;
 - d) Principal and/or the Finance Committee's recommendations; and
 - e) Board of Director's approval.
7. On-call and term employees do not fall within the wage grid. They will be paid according to the job roles and responsibilities.

5.2 Time Cards

Policy:

Gitksen West Secondary School Society must ensure that employees are keeping accurate records of the time worked.

Procedures:

1. It is the responsibility of the employee to keep accurate records of the time that they work.²¹
2. All employees must sign in and out using the current sign-in method when they enter and leave the School.
3. Employees who do not sign in using the current sign-in method may be deducted for hours not recorded.
4. The Administrative Assistant will confirm the hours worked and submit the timecards to the principal who will authorize and sign off on the timesheets.
5. The Administrative Assistant will submit the timesheets to the Finance Department by Friday the week before pay period.
6. Any timesheets that are not handed in by the deadline may not receive a direct deposit.

²¹ Ministry of Jobs, Tourism and Skills Training and Responsible for Labour: <https://www.labour.gov.bc.ca/esb/facshts/termination.htm>

5.3 Overtime

Policy:

All Gitksan West Secondary School Society employee's overtime must be pre-authorized by the principal prior to working the overtime.

Procedures:

1. The GWSS Society encourages all employees to complete their assigned work within their regular working hours and discourages the use of overtime for employees.
2. Employees must demonstrate to the principal that their work cannot be completed within their regular working hours in order to justify overtime.
3. All overtime must be pre-approved by the principal. After working eight hours in a day an employee must be paid time-and-a-half for the next four hours worked, and double time for all hours worked in excess of 12 hours in a day. This applies even if the employee works less than 40 hours in a week²²
4. Banking overtime²³
 - a. At an employee's written request, an employer may establish a time bank. Overtime hours are credited to the time bank instead of being paid in the pay period in which they are earned.
 - b. An employee may ask an employer at any time to pay out all or part of the wages credited to the time bank. The employee may also request time off with pay for some mutually agreed period, or request in writing that the banked time be closed.
 - c. Upon receiving an employee's request to close the bank, the employer must pay the outstanding balance to the employee.
 - d. An employer may close an employee's time bank after giving the employee one month's written notice.
 - e. When an employer closes an employee's time bank, the employer must, within six months, either:
 - pay the employee all of the overtime wages credited to the time bank;
 - allow the employee to use the credited overtime wages to take time off with pay; or

²² Ministry of Jobs, Tourism and Skills Training and Responsible for Labour (July 2016). *Hours of Work and Overtime Factsheet*: <http://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/hours-of-work-and-overtime>

²³ Ibid

- pay the employee for part of the wages credited to the time bank and allow the employee to use the remainder of the credited overtime wages to take time off with pay;
 - be paid out prior to any wage increases.
- f. Overtime must be used or paid out at the rate it was earned. For example, an employee who banks two hours at time-and-a-half is entitled to three hours off or three hours' pay.

5.4 Statutory Holidays

Policy:

The Gitksen West Secondary School Society provides thirteen (13) statutory holidays per school year to its employees.

Procedures:

1. In accordance with the BC Employment Standard Act, there are eleven (11) statutory holidays in BC which are:
 - New Year's Day
 - Family Day
 - Good Friday
 - Victoria Day
 - Canada Day
 - B.C. Day
 - Labour Day
 - National Day for Truth & Reconciliation
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
2. In addition, the School has three additional statutory holidays:
 - Boxing Day
 - Easter Monday
 - National Indigenous Day
3. To be eligible for statutory holiday pay, an employee must²⁴:
 - Have been employed for 30 calendar days before the statutory holiday and,
 - Have worked or earned wages on 15 of the 30 days immediately before the statutory holiday.
4. When an employee is given a day off on a statutory holiday, or it falls on a regular day off, an eligible employee is entitled to be paid an average day's pay.

²⁴ Ministry of Jobs, Tourism and Skills Training and Responsible for Labour (July 2016). *Statutory Holidays in British Columbia Factsheet*: <http://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/statutory-holidays-in-british-columbia>

5. If a holiday falls on a weekend, then the next normal working day shall be observed as the holiday. For example, if Thanksgiving Day falls on a Saturday, the following Monday will be observed as Thanksgiving Day.
6. An eligible employee who works on a statutory holiday is entitled to be paid²⁵:
 - time-and-a-half for the first 12 hours worked and
 - double-time for any work over 12 hours; plus an average day's pay.
7. An employee who is not eligible for statutory holiday pay is not entitled to be paid an average day's pay. If an ineligible employee works on a statutory holiday he or she may be paid as if it were a regular work day²⁶.

²⁵ Ministry of Jobs, Tourism and Skills Training and Responsible for Labour (July 2016). *Statutory Holidays in British Columbia Factsheet*: <http://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/statutory-holidays-in-british-columbia>

²⁶ Ibid

5.5 Promotions, Re-Assignments and Transfers

Policy:

The Gitksen West Secondary School Society believes in building capacity amongst its employees and recognizes that there may be times where employees will be re-assigned or transferred to another position to benefit the School.

Procedures:

1. The School encourages employees to develop and establish professional goals that encourage movement within the School.
2. When the School has a vacant position, the principal will advertise the job opening and encourage employees who have the qualifications to apply for the position. The promotion of employees will follow the School's recruitment policies as with any other job opening.
3. A promotion shall be based on evaluation of past performance, the employee's qualifications, and ability to perform the duties of the position as stipulated in the updated job description.
4. Re-assignment and transfers:
 - a) The School may require an employee to make a temporary or long-term transfer to accommodate the School's needs.
 - b) An employee may request a transfer from one position to another where a vacancy exists, and where the employee is qualified, able to perform the job responsibilities and is the best candidate for the position. However, the request to transfer will be based on the same recruitment policies and procedures and will not be automatic.
5. Restructuring:
 - a) The School may restructure and/or re-assign an employee based on the needs of the students, availability of funding and/or program changes.
 - b) In the event that funding is not available to continue the position, the Board may terminate the position.
 - c) In the event that the position is terminated, the employee may request to return to their previous position, which will be dependent on whether or not the position has been permanently filled or is still vacant.
6. The principal will develop a transition plan for all promotions, reassignments and transfers so employees can be successful in their new positions.

5.6 Substitute Teachers

Policy:

When a Gitksen West Secondary School teacher is absent from their teaching responsibilities, a substitute teacher will be placed in the classroom.

Procedures:

1. At the beginning of the school year, interested substitute teachers are required to submit an updated resume with references and a Criminal Record Check.
2. In hiring substitute teachers, the Gitksen West Secondary School will consider the applicant's education, background and years of teaching experience.
3. The principal will recommend the successful candidate to the Hiring Committee or the Board of Directors.
4. The substitute teacher will be paid in accordance to Wage Grid based. On their category and years of teaching experience which will be determined by the principal.
5. When there are no qualified teachers on the TOC list, an Educational Assistant may be asked to substitute for the teacher during their absence which will be dependent on their training and experience.
6. The principal will appoint the substitute teacher, as required.
7. The principal is required to conduct periodical observations in the classroom and regularly check in with the substitute teacher.
8. The uncertified teacher (Educational Assistant) will be paid at a rate in accordance with the Teachers Wage Grid at Category 4 - Step 1.
9. The substitute teacher is required to follow the teacher's day plan and leave the teacher with a progress report at the end of each day.

