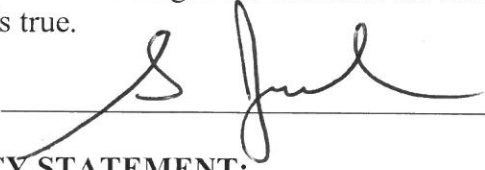


MONITORING REPORT
SUPERINTENDENT LIMITATIONS POLICY 4.1 STAFF TREATMENT
June 18, 2019

I hereby present the monitoring report for Superintendent Limitations Policy 4.1 "Staff Treatment" according to the schedule set out. I certify that the information contained in this report is true.

Signed , Superintendent

Date June 11/19

POLICY STATEMENT:

"Dealings with staff and volunteers shall not be unfair or undignified."

Accordingly, the superintendent shall not:

BOARD POLICY PROVISION:

1.0 "Operate without personnel procedures, which clarify personnel rules for staff, provide for effective handling of grievances, protect against wrongful conditions, or contravene collective agreement(s)."

SUPERINTENDENT'S INTERPRETATION:

Anglophone East School District (ASDE) has Human Resources Policies in place, which are available to all staff.

DATA:

Personnel procedures which clarify personnel rules for staff

- ASD-E HR Policies accessed via the District portal
- EECD HR Policies posted on the District web page
- Provincial Administrative Policies available on the GNB Intranet
- Five collective agreements in effect and understood by management
- Non-bargaining Personnel Policies
- ASDE HR Policies are monitored on an ongoing basis by HR and Senior Administration
- Pertinent policies are reviewed at both District & school levels during orientation sessions and are made available on the district website
- Orientation sessions are held several times a year for: Supply Teachers (9), Casual Educational Assistants (7), Casual School Intervention Workers (1), Casual School Administrative Assistants (5), Casual School Library Workers (1), Casual Custodial Staff (6), and Casual Bus Drivers (1).
- New Administrators Training
- Leadership Training: four leadership modules were provided: School Improvement Planning; Inclusion; Legal Aspects, and; Assessment
- All Principals, Vice-Principals, and Guidance have been trained in Violence Threat Risk Assessment (VTRA)
- Professional Development
- Opening Week School meetings

- ASDE orientation handouts (customized by employee group)
- Substitute Teacher Manual

Effective handling of grievances

- Five collective agreements have specific requirements on grievances
- Part II Non-Bargaining Procedure as per the Public Service Labour Relations Act / Regulations
- Ombud can investigate complaints against the school district and the District Education Council
- Monthly Labour Management Meetings (or as agreed to by the parties)
- Strong emphasis on building relationships with our union partners

Protect against wrongful conditions, or contravene collective agreements

- Implementation of Occupational Health and Safety Act. Bill 18 states that it is mandatory for all new members on school based Health & Safety Committees to attend a 3 day core training session on the responsibilities of being a member of the committee. Twenty-eight staff members were sent for the training this school year.
- Section 8 (First Aid Training) of NB Regulation 2004-130 under the Occupational Health and Safety Act. Fifty-seven staff members sent for the First Aid training necessary to meet the requirements under this regulation; seventeen staff members sent for the required 1 day refresher training for First Aid to meet the minimum hours of practice required under this regulation
- Regular Labour Management Meetings with CUPE
- Respectful Workplace Policy (formerly the Workplace Harassment Policy) reviewed each year by Principals with their staff
- Professional development meetings for leaders and staff

I report compliance.

BOARD POLICY PROVISION:

2.0 “Prevent staff from appealing to the council when”:

2.1 Internal complaint procedures have been exhausted, and

2.2 The employee alleges either:

2.2.1 That the council policy has been violated to his or her detriment, or

2.2.2 That council policy does not adequately protect his or her human rights.

SUPERINTENDENT’S INTERPRETATION:

DATA:

- Meetings between management and CUPE 1253 – General Labour, Trades, & Services (monthly), and CUPE 2745 – Clerical and Student Services-based (as needed) to discuss concerns and issues from both sides.
- The New Brunswick Teachers’ Association Liaison Committee meets with the Senior Administration Team three times per year.

- Council monitors Policies on a scheduled basis

I report compliance.

BOARD POLICY PROVISION:

3.0 “Fail to provide for individual staff development for all employees.”

SUPERINTENDENT’S INTERPRETATION:

DATA:

- Goodlife Gym offers a provincial government rate to all staff of ASDE
- Mt. Allison University offers a 25% discount off their yearly Fitness Centre membership fee
- Individual Schools provide Wellness Activities to all staff members through NBTA Wellness Reps.
- Employee Family Assistance Program – Our EFAP provides In-Person Counselling, Telephone Counselling, Video Counselling, Chat Counselling, Online Resources – Audio recordings, booklets and articles, Mobile application to access resources, Quarterly newsletters for all permanent employees and their immediate family members at no cost to the employee. This is a confidential service consistent with Part I and III of government and also provides multiple resources for Managers and Supervisors.
- Senior Administration support to administrators and managers dealing with difficult situations
- Professional development is a priority with all ASDE staff:
 - Educational Assistants (7.5 days); School intervention Workers (7.5 days); School Administrative Assistants (2 days)
 - Facilities: Maintenance Repairworkers (4 days); All Custodians (2 days); Custodian IIs (3 days)
 - Transportation, School Bus Drivers (4 days): Policy 701 \ Harassment; What we know about Cannabis, info session; K-2 Guidelines for student drop off; RCMP red light infraction form; Policy 550 school bus evacuations- schedules; Run sheet review, scheduled timing, missed stop procedures; Enrollment figures, in confidence program, special needs bussing, weather update process early mornings, keeping a clean bus; Video of camera system red-light infractions, and Out of service; Newly designed bus driver ride along program; Dino bus delivery and new changes; Fire extinguisher safety Video training; WHMIS refresher; DTI service, checking of busses, OUT of service Criteria; Dress code, appropriate footwear; Regulations 2001-51; First Aid training
 - Transportation Manager, David McCormick is an active member of the Public Safety Advisory Committee representing the Anglophone East School District and is an active member of the Regional Emergency Measures response team for Southeast NB.
 - Teachers receive a minimum of seven days of Professional Development annually
 - Professional Development sessions occur regularly throughout the year, after school and evenings, which staff members regularly attend.

I report compliance

BOARD POLICY PROVISION:

4.0 “Fail to acquaint staff with their rights under this policy.”

SUPERINTENDENT’S INTERPRETATION:

DATA:

- Access to District policies under Human Resources is available via the District web page, and policies are referenced in ASDE orientation handouts
- DEC Policy 4.1 Staff Treatment is accessible to all staff & volunteers through District web page

I report compliance