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*Schools to believe in!*

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## **POLICY: Administrative Allowance**

Category (Human Resources)  
Effective Date: March 26, 2001.  
Last Revision Date: (27-Apr-15)  
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## **POLICY: Administrative Allowance**

### ***Rationale:***

The Board recognizes that, from time to time, it will be necessary for Supervisory Officers, Managers and Assistant Managers to incur business expenses in carrying out their duties for the Board.

The Board also recognizes the need to reimburse members of the above-named groups of employees for these business expenses.

### ***Personnel Affected by Policy:***

Supervisory Officers, Managers and Assistant Managers.

### ***Organizational Authority:***

The Board

### ***Regulations***

- 1 The Administrative Allowance is an allowance to be used for business expenses incurred in carrying out the employee's duties, that in their position as Supervisory Officer, Manager or Assistant Manager they would be required to incur.
- 2 An Administrative Allowance is a taxable benefit. Taxes will be deducted at source.
- 3 However, when an employee is entitled to an Administrative Allowance, business expenses can be used to offset tax on the Administrative Allowance.
- 4 By January 31 of each year, original receipts accompanied by a description the specific business expense, are to be submitted directly to the Superintendent of Business Services, who will ensure the annual expenses will be used as a taxable benefit on the employee's T-4. The sensitivity/confidentiality of the business expense, shall be ensured.
- 5 The following employees shall be entitled to an Administrative Allowance:

Director of Education	- \$92.00 per month
Superintendent of Educational Services	- \$92.00 per month
Superintendent of Business Services	- \$92.00 per month
Manager of Human Resources Services	- \$92.00 per month
Manager of Plant Services	- \$92.00 per month
Assistant Manager of Plant Services	- \$62.00 per month
Manager of Technological Services	- \$92.00 per month



## **POLICY: AIDS and HIV**

Category (Human Resources)

Effective Date: June 27, 1988.

Last Revision Date: (15-Nov-93)

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# **POLICY: Acquired Immune-Deficiency Syndrome (AIDS) and Human Immuno-Deficiency Virus (HIV)**

### ***Rationale for Policy:***

The Board recognizes the right of students to an education and employees to gainful employment. It shall compassionately respond to individuals suffering from AIDS or carrying HIV; in keeping with the gospel message of Jesus Christ.

### ***Personnel Affected by Policy:***

Regular and long-term temporary, teaching and non-teaching employees, and students.

### ***Organizational Authority:***

Management

### ***Regulations:***

Whereas casual contact is not a known means of transmission of the HIV, and whereas legal and medical procedures are in place for infectious diseases the following regulations shall apply:

#### **1.0 Students**

- 1.1 The legal rights to attend school shall be upheld, in keeping with the Education Act and the Health Protection and Promotion Act.
- 1.2 The right to privacy shall be maintained, in accordance with the laws governing confidentiality and reporting obligations.
- 1.3 The feasibility of home or hospital instruction shall be decided upon when necessitated by a student's physical condition or behaviour. The decisions shall be made on a case by case basis.

#### **2.0 Employees - Teaching and Non-teaching**

- 2.1 The right to continuation of employment shall be respected, in accordance with the Education Act and the existing agreements and policies.
- 2.2 The right to privacy shall be maintained, in accordance with the laws governing confidentiality, and reporting obligations.
- 2.3 Where employment places the employee at a determined health risk in a particular work situation, efforts will be made to place the person in a less threatening situation.
- 2.4 The right to benefits, for an employee who becomes too sick to work, shall be duly regarded in respect to existing agreements and policies.
- 2.5 The assignment of a teacher to the delivery of home or hospital instruction shall be with the agreement of the teacher.

#### **3.0 Curriculum**

- 3.1 The Ontario Ministry of Education mandate, requiring educational units about AIDS, shall be enacted.
- 3.2 The programme, as outlined in the document AIDS EDUCATION: A PROGRAMME FOR THE CATHOLIC SCHOOLS IN ONTARIO, shall govern the Catholic nature and context of curriculum.
- 3.3 The Board's professional staff shall have the primary responsibility for program delivery of topics pertaining to sexually-transmitted diseases, including AIDS.



## **POLICY: Attendance Support**

Category (Human Resources)

Effective Date: September 1, 2017

Last Revision Date: (N/A)

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## **POLICY: Attendance Support**

### **I. Purpose of Policy**

The Attendance Support Program is a key part of the Board's stewardship of its human resources, and is designed to create and maintain a Healthy Workplace. The Board believes that both individual and organizational health are important factors affecting the ability of all employees to exercise their vocation to work with regular attendance, and to contribute fully to its mission. ***In order to carry out the Board mandate, regular attendance by all employees is essential.***

The Attendance Support Program is an integrated partnership among employees, supervisors / administrators, Unions and health care providers that supports employees to attend work which benefits students. This program fosters a widespread understanding that the way to reduce incidences and duration of an employee's absences is through early intervention and support.

### **II. Program Objectives**

1. Promote regular and consistent attendance at work.
2. Support and encourage employee physical, emotional and spiritual well-being.
3. Provide guidelines for a consistent and fair process while providing individual flexibility as needed.
4. Support and assist individual employees to achieve regular attendance.
5. Provide a framework for responding to excessive absenteeism.

### **III. Principles**

1. Employees recognize that regular attendance is a condition of employment and will act in good faith and to the extent of their abilities to ensure ***prompt and regular attendance at work.***
2. The Board will provide support to employees who are absent from work with a proactive use of measures directed toward wellness and lifestyle enhancements.
3. The Board will apply the Attendance Support Program in a manner consistent with the ***Human Rights Code***, the ***Workplace Safety and Insurance Act*** and other applicable legislation in place to accommodate the individual needs of employees and assist them in the performance of their duties.



## **POLICY: Attendance Support**

Category (Human Resources)

Effective Date: September 1, 2017

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4. The Board will encourage regular and punctual attendance at work through the proactive use of preventative measures.
5. The Board will treat absences consistently and equitably across the organization.

The Board Attendance Support Program will focus on the following strongly integrated and interactive elements:

- Wholeness & Wellness Program;
- Disability Management; and
- Attendance Management.

## **IV. Procedures**

### **1. Attendance Support Program:**

The components of the Board's Attendance Support Program are set out in Procedure A to this Policy.

### **2. Disability Management Program:**

The components of the Board's Disability Management Program (including Return to Work and Remain at Work Plans) are set out in Procedure B to this Policy.

## **V. Human Rights Code and Accommodation**

### **1. Human Rights Code (Employment):**

Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. (s. 5 (1)).

### **2. Human Rights Code (Disability Definition):**

"disability" means,

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,



## **POLICY: Attendance Support**

Category (Human Resources)

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- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”) (s. 10 (1))

### **3. Accommodation:**

The principle of accommodation applies to all grounds of the Code, but accommodation issues in employment most often relate to the needs of:

- employees with disabilities (disability);
- older workers (age);
- employees with religious needs (creed);
- pregnant women (sex); and
- employees with caregiving responsibilities (family status).

[Ontario Human Rights Commission. *Human Rights at Work 2008 – Third Edition*, p. 93)

### **4. Appendix A – Accommodation Process Checklist:**

Appendix A sets out the obligations of an employee, the employee’s supervisor (including the employee’s Principal / Vice-Principal), and the Board in any accommodation situation.

## **V. Related Information**

### *Procedures and Appendix for this Policy*

PROCEDURE A: Attendance Support Program

PROCEDURE B: Disability Management Program

APPENDIX A: Accommodation Process Checklist

### *Related Board Policies*

Human Rights Policy

### *Legislation*

Human Rights Code

Workplace Safety Insurance Act

### *Ontario Human Rights Commission (OHRC)*

(27-Jun-16) Policy on Ableism and Discrimination based on Disability

(2008). Human Rights at Work 2008 – Third Edition.



## PROCEDURE A: Attendance Support Program

Effective Date: Sept 01, 2017

Last Revision Date: (N/A)

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## PROCEDURE A: Attendance Support Program

### I. Overview / Procedure Description

The Attendance Support Program is aimed at positively supporting employees in their regular attendance. The focus is on ***non-culpable absences (innocent absenteeism)*** and is non-disciplinary. The goal is to facilitate a return to work and assist in maintaining regular attendance with or without accommodation of those employees who exceed the Board's established absence threshold;

Should a ***disability*** be identified that requires support or accommodation at any time during the process, the Board may support the employee's transition into ***Disability Management*** and will comply with its obligations in ***Appendix A – Accommodation Process Checklist***.

***Innocent (Non-Culpable) Absenteeism*** relates to absences as a result of illness or injury that arise due to circumstances beyond the employee's control. These absences are not dealt with through a progressive discipline model; instead the employee is supported through the Attendance Support Program;

***Culpable Absenteeism*** relates to those absences for which employees can be held accountable. Failure to attend work without notifying the employer, lateness for work or leaving early and abuse of leave are examples of culpable absences. Employees with culpable absences are subject to progressive discipline, in accordance with their respective Collective Agreements. These absences are not dealt with through the Attendance Support Program.

### II. Procedure Steps / Checklist

#### 1. Absence Threshold for Entry into the Attendance Support Program:

- a) ***Absence Threshold*** is the established number of absences to trigger possible entry into the Attendance Support Program. When an employee's absences exceed the threshold within a rolling 12 (working) month period, the Principal, Supervisor, Manager, and/or Human Resources Supervisor may meet with the employee to discuss his/her level of absenteeism having regard for the personal circumstances of the employee.



## PROCEDURE A: Attendance Support Program

Effective Date: Sept 01, 2017

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- b) The threshold should be reviewed every two years by the Board Administration. Employees should be notified of threshold changes. The threshold is used as a mechanism to trigger non-disciplinary and supportive intervention.
- c) When an **employee's absences have exceeded the threshold**, the attendance support process will be initiated.
- d) Entry into any level of the multi-level process is applied consistently to all employees using discretion. The goals that are set within any level are specific and unique to each employee's circumstances.
- e) If the employee is a union member, the employee may include the employee's union representative in the attendance support process and may have that representative attend any meetings that occur to discuss or review the employee's attendance.

### 2. Disability, Accommodation Requirement, Exempt Absences, and Extenuating Circumstances:

- a) At each Level of the Attendance Support Program the management staff shall assess whether any of the absences in question were related to:
  - a disability (see Section IV – Definitions);
  - a requirement for accommodation under the Human Rights Code; or
  - extenuating circumstances (i.e. single event or a one time sickness)which would indicate that it would not be appropriate for the employee to enter into, progress to the next level, or continue in the Attendance Support Program.
- b) If the absences relate to a disability or to a requirement for accommodation all Parties will comply with their obligations in **Appendix A – Accommodation Process Checklist**.
- c) Absences which relate to a disability or a requirement for accommodation shall not be taken into account in determining the Absence Threshold.
- d) Absences where the employee is on:
  - an Employment Standards Act leave of absence,
  - a leave of absence related to a workplace injury covered by the Workplace Safety and Insurance Act, or
  - a Long Term Disability leave of absenceshall not be taken into account in determining the Absence Threshold.



## PROCEDURE A: Attendance Support Program

Effective Date: Sept 01, 2017

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### 3. Review Periods & Exit from the Attendance Support Program:

- a) When attendance goals have been met within a coaching level the employee enters into a review period of up to 12 working months where their absences are monitored by the Human Resources Supervisor.
- b) Employees who do not exceed the Absence Threshold in the above review period will exit from the Attendance Support Program.

### 4. Preliminary Meeting:

The Preliminary Meeting includes the employee, Principal/Supervisor/Manager, to initiate discussion related to the employee's absence level, gain an understanding of the issue(s) that may be preventing the employee from regularly attending work and offer support and guidance, and advise the employee of threshold for entry into Coaching Level 1.

### 5. Coaching Level 1:

- a) Coaching Level 1 consists of a meeting that includes the employee, Principal/Supervisor/Manager and the **Human Resources Supervisor**.
- b) The employee may enter into Level 1 if he/she has been unable to meet the attendance threshold established in the Preliminary Meeting.
- c) Attendance goals will be set with the employee that will apply for the next 90 working days.