5.7 Performance Appraisals

Policy:

The Gitksan West Secondary School conducts performance appraisals on the principal, vice principal, teachers and non-teaching employees which are intended to be a constructive experience that identifies their strengths, key competencies, achievements and opportunities for professional growth and development.

Procedures:

1. The purpose of the principal, vice principal and teacher's formal evaluations and self-appraisals are to identify and celebrate the strengths and achievements, improve teaching and administrative skills, recognize and reinforce teaching excellence to help teachers and the principal focus on student outcomes, establish professional goals and to plan in service professional development activities.
2. The purpose of the non-teaching evaluations is to identify the employee's strengths and achievements, opportunities for growth and development, establish professional goals and to plan in service professional development activities.
3. **Principal and Vice Principals Performance Appraisals and Growth Plans:**
 - A. The Board of Directors and/or external consultant will conduct the appraisal of the principal. In the first year of appointment, the principal will be evaluated after 8 months and before the end of the first school year. If the principal receives a successful evaluation, they will be evaluated every three years thereafter. If the principal or vice principal receive an "unsatisfactory" report, they will receive another performance appraisal in year two.
 - B. The BCPVPA Leadership Standards²⁷ and job description will be used as the basis for the principal's/vice principal's formal evaluation.
 - C. The Board and/or external evaluator will conduct a performance appraisal on the principal/vice principal prior to spring break within their 1st year of assignment. The evaluation or ongoing assessment of principal/vice-principal performance will be conducted on a yearly basis using either a summative evaluation in the form of a performance appraisal (how much the principal has learned) or a formative evaluation in the form of a professional growth plan (measures how the principal is doing).
 - D. During the second year of appointment as a vice-principal or as a principal, an individual shall receive a performance appraisal and every three years thereafter. A

²⁷ BC Principals/Vice Principals Association: Leadership Standards for Principals and Vice Principals in BC: <https://www.bcpvpa.org/resources/publications/leadership-standards-for-p-vp-in-bc>

principal/vice- principal may also be evaluated using a performance appraisal at any time if requested by their immediate supervisor and approved by the Board of Directors or if requested by the principal/vice-principal.

- E. **Performance Appraisal Process (Summative Evaluation):** A performance appraisal shall provide a summative evaluation of a principal's/vice- principal's performance relative to the designated role. The written evaluation shall include information on:
1. Assignment - describing the principal's/vice-principal's assigned role and work setting.
 2. Information Collection - describing the process used to compile information for the appraisal. As performance criteria includes the principal's/vice-principal's working relationship with the parent advisory council, staff and students, these groups shall be consulted during this process. There shall also be a review of other relevant data sources including financial records, organizational structures, school records, resource allocations and school plans.
 3. Major Administrative Performance Criteria derived from the BCPVPA (B.C. Principals' and Vice-Principals' Association) Leadership Standards, include the following Domains:
 - 3.1 Moral Stewardship
 - 3.2 Instructional Leadership
 - 3.3 Relational Leadership
 - 3.4 Organizational Leadership
 4. Commendations – specifying areas of strength;
 5. Recommendations - specifying areas for growth and timelines for completion;
 6. Summary Comments - including clear statements about the principal/vice-principal's strengths and recommendations for improvement;
 7. Directives – items which must be addressed;
 8. Evaluative Statement - the evaluative statement on all performance appraisals will read as follows:

"This performance appraisal is made in compliance with Board of Education policy. In my opinion, at this time the overall performance of (name) in his/her present role as principal/vice-principal of the Gitksen West Secondary School is Satisfactory or Unsatisfactory."

- F. The appraisal procedure for principal/vice principal should, as far as practical, involve the following stages:

Stage One - Informing: The principal/vice principal is informed early in the school year.
Stage Two - Pre-appraisal Conference: A conference will be held with the principal/vice-principal before the evaluation process commences. During this meeting, the criteria for evaluation shall be reviewed. Decisions related to the information collection process should be discussed and clarified. Provisional timelines for information collection and appraisal completion should be determined at this time.

Stage Three - Information Collection and Analysis: Information related to the appraisal shall be gathered and analyzed. The methods used to collect information may include observations, surveys, interviews, examination of documents, review of school data, and discussions with the principal/vice-principal.

Information used in the final appraisal shall be verifiable.

Note:

- Prior to beginning the evaluative process, all forms for information collection shall be reviewed by the evaluator and the principal/vice-principal.
- Parents and staff have the option of completing a survey.
- All completed surveys must be signed in order to be considered.
- Confidentiality will be maintained for those completing such surveys except where a principal/vice-principal, in consultation with the President/Chair of the Board chooses to address a statement or conclusion made by an evaluator.

Stage Four -Information and Data Review Meeting: Following collection of the information and data, a meeting shall be held between the principal/vice-principal and the evaluator. An opportunity shall be given for a joint review of the information prior to its inclusion in the appraisal. During this meeting, all of the information shall be reviewed and discussed, with the aim of ensuring that the information is accurate, and to identify commendations, recommendations and directives, if necessary.

Stage Five - Draft Appraisal: The draft copy of the written performance appraisal shall be prepared by the evaluator and presented to, and discussed with the principal/vice-principal. The principal/vice- principal shall then have an opportunity to bring additional relevant information to the evaluation process and to provide an explanation of information/opinion.

Stage Six - Written Appraisal: The written performance appraisal must be prepared and presented to the principal/vice- principal for signature. Should the principal/vice-principal disagree with any part of the final report, he/she may request to have a letter of explanation attached to the final file copy.

Stage Seven – Appeal of Report: In addition to attaching a letter of explanation to the final report, a principal/vice- principal may appeal the content of the report.

Appeals shall be heard by the Personnel Committee of the Board. The decision of the Personnel Committee shall be final.

- G. During the two years between formal evaluations, the principal, vice principal and teachers are requested to complete a self-appraisal each fall. The purpose of the self-appraisal is for the principal, vice principal and teachers to reflect on the progress that they made since the formal evaluation. Principals and vice principals are encouraged to use the BCPVPA Leadership Standards Workbook²⁸ to guide them through the self appraisal. Upon completion of the self-appraisal, the principal/vice principal will work with the evaluator in developing a Growth Plan that addresses the commendations,

²⁸ BC Principals/Vice Principals Association: BCPVPA Leadership Standards Workbook:
<https://bcpvpa.insite.com/files/assets/83/bcpvpaleadershipstandardsworkbookjuly2019.pdf>

recommendations for growth and professional goals which will be reviewed by the Board of Directors.

