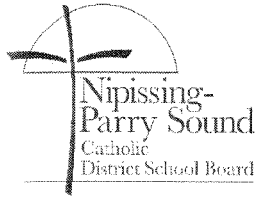


# BOARD POLICY



**POLICY:** EL 3  
**SUBJECT:** TREATMENT OF STAFF, CANDIDATES FOR EMPLOYMENT, AND VOLUNTEERS

## POLICY STATEMENT

The Director of Education shall not cause or allow working conditions, procedures or decisions that are unclear, unsafe, unsecure, unhealthy, disrespectful or otherwise inconsistent with Catholic teachings.

The Director of Education may not:

1. Operate without written and implemented human resource procedures which:
  - Identify clear expectations for staff and volunteers
  - provide for effective handling of grievances
  - protect against wrongful working conditions, nepotism or preferential treatment for personal reasons.
2. Operate without a policy in place to terminate the contract of a teacher whose behavior is clearly contrary to the teachings of the Catholic Church, or of a teacher whose personal remarks denote a clear refusal of Catholic principles and practices.
3. Operate outside of collective agreements and terms of employment.
4. Prevent non-unionized staff from appealing to the Board of Trustees when the employee alleges that Board policy has been violated to his or her detriment, and internal processes have been exhausted.
5. Allow staff to be unprepared to deal with emergency situations.
6. Permit teacher hiring without:
  - a. A Pastoral Reference from a Catholic priest.
  - b. Religious Education, Part I, or equivalent, or a commitment to undertake the course the next time it is offered locally.
7. Permit promotion or hiring to any position of responsibility without:
  - a. A Pastoral Reference from a Catholic priest.
  - b. A demonstrated commitment to professional in-service in the foundations of Catholic education.
8. Allow staff to be unacquainted with their rights under this policy.
9. Be without a systematic process to ensure that staff are provided with the information and support necessary to ensure separate school support designation is not lost when there is a change of residence.

<b>Monitoring:</b> February	<b>Method:</b> Internal	<b>Frequency:</b> Annually
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<b>Approval Date:</b> 2005 11 29 (NPS 220-05)	<b>Effective Date:</b> 2012 02 01
<b>Revision Date(s):</b> 2009 10 27 (NPS 76-09) 2012 01 31 (NPS 12-12)	<b>Review Date(s):</b> 2016 02 23 2017 02 28

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 Chair of the Board

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 Secretary of the Board

**Distribution:**