### 6. Coaching Level 2

- a) Coaching Level 2 consists of a meeting that includes the employee, Principal/Supervisor/Manager and/or **Human Resources Supervisor**.
- b) The employee may enter into Level 2 if he/she has been unable to meet the attendance goals established in Level 1.
- c) Attendance goals will again be set with the employee that will apply for the next 90 working days.

### 7. Coaching Level 3

- a) Coaching Level 3 – consists of a meeting that includes the employee, Principal/Supervisor/Manager and/or **Human Resources Supervisor**.
- b) The employee may enter into Level 3, if he/she has been unable to meet the attendance goals established in Level 2.
- c) Attendance goals will again be set with the employee that will apply for the next 90 working days.



## PROCEDURE A: Attendance Support Program

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### 8. Coaching Level 4

- a) Coaching Level 4 consists of a meeting that includes the employee, Principal/Supervisor/Manager and or Manager of Human Resources or designate, and Superintendent.
- b) The employee may enter into Level 4, if he/she has been unable to meet the attendance goals established in Level 3.

### 9. Coaching Level 4 and Potential Change in Employment Status:

Where the employee progresses to Level 4 and the board determines that:

- a) it has fulfilled its obligations under the applicable collective agreement and/or policies and procedures, the Workplace Safety and Insurance Act, the Human Rights Code and any other applicable legislation; and,
- b) the employee's absenteeism is excessive and there is no reasonable likelihood that the employee will be able to attend work regularly in the foreseeable future;

The employee may be advised that a conversation will occur to discuss employment status.

## III. Areas of Responsibility

### Employee:

Employees' responsibilities include:

- Maintaining regular on time attendance;
- Giving the notice of absence required by Board procedures and/or by the relevant collective agreement;
- Providing any documentation required to support such absence as mandated by Board procedures and/or by the relevant collective agreement;
- Maintaining regular contact with the employee's supervisor and/or the Human Resources Supervisor during absence from work;
- Participating actively in all levels of the attendance management process;
- Cooperating in setting personal attendance goals; and
- Contacting their union representative if the employee wishes them to be involved.



## **PROCEDURE A: Attendance Support Program**

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### **Principal / Supervisor / Manager:**

The responsibilities of Principals, Supervisors and Managers include:

- Communicating attendance expectations to all employees through an annual review of the Attendance Support Program.
- Reviewing absence reports for staff;
- Identifying absenteeism trends or patterns, such as the following:
  - frequent absences of short duration;
  - absences of more than ten days;
  - absences due to doctor appointments or scheduled treatment;
  - absences due to workplace injury and/or illness;
  - unauthorized absences;
  - a pattern of repeated days of absence taken in proximity to weekends and holidays, and
  - absenteeism in excess of the Absence Threshold.
- Addressing all absenteeism issues using discretion and seek support from Human Resources;
- Conducting the preliminary meeting with all employees whose absences exceed the Absence Threshold;
- Supporting employees and act as a resource;
- Advising employees of available resources (i.e. EFAP);
- Participating in all meetings as outlined in the Attendance Support Program and provide input into the development of individualized attendance goals for each employee involved in the process;
- Providing a written outcome of the preliminary meeting to the employee (only if a Human Resources representative is not in attendance);
- Supporting and assisting the Human Resources Supervisor at any level in the attendance management process;
- Providing positive reinforcement to employees who reach their attendance goals.



## **PROCEDURE A: Attendance Support Program**

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### **Human Resources Supervisor**

The Human Resources Supervisor responsibilities may include:

- Supporting Principals/Supervisors/Managers in addressing absenteeism issues;
- Serving as a resource to employees and Principals/Supervisors/Managers;
- Assisting to identify employees who exceed the threshold level of absences;
- Advising employees of resources available to them;
- Facilitate the meetings in Coaching Levels 1 to 3;
- Providing assistance on the development of individualized goals at the conclusion of each meeting, taking into account all circumstances identified during each meeting; and
- Providing a written outcome of each coaching level meeting with copies to the employee, Principal/Supervisor/Manager and employee's union representative, if applicable.

### **Superintendent**

The Superintendent responsibilities may include:

- Providing support and acting as a resource to all aspects of the attendance management process and
- Following the completion of the first three coaching levels to determine ongoing employability in conjunction with Human Resources representatives, Principals, Supervisors and Managers who are reviewing the cases of employees who have not met attendance goals or the Absence Threshold.

## **IV. Definitions**

"disability" means,

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or



## **PROCEDURE A: Attendance Support Program**

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- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; ("handicap") [*Human Rights Code*, s. 10 (1)]

## **V. Related Information**

### *Procedures and Appendix for this Policy*

POLICY: Attendance Support

PROCEDURE B: Disability Management Program

APPENDIX A: Accommodation Process Checklist

### *Related Board Policies*

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### *Legislation*

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Workplace Safety Insurance Act

### *Ontario Human Rights Commission (OHRC)*

(27-Jun-16) OHRC Policy on Ableism and Discrimination based on Disability

(2008). Human Rights at Work 2008 – Third Edition



## PROCEDURE B: Disability Management Program

Effective Date: September 1, 2017.

Last Revision Date: (N/A)

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## PROCEDURE B: Disability Management Program

### I. Overview / Procedure Description

The Disability Management Procedure provides employees with a safe and timely transition from illness/injury that allow them to remain at work or return to work.

When appropriate, the program assists employees by providing rehabilitation support, accommodations or modifications to remain at work, gradual return to work and/or modified work prior to commencement of regular full-time, part-time or occasional work.

When a disability exists, the Board will endeavor to modify both the work and the workplace to accommodate the needs of the disabled employee, based on medically-supported restrictions/limitations (which may include an External Assessment), provided that it does not cause undue hardship to the Board.

The obligations of the employee, the employee's supervisor and/or Principal/Vice-Principal, and the Human Resources Supervisor in any required accommodation related to a disability are set out in **Appendix A: Accommodation Process Checklist**. (The Code definition of **disability** is set out in the Section V – Definitions.)

### II. Procedure Steps / Checklist

#### 1. Employee Responsibilities:

- a) Documentation:  
The employee shall provide appropriate documentation as required by the Board's Absence Reporting Guidelines & Early Intervention Procedure.
- b) Communications with Human Resources Supervisor:  
The employee shall maintain regular contact with the Human Resources Supervisor to provide updates on status, changes in condition, and review progress throughout their Remain at Work or Return to Work Plan
- c) Medical Rehabilitation and Treatment:  
The employee shall actively participate in medical rehabilitation and/or treatment that can be expected to facilitate a timely recovery and return to work.
- d) Return to Work Notice:  
The employee shall provide the Human Resources Supervisor with written notice of the employee's expected return to work and written notice of any accommodation to assist in that return to work.



## **PROCEDURE B: Disability Management Program**

Effective Date: September 1, 2017.

Last Revision Date: (N/A)

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- e) Participation in Plans and/or Workplace Accommodation:  
The employee shall co-operate and participate in any Return to Work Plan, Remain at Work Plan and Workplace Accommodation.
- f) Union Representation:  
If the employee is a union member, the employee may have the employee's union representative attend any meetings and be involved in the disability management process.

### **2. General Human Resources Supervisor Responsibilities:**

- a) Initial Contact:  
The Human Resources Supervisor will contact the employee directly to discuss the Board's Disability Management Program and work with the employee to assess any restrictions and/or limitations.
- b) Union Representation:  
On initial contact, the Human Resources Supervisor shall inform any unionized employee that they may have a union representative attend any meetings and be involved in this process.
- c) Role of the Human Resources Supervisor:  
The Human Resources Supervisor or designate shall:
  - co-ordinate the return to work of all disabled employees with the employee, the appropriate treating medical practitioner, Principal/Vice-Principal or Immediate Supervisor, and the union representative at the employee's discretion;
  - assess the employee's work capabilities in conjunction with medically-supported restrictions and/or limitations provided by the appropriate treating medical practitioner(s) or external assessor;
  - inform the employee's Principal/Vice-Principal or Immediate Supervisor/Manager of the work restrictions/limitations and initiates the development of the Remain at Work Plan or Return to Work Plan.

### **3. Development of a Return to Work or a Remain at Work Plan:**

- a) Workplace Assessment:  
The Human Resources Supervisor or designate shall:
  - perform a workplace assessment with the Principal/Vice-Principal or Immediate Supervisor/Manager and, as required, with the Health & Safety Officer, or designate, to ensure compatibility of work restrictions and the duties to be performed within the work environment;



## PROCEDURE B: Disability Management Program

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Last Revision Date: (N/A)

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- co-ordinate the modification of the work or workplace, as needed; and
- assess the need for change in location and/or assignment.

b) Return to Work or Remain at Work Plan Process:

The Human Resources Supervisor or designate shall:

- co-ordinate the development of a Remain at Work Plan or Return to Work Plan with the employee, his/her Principal/Vice-Principal or Immediate Supervisor/Manager, the appropriate treating medical practitioner(s), the employee's union representative, Workplace Safety and Insurance Board, LTD Insurance Carrier, Human Resources and Operations Superintendents, as appropriate;
- distribute a copy of the Remain at Work Plan or Return to Work Plan to the above parties and the employee;
- maintain regular contact with the employee and his/her Principal/Vice-Principal or Immediate Supervisor/Manager for the duration of the Remain at Work Plan or Return to Work Plan; and
- maintain an ongoing assessment of the Remain at Work Plan or Return to Work Plan; to modify the Plan, as required.

c) Plan Components:

A Remain at Work Plan or Return to Work Plan, should include a clear start and end date, with progression of hours and duties. Adjustments will be considered on a case by case basis. The Remain at Work Plan or Return to Work Plan may include but is not restricted to, some or all of the following:

- volunteer work;
- reduced work hours;
- modification of duties;
- workplace modifications;
- removal of physical barriers; and/or
- reassignment to another position if the employee has the necessary skills and abilities to perform the essential duties of that position.

d) Monitoring Return to Work or Remain at Work Plans:

Regular follow-up meetings may occur during the Remain at Work or Return to Work Plan to ensure that the employee's needs are being met and to make any necessary changes to the modifications or accommodations should there be a change in the employee's restrictions or limitations (based on physician input).



## **PROCEDURE B: Disability Management Program**

Effective Date: September 1, 2017.

Last Revision Date: (N/A)

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### **3. Supervisor and Principal/Vice-Principal Responsibilities:**

The employee's supervisor and/or Principal/Vice-Principal shall:

- participate in the development of the employee's Remain at Work Plan or Return to Work Plan;
- modify the work or workplace, as outlined in the Remain at Work Plan or Return to Work Plan;
- assign work or duties according to the employee's Remain at Work or Return to Work Plan;
- closely monitor the progress of the employee throughout the Remain at Work or Return to Work Plan; and
- immediately report any problems or concerns to the Human Resources Supervisor.

## **IV. Definitions**

"disability" means,

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; ("handicap") [*Human Rights Code*, s. 10 (1)]

## **V. Related Information**

*Procedures and Appendix for this Policy*

POLICY: Attendance Support

PROCEDURE A: Attendance Support Program

APPENDIX A: Accommodation Process Checklist

*Related Board Policies*

Human Rights Policy



## **PROCEDURE B: Disability Management Program**

Effective Date: September 1, 2017.

Last Revision Date: (N/A)

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### *Legislation*

Human Rights Code

Workplace Safety Insurance Act

### *Ontario Human Rights Commission (OHRC)*

(27-Jun-16) OHRC Policy on Ableism and Discrimination based on Disability

(2008). Human Rights at Work 2008 – Third Edition



## Appendix A: Attendance Support - Accommodation Process Checklist

Effective Date: September 1, 2017.