4. Teacher Performance Appraisals and Growth Plans:

- A. The BCTF Professional Standards for Educators²⁹ and job description will be used as the basis for the teacher's evaluation.
 - B. The principal and/or external evaluator will conduct a performance appraisal on teachers in their 1st year of assignment with GWSS using the following procedures:
 - Teachers will be notified at the beginning of the school year
 - At least three formal observations will be mutually scheduled and conducted by November 30th. Results of the observations will form the basis of the initial evaluation report which will be written by the principal and/or external evaluator;
 - Three additional observations will be scheduled by the end of February;
 - Results of the November and February observations will be compiled into one final report.
 - Every performance appraisal must include two evaluative statements. The first will assess the learning situation as *satisfactory* or *less than satisfactory*, while the second will assess the overall performance of the teacher as either satisfactory or less than satisfactory.
 - C. During the two years between formal evaluations, teachers will complete a self-appraisal to reflect on the progress that they made since the formal evaluation. Upon completion of the self-appraisal, the principal will work with the teacher in developing a Growth Plan that addresses the commendations, recommendations for growth and professional goals. The principal will meet with the teachers to review the self-appraisal and Growth Plan.
5. The principal will conduct appraisals for all teaching and non-teaching employees (teacher assistants, cooks, secretary/receptionist, bus drivers, custodians, maintenance, and other non-certified teacher positions). Non-teaching employees job descriptions will be used as the basis for their evaluation.
 6. Probationary employees will be evaluated two weeks prior to the end of the probationary period by the principal.
 7. When a formal review of an employee's performance is made, the principal will sign the evaluation and will meet with the employee to discuss the review. The employee shall sign the review form to indicate that its contents have been read and understood. The employee will be able to provide written comments on their performance appraisal.

²⁹ BC Teachers Federation: Professional Standards for BC Educators:
https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teacher-regulation/standards-for-educators/edu_standards_poster-11x17.pdf

8. In the event that the evaluation is “unsatisfactory”, an interim evaluation will be completed at that time, with recommendations as to improvement required and course of action concerning future employment. If an employee is put on probation or their probation is extended, it must be followed up by an additional evaluation within one (1) month.
9. All teacher and non-teaching performance appraisals are confidential and shall only be accessed by the employee and the principal. The principal’s appraisal and self-appraisals shall only be accessed by the School Board and/or external evaluator.

5.8 Vacation Pay and Leave

Policy:

All employees are entitled to vacation pay except those who are on leave of absence without pay and on disciplinary suspension.

Procedures:

1. All employees, excluding custodians and maintenance will receive their regular working hours during Christmas and Spring Breaks in lieu of holiday pay.
2. Employees who are on probation may accrue vacation time but cannot use it until after they have successfully completed their probation period.
3. Vacation time is accrued starting on the first day of employment in September annually. Employees who are employed for five calendar days or less are not entitled to paid annual vacation pay³⁰.
4. Employees who are on contract such as the teachers and principal will be paid according to their contract.
5. Hourly employees such as the Educational Assistants, cook, bus drivers, administrative assistant, special education coordinator will be paid for four weeks during the Christmas and Spring Breaks in lieu of vacation pay. The custodian, maintenance and at times, the administrative assistant will work during the breaks to accomplish tasks that are required while school is not in operation and therefore, will schedule their vacation time at other times.
6. Hourly employees who are not being paid during the breaks when they are not working are entitled to the following amount of vacation pay:
 - (a) after 5 calendar days of employment, four (4)% of the employee's total wages during the year of employment entitling the employee to the vacation pay;
 - (b) after 5 consecutive years of employment, six (6)% of the employee's total wages during the year of employment entitling the employee to the vacation pay.
7. During the first year of employment, hourly employees earn vacation time which is to be taken in the second year of employment³¹. After completing twelve months of

³⁰ Annual Vacation Fact Sheet: <http://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/annual-vacation>

³¹ Annual Vacation Factsheet; BC Employment Standards Act: <http://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/annual-vacation>

employment, an employee has earned two weeks of annual vacation to be taken in the following year. This means that starting in the second year, an employee is entitled to take the vacation earned from the previous year.

8. The Custodian and maintenance are entitled to take their annual vacation³² within twelve months after it is earned. They may make a written request for an annual vacation before becoming entitled to one. If the principal agrees, this vacation time taken “in advance” reduces the amount of vacation time remaining when the employee becomes entitled to a vacation.
9. When vacation pay is paid to the employee, it must be:
 - (a) at least 7 days before the beginning of the employee's annual vacation, or
 - (b) on the employee's scheduled paydays, if
 - (i) agreed in writing by the employer and the employee, or
 - (ii) stipulated in the contract.
 - (c) Any vacation pay that an employee is entitled to when the employment terminates must be paid to the employee on their last pay cheque.
10. If employers continue paying salaried (or hourly employees) during their vacation period when no work is being performed by the employee, this is considered to be vacation pay. The salary received during the vacation must equal at least 4% or 6% of gross earnings, whichever is applicable, as set out above.³³.

³² Interpretation Guidelines Manual British Columbia Employment Standards Act and Regulations: <http://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/igm/esa-part-7-section-58>

³³ BC Employment Standards: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/igm/esa-part-7-section-58>

6.0 EMPLOYEE STATUS AND RESPONSIBILITIES

6.1 External Activities

Policy Statement:

Full-time employees who wish to engage in external activities outside of their employment with the Gitksan West Secondary School Society must inform the principal and/or Chair of the School Board.

Procedures

1. Full-time employees are expected to immediately inform the principal, when they wish to engage in other employment in addition to their employment at the School. Should the principal wish to engage in additional employment outside of the school, they must inform the Chair of the School Board.
2. Full-time employees may have additional jobs, carry on business, receive remuneration or participate in volunteer activities that are external from the GWSS Society if those activities do not:
 - a) Interfere with the performance and obligation to the School;
 - b) Bring the Society into disrepute;
 - c) Represent a conflict of interest or create the reasonable perception of a conflict of interest;
 - d) Appear to be an official act or represent the Society opinion or policy;
 - e) Involve the unauthorized use of the Society work time, premises, services, equipment or supplies; or
 - f) Gain an advantage that is derived from their employment with the Society.
3. Although the Society employees may have personal business interests outside the School, participate in political activities, and comment on public issues, they are prohibited from engaging in business interests, participating in political activities and making comments that would have a negative impact on the Society.

6.2 Stay Interviews

Policy

The Gitksan West Secondary School Society will conduct “Stay Interviews³⁴” in order to find out how to retain its key employees.

Procedures

1. A “stay interview” is an informal one-on-one structured discussion between a supervisor and an employee. It is a conversation meant to identify the factors that drive an individual employee’s retention and engagement.
2. Stay interviews show your employees that you, as the employer value their loyalty, contributions to the organization and that you care about their job satisfaction.
3. By conducting a Stay Interview, you learn what is important to your employee and how you can retain that employee.
4. The University of Victoria Stay Interview Guide offers the following tips in conducting Stay Interviews with key employees that you may want to retain:
 - Schedule the interview in advance so that the employee has time to prepare their thoughts.
 - Inform the employee on why you are conducting the interview and that the interview is an exploratory conversation.
 - Share the questions in advance of the interview.
 - Meet where the employee will feel comfortable as they are more likely to share their true feelings about the organization and their experiences in the workplace.
 - Listen carefully and keep an open mind.
 - Explore their underlying interest and specific requests.
 - it is important to set that tone up front in order to manage expectations. For example, if you already know that compensation is a significant issue for the employee, but you have limited ability to influence this, have an open conversation about other possibilities that may increase their job satisfaction, or discuss opportunities for advancement in the longer term.
5. The following are some examples of questions that could be asked:
 - What are you passionate about?
 - Are your talents, interests and skills being fully utilized in your current position?
 - If you could change one thing about your position, your team or how this department functions, what would it be?

³⁴ ³⁴ University of Victoria: Stay Interview Guide: <https://www.uvic.ca/hr/assets/docs/pdc/stayinterviewguide.pdf>

- Do you think you are “in the know” when it comes to organizational direction and department changes?
 - If you took a completely different position, what would you miss the most?
 - What about your position makes you want to “hit the snooze button”?
 - Do you have any ideas that you have not had the opportunity to share?
 - Are there any constraints that are limiting your contributions?
 - In your position, do you feel that you are trusted and treated with respect?
 - What have you always been naturally good at?
 - What tasks are the most interesting to you?
 - Which tasks brings you joy and which ones do you always push to the bottom of your to-do list?
 - How might your strengths work against you?
 - Under what settings or conditions do you make your best contribution?
 - Where do you see yourself in 3 to 5 years?
6. The principal or a designate will conduct the Stay Interview.
 7. The results of the interview will be taken into consideration when reviewing staffing changes, promotions, re-assignments and transfers.
 8. The information from the Stay Interviews will be shared with the Hiring Committee and/or the Board of Directors.

6.3 Progressive Discipline

Policy:

The Gitksan West Secondary School Society will use Progressive Discipline measures in dealing with all employees regarding termination and suspensions. Progressive Discipline is a series of increasingly serious steps that are designed to deter an employee from continuing to demonstrate unacceptable conduct or actions.

Purpose:

The primary purpose is to correct an individual's misconduct and not a form of punishment. In all cases, the employee will be given an opportunity to discuss the circumstances resulting in the disciplinary action. Disciplinary action will vary according to the circumstances.

Procedures:

1. The following factors will be considered in determining the appropriate disciplinary action to be taken:
 - a) Seriousness of the offence;
 - b) Effect or potential effect of the offence;
 - c) Prior reprimands or discipline.

2. Once it has been determined that disciplinary action is warranted, then it must be determined what is the appropriate type and severity of discipline. The following criteria can be used for determining proper disciplinary action:
 - a) The degree of severity of the offence/incident.
 - b) The length of service with the Society.
 - c) The employee's work record and if there were previous disciplinary actions taken.
 - d) Provocation, if any, which may have led to the misconduct.
 - e) Whether the offence was premeditated or committed as a momentary aberration.
 - f) Evidence that the publicized employer rules have not been uniformly enforced thus constitutes a form of discrimination.
 - g) Failure of the employee to provide a reasonable explanation of their actions when confronted or failure of the employee to recognize their misconduct (apology/remorse).

3. Discipline problems are separated into three categories, depending on how serious:
 - a) Minor Violations - Do not involve questions of honesty. Do not constitute a significant threat to the operation of the Society. Do not pose a threat to the safety and well-being of other employees or students. The first time a minor violation occurs, the supervisor should bring it to the attention of the employee in

an informal or casual conversation. If the problem continues, then oral warning would be appropriate.

- b) **Serious Violations** - Constitute a threat to the operation of the Society or constitute a threat to the safety and well-being of other employees or students. As an example, unexcused absence without notification, excessive unexcused absenteeism, excessive errors, poor quality of work, unacceptable appearance, failure to abide by the Personnel Policies.
- c) **Major Violations** - These are acts that seriously threaten the operation of the Society or the safety and well-being of students and/or fellow employees. They represent actions that cannot be tolerated in any organization. Examples: Threatening or striking a supervisor, another employee or a student, theft of employer's/employee's property, serious breach of confidentiality, continued poor performance and insubordination.

4. Oral Reprimand

- a) Incidents involving first offences of a minor nature will generally result in discipline in the form of a verbal warning between a supervisor and an employee.
- b) Supervisors will place a summary of an oral warning in the employee's personnel file that includes the date of the warning, nature of the offence giving rise to the warning, and the consequences of further offences of which the employee was advised.

5. Written Reprimand

- a) Subsequent offences of a minor nature where oral reprimands did not bring about the correction or one incident of a more serious nature will generally result in discipline in the form of a written reprimand. Such reprimands should impress upon the employee the serious nature of the matter.
- b) The supervisor and/or principal will notify the employee that they are going to receive a written warning.
- c) The written reprimand must contain the date of the conversation, details about the specific rule violation or performance problem that occurred, a reference to any previous conversation (oral warnings) about the problem, and a statement that the letter constitutes disciplinary action and that further incidents will lead to more serious disciplinary measures.
- d) The written reprimand should include a warning that "any further violation of a similar nature could result in suspension or discharge."
- e) The supervisor must sign the written reprimand, ensure that it is forwarded to the employee, and have a copy placed in the employee's personnel file.
- f) The written reprimand shall be given to the employee no later than two working days after the conversation took place.

6. Suspension With or Without Pay/Disciplinary Lay-Off

- a) Suspension with or without pay may be imposed for a first offence, particularly if the employee's misconduct or non-observance of the Society's policies and procedures or other action were of a serious nature.
- b) Suspension may also be used as a form of discipline where an employee has engaged in a number of incidents of repeated misconduct.
- c) Suspension may also result in additional disciplinary action such as temporary or permanent reductions in pay and/or transfer to another job assignment.
- d) All suspensions must be followed up with a written memo that contains the same type of information that would be in a written warning. There should also be a statement that the employee is suspended from work, with or without pay, for a specified period of time.
- e) The time frame chosen for the suspension is up to the supervisor and will typically depend upon the seriousness of the misconduct.

7. Termination of Employment

- a) Termination of employment may result when progressive disciplinary measures fail, and the employee's conduct or work habits do not improve.
- b) A single offence of a serious nature may also result in termination of employment for just cause. Some examples, but not limited to these, would be a breach of confidentiality, criminal convictions, and theft.
- c) Where continued employment may jeopardize operations and staff morale, the employee may be subject to immediate dismissal for just cause.

6.4 Termination of Employment – General

Policy

The Gitksen West Secondary School Society recognizes that from time to time, an employee may leave their employment voluntarily or may be terminated.