Last Revision Date: (N/A)

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### Appendix A: Accommodation Process Checklist

*The most appropriate accommodation is one that most:*

- *respects the dignity of the employee;*
- *responds to the employee's individualized needs; and*
- *maximizes the employee's integration and full participation in the workplace.*

*However, the duty to accommodate does not require exempting an employee from performing the essential requirements of the employee's job.*

#### **1. Obligations of the Employee:**

- ☐ Advise the employee's supervisor that the employee requires accommodation under the Human Rights Code to perform the essential duties of the employee's position;
- ☐ Make her or his needs known to the best of his or her ability, in writing;
- ☐ Answer questions or provide information regarding relevant restrictions or limitations, including information from health care professionals, where appropriate and as needed;
- ☐ Participate in discussions regarding possible accommodation solutions;
- ☐ If the employee is a union member, the employee's union representative will also participate in discussions regarding possible accommodation solutions and may be present for any meetings with management representatives;
- ☐ Co-operate with any experts whose assistance is required to manage the accommodation process or when information is required that is unavailable to the person requesting accommodation;
- ☐ Meet agreed-upon performance and job standards once accommodation is provided;
- ☐ Work with the Human Resources Supervisor and the employee's supervisor on an ongoing basis to manage the accommodation process; and
- ☐ Report any problems with the accommodation process, in writing, to the employee's supervisor and/or to the Human Resources Supervisor.



## **Appendix A: Attendance Support - Accommodation Process Checklist**

Effective Date: September 1, 2017.

Last Revision Date: (N/A)

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### **2. *Obligations of the Employee's Supervisor and/or Principal / Vice-Principal:***

- ☐ Be alert to the possibility that an employee may need an accommodation even if they have not made a specific or formal request;
- ☐ Advise the Human Resources Supervisor of the request for accommodation or the potential for an accommodation request;
- ☐ Assist the Human Resources Supervisor in developing accommodation solutions;
- ☐ Assist the Human Resources Supervisor in implementing the required workplace accommodation;
- ☐ Monitor the workplace accommodation and advise the Human Resources Supervisor of any problems.

### **3. *Obligations of the Board:***

- ☐ Accept the employee's request for accommodation in good faith, unless there are legitimate reasons for acting otherwise;
- ☐ Obtain expert opinion or advice where needed;
- ☐ Limit requests for information to those reasonably related to the nature of the limitation or restriction so as to be able to respond to the accommodation request;
- ☐ Take an active role in ensuring that alternative approaches and possible accommodation solutions are investigated, and canvass various forms of possible accommodation and alternative solutions, as part of the duty to accommodate;
- ☐ Consult with the employee and the employee's union representative (if the employee is a union member) with respect to alternative approaches and possible accommodation solutions;
- ☐ Communicate regularly and effectively with the employee and the employee's union representative (if the employee is a union member) with updates on the accommodation process;
- ☐ Grant accommodation requests in a timely manner, to the point of undue hardship, even when the request for accommodation does not use any specific formal language;



## **Appendix A: Attendance Support - Accommodation Process Checklist**

Effective Date: September 1, 2017.

Last Revision Date: (N/A)

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- ☐ Bear the cost of any required medical information or documentation;
  - ☐ Implement accommodation in a timely way to the point of undue hardship;
  - ☐ Keep a record of the accommodation request and action taken; and
  - ☐ Maintain confidentiality as much as possible.

[(27-Jun-16). Ontario Human Rights Commission. *Policy on Ableism and Discrimination based on Disability*, pp. 41-42]



## ***POLICY: Cannabis, Drug & Alcohol Free Workplace***

Category (Human Resources)

Effective Date: February 25, 2019.

Last Revision Date: (N/A)

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## ***POLICY: Cannabis, Drug & Alcohol Free Workplace***

### **I. Purpose of Policy**

#### **1. Protection of Students**

One of the purposes of the *Cannabis Control Act, 2017* is to protect youth and restrict their access to cannabis and the Act prohibits the sale or distribution of cannabis to a person under 19 years of age.

#### **2. Health & Safety**

All employees and workers, who perform work or supply services for the Board, are responsible for safety in the workplace. Alcohol and drug use that impairs the ability of these individuals to perform their jobs, including jeopardizing their safety and the safety of students, other employees / workers, the general public and the environment, is prohibited.

#### **3. Accommodation of Prescribed Medications (including medically authorized cannabis) for Disabilities:**

The Board recognizes that employees may require prescribed medications including medically authorized cannabis to accommodate their disabilities.

#### **4. Accommodation of Alcohol and Drug Addictions:**

The Board recognizes that alcohol and drug dependencies are illnesses, which can respond to therapy and treatment. The Board is committed to employee safety, health and wellness and will assist employees in obtaining treatment for such illnesses.

### **II. Policy Statement**

#### **1. Application of the Policy (Employees and Workers)**

This policy applies to all employees and workers who perform work or supply services for the Board.

#### **2. Prescribed Medications for Disabilities including Medically Authorized Cannabis**

- a) Prescribed Medications including Medically Authorized Cannabis:  
Employees may require prescribed medications including medically authorized cannabis to accommodate their disabilities.

- b) **Employee Duty to Inquire:**  
Employees, who require prescribed medications including medically authorized cannabis to accommodate their disabilities, shall ask their health care practitioner if the prescribed medications may endanger the employee's safety or the safety of others or may cause impairment in the performance of the employee's work duties.
- c) **Employee Notice Obligations:**  
Employees shall notify the Manager of Human Resources Services if their use of prescribed medications including medically authorized cannabis may cause impairment in the performance of their duties or compromise their safety or the safety of others.
- d) **Human Rights Policy (Human Resources):**  
Employees and the Board shall follow the accommodation procedures set out in the Human Rights Policy when dealing with the use of prescribed medications (including cannabis) for disabilities.

### **3. Cannabis, Drug or Alcohol Addictions**

- a) **Cannabis, Drug and Alcohol Addictions are Disabilities:**  
Drug and alcohol addictions are disabilities under the Human Rights Code. Employees with addiction disabilities have the same right to be free from discrimination as other people under the Code.
- b) **Employee Notice Obligations:**  
Employees shall notify the Manager of Human Resources Services that they have a cannabis, drug or alcohol addiction which may compromise their safety or the safety of others or which may cause impairment in the performance of their duties.
- c) **Human Rights Policy (Human Resources):**  
Employees and the Board shall follow the accommodation procedures set out in the Human Rights Policy when dealing with cannabis, drug or alcohol addictions.

### **4. Impaired Driving**

- a) **Charges and Suspensions:**  
Any employee charged with an impaired driving related offence while operating a vehicle on Board business or driving a Board assigned vehicle must immediately report the charge to their supervisor.

In addition, any employee whose operator's licence is suspended or who is charged with an impaired driving related offence as a result of roadside testing must immediately report such suspension and/or charge to their supervisor if within the period of suspension they are required to drive on Board business, operate mobile equipment in their work duties for the Board, or drive a Board assigned vehicle. The supervisor will notify the Manager of Human Resources Services for the determination of whether a Fitness for Duty assessment should be arranged.

b) **Interim Measures:**

Provided that the employee retains a valid operator's licence, and considering the circumstances and any assessment performed by the Manager of Human Resources Services, a determination will be made as to whether the employee is in need of an assistance program and whether the employee should be allowed to continue to operate mobile equipment or Board assigned vehicles pending the outcome of the charge. Any safety concerns may result in work restrictions being issued for the employee.

c) **Convictions and Suspensions:**

Any employee convicted of impaired driving or related offence must immediately report to their supervisor, the conviction, and any imposed suspension or limitations affecting their operator's licence, if their work duties for the Board require a valid operator's licence or the conviction resulted from a charge which occurred while operating a vehicle on Board business or while driving a vehicle assigned by the Board.

d) **Accommodation:**

If reasonable and possible, employees who have had their operator's licence suspended, but require a valid operator's licence to perform their job duties, may be temporarily accommodated in an alternative position until their operator's licence is restored. Any such accommodation should not be considered absolute or indefinite. If driving is an essential part of the employee's work duties and an alternative placement is not feasible, the employment contract may be treated as terminated.

e) **Failure to Report:**

Failure to immediately report an impaired driving or related charge, conviction, or suspension or resulting effect upon the employee's operator's licence may result in discipline up to and including dismissal for cause.

## **5. Confidentiality of Medical Information**

a) **Medical Information is Confidential:**

Medical information regarding an employee's alcohol or drug use, including alcohol and drug test results is personal information and is confidential.

- b) Board's Information (Personal) –Collection, Use & Disclosure Policy:  
There are restrictions on the collection, use and disclosure of such medical information in Part II of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The Board's Information (Personal) –Collection, Use & Disclosure Policy provides direction and guidance on the collection, use and disclosure of employee medical information.

## **6. Policy Violations**

- a) Cannabis:

The possession, consumption, distribution or sale of cannabis and cannabis paraphernalia is prohibited:

- while conducting Board / School business,
- while engaged in Board / School activities,
- while in or operating a vehicle of the Board and
- while on Board premises.

Employees and workers are prohibited from consuming any cannabis during their working hours, including meals and breaks.

- b) Smoking and Vaping Prohibited:

Board schools, offices and facilities are smoke free environments. Employees are prohibited from:

- smoking and use of tobacco, tobacco products, cannabis, vapour products and electronic cigarettes and
- smoking cannabis for medical purposes.

- c) Alcohol:

The possession, consumption, distribution or sale of alcoholic beverages is prohibited:

- while conducting Board / School business,
- while engaged in Board / School activities,
- while in or operating a vehicle of the Board and
- while on Board premises.

Employees and workers are prohibited from consuming any alcoholic beverage during their working hours, including meals and breaks.

- d) Alcohol Exemption for Approved Events:

The possession, consumption in moderation, distribution or sale of alcoholic beverages is permitted for approved Board, School or Community Use of Schools events.

e) Over-the-Counter Medications:

Employees and workers using prescribed or over-the-counter medications are expected to use such medications responsibly. The intentional misuse of medications (e.g. using medication other than as prescribed or combining medication and alcohol or cannabis against direction) is prohibited:

- while conducting Board / School business,
- while engaged in Board / School activities,
- while in or operating a vehicle of the Board and
- while on Board premises.

f) Illegal Drugs:

The presence in the body, possession, use, distribution, dispensation, sale or manufacture of illegal drugs is prohibited:

- while conducting Board / School business,
- while engaged in Board / School activities,
- while in or operating a vehicle of the Board and
- while on Board premises.

g) Safe Performance of Duties:

Employees and workers are expected to be able to safely and acceptably perform assigned duties without limitations due to the use or after effects of cannabis, alcohol, illicit drugs or medications. Employees and workers are prohibited from performing services, if they are impaired through their use of cannabis, alcohol, illicit drugs or medications.

h) Designated On-Call Employees:

Designated **on-call employees and workers** must be able to respond to an incident and shall not consume cannabis or alcohol to the extent they become impaired or are unable to safely and acceptably perform their duties. If an employee or worker is requested to perform unscheduled services or to respond to an incident while unfit to do so, the employee or worker must decline.

## **7. Consequences for Policy Violations**

a) Prescribed Medications for Disabilities including Medically Authorized Cannabis:

Employees who require medications for disabilities will not be disciplined provided they:

- ask their health care practitioner if the prescribed medications may endanger the employee's safety or the safety of others or may cause impairment in the performance of the employee's work duties;
- notify the Manager of Human Resources Services of any possible risks to the employee or to others or possible impairment in the performance of the employee's job duties; and

- follow the accommodation procedures in the Board's Human Rights Policy.
- b) **Alcohol or Drug Dependency:**  
No employee with an alcohol or drug dependency will be disciplined or terminated for requesting help in overcoming a problem or because of involvement in a treatment or rehabilitation program. However, an employee with a substance dependency is expected to seek treatment prior to violating this policy or putting their safety and the safety of students, other employees, the public and the environment in jeopardy.
- c) **Factors to be Considered:**  
The consequences for violation of this policy will depend on the facts of each case. Some of the factors that will be considered include:
  - student involvement with or exposure to the violation;
  - the nature of the violation;
  - the existence of prior violations;
  - the response to prior treatment or corrective programs; and
  - the seriousness of the violation.
- d) **Employee Disciplinary / Non-Disciplinary Action:**  
If an employee violates this policy, appropriate action will be taken, including but not necessarily limited to corrective action, a warning or reprimand, suspension with or without pay or termination for cause.
- e) **Worker Consequences:**  
If a worker violates this policy, the Board may bar the worker from performing work or providing services for the Board. The Board may also terminate the contractual arrangement with the worker's employer or with the worker.