Procedures

1. Employees have the right to terminate their employment but are encouraged to provide a minimum of a two (2) weeks' notice. The principal is encouraged to provide a minimum of two months written notice.
2. The Society has the right to terminate employees.
3. Employees have a right to advance termination notice or payment in lieu of notice.
4. The Society can give notice to employees or pay employees money to compensate for the loss of their job or can provide a combination of both. The amount of written notice and/or pay is based on how long the employee has been employed with the Society. Amount of written notice and/or pay required³⁵:
 - a) Three months or less – No notice and/or pay
 - b) After three consecutive months of employment – one week's notice and/or pay;
 - c) After 12 consecutive months of employment – two week's notice and/or pay;
 - d) After three consecutive years – three week's pay, plus one week's pay for each additional year of employment to a maximum of eight weeks.
5. A week's pay is calculated by:
 - a) Totaling the employee's wages, excluding overtime, earned in the last eight weeks in which the employee worked normal or average hours; and
 - b) Dividing the total by eight.
6. Termination for Just Cause:
 - a) An employee can be terminated for "Just Cause".
 - b) The following are examples of what constitutes Termination for immediate and "Just Cause" as defined by the BC Employment Standards Act and Regulations:
 - 1) Theft;
 - 2) Fraud and dishonesty;
 - 3) Assault or harassment of co-workers;
 - 4) Breach of duty;
 - 5) Serious willful misconduct;

³⁵ Province of BC. BC Employment Standards: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/termination/quit-fired#getting-fired>

- 6) Conflict of interest, especially if it involves provable loss to the employer;
 - 7) Serious breach of company rules or practices;
 - 8) Serious undermining of the corporate culture;
 - 9) Chronic absenteeism or tardiness;
 - 10) Unsatisfactory performance.
7. An employee may be terminated without written notice or compensation for length of service for serious infractions such as theft, fraud, dishonesty, conflict of interest or willful misconduct.
- a) The Society will provide a written letter to the employee stating the reason for the termination.
 - b) A copy of the letter will be put on the employee's personnel file.
 - c) When available, the principal will ensure that there is a Counsellor on-sight to meet with any employee who is being terminated for any reason. The employee will be given access to the Counsellor immediately following the termination meeting, if the employee chooses.
 - d) Employees that are terminated, for any reason, will be escorted to gather their belongings or given the option to make arrangements to pick up their personal items at a later date.
8. Quits/Resigns:
- a) An employee who quits or resigns from her/his employment is not entitled to written notice of termination or compensation for length of service.
 - b) Out of courtesy to the Society, the employee is encouraged to give at least two week's notice that they are quitting/resigning. Teachers and the principal are governed under the contract that has been negotiated between them and the Board.
 - c) When an employee resigns, the Society can allow the employee to serve out their period of notice or release the employee by paying them severance equivalent to the remaining time that the resignation takes effect.
 - d) The employee is expected to fulfill their job responsibilities diligently until the resignation date.
 - e) If the employee gives notice, the employer cannot terminate the employee after notice has been given without paying compensation equal to the lesser of:
 - 1) The remaining amount of notice the employee has given; or,
 - 2) The employee's statutory entitlement under the Act.
9. Final Pay Cheque and Record of Employment:
- a) If the Society terminates an employee, the employee must receive their final pay cheque which includes outstanding wages, vacation pay, statutory pay, overtime worked or in time bank, within forty-eight (48) hours after the employee's last day of work. If the employee resigns or quits, they must receive the final pay cheque within six (6) days. All legally statutory deductions will be held back from the employee's final pay cheque.

- b) Employees must return all property of the Society upon termination of the employment relationship. The Society will provide the employee with the Record of Employment (ROE) within six calendar days after the last day worked.

9. Returning the Society Property:

- a) At the time of layoff, termination or resignation, the employee must return to the School all property issued to that employee, including, but not limited to tools, keys, laptops, computer equipment, the Society intellectual property, and any purchase order books, and cards.
- b) If the employee had sole access to property of the school during the course of their employment, and that property was damaged or is missing, then the employer may ask the employee to sign an authorization to deduct the cost of the damaged or missing property from the employee's final pay cheque.

6.5 Exit Interviews

Policy

Whether a GWSS employee leaves voluntarily or involuntarily, the Society believes that a lot of information can be gained from conducting an exit interview.

Procedures

1. An exit interview serves the following functions:
 - a) To monitor and analyze employee turnover.
 - b) To ensure an orderly exit process for the departing employee, including matters such as insurance premiums, pensions, references, and the return of keys and other property.
 - c) To provide the Society with valuable information on how operations can be improved in terms of efficiency and effectiveness.
 - d) To gather information on the reasons for the employee's departure from the Society.
 - e) To obtain feedback on the employee's overall workplace experience.
2. Exit interviews shall be conducted on the employee's final day of employment. The Principal shall conduct exit interviews for employees, and the Chair of the Board shall conduct the exit interview for the Principal.
3. The Exit Interview Questionnaire includes the following five questions:
 - a). What do you feel the strengths of the organization are?
 - b). Can you share what you see as the challenges in the organization?
 - c). Can you tell me why you started looking for a new job?
 - d). If you were doing a 30 second commercial of the GWSS School, what would you say?
 - e). What recommendations do you have on how we can improve our organization?
3. If the Exit Interview cannot be conducted on the last day due to extenuating circumstances, the principal and/or Chair will email the employee the Exit Interview Form within 48 hours of leaving the School.
4. The Principal shall share the results of employees' exit interviews with the Board, and the Chair shall share the results of the Principal's exit interview with the Board.

6.6 Use of GWSS Society Technology, Computers, Equipment and Other Resources

Policy:

The Gitksen West Secondary School Society employees will be provided with Information Technology (IT), computers, equipment and other resources that are required to effectively carry out their duties associated with their respective positions while on the school premises.

Definitions:

Equipment: computers (desktop and laptop); telephones (cell and land lines); photocopiers, printers; scanners; faxes etc.

Resources: for the purpose of this policy, software, Internet access, email, etc.

Usage: employee use of employer-provided equipment and resources within the following parameters:

- a) Core: activities required to conduct the GWSS Society's business;
- b) Incidental: activities which do not form part of employee's work responsibilities, done on employees' personal time, for which employees cover any costs incurred;
- c) Unacceptable: activities not required by the employer to conduct the GWSS Society's business and which waste employee time and/or disrupt networks or systems and/or violate federal or provincial laws.⁽³⁶⁾(³⁷)

Procedures:

1. Employee's Responsibility:

- a) To take care, use properly and maintain in good working order all equipment and resources that are provided by the GWSS Society.
- b) To use and access only electronic files or programs that they have permission to enter.
- c) To use the equipment and resources for work related purposes.
- d) Not to participate in activities which are in violation with provincial and federal laws or this policy.

2. Principal's Responsibility to:

- a) Ensure that all employees are aware of all policies related to the use of any of the Society's equipment or resources.
- b) Monitor usage of equipment and resources, where necessary.

³⁶ Newfoundland and Labrador Human Resource Secretariat

http://www.exec.gov.nl.ca/exec/hrs/working_with_us/equipment_and_resources.html

³⁷ Bizfilings (2012). Using Policies to Address Employee's Personal Use of Business Equipment:

<http://www.bizfilings.com/toolkit/sbg/office-hr/managing-the-workplace/personal-use-of-business-equipment-policies.aspx>

3. Internet:

- a) Access to the internet is a privilege, not a right, and is provided to employees for the purpose of conducting the Society's business.
- b) It is recognized that some personal use of the internet will occur. Incidental use is acceptable however, only during breaks and lunch times.
- c) Employees should be aware that the following activities are criminal in nature. Use of the Society's equipment and resources to engage in these activities, but will not be limited to will result in discipline by the Society up to and including dismissal:
 - i. Possessing, downloading or distributing child pornography;
 - ii. Gaining unauthorized access to a computer system and electronic files that you don't have authorization to enter;
 - iii. Trying to defeat the security features of the electronic networks;
 - iv. Spreading viruses with the intent to cause harm;
 - v. Destroying, altering or encrypting data without authorization and with the intent of making it inaccessible to others with a lawful need to access it;
 - vi. Interfering with others' lawful use of data and computers;
 - vii. Sending electronic messages, without lawful authority, that cause people to fear for their safety or the safety of anyone known to them;
 - viii. Disseminating messages that promote hatred or incite violence against identifiable groups;
 - ix. Distributing, publishing or possession for the purpose of distributing or publicly displaying any obscene material;
 - x. Violating another person's copyright;
 - xi. Spreading false allegations or rumors that would harm a person's reputation; and
 - xii. Unlawfully destroying, altering or falsifying electronic records.
- d) Employees should also be aware that the following activities, while not are criminal in nature, are considered unacceptable usage of the employer's equipment and resources and will result in discipline up to and including dismissal:
 - i. Downloading, viewing, accessing or distributing pornographic and/or obscene material;
 - ii. Using the employer's equipment and resources in any way that may be perceived as harassment under the *Bullying, Harassment and Lateral Violence Policy*;
 - iii. Downloading personal software onto the Society's computer system;
 - iv. Copying the Society's software for personal use;
 - v. Using the Society's equipment and resources for personal financial gain.

4. Email:

- a) Employees should be aware that they have no reasonable expectation of privacy in email transmitted, received and stored on and/or through the Society's network. Email, whether created or received, is the property of the employer and is not a private employee communication.
- b) The employer can monitor, search and/or legally view all email, including any private email, if that action is necessary for the maintenance or security of the Society's network or information, or if inappropriate use is suspected.

c) All external emails should include the signature of the employee which includes the following: name, title, organization, address, phone and fax numbers and website. In addition, a disclaimer should be included after the signature. An example is as follows:

d) Confidentiality Warning:

The information contained in this message may be privileged, confidential and protected from disclosure. If the reader of this message is not the intended recipient, you are notified that any dissemination, distribution, or copy of this communication is prohibited. If you received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late, incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required, please request a hard-copy version.

5. Telephones:

- a) It is recognized that some personal use of School telephones will occur. Incidental use is acceptable, but not beyond the point where it interferes with employees' ability to complete work or becomes a burden on the employer's system and/or resources.
- b) Personal long distance phone calls are not permitted on the Society's phones.
- c) Employees should have no reasonable expectation of privacy, as employer-provided IT assets, equipment and resources will be monitored and/or searched without advance notice, where necessary, by the employer.
- d) Employees should use all other equipment and resources only to carry out their job responsibilities.

7.0 GROUP HEALTH AND RELATED EMPLOYEE BENEFITS

7.1 Group Health Benefits Program

Policy

The Gitksen West Secondary School Society provides employees with a group extended health benefit program that includes a life insurance plan, accidental death and dismemberment plan, dependent life insurance plan, long-term disability program, a health and dental care program and a pension plan (the employer will match contributions up to 5%).

Procedures

1. The GWSS Society provides a mandatory group health benefits and other benefits for its employees who have successfully passed their three-month probationary period.
2. The group benefits will be maintained during the summer months for all employees. For employees who work and are paid ten months, their premiums will be prorated and deducted during their months of employment.
3. New employees shall be provided with a summary of the Benefits Program in the second month of their employment.
4. The Program will be administered by the principal in coordination with the Finance Department.
5. The School reserves the right to amend any of the Group Health benefits at any time. Employees will be notified as amendments are made.
6. Should employees want to continue with their benefits program while they are on leave, they are required to provide post-dated cheques to the GWSSS Finance Department for their premiums during their absence. If post-dated cheques are not received before the employee goes on leave, the benefits will automatically be cancelled. Employees whose benefits have been cancelled may be required to wait three months (or longer) before rejoining the health benefits program.

7.2 Professional Development

Policy

The Gitksen West Secondary School provides on-going professional development opportunities for all its staff to assist them in meeting the diverse needs of the students and to improve student's success in a rapidly changing world.

Procedures

1. There will be a minimum of five Professional Development days per school year of which at least three will be in-service.
2. The activities and location of these professional development activities will be jointly determined by the staff in a co-operative manner with the principal.
3. It is mandatory for all staff to attend the professional development and in-service activities offered and paid for by the School.
4. Employees may request to attend up to one day for external professional development which will be granted at the discretion of the principal, based on the following:
 - a) How it fits in with their personal professional goals;
 - b) Relevance to the school goals and student needs;
 - c) Availability of a substitute;
 - d) Availability of financial resources.
5. The employee must provide the principal with a written request with all relevant information at least ten (10) working days prior to the professional development. The written request should include the purpose of the leave, date, time(s), and place, title of workshop (training) to be taken, costs, amount of financial assistance requested and how the training will benefit the employee and the School.
6. Travel costs to attend professional development activities that take place outside of the Hazelton and Terrace area may be reimbursed as follows:
 - a) If the staff member is directed to attend a training/conference, the cost of registration, travel, meals, and hotel will be paid by the School however, original receipts are required.
 - b) If a teacher requests to attend a training/conference, the amount per teacher will be determined annually by the principal.
 - c) Non-teaching staff will be reimbursed as per the Travel Expense Policy.

8.0 LEAVES

8.1 General Leave from Work

Policy

Gitksen West Secondary School provides employees with some leaves from their regular duties.

Procedures

1. Employees are required to submit a *Request for Leave Form* when they are requesting to be away from their regular job responsibilities and regular working hours.
2. This *Request for Leave Form* must be approved by the principal in advance, excluding sick, medical appointments, bereavement and funeral leaves.
3. The principal will decide whether or not to grant the leave and determine whether or not the employee qualifies for the leave and if it will be with pay or without pay. Factors taken into consideration will include the employee's previous leaves of absences, availability of a suitable replacement, impact on the school operations, financial resources, and other factors as deemed necessary.
4. Leave without pay is not automatically granted but will be at the discretion of the principal.
5. The principal must ensure that student's educational needs are being met during the employee's leave of absence.
6. The Administrative Assistant will ensure that the approved *Request for Leave Form* is documented accordingly.

8.2 Bereavement Leave

Policy Statement:

After a *Gitksen West Secondary School* employee has successfully completed their probation, they are entitled to receive up to a maximum of five (5) business days for Bereavement Leave per death in their immediate family.

Procedures:

1. An employee who has a death in their immediate family may request up to five (5) days for bereavement leave.
2. The employee must notify the principal as soon as possible.
3. The employee must fill out a *Request for Leave Form* within five days after returning to work. The employee must indicate the relationship to the deceased.
4. An employee who requires additional time off may request unpaid leave from their vacation time, sick leave bank or are encouraged to apply for EI medical leave if they require a longer leave.

8.3 Compassionate Care Leave

Policy Statement:

Gitksen West Secondary School Society understands and supports employees who request compassionate care leave³⁸ to care for a family member who is gravely ill.

Definitions:

"Family member" means a member of the employee's immediate family or a member of a prescribed class as set out in the Family Member Regulation.