## **8. Responsibilities of the Board, Supervisors & Employees**

The respective responsibilities of employees, supervisors and the Board are set out in Appendix A to this Policy

## **9. Education & Training:**

- a) The Board is committed to informing employees of the risks associated with the use of alcohol or drugs and advising of available assistance to deal with an emerging or existing substance dependency.
- b) The Board will provide supervisors with periodic training to assist supervisors in identifying an alcohol or drug problem

## **III. Definitions**

***alcohol*** refers to beer, wine and distilled spirits, and includes the intoxicating agent found in medicines or other products.

**disability** means,

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (Human Rights Code, s. 10 (1))

**drug** means any substance, including but not limited to alcohol, illicit drugs, medications, or other substances the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this policy, drugs of concern are those that inhibit a worker's ability to perform work safely and productively.

**drug paraphernalia** means any personal property associated with the use of any drug, substance, chemical or agent, the possession of which is unlawful

**extreme fatigue/stress** means physical and/or mental exhaustion that reduces a person's alertness such that a safety hazard is created or results in an inability to safely perform work.

**fit for duty** means that a worker is able to safely and/or acceptably perform assigned duties without any limitations resulting from, but not limited to: the use or after-effects of illicit drugs, alcohol, and/or medications; the misuse of and/or failure to take prescribed medications; and/or extreme fatigue/stress. It is a condition where a worker is physically, physiologically and psychologically capable and competent of performing their task safely.

**illicit drug** means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs).

**medication** refers to a drug obtained legally, either over-the-counter or through a medical practitioner's prescription.

**on duty** is the time period commencing from when an employee or a worker reports to perform work up until the time he or she ceases to perform work for the day, and includes lunch, break times and times between the portions of split crews. On Duty also includes the time period in which an individual is required to be performing work or is on stand-by to perform work.

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***worker*** means a person who performs work or supplies services for the Board.

## **IV. Related Information**

### ***Appendices for this Policy***

APPENDIX A: Employee, Supervisor & Board Responsibilities

### ***Related Policy (Administration Category)***

POLICY: Information (Personal) – Collection, Use & Disclosure

### ***Related Policy (Human Rights Category)***

POLICY: Human Rights

### ***Related Policy (Facilities Category)***

POLICY: Vehicles, Equipment and Supplies Policy

### ***Legislation***

Cannabis Act (formerly Bill C-45) An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts

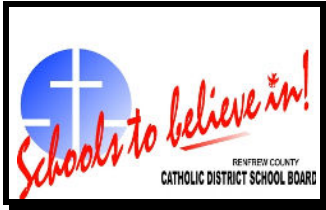
Bill C-46, An Act to amend the Criminal Code (offences relating to conveyances) and to make consequential amendments to other Acts)

Cannabis Control Act 2017

Education Act

Occupational Health & Safety Act

Smoke Free Ontario Act, 2017



***Cannabis, Drug & Alcohol Free Workplace:  
APPENDIX A - Board, Supervisor & Employee Responsibilities***

Category (Human Resources)  
Effective Date: February 25, 2019.  
Last Revision Date: (N/A)  
Page 1 of 3

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## ***APPENDIX A: Employee, Supervisor & Board Responsibilities***

### **Possible Signs of Impairment**

An employer may observe changes in an employee's attendance, performance or behaviour, such as:

- personality changes or erratic behaviour (e.g. increased interpersonal conflicts; overreaction to criticism),
- appearance of impairment at work (e.g. odor of alcohol or drugs, glassy or red eyes, unsteady gait),
- slurring, poor coordination,
- working in an unsafe manner or involvement in an accident,
- failing a drug or alcohol test,
- consistent lateness, absenteeism, or reduced productivity or quality of work.

Don't ASSUME

There could be many reasons that explain these situations, such as:

- another disability or temporary medical conditions,
- conflict at work,
- job dissatisfaction or low morale,
- the stress in balancing work and caregiving obligations,
- personal problems unrelated to work.

Employers should keep in mind that the employee may just be having a bad week or month.

However, in some cases, the observed behaviour could be the consequence of substance dependence. (Canadian Human Rights Commission. (2017). *Impaired at Work – a guide to accommodating substance abuse*. p. 5)

### ***1. Employee Responsibilities***

- ☐ Safely and acceptably ***perform assigned duties*** without limitations due to the use or after effects of cannabis, alcohol, illicit drugs or medications.
- ☐ ***Ask their health care practitioner***, if the employee's prescribed medications may endanger the employee's safety or the safety of others or may cause impairment in the performance of the employee's work duties.
- ☐ ***Notify the Manager of Human Resources Services***, if the employee's use of prescribed medications including medically authorized cannabis may cause impairment in the performance of their duties or compromise their safety or the safety of others.

- 
- ☐ Follow the **accommodation procedures** set out in the Human Rights Policy when dealing with the use of prescribed medications including cannabis for disabilities.
  - ☐ Seek counseling and **accept the necessary treatment** as prescribed for an emerging alcohol or drug problem before the problem adversely affects job performance.
  - ☐ Follow any recommended monitoring or follow-up program as part of **rehabilitation from an alcohol or drug dependency**.
  - ☐ Follow the **accommodation procedures** set out in the Human Rights Policy when dealing with cannabis, drug or alcohol addictions.
  - ☐ Report **any possible work impairment** of a co-worker to their supervisor.
  - ☐ **Cooperate fully** during investigations related to this policy.

## **2. Supervisor Responsibilities**

- ☐ Attend training and awareness programs as directed by the Board.
- ☐ Identify unsatisfactory or deteriorating levels of work performance, discuss with employee, and if necessary, together with Human Resources initiate corrective action.
- ☐ Take immediate action to remove from the job an employee appearing to be impaired. Impairment is to be judged by a supervisor on the behaviour or performance of an employee that suggests consumption or impairment by alcohol or drugs.
- ☐ Upon removing an employee from the job, arrange to transport the employee home (i.e. drive the employee home; contact a spouse, family member or other individual to transport the employee home; and failing that, arrange for a taxi).
- ☐ Report all suspected work impairments to the Manager of Human Resources Services.

## **3. Manager of Human Resources Services**

- ☐ Investigate all suspected work impairments to ascertain if accommodation is necessary, if discipline is warranted or if non-disciplinary measures are appropriate.
- ☐ If accommodation is necessary initiate the accommodation process.
- ☐ If discipline is warranted, make a recommendation to the relevant Superintendent.
- ☐ If non-disciplinary measures are appropriate, make a recommendation to the relevant Superintendent.

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**4. Board**

- ☐ Communicate this policy to all employees of the Board, all employers who supply workers to the Board and all independent contractors who provide services to the Board.
- ☐ To the extent that the Board deems appropriate, implement an education program regarding the effects of using or abusing alcohol or drugs.
- ☐ Train supervisors to recognize and handle performance problems caused by alcohol or drug use.
- ☐ Deal promptly with an actual or perceived alcohol or drug problem in consultation with Human Resources.
- ☐ If an employee arrives at the work place appearing to be impaired as a result of alcohol or drug use, the Board will make all reasonable efforts to ensure that the employee returns home safely.
- ☐ In appropriate circumstances, refer employees affected by substance abuse for counseling and treatment.
- ☐ Monitor performance after an employee returns to work from drug and/or alcohol treatment, assisting the employee as necessary.
- ☐ In so far as it is reasonable, protect the confidentiality and privacy of an employee taking steps to deal with an alcohol or drug dependency problem.
- ☐ The Board will make all reasonable efforts to ensure attendees at approved Board functions (where alcohol is served) return home safely.



## **POLICY: Conferences & Conventions - Attendance**

Category (Human Resources)

Effective Date: September 2, 1975.

Last Revision Date: (31-Oct-11)

Page 1 of 1

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## **POLICY: Conferences & Conventions - Attendance**

### ***Rationale for Policy:***

The Board recognizes the advantages to be gained by attendance at conventions, workshops and displays of an educational nature. The Board also recognizes that the benefits gained should bear a close relationship to the expense incurred.

### ***Personnel Affected by Policy:***

Trustees, and full- and part-time regular, non-teaching employees.

### ***Organizational Authority:***

1. The appropriate Superintendent responsible for the employee's school or department is the organizational authority for non-teaching staff.
2. The Director of Education is the organizational authority for Superintendents.
3. The Chairperson of the Board is the organizational authority for Trustees.

### ***Regulations and Procedures:***

1. **Non-teaching Staff and Supervisory Officers**
  - 1.1 Non-teaching and supervisory staff may attend conventions, workshops, and/or displays deemed to be worthwhile, subject to the limitations of the appropriate budget.
  - 1.2 At no time shall all personnel permitted to attend conventions, workshops and/or displays be absent from duty simultaneously to attend such functions.
  - 1.3 Personnel may be requested to make an oral and/or a written report to the Director and/or to the Board following attendance at a convention, workshop, or display.
  - 1.4 Application to attend must be submitted:
    - a) in writing on the appropriate Application for Professional Development form (see Principal's Manual);
    - b) when participation in the professional development activity requires:
      - (i) absence from regular duties;
      - (ii) payment of any expenses by the Board**at least five weeks prior to the date of the activity;**
  - 1.5 Employees are:
    - a) responsible for making all arrangements pertinent to the attendance at the activity once it has been approved; and
    - b) responsible for payment of all costs (subject to reimbursement).
2. **Trustees**
  - 2.1 The trustees may spend within the budgetary limits per year on conventions, workshops and displays.
  - 2.2 Not more than four trustees shall attend any one convention, workshop or display at the Board's expense, other than the OCSTA Annual Convention.
  - 2.3 The trustees who are to attend any given convention, workshop or display at the Board's expense shall be approved by the Chairperson of the Board in a manner the Chairperson will determine.
  - 2.4 Trustees may be requested to make an oral and/or a written report to the Board following attendance at a convention, workshop, or display. A joint report may be presented when two or more Trustees attend the same event.

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## ***POLICY: Criminal Background Check – Employees, Trustees, Service Providers & Other Adults***

### **I. Purpose of Policy**

The Board has a legal obligation:

- to provide a safe and secure working and learning environment for students and employees and
- is in a position of trust and must strive to protect the well-being of students and employees.

The Board will not employ or contract with nor continue to employ or contract with persons who have criminal records and/or patterns of behaviour that may place students at risk.

The *Police Record Checks Reform Act, 2015* identifies two Criminal Background Checks:

- a vulnerable sector check (VSC) for persons with direct regular contact with students and
- a criminal record and judicial matters check (CRJMC) for other persons.

### **II. Policy Statement**

#### **1. Criminal Background Checks for Employees**

- a) All persons in the employ of the Board as of the effective date of this Policy will provide an acceptable Criminal Background Check in accordance with *Police Record Checks Reform Act, 2015*.
- b) All new employees will be required to provide, at their own expense, an original acceptable Criminal Background Check (VSC or CRJMC).
- c) All offers of employment with the Board shall be conditional upon the applicant supplying an original acceptable Criminal Background Check.

#### **2. Criminal Background Checks for Service Providers**

- a) All individuals providing services to the Board as of the effective date of this Policy will provide an acceptable Criminal Background Check in accordance with *Police Record Checks Reform Act, 2015*.
- b) All new service providers will be required to provide, at their own expense, an original acceptable Criminal Background Check (VSC or CRJMC).

**3. Criminal Background Checks for Other Adults (Volunteers)**

- a) All other adults providing volunteer services to the Board, who have **direct contact with students on a regular basis**, will be required to provide, at their own expense, an original acceptable Criminal Background Check (a **vulnerable sector check (VSC)**) prior to gaining entry to Board schools or participating in off-site Board sanctioned activities.
- b) All other adults providing volunteer services to the Board, who do NOT have direct contact with students on a regular basis, will be required to provide, at their own expense, an original acceptable Criminal Background Check (**a criminal record and judicial matters check (CRJMC)**) prior to gaining entry to Board schools/facilities or participating in off-site Board sanctioned activities.

**4. Criminal Background Checks for Trustees**

- a) All persons who are trustees of the Board, save and except for student trustees, will provide an original acceptable Criminal Background Check (CRJMC).
- b) All new trustees, save and except for student trustees, will be required to provide an original acceptable Criminal Background Check (CRJMC) prior to commencing their duties.