"Immediate family" is defined in section 1 of the Act. It means the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee, and any person who lives with an employee as a member of the employee's family. It includes common-law spouses, step-parents and step-children, and same-sex partners and their children as long as they live with the employee as a member of the employee's family.

The Family Member Regulation³⁹ contains a list of individuals who are part of the prescribed class referred to in s. 52.1 (1) (b). They are as follows:

In relation to an employee:

- a step-sibling;
- an aunt or uncle;
- a niece or nephew;
- a current or former foster parent;
- a current or former foster child;
- a current or former ward;
- a current or former guardian; or
- the spouse of
 - a sibling or step-sibling;
 - a child or stepchild;
 - a parent
 - a grandparent;
 - a grandchild;
 - an aunt or uncle;
 - a niece or nephew;
 - a current or former foster child; or
 - a current or former guardian;

³⁸ Compassionate Care Leave Factsheet, BC Employment Standards Act:

<http://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/compassionate-care-leave>

³⁹ BC Employment Standards Act: Compassionate Leave. <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/igm/esa-part-6-section-52-1>

In relation to the employee's spouse:

- a step-parent;
- a sibling or step-sibling;
- a grandparent;
- a grandchild;
- an aunt or uncle;
- a niece or nephew;
- a current or former foster parent; or
- a current or former ward; and

This also includes an individual with a serious medical condition who is like a close relative to the employee, whether or not they are related by blood, adoption, marriage or common law partnership.

Procedures:

1. In accordance with the BC Employment Standards Act (Part 6 Section 52.1), “an employee who requests leave under this section is entitled to up to 27 weeks of unpaid leave to provide care or support to a family member if a medical practitioner or nurse practitioner issues a certificate stating that the family member has a serious medical condition with a significant risk of death within 26 weeks, or such other period as may be prescribed, after
 - (a) the date the certificate is issued, or
 - (b) if the leave began before the date the certificate is issued, the date the leave began”.
2. The employee is required to give the School a copy of the certificate as soon as practicable.
3. Employees are not required to have worked for a specified period of time in order to be granted this leave request as the leave is a “statutory entitlement, not something that may or may not be granted at the discretion of the employer”.
4. “An employee may begin a leave under this section no earlier than the first day of the week in which the period under subsection (2) begins. A leave under this section ends on the last day of the week in which the earlier of the following occurs:
 - (a) the family member dies;
 - (b) the expiration of 52 weeks from the date the leave began”.
5. The leaves are taken in one week block periods which start on Sunday. In the event that only a couple of days are taken off in a particular week, a week of leave will be deemed to have been used.
6. In the event that “the family member does not die within the 27 weeks of the 52 week period, the employee is entitled to a further 27 weeks of leave within a subsequent 52 week period” upon obtaining a new certificate from the medical practitioner or nurse

practitioner that states “the family member has a serious medical condition with a significant risk of death within 26 weeks. The leave would be requested and taken under the same conditions as the first leave”.

7. The School “must not terminate the employee’s employment or change a condition of employment without the employee’s consent⁴⁰”.
8. The School must place the employee in his or her former position before taking the leave or a “comparable position”.
9. Under Section 63 and 64, an employee who is on compassionate care leave is considered to be continuously employed for the purposes of calculating annual vacation and termination entitlements, as well as for pension, medical or other plans of benefit to the employee⁴¹.
10. At the conclusion of compassionate leave, the employee shall return to work immediately unless an approved leave of absence or extended health benefit arrangement is in place. An employee who chooses to apply for an extended leave of absence and extended health benefits must notify the Principal as soon as practicable and no later than the final day of the compassionate leave period. Employees approved for extended health benefits shall be required to submit post-dated cheques covering the employee’s portion of benefit premiums for the duration of the leave. The School shall continue to remit the employer’s portion of the benefit premiums during this period.
11. The employee is also entitled to all increases in wages and benefits that the employee would have received if the leave had not been taken.

⁴⁰ BC Employment Standards Act: Duties of Employer – Act Part 6 Section 54:
<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/igm/esa-part-6-section-54>

⁴¹ BC Employment Standards Act: Employment Deemed Continuous While Employee on Leave or Jury Duty – Act Part 6 Section 56: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/igm/esa-part-6-section-56>

8.4 Court Leave

Policy:

Gitksen West Secondary School recognizes that there are circumstances in which require their employees may be required to appear in court.

Procedures:

1. An employee who has to appear before the court, judge or magistrate to answer criminal charges can apply for unpaid Court Leave by filling out a *Request for Leave Form* and submitting it to the principal.
2. Should the employee be required to attend additional days in court, they may request unpaid leave or request to use paid vacation time, which will be determined by the principal.
3. An employee who has been summons or subpoena to court may apply for a paid Court Leave up to a maximum of one regular working day. The employee must fill out the *Request for Leave Form* and provide a copy of the summons or subpoena and submit it to the principal as soon as they receive the order.
4. If the employee is required to attend more than one day of the trial, they can request further unpaid leave from the principal.
5. Copies of the *Request for Leave Form* and court documents will be put in the employee's personnel file.

8.5 Funeral Leave

Policy:

Gitksen West Secondary School employees may attend a funeral of a wilp member in the Hazelton and neighbouring communities.

Procedures:

1. Employees may request to attend a funeral of a wilp member by filling out a Request for Leave Form two days prior to the funeral and submitting it to the principal.
2. Any employee who requires coverage for their duties while they are at the funeral will indicate who will be filling in for them on the Request for Leave form. If the employee requires a substitute teacher and is not successful in finding a substitute, they may not be permitted to attend the funeral.
3. Should there be numerous staff who want to attend the funeral of an extended family member, close friend, colleague or wilp member, employees are recommended to discuss it amongst themselves to come up with a solution that will not impact or will minimize the impact on school operations.
4. Employees are encouraged to attend evening activities to support the grieving family which won't interrupt the school operations.
5. If the funeral is in the western Gitksen area (Gitsegukla, Gitwangak and Gitanyow), employees are encouraged to return to work immediately after the funeral to minimize disrupting the school operations.

8.6 Jury Duty

Policy:

Gitksen West Secondary School employees who are selected for jury duty as a juror may receive paid leave to a maximum of ten working days.

Procedures:

1. In accordance with BC Employment Standards Act Part 6 Section 55, Jury duty is a “statutory requirement, not something that may or may not be granted at the discretion of the employer. It is an unpaid leave, unless the employer and employee agree otherwise”⁴².
2. An employee who is summoned to court for jury duty must notify the principal immediately and provide a copy of the summons.
3. If employees have questions about the jury selection and duty, they are encouraged to contact the BC Sheriff Service either by [email \(bcjuryinquiry@gov.bc.ca\)](mailto:bcjuryinquiry@gov.bc.ca) or by calling 1-855-660-0605, between 9:00 am and 4:00 pm, PST.
4. In the event that the employee is selected as a juror, they must provide the principal with a copy of the Letter of Confirmation.
5. Because the School supports civic duty and responsibility, the employee can apply for up to a **maximum of ten days of paid leave at their regular rate of pay for normal** working hours. However, if the trial is longer than ten days, the employee must apply for unpaid leave.
6. Employees who receive payment for mileage, meals and accommodation while a juror are able to retain those funds but must notify the principal.
7. If the court feels that the court case may last longer than the 10 working days, an employee is encouraged to inform the court during jury selection that the loss in pay beyond 10 days may be a hardship on them and their family.
8. If an employee requests an exemption⁴³ (ie. over 65 years of age, hardship, religion, language barriers), they must make the request to the Sheriff at the time they receive their first jury summons. If the Sheriff denies the employee’s request, they can make

⁴² BC Employment Standards Act: Jury Duty – Act Part 6 Section 55:
<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/jgm/esa-part-6-section-55>

⁴³ Government of BC. Law, crime and justice. Exemption from jury duty:
<https://www2.gov.bc.ca/gov/content/justice/courthouse-services/jury-duty/respond-to-summons/exemptions>

the judge aware of the request on jury selection day. Should the employee decide to address the judge regarding their exemption, they must inform the Sheriff prior to the Counsel asking any questions to the court.

9. The School cannot terminate an employee for participating on a jury or change a condition of employment without the employee's written consent. Upon returning from jury duty, the employee will be placed in the position they held prior to going on jury duty or a comparable position.
10. Employees must continue to receive "standard calculations for vacation, salary increases, pension, medical and other benefit plan entitlements"⁴⁴

⁴⁴ Government of BC: Law, crime and justice. Missing work due to jury duty:
<https://www2.gov.bc.ca/gov/content/justice/courthouse-services/jury-duty/during-the-trial/missing-work>

8.7 Maternity Leave

Policy

Gitksen West Secondary School will follow current legislation for maternity leave for eligible employees.

Procedures:

1. An employee who is pregnant and requests maternity leave is “entitled to up to 17 weeks of consecutive weeks of unpaid leave, which must be taken during the period that begins:
 - (a) no earlier than 13 weeks before the expected birth date, and
 - (b) no later than the actual birth date,and ends no later than 17 weeks after the leave begins”⁴⁵.
2. Leave will be granted upon submission of a written application to the principal stating the date that the employee wishes to commence maternity leave and the date of their expected return to work. A medical practitioner or nurse practitioner’s certificate specifying the expected date of birth must accompany the employee’s request for pregnancy leave.
3. The employee must submit their application no later than four (4) weeks prior to the date of the commencement of the leave.
4. Employment insurance (EI) provides maternity leave benefits to eligible employees who are:
 - a. Waiting for a child;
 - b. Have recently been given birth;
 - c. Are adopting a child; or
 - d. Are caring for a new born.
5. An employee who requests leave under this policy after the termination of a pregnancy is entitled up to 6 consecutive weeks of unpaid leave beginning on the date of the birth or the termination of the pregnancy and ends no later than 6 weeks after that date.
6. An employee may request an additional 6 consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, she is unable to return to work when her leave ends from #1 and #5 above.

⁴⁵ Government of British Columbia. BC Employment Standards Act: Maternity leave:
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96113_01#section50

7. An employee wishing to return to work early from a pregnancy must give the employer four (4) weeks of notice of their intention to return to work and must provide a medical certificate stating that the employee is able to resume to work.
8. An employee who has taken maternity leave is entitled to an unpaid parental leave⁴⁶ of up to thirty- (35) consecutive weeks immediately after the pregnancy leave has been taken. Please refer to *8.9 Parental Leave Policy*.
9. The School shall reinstate an employee in the same or in a comparable position with similar salary and benefits that the employee had enjoyed before commencing the leave, provided the employee returns to work when the leave expires. Employment during maternity, adoption or parental leave shall be deemed continuous and there shall be no loss of benefits over this period.

⁴⁶ Parental Leave. BC Employment Standards Act: <http://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/igm/esa-part-6-section-51>

8.8 Parental Leave

Policy

Gitksen West Secondary School adheres to current legislation for parental leave for eligible employees.

Procedures:

10. An employee is entitled to up to sixty-one (61) consecutive weeks⁴⁷ immediately after the maternity leave has been taken.
11. For a parent, other than an adopting parent, who does not take maternity leave in relation to the birth of the child or children with respect to whom the parental leave is to be taken, is entitled up to 62 consecutive weeks of unpaid leave, which must begin within 78 weeks after the birth of the child or children.
12. For an employee who is an “adopting parent is entitled to up to 62 consecutive weeks of unpaid leave, which must begin within 78 weeks after the child or children are placed with the parent”.
13. An employee’s combined leave is limited to 78 weeks plus the maternity leave that the employee would have been entitled to.
14. A letter from legal authorities specifying the expected date of adoption must accompany the employee’s request.
15. The School shall reinstate an employee in the same or in a comparable position with similar salary and benefits that the employee had enjoyed before commencing adoption or parental leave, provided the employee returns to work when the leave expires. Employment during maternity, adoption or parental leave shall be deemed continuous and there shall be no loss of benefits over this period.

⁴⁷ Government of BC: BC Employment Standards Act: Parental leave:
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96113_01#section50

8.9 Sick Leave

Policy:

Gitksen West Secondary School employees who are sick may be eligible for paid sick leave.

Procedures:

1. The School provides protection for its permanent employees against loss of income sustained as a result of illness.
2. Sick leave will be accumulated, by permanent employees who have completed three (3) months of employment at a rate of 1.25 days per month up to a maximum of twelve (12.5) days per school year.
3. Employees can accumulate sick leave credits during their probationary employment period but cannot use it until after their probationary period.
4. Eligible employees may be granted sick leave with pay when they are unable to perform their duties because of personal illness/ injury or illness/injury in their immediate family.
5. Although sick leave can be used for doctor, dentist, physical and specialist appointments, employees are encouraged to book those appointments after working hours, if possible.
6. To be eligible for paid sick leave, an employee must have a bona fide illness or accident that prevents useful employment or provide a doctor's certificate.
7. To be eligible for paid sick leave, an employee must notify their principal by telephone immediately upon commencement of illness or injury. If absence exceeds three (3) days, employees will be required to supply a doctor's or medical practitioner's certificate.
8. An employee may apply to use up to a maximum of two (2) of the twelve (12.5) days for personal leave (ie. mental health and wellness, cultural, spiritual, education).
9. Once an employee has used up all paid sick leave in any one school year, sick leave without pay may be granted or the employee may apply for medical Employment Insurance.
10. If the employee resigns or their employment is terminated prior to earning all the paid sick leave taken, the employee shall reimburse the School for all unearned sick leave taken; such amount will be deducted from the employee's pay cheque.
11. Unused, earned, paid sick leave will not be paid to an employee when they resign, retire or when their employment is terminated.

12. When the anticipated need for sick leave exceeds 12 consecutive days, the employee is encouraged to apply for medical EI. It is the responsibility of the employees to apply for medical EI as soon as they become aware that they will continue on leave.

13. If an employee has been on an extended leave longer than two weeks from work due to serious illness or injury, they will be required to have a medical clearance from the attending physician and/or qualified medical practitioner to ensure that they can safely return to their regular duties.