**5. Offence Declaration**

- a) The Board shall collect an acceptable annual Offence Declaration from each employee, Trustee, Service Provider or Other Adults (volunteer) by September 1<sup>st</sup> of each year following the submission of their applicable Criminal Background Check.
- b) If an Offence Declaration is not submitted within a school year, the employee, Trustee, Service Provider or Other Adult may be required to submit an original applicable Criminal Background Check at their own expense.

**6. Emergency Provisions**

- a) In exceptional circumstances it may be necessary for an individual to begin employment, commence duties or provide services with the Board before an acceptable Criminal Background Check (CRJMC or VSC as applicable) is collected. In such circumstances, the Board will require the individual to submit an Offence Declaration, pending submission of the original acceptable CRJMC or VSC (as applicable).
- b) Before any exception is made, a binding agreement shall be entered into between the individual, any authorized representative, and the Board, ensuring that the verification will be provided without delay. This agreement will preserve the Board's right to revoke the offer of employment and dismiss

the employee, terminate the contract with the service provider or deny access to Board properties should the information prove to be false or misleading in any respect, or if the CRJMC or VSC (as applicable) is determined to be unacceptable.

## **7. Use, Disclosure and Retention**

- a) The Board is required to obtain and retain original Criminal Background Checks (CRJMC or VSC) and annual Offence Declarations for the purpose of protecting students entrusted to its care.
- b) Original Criminal Background Checks (CRJMC or VSC) and annual Offence Declarations shall not be used or disclosed except for the purpose of the protection of students or as authorized by law.
- c) Completed Criminal Background Checks (CRJMC or VSC) and annual Offence Declarations will be filed in a separate and secure location.

## **8. Adjudication**

Where evidence is received of a criminal conviction and/or non-conviction information, the designated Board contact will adjudicate the individual's record to the following standard: this individual based on his or her Criminal Background Check (CRJMC or VSC) and further information obtained during the adjudication process represents an acceptable / unacceptable risk to the safety of students or other vulnerable persons.

The Board may consider the following factors:

- a) length of time since offence(s);
- b) did the offence(s) involve children and/or sexual activity and/or violence and/or acts of dishonesty;
- c) employment history / history as a trustee;
- d) individual's attitude towards offence(s);
- e) treatment, counselling or other services received since offence;
- f) other steps taken to rehabilitate;
- g) likelihood offence(s) will be repeated;
- h) was alcohol or illegal drugs a factor in commission of offence(s);
- i) degree of cooperation with this investigation;
- j) was offence(s) committed while an employee or a trustee of the Board;
- k) if the employee is a teacher, relevance of offence(s) to teacher duties as set out in the *Education Act* and Regulations;
- l) if employee is not a teacher, relevance of offence(s) to their employment duties or trustee duties, as applicable; and
- m) does offence(s) require any action pursuant to section 170 (1) paragraph 12.1 of the *Education Act* or Part IX.1 of the *Ontario College of Teachers Act*.

The course of action may include action up to and including: dismissal, and/or withdrawal of offer, termination of the contract with a service provider, denying access to a Board location, and shall be in compliance with other Board policies, collective agreements and legislation.

## **9. Consequences of Non-Compliance**

### **a) Employees:**

- i) Employees who fail to provide an acceptable Criminal Background Check may be suspended without pay pending submission of the said document.
- ii) Employees who fail to provide an acceptable signed Offence Declaration form by the date prescribed may be suspended without pay until the Form is submitted.

### **b) Trustees:**

- i) Trustees who fail to provide an acceptable Criminal Background Check may have payment of their honorarium and other expense claims withheld pending submission of the said document and may be dealt with under the Trustee Code of Conduct.
- ii) Trustees who fail to provide a signed Offence Declaration form by the date prescribed may have payment of their honorarium and other expense claims withheld until the Form is submitted and may be dealt with under the Trustee Code of Conduct.

### **c) Service Providers:**

Service providers who fail to provide an acceptable Criminal Background Check and/or an acceptable Offence Declaration may have their contract suspended pending compliance or their contract terminated by the Board.

### **d) Other Adults (volunteers):**

It is understood that the Board, in its sole discretion, retains the right at all times to deny access to Board school or Board/school activities to any Other Adult where the safety of the students is at risk or may be potentially at risk.

### **III. Definitions**

**Criminal Record and Judicial Matters Check (CRJMC)** is for those seeking employment or volunteer positions with agencies who require a criminal record check.

What does it include?

- criminal convictions,
- findings of guilt under the Youth Criminal Justice Act (YCJA) within the applicable disclosure period,
- outstanding entries, such as charges and warrants, judicial orders, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency,
- absolute and conditional discharges for one or three years respectively.

Examples of positions that require this type of Criminal Background Check - individuals who do NOT have direct contact with students on a regular basis: Board Office Staff (IT, HR, Finance, Maintenance), Trustees

**offence declaration** means an annual written declaration signed by an individual listing all of the individual's convictions for offences under the *Criminal Records Act (Canada)* up to the date of the declaration:

- a) that are not included in a criminal background check collected by the Ontario College of Teachers (OCT) after December 31, 1998, or in the last criminal background check collected by the Board for which
    - a pardon under Section 4 (1) of the prior *Criminal Records Act (Canada)* has not been issued or granted; or
    - a record suspension under Section 3 (1) of the current *Criminal Records Act (Canada)* has not been issued or granted.
- OR
- b) that are not included in a Criminal Records Check under the *Police Record Checks Reform Act, 2015* for which
    - a pardon under Section 4 (1) of the prior *Criminal Records Act (Canada)* has not been issued or granted; or
    - a record suspension under Section 3 (1) of the current *Criminal Records Act (Canada)* has not been issued or granted.

**other adults** means individuals who are not Board employees or Board service providers, but who are persons who have **direct contact with students on a regular basis** either at a school site or in off-site Board sanctioned activities.

Without limiting the above definition, Other Adults include the following persons:

- Individuals from provincial organizations that provide services to schools but who are not Service Providers as defined,
- Priests, Chaplains, Pastors, Associate Pastors and Deacons,

- Students attending university or college programs which require practicum or co-op placements in schools,
- School volunteers,
- Non-students eighteen (18) years of age or over having direct and regular contact with students.
- Volunteers.

**vulnerable person** means a person who, because of their age, a disability or other circumstances, whether temporary or permanent,

- a) is in a position of dependency on others; or
- b) is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them. (*Police Records Check Reform Act, 2015, s. 1*)

**vulnerable sector check** screens those working or volunteering with vulnerable persons.

What does it include?

- criminal convictions,
- findings of guilt under the Youth Criminal Justice Act (YCJA) within the applicable disclosure period,
- outstanding entries, such as charges, warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders,
- absolute and conditional discharges for one or three years respectively,
- disposition of Not Criminally Responsible by Reason of Mental Disorder,
- criminal charges resulting in dispositions and non-conviction including (but not limited to): Stayed, Withdrawn, Dismissed, Not Guilty, and cases of not criminally responsible by reason of mental disorder as listed on local police indices in accordance with federal and provincial legislation,
- all record suspensions authorized for release by the Minister of Public Safety and Emergency Preparedness,

Fingerprints are required for some VSCs.

Examples of positions that require this type of Criminal Background Check - individuals who have **direct contact with students on a regular basis**: Teachers, EAs, ECEs, Principals, Vice-Principals, SACs, CYWs, Caretakers.

## **IV. Related Information**

*Legislation (Ontario)*

Police Record Checks Reform Act, 2015

*Legislation (Federal)*

Criminal Records Act, R.S.C. 1985, c. C-47

Criminal Records Regulations, SOR/2000-303

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## ***POLICY: Disconnect from Work***

### **I. Purpose of Policy**

Work life balance is an important aspect of a health work environment. Ideally, an employee should be able to split his or her time and energy between work and other important aspects of their life.

### **II. Policy Statement**

#### **1. Introduction**

Achieving a healthy work life balance is a shared responsibility of the Board of Trustees, Senior Administration of the Board (Director, Superintendents, and Managers), Board supervisors (including Principals, Vice-Principals, and Principal Designates), and Board employees.

#### **2. Board Expectations**

To the extent possible, all Board staff shall endeavour to respect an employee's work life balance by refraining from engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages outside of an employee's normal working hours.

#### **3. Policy Notice**

- a) All current employees shall receive a copy of the Disconnect from Work policy documents by either an email attachment or a link to the Board's Policy Web page.
- b) All new employees shall receive a copy of the Disconnect from Work policy documents by either an email attachment or a link to the Board's Policy Web page within 30 calendar days of their date of hire.
- c) All employees shall receive a copy of any changes in the Disconnect from Work policy documents by either an email attachment or a link to the Board's Policy Web page within 30 calendar days of the date of the said changes.

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#### **4. Work Communications outside of Work Hours**

Occasionally, there are legitimate situations when it is necessary to contact Board employees outside of their normal working hours. Appendix A sets out some examples of such situations.

### **III. Related Information**

#### *Appendix for this Policy*

APPENDIX A: Exceptions

#### *Legislation*

Employment Standards Act, 2000 (Part VII.0.1)

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## **APPENDIX A: Communications outside Work Hours**

The following are some examples of legitimate situations when it is necessary to contact Board employees outside of their normal working hours. There may be other legitimate situations which occur and which are not covered in Appendix A.

### **1. All Employees**

- ☐ Notice of absence from work including information for the replacement employee.
- ☐ Notice of Leaves of Absence (e.g., emergency compassionate leave).
- ☐ Overtime Communications.
- ☐ Employee On-Call Communications.
- ☐ Emergencies which impact an employee's workplace, scope of responsibility, area of operation, and/or expertise.
- ☐ Emergencies which impact Board operations, student safety, and/or employee health and safety.

### **2. Director of Education, Superintendents, and Managers**

*Supervisory Officers have statutory responsibilities and Board assigned responsibilities which may require work communications outside their normal working hours.*

*Managers have the responsibility for the functions of the department assigned to them by the Board which may require work communications outside their normal working hours.*

- ☐ Serious issues involving employees and/or students.
- ☐ Death or serious injury to staff and/or students.
- ☐ Risk of serious injury to staff and/or students.
- ☐ Serious health and/or safety issues.
- ☐ Damage or risk of damage to Board property.
- ☐ Serious financial issues.
- ☐ Elected Board of Trustees communications.

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*Schools to believe in!*

## **APPENDIX A: Communications outside Work Hours**

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### **3. Principals, Vice-Principals and Principal Designates**

*School Administrators have statutory responsibilities for their school and for their students which may require work communications outside their normal working hours.*

- ☐ Serious issues involving employees and/or students in their school.
- ☐ Death or serious injury to staff and/or students in their school.
- ☐ Risk of serious injury to staff and/or students in their school.
- ☐ Serious health and/or safety issues in their school.
- ☐ Damage or risk of damage to their school.

### **4. Teachers, ECE's, Educational Assistants, Campus Youth Workers, Playground Supervisors, School & Attendance Counsellors, and related Board Staff**

*Educators have statutory responsibilities for students entrusted to their care which may require work communications outside their normal working hours.*

*Other School or Board wide staff have Board assigned responsibilities for students to which they are assigned and/or supervise which may require work communications outside their normal working hours*

- ☐ Serious issues involving their students.
- ☐ Death or serious injury to their students.
- ☐ Risk of serious injury their students.
- ☐ Serious health and/or safety issues involving their students.
- ☐ Damage or risk of damage to Board property.

### **5. Board Supervisors**

*Board Supervisors have Board assigned responsibilities for employee supervision and/or for safeguarding of Board property which may require work communications outside their normal working hours.*

- ☐ Serious issues involving supervised employees.
- ☐ Death or serious injury to supervised employees.
- ☐ Risk of serious injury to supervised employees.
- ☐ Serious health and/or safety issues involving supervised employees.
- ☐ Damage or risk of damage to Board property.

## **APPENDIX A: Communications outside Work Hours**

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### **6. Superintendents' Secretaries, School Secretaries, Managers' Secretaries**

*Secretaries work as a team with their respective Superintendent, Principal, or Manager. The Secretary may have the necessary information on employees, students, property, and/or procedure to assist their boss in responding to a situation. This may require work related communications outside their normal working hours.*

- ☐ Serious issues involving employees and/or students.
- ☐ Death or serious injury to staff and/or students.
- ☐ Risk of serious injury to staff and/or students.
- ☐ Serious health and/or safety issues.
- ☐ Damage or risk of damage to Board property.
- ☐ Serious financial issues.
- ☐ Elected Board of Trustees communications.

### **7. Board Staff responsible for Information and Technology Services**

*Board operations and services depend heavily on information and technology systems. Monitoring, repairs, and maintenance on such systems is not limited to the normal working hours of the Board's Information and Technology Staff. These responsibilities may require work related communications outside their normal working hours*

- ☐ Serious issues which impact the operation of the Board's information and Technology Services.
- ☐ Damage or risk of damage to the Board's information and Technology Services.
- ☐ Release or risk of release of personal information of staff and/or students.
- ☐ Release or risk of release of confidential Board information.

### **8. Caretaking Staff and Tradesperson Staff**

*Caretaking staff have Board assigned responsibilities for a school or schools. Tradesperson staff have Board assigned responsibilities for maintaining and safeguarding Board schools, property, vehicles, and equipment. These responsibilities may require work related communications outside their normal working hours.*

- ☐ Death or serious injury to staff and/or students.
- ☐ Risk of serious injury to staff and/or students.
- ☐ Serious health and/or safety issues.
- ☐ Damage or risk of damage to Board property.

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## ***POLICY: Electronic Monitoring***

### **I. Purpose of Policy**

A written policy on electronic monitoring is required by Part XI.1 of the Employment Standards Act, 2002 (ESA).

### **II. Policy Statement**

#### **1. Electronic Monitoring**

The Renfrew County Catholic District School Board electronically monitors its employees including temporary assignment employees.

#### **2. Electronic Monitoring Information**

Appendix A (Information) sets out:

- a description of how the Board may electronically monitor employees,
- in what circumstances the Board may electronically monitor employees,
- the purposes for which information obtained through electronic monitoring may be used by the Board.

#### **3. Electronic Monitoring Policy Notice**

*a) Current Employees:*

All current employees shall receive a copy of the Electronic Monitoring policy documents by either an email attachment or a link to the Board's Policy Web page within 30 days of the effective date of the policy.

*b) New Employees:*

All new employees shall receive a copy of the Electronic Monitoring policy documents by either an email attachment or a link to the Board's Policy Web page ***within 30 calendar days of their date of hire.***

*c) Assignment Employees:*

All assignment employees (employees from a temporary help agency) shall receive a copy of the Electronic Monitoring policy documents by either an email attachment or a link to the Board's Policy Web page ***within 24 hours of the start of their work assignment.***

d) *Policy Changes*

All employees shall receive a copy of any changes in the Electronic Monitoring policy documents by either an email attachment or a link to the Board's Policy Web page ***within 30 calendar days of the date of the said changes.***

**4. Complaints about Electronic Monitoring (ESA, s. 41.1.1 (6))**

A complaint under the Employment Standards Act (ESA) alleging a contravention of the electronic monitoring policy may be made only with respect to providing:

- a copy of the policy to employees and
- a copy of any changes to the policy to employees

as set out in Section 3 (Electronic Policy Notice) of this Policy document.

For greater certainty, a person may not file a complaint alleging a contravention of any other provision of this section or have such a complaint investigated.

**5. Board Use of Electronic Monitoring Information (ESA, s. 41.1.1 (7))**

For greater certainty nothing in Part X.I.1 of the Employment Standards Act (ESA) affects or limits the Board's ability to use information obtained through electronic monitoring of its employees.

Under the Employment Standards Act (ESA), the Board is required to state in its written policy the purposes for which it may use information obtained through electronic monitoring. However, the ESA does not limit the employer's use of the information to the stated purposes. Nothing in Appendix A (Electronic Monitoring Information) affects or limits the Board's ability to use information obtained through electronic monitoring of its employees.

### III. Definitions

***electronic monitoring*** includes all forms of employee and assignment employee monitoring that is done electronically.

### IV. Related Information

*Appendix for this Policy*

APPENDIX A: Information

*Legislation*

Employment Standards Act, 2000 (Part XI.1)

*Guidelines*

Ministry of Labour. (21-Jul-2022). Written policy on electronic monitoring of employees, *In Your Guide to the Employment Standards Act*.

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## **APPENDIX A: Information**

Appendix A sets out:

- a description of how the Board may electronically monitor employees,
- in what circumstances the Board may electronically monitor employees,
- the purposes for which information obtained through electronic monitoring may be used by the Board.

### **1. Video Surveillance in Board Schools and Other Facilities**

- a) Video cameras are in Board schools and facilities in areas where it has been determined that surveillance is necessary to assist the Board and its staff comply with their statutory obligations.
- b) These video cameras operate (24) twenty-four hours per day and (7) seven days a week.
- c) Signs with a clear, language-neutral graphical depiction of the use of video surveillance are prominently displayed at the perimeter of the monitored areas and at key locations within the areas.
- d) For more information see the Board's Video Surveillance Policy documents located in the [Schools and Students Policy Category](#).

### **2. Covert Video Surveillance in Board Schools and Other Facilities**

- a) Covert video surveillance may be installed without notice as part of a specific investigation where criminal activity is suspected.
- b) Covert surveillance takes place without notice to the public and individuals will not generally be aware that they are being monitored.
- c) The practice of covert surveillance is one that has the potential of being highly privacy-invasive and will only be used as a last resort in limited case-specific circumstances.
- d) For more information see the Board's Video Surveillance Policy documents located in the [Schools and Students Policy Category](#).

## **APPENDIX A: Information**

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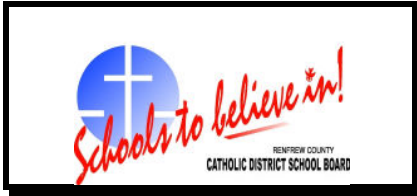
### **3. Email and Other Information on Board Computers, Computer Systems and Network**

- a) Emails and other information which use Board computers, the Board Computer Systems and the Board Network are stored on the Board's servers.
- b) Emails and other information may be accessed during regular maintenance and troubleshooting of the Board Computer Systems and Network.
- c) Emails and other information may be accessed for the purposes of complying with the Board's policy, statutory requirements and legal obligations including but not limited to:
  - protecting students,
  - taking every reasonable precaution to protect staff,
  - ensuring adherence to Board Policy Appropriate Use of Technology Guidelines (see [Administrative Policy Category](#)),
  - complying with Canada's Anti-Spam Legislation,
  - complying information requests under the Municipal Freedom of Information and Protection of Privacy Act.
- d) Emails and other information which have been sent using a Board email address may be accessed, if another Board employee needs the email and information for the performance of their Board duties. One common situation is where an employee is assigned the duties of an employee who is absent from work.

### **4. Fleet Tracking Devices on Board Vehicles**

The Board has installed devices capable of tracking vehicle operations to ensure compliance with the Board's Vehicles, Equipment & Supplies Policy documents (see the [Facilities Policy Category](#)).

The GPS tracking devices show the location of the vehicle and send notifications every 2-5 minutes as to the direction of the vehicle.



## ***POLICY: Employee Conflict of Interest***

Category (Human Resources)

Effective Date: March 31, 2021.

Last Revision Date: (N/A)

Page 1 of 5

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## ***POLICY: Employee Conflict of Interest***

### **I. Purpose of Policy**

This Policy defines and addresses potential, apparent and actual conflicts of interest. It provides guidance to employees so that conflicts of interest are recognized and either avoided or resolved expeditiously through appropriate disclosure and management.

The Policy sets out guidelines for employees to follow in the course of their job responsibilities for:

- hiring, appointing and /or promoting Board / prospective Board employees,
- supervising, evaluating, investigating and/or disciplining Board employees, and
- approving or evaluating Board / prospective Board contracts or grants

which may give rise to a conflict of interest.

Adherence to this Policy, in letter and in spirit, is crucial to the relationships of trust that exist between the Board, its employees, and the public

### **II. Policy Statement**

#### **1. Fundamental Principle**

Board employees must not permit:

- relationships with others or
- external business / voluntary activities

to conflict or appear to conflict with the interests of the Board.

#### **2. Employee Hiring & Related Job Responsibilities and Conflicts of Interest**

##### ***a) Hiring & Related Job Responsibilities and a Relationship:***

A Board employee shall not participate in, or influence the outcome of the appointment, hiring and/or promotion of a Board employee or prospective Board employee with whom the employee has, or has had, a Relationship (as defined in Section III - Definitions).

##### ***b) Hiring & Related Job Responsibilities and Gifts:***

An employee shall not accept gifts from or on behalf of a Board employee or prospective Board employee, if a reasonable person might conclude that the gift could influence the employee when performing appointment, hiring or promotion duties with the School Board.

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**3. Employee Other Job Responsibilities and a Relationship**

A Board employee, who has or has had a relationship (as defined in Section III - Definitions) with another Board employee, shall not be involved in the supervision, evaluation, investigation and/or discipline of the other Board employee.

**4. Employee Approval / Evaluation of Board Contracts & Grants and Conflicts of Interest**

*a) Job Responsibilities to Approve/ Evaluate Board Contracts & Grants and a Relationship:*

A Board employee shall not participate in or influence the approval and/or evaluation of a Board contract / prospective Board contract or grant, if the employee has or has had a Relationship (as defined in Section III - Definitions) with the person, group or entity seeking the Board contract or grant.

*b) Employee's Approval / Evaluation of Board Contracts & Grants and Gifts:*

A Board employee shall not accept gifts from or on behalf of a person, group or entity seeking a Board contract or grant, if a reasonable person might conclude that the gift could influence the employee when approving or evaluating the Board contract / prospective Board contract or grant.

**5. Required Report of all Conflicts of Interest (Actual, Potential or Apparent)**

*a) Employee Obligation to Report Their Conflicts of Interest:*

All employees have an obligation to report to their Supervisor, the appropriate Superintendent or the Director of Education any potential, apparent or actual Conflict of Interest as soon as they could reasonably be aware that a Conflict of Interest exists.

*b) Written Declaration of Conflict of Interest:*

The employee must declare, in writing, the nature and extent of the Conflict of Interest no later than any meeting or process in which the employee participates and at which the Matter is to be considered.

*c) Withdrawal from Discussion and Decision Making:*

The employee must:

- refrain from taking part in any discussion or decision-making in relation to the Matter, and
- withdraw from any meeting or process when the Matter is being discussed

until a decision has been reached regarding the manner in which the Conflict of Interest has been addressed.

*d) Report of a Conflict of Interest by Another Person:*

A potential, apparent or actual Conflict of Interest involving an employee may also be reported in writing to a Supervisor by any other person.

*e) Conflict of Interest of the Supervisor, Superintendent or Director of Education:*

If the Supervisor or the Superintendent to whom the disclosure is made also has a Conflict of Interest, the report should be made in writing to the person at the next highest level of authority.

If the Director of Education to whom the disclosure is made also has a Conflict of Interest, the report should be made in writing to the Chair of the elected Board of Trustees and a Board Superintendent.

**6. Gifts (Employees, Trustees & Non-Employees) Policy**

For additional information about the acceptance of gifts, consult the Board's Gifts (Employees, Trustees & Non-Employees) Policy in the Human Resources Policy Category.

**7. Hiring & Related Job Responsibilities and a Relationship**

*a) Superintendent Investigation:*

A Superintendent shall investigate any situation, where a Board employee, with responsibility for hiring, appointing and/or promoting a Board employee or prospective Board employee has or has had a relationship (as defined in Section III - Definitions) with the Board employee or prospective Board employee.

*b) Optional Resolution:*

If the Board employee is knowledgeable and has information central to the discussion, the Board employee with the Conflict of Interest situation may be permitted to continue to be involved in the Matter provided the Board employee does not participate in the final decision.

*c) Record:*

A record of the conflict of interest report, the investigation, the decision on managing the conflict of interest, the rationale and the employee's continued involvement with the Matter shall be made and retained.

**8. Contract Approval/Evaluation Job Responsibilities and a Relationship**

*a) Superintendent Investigation:*

A Superintendent shall investigate any situation, where a Board employee, with responsibility for approving and/or evaluating contracts and/or grants has or has had a Relationship (as defined in Section III - Definitions) with a person, group or entity who has or is seeking a Board contract and/or grant.

b) *Optional Resolution:*

If the Board employee is knowledgeable and has information central to the discussion, the Board employee with the Conflict of Interest situation may be permitted to continue to be involved in the Matter provided the Board employee does not participate in the final decision.

c) *Record:*

A record of the conflict of interest report, the investigation, the decision on managing the conflict of interests, the rationale and the employee's continued involvement with the Matter shall be made and retained.

## 9. Employee Sanctions for Contravention of this Policy

**Disciplinary sanctions** for breach of this policy, including a failure to disclose a conflict of interest, may take a range of responses appropriate to the nature of the contravention and could include dismissal from employment.

## 10. Appendix A – Employee Conflict of Interest Checklist

Appendix A is a checklist to assist employees in:

- identifying actual and potential conflicts of interest,
- reporting the conflict of interest to their Supervisor,
- refraining from taking part in any discussion or decision-making in relation to the Matter, and
- withdrawing from any meeting or process when the Matter is being discussed.

## III. Definitions

**Conflict of Interest** means a potential, apparent, or actual conflict where an Employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the Employee's responsibility to the Board, or with the Employee's participation in any process, recommendation or decision pertaining to:

- hiring, appointing or promoting Board / prospective Board employees,
- supervising, evaluating, investigating and/or disciplining Board employees, or
- approving and/or evaluating Board contracts / prospective Board contracts or grants.

**Employee** means a full-time or part-time Board Employee whose **job responsibilities** include:

- hiring, appointing or promoting Board / prospective Board employees,
- supervising, evaluating, investigating and/or disciplining Board employees, or
- approving and/or evaluating Board contracts / prospective Board contracts or grants.

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**External Activity** means any activity of an Employee outside the scope of her/his employment with the Renfrew County Catholic District School Board undertaken as part of a **commercial or volunteer enterprise**.

**Relationship** means any relationship of the Employee:

- to persons of his or her **immediate family** whether related by blood, adoption, marriage, or common-law relationship,
- any relationship of an **intimate and/or financial nature** during the preceding five years,
- any **student-supervisor** relationship, or
- any **other past or present relationship** including a significant external activity that may give rise to a reasonable apprehension of bias.

**Supervisor** means the person to whom an Employee reports.

#### **IV. Related Information**

*Procedures and Appendices for this Policy*

APPENDIX A: Employee Conflict of Interest Checklist

*Related Board Policies (Finance Category)*

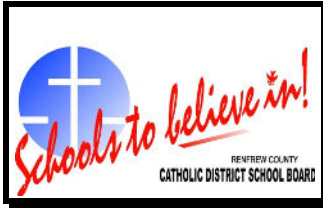
Supply Chain – BPS Code of Ethics

*Related Board Policies (Human Resources)*

Gifts (Employees, Trustees & Non-Employees)

*Ministry of Education*

(22-Feb-21) PPM 165 - School Board Teacher Hiring Practices (Appendix)



## APPENDIX A: Employee Conflict of Interest Checklist

Category (Human Resources)

Effective Date: March 31, 2021.

Last Revision Date: (N/A)

Page 1 of 3

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## APPENDIX A: Employee Conflict of Interest Checklist

### Directions for Use of the Appendix

Fill in this Appendix prior to participating in a Board hiring process or Board approval of contract process and file a copy with the hiring / contract approval documents.

If you have a Conflict of Interest, fill out this Appendix and give a copy of the Appendix to your Supervisor to fulfill your reporting obligation.

### Definitions

**Conflict of Interest** means a potential, apparent, or actual conflict where an Employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the Employee's responsibility to the Board, or with the Employee's participation in any **process, recommendation or decision pertaining to:**

- hiring, appointing or promoting Board employees or prospective Board employees,
- supervising, evaluating, investigating and/or disciplining Board employees, and/or
- approving or evaluating Board contracts / prospective Board contracts or grants.

**Employee** means a full-time or part-time Board Employee whose **job responsibilities** include:

- hiring, appointing or promoting Board employees or prospective Board employees,
- supervising, evaluating, investigating and/or disciplining Board employees, and/or
- approving or evaluating Board contracts / prospective Board contracts or grants.

**External Activity** means any activity of an Employee outside the scope of her/his employment with the Renfrew County Catholic District School Board undertaken as part of a **commercial or volunteer enterprise**.

**Relationship** means any relationship of the Employee:

- to persons of his or her **immediate family** whether related by blood, adoption, marriage, or common-law relationship,
- any relationship of an **intimate and/or financial nature** during the preceding five years,
- any **student-supervisor** relationship, or
- any **other past or present relationship** including a significant **external activity** that may give rise to a reasonable apprehension of bias.

**Supervisor** means the person to whom an Employee reports.

**A. Job Responsibilities involving a Board or Prospective Board Employee****1. My Job Responsibilities include:**

- ☐ Hiring, appointing or promoting Board employees or prospective Board employees.
- ☐ Supervising, evaluating, investigating and/or disciplining Board employees.

**2. I have the following Relationships with the Board Employee or the Prospective Board Employee**

- ☐ Immediate family relationship (blood, adoption, marriage, common-law).
- ☐ Intimate and / or financial relationship in the past five (5) years.
- ☐ Student / supervisor relationship.
- ☐ Past or present relationship including a significant external activity that may give rise to a reasonable apprehension of bias (describe the relationship and the possible bias).

**3. Employee Obligations**

- ☐ Describe the nature and extent of the conflict of interest and report it to my Supervisor using this Appendix.

- ☐ Refrain from taking part in any discussion or decision-making in relation to the Matter.
- ☐ Withdraw from any meeting or process when the Matter is being discussed.
- ☐ Follow the directions of my Supervisor.

**B. Approval / Evaluation of Board Contracts or Grants****4. My Job Responsibilities include**

- ☐ Approval / evaluation of Board contracts / prospective Board contracts or grants.

**5. I have the following Relationships with a Person involved in the Board Contract or Grant**

- ☐ Immediate family relationship (blood, adoption, marriage, common-law).
- ☐ Intimate and / or financial relationship in the past five (5) years.
- ☐ Student / supervisor relationship.
- ☐ Past or present relationship including a significant external activity that may give rise to a reasonable apprehension of bias (describe the relationship and the possible bias).

**6. Employee Obligations**

- ☐ Describe the nature and extent of the conflict of interest and report it to my Supervisor using this Appendix.

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- ☐ Refrain from taking part in any discussion or decision-making in relation to the Matter.
- ☐ Withdraw from any meeting or process when the Matter is being discussed.
- ☐ Follow the directions of my Supervisor.

**C. Gifts & My Job Responsibilities****8. My Job Responsibilities include:**

- ☐ Hiring, appointing or promoting Board employees or prospective Board employees.
- ☐ Approving or evaluating Board contracts / prospective Board contracts or grants

**9. I have received a gift from or on behalf of a:**

- ☐ Board employee or prospective Board employee whom I am hiring, appointing or promoting.
- ☐ Person, group or entity who has or is seeking a Board contract or grant.

**10. Employee Obligation**

- ☐ Refuse to accept the gift.
- ☐ Report the offering of the gift to your Supervisor in writing (describe the gift and identify the person offering the gift).

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## **POLICY: Employment Terms – Supervisory Officer**

Category (Human Resources)

Effective Date: August 31, 1973.

Last Revision Date: (31-Oct-11)

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## **POLICY: Employment Terms – Supervisory Officer**

### ***Rationale:***

Certain specific employment terms for the Board's Supervisory Officers are set out in Board Policy.

### ***Personnel Affected by Policy:***

Supervisory Officers (Director of Education, Superintendent of Educational Services and Superintendent of Business Services)

### ***Organizational Authority:***

The Board

### ***Regulations:***

1. Moving Expenses:  
Supervisory Officers shall be reimbursed as follows for moving expenses incurred as a result of accepting a position as a Supervisory Officer of the Board, provided that they sign the Agreement which is an appendix to this policy, and provide receipts for the following expenditures:
  - a) the cost of meals for up to two days, of overnight accommodation for up to two nights, and of mileage at the current Board rate, for transport of self and spouse to look for a suitable residence;
  - b) the cost of packing, cartage, and unpacking of household effects, having obtained three estimates of this cost;
  - c) the cost of meals for up to two days, of overnight accommodation for up to two nights, and of mileage at the current Board rate, for transport of self, spouse, and family to the new place of residence;
  - d) the cost of other expenditures -- moving insurance, appliance/hydro/telephone/cable disconnect and connect, and unforeseen expenditures related directly to moving-- to a maximum of \$500.
2. Summer Courses:
  - a) Only one Supervisory Officer may take a summer course in a given year.
  - b) Regular salary shall be receivable during the period of attendance at a summer course.
  - c) The period of attendance in excess of three weeks shall be deducted from vacation credits.
3. Entertainment Expenses:  
The Board recognizes that on occasion its Senior Administrative staff, (Director of Education, Superintendent of Educational Services, Superintendent of Business Services and certain others with prior approval) may be working with a visitor who has special knowledge that would be of value to the Board.
  - a) On such occasions the Board recognizes that reasonable entertainment expenses may be incurred.
  - b) An amount will be included in the budget for such expenses.
  - c) Receipts will be required for reimbursement of expenditures.
  - d) Payment for entertainment expenses shall be in accordance with the Board's Travel and Hospitality Expenses Policy.



## **POLICY: Employment Terms – Supervisory Officer**

Category (Human Resources)

Effective Date: August 31, 1973.

Last Revision Date: (31-Oct-11)

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### **Appendix A**

#### **Agreement**

between

The Renfrew County Catholic District School Board,

(hereinafter referred to as the Board)

and

-----,  
NAME OF SUPERVISORY OFFICER

(hereinafter referred to as the Supervisory Officer)

Of the total moving expenses for which the Supervisory Officer shall have been reimbursed by the Board under this Policy, both parties hereby agree that the Supervisory Officer shall refund to the Board

- (a) 2/3 of the total if their employment terminates for any reason within one year of its effective date;
- (b) 1/3 of the total if their employment terminates for any reason within two years of its effective date.

-----  
Director of Education

-----  
Witness

-----  
Supervisory Officer

-----  
Date



## **POLICY: Affirmative Action**

Category (Human Resources)

Effective Date: June 17, 1985.

Last Revision Date: (15-Nov-93)

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## **POLICY: Equity – Affirmative Action**

### ***Rationale***

The Board is an equal-opportunity employer. Each employee and student shall have the opportunity to develop abilities and aspirations regardless of sex, race, ethnicity, or colour.

### ***Personnel Affected by Policy***

All regular, long-term temporary, and casual teaching and non-teaching employees and students

### ***Definition***

Affirmative Action is a process intended to identify and correct systemic discrimination.

### ***Organizational Authority***

An awareness of this opportunity shall be fostered by personnel, especially personnel who are in identified positions of responsibility.

### ***Regulations***

1. The goal of equal opportunity shall be achieved through Affirmative Action. Through this process, employees and students shall have equal access to opportunities for learning and advancement.



## **POLICY: Equity – Racial and Ethnocultural**

Category (Human Resources)

Effective Date: February 19, 1996.

Last Revision Date: (N/A)

Page 1 of 1

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## **POLICY: Equity – Racial and Ethnocultural**

### ***Rationale:***

The Board recognizes that aboriginal, ethnocultural and racial diversity exist in Ontario and within our school communities. This diversity has brought social and cultural enrichment. The Board also recognizes that aboriginal, ethnocultural and racial minority groups often encounter barriers to their full participation in society. The Board is committed to the concept of equity for all of its students and staff and recognizes that understanding of and the affirmation of ethnocultural differences is essential to the positive growth of individuals and institutions. As well, the Board is committed to preparing our students for their future in an ethnoculturally and racially diverse Ontario and will therefore, encourage students to foster attitudes toward each other that are free of racism.

### ***Personnel Affected by Policy:***

All employees and students.

### ***Organizational Authority:***

The Board

### ***Regulations:***

We are challenged to respect and respond to our staff and students in such a way that we affirm their individual aboriginal, ethnocultural, or racial heritage.

Therefore, the Board declares that:

1. Every person has the right to life free from racial discrimination and prejudice.
2. The Board will continue to take an active role in the elimination of all racial discrimination, including those policies and practices which, while not intentionally discriminatory, have a discriminatory effect.
3. The Board will also continue to oppose any kind of racism and to this end declares that:
  - a) racism in any form is not tolerated by the Board;
  - b) all statements suggesting racial superiority are scientifically false, morally wrong and socially destructive and are unacceptable;
  - c) the rights to equal treatment without racial discrimination guaranteed in the Ontario Human Rights Code will be rigorously enforced.
4. The Board with community involvement will begin a process that will develop policies and programmes that will protect the dignity and promote equity for each person with the school community.
5. The Racial and Ethnocultural Equity Policy Development will look at ten (10) areas:
  - leadership
  - school and community partnerships
  - use of data
  - curriculum
  - employment policies and practices
  - staff development
  - assessment and placement
  - support servicing guidance
  - racial harassment
  - policies, guidelines and practices.



## ***POLICY: Gifts (Employees, Trustees & Non-Employees)]***

Category (Human Resources)

Effective Date: February 24, 2014.

Last Revision Date: (31-Mar-21)

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## ***POLICY: Gifts (Employees, Trustees & Non-Employees)***

### **I. Purpose of Policy**

The objective of this policy is to:

- ensure that employees and trustees make decisions based on an impartial and objective assessment of each situation, free from the influence of gifts and
- set out guidelines for Board gifts of appreciation and employee recognition.

This policy supplements the Board's Supply Chain – Broader Public Sector (BPS) Code of Ethics Policy (Finance Category).

### **II. Policy Statement**

#### **1. Guiding Principle:**

As a publicly funded organization, the public's perception of the integrity of the Board, its employees and its trustees is of great importance.

Employees and trustees must avoid the real or perceived appearance of impropriety and conflict of interest involving persons, groups or entities with whom the Board has dealings or a potential to have dealings.

#### **2. General Prohibition on Acceptance of Gifts / Reporting Obligations**

##### *a) General Rule:*

As a general rule employees and trustees should not accept any gifts from:

- a person seeking a position with the School Board;
- a person, group, or entity to whom the Employee provides services in the course of his or her duties to the School Board;
- a person, group, or entity that has dealings with the School Board;
- a person, group, or entity that seeks to do business with the School Board.

##### *b) Gifts which might influence a Person's Decision:*

Employees and trustees shall not accept, directly or indirectly, any gifts which might influence the outcome of:

- the person's hiring or appointment duties with the School Board, or
- the approval or evaluation of Board contracts / prospective contracts or grants.

##### *c) Acceptance of Gifts (over \$50) Prohibited:*

Employees and trustees shall not accept, directly or indirectly, any gifts which are valued or appear to be valued at more than \$50.

d) *Written Reporting of Gifts which might influence a Person's Decision:*

Employees shall report any gift which might influence their decision as set out in subsection (b) to their Supervisor.

Trustees shall report any gift which might influence their decision as set out in subsection (b) to the Director of Education.

e) *Written Reporting of Gifts (over \$50):*

Employees shall report any gift over \$50 to their Supervisor.

Trustees shall report any gift over \$50 to the Director of Education.

**3. Sanctions for Acceptance of Prohibited Gifts / Non-Reporting**

a) *Employees:*

**Disciplinary sanctions** for breach of this Policy may take a range of forms appropriate to the nature of the contravention and could include dismissal from employment.

b) *Trustees:*

**Sanctions** for breach of this Policy shall be dealt with under the Trustee Code of Conduct Policy (Governance Policy Category).

**4. Nominal Gifts of Appreciation (\$50 or less):**

a) Employees and trustees offered gifts by persons, groups or entities, of a nominal value, (\$50 or less) shall decline or accept based on professional judgment as to appropriateness.

b) The gifts must meet the following criteria:

- Are within the bound of propriety, a normal expression of courtesy or within normal standards of gift-giving;
- Are appropriately related to the responsibilities of the individual;
- Are from a vendor or business contact that is not currently involved in the bidding and award process for an RFP, tender or contract for which the employee or trustee is involved;
- Are not such as to bring suspicion on the employee's or trustee's objectivity and impartiality; and
- Would not compromise the integrity of the Board.

**5. Board Gifts of Appreciation:**

a) *Nominal gifts of appreciation (\$50 or less):*

These gifts may be extended to individuals who provide a voluntary or pro bono service to the Board (e.g., presenter or speaker at a workshop). These gifts should reflect the value of the work completed and the culture / standards of the community.

*b) Retirement Gifts:*

The Board may provide a retirement gift to a permanent Board employee on his or her retirement from the Board.

The Board may provide a retirement gift to a long serving Board trustee on his or her permanent retirement from the Board.

*c) Retirement Ceremonies for Employees:*

The Board has a practice of honouring its permanent employees on their retirement from the Board. Retirees may be accompanied by a spouse or a guest at their retirement ceremonies. Appropriate funds to cover the cost of retirement ceremonies will be included in the Board's annual budget.

## **6. Gifts and Board Business Objectives**

The Director of Education may authorize and approve the acceptance or giving of gifts which are reasonable in the circumstances and which are incurred for specific business objectives of the Board. This may include gifts which exceed \$50 in value.

## **III. Definitions**

***Conflict of Interest*** means a potential, apparent, or actual conflict where an Employee's / Trustee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the Employee's / Trustee's responsibility to the Board, or with the Employee's / Trustee's participation in any ***recommendation or decision pertaining to:***

- hiring or appointing employees or prospective employees, or
- approving or evaluating Board contracts / prospective contracts or grants.

## **IV. Related Information**

*Related Board Policies (Finance Category)*

Supply Chain – BPS Code of Ethics

*Related Board Policies (Governance Category)*

Code of Conduct - Trustee

*Related Board Policies (Human Resources)*

Employee Conflict of Interest

*Management Board of Cabinet*

(1-Apr-11) Broader Public Sector Expenses Directive

(2-Aug-11) Broader Public Sector Perquisites Directive

*Ministry of Education*

(22-Feb-21) PPM 165 - School Board Hiring Practices (Appendix – Teacher Hiring Conflict of Interest)



## **POLICY: Health and Safety**

Category (Human Resources)

Effective Date: June 15, 1995

Last Revision Date: (24-Oct-11)

Page 1 of 3

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# **POLICY: Health and Safety**

## **I. Purpose of Policy**

The Board values learning and working environments that are safe, nurturing, positive and respectful.

The purpose of this policy is to promote for all employees a healthy and safe working environment that is consistent with the requirements of the Occupational Health and Safety Act, its attendant Regulations and any other applicable legislation.

## **II. Policy Statement**

### **1. Introduction:**

The Occupational Health and Safety Act, (the OH&S Act) places the onus for compliance with the legislation on the key players within an organization and spells out key, defined responsibilities for each of these individuals, forming an Internal Responsibility System (IRS). This Internal Responsibility System provides the building blocks for an effective Health and Safety Management System.

The key players in the Internal Responsibility System at the Board are:

- the Board of Trustees;
- Senior Administration of the Board (Director, Supervisory Officers and Managers);
- Board supervisors including Principals and Vice-Principals; and
- Board employees.

### **2. General Policy Statement:**

The Board is committed to the prevention of illness and injury through the provision and maintenance of a healthy and safe workplace. The Board endeavours to meet its responsibilities for the health and safety of the members of its community by complying with relevant health and safety standards and legislative requirements, and by assigning general and specific responsibilities for workplace health and safety as outlined in the Ontario Health & Safety Act.

## **III. Related Information**

*Procedures for this Policy*

Procedure: Asbestos

Appendix: Asbestos Management Plan

Procedure: Confined Spaces

Procedure: Designated Substances



## **POLICY: Health and Safety**

Category (Human Resources)

Effective Date: June 15, 1995

Last Revision Date: (24-Oct-11)

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Procedure: Employee & Worker Accident / Injury

Form: Incident Accident Report (Appendix A)

Appendix B: Accident / Injury Checklist

Appendix C: Notice to Ministry of Labour & Others

Procedure: Eyewash Stations

Procedure: Fall Protection

Appendix A: Fall Protection Checklist

Appendix B: Ladder Inspection Checklist

Appendix C: Rescue Plan Form

Appendix D: Full Body Harness Inspection Form

Appendix E: Lanyard Inspection Form

Appendix F: Self Retracting Lifeline Inspection Form

Appendix G: Snap Hook Inspection Form

Procedure: First Aid

Procedure: Gymnasium Facility & Equipment Inspections

Appendix A: Gymnasium Weekly Visual Inspection

Appendix B: Gymnasium & Equipment Monthly Inspection Checklist

Appendix C: Gymnasium Facilities Annual Safety Checklist

Appendix D: Gymnasium Equipment Annual Safety Checklist

Procedure: Hazardous Waste Disposal

Procedure: Hot Work Permits

Form Hot Work Permits

Procedure: Lockout and Tagging

Appendix A: Lockout & Tagging Checklist

Procedure: Ministry of Labour Inspection

Procedure: Refusal to Work

Appendix A: Work Refusal Chart

Appendix B: Work Refusal Report Form

Procedure: Safe Drinking Water

Procedure: Spill Control

Procedure: WHMIS

### *Related Board Policies*

POLICY: Workplace Harassment

POLICY: Workplace Violence

### *Legislation*

Occupational Health and Safety Act, s. 9 (Joint Health & Safety Committee); ss. 25-6 (Employer Duties); s. 27 (Supervisor Duties); s. 28 (Worker Duties).



**POLICY: Health and Safety**

Category (Human Resources)

Effective Date: June 15, 1995

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## **POLICY: Health and Safety**

Category (Human Resources)

Effective Date: June 15, 1995

Last Revision Date: (24-Oct-11)

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### **2. General Policy Statement:**

The Board is committed to the prevention of illness and injury through the provision and maintenance of a healthy and safe workplace. The Board endeavours to meet its responsibilities for the health and safety of the members of its community by complying with relevant health and safety standards and legislative requirements, and by assigning general and specific responsibilities for workplace health and safety as outlined in the Ontario Health & Safety Act.

## **III. Related Information**

*Procedures for this Policy*

Procedure: Asbestos

Appendix: Asbestos Management Plan

Procedure: Confined Spaces

Procedure: Designated Substances



## **POLICY: Health and Safety**

Category (Human Resources)

Effective Date: June 15, 1995

Last Revision Date: (24-Oct-11)

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Procedure: Employee & Worker Accident / Injury

Form: Incident Accident Report (Appendix A)

Appendix B: Accident / Injury Checklist

Appendix C: Notice to Ministry of Labour & Others

Procedure: Eyewash Stations

Procedure: Fall Protection

Appendix A: Fall Protection Checklist

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Appendix D: Full Body Harness Inspection Form

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Procedure: Lockout and Tagging

Appendix A: Lockout & Tagging Checklist

Procedure: Ministry of Labour Inspection

Procedure: Refusal to Work

Appendix A: Work Refusal Chart

Appendix B: Work Refusal Report Form

Procedure: Safe Drinking Water

Procedure: Spill Control

Procedure: WHMIS

### *Related Board Policies*

POLICY: Workplace Harassment

POLICY: Workplace Violence

### *Legislation*

Occupational Health and Safety Act, s. 9 (Joint Health & Safety Committee); ss. 25-6 (Employer Duties); s. 27 (Supervisor Duties); s. 28 (Worker Duties).



**POLICY: Health and Safety**

Category (Human Resources)

Effective Date: June 15, 1995

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## **POLICY: Health and Safety**

Category (Human Resources)

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Page 1 of 3

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## **III. Related Information**

*Procedures for this Policy*

Procedure: Asbestos

Appendix: Asbestos Management Plan

Procedure: Confined Spaces

Procedure: Designated Substances



## **POLICY: Health and Safety**

Category (Human Resources)

Effective Date: June 15, 1995

Last Revision Date: (24-Oct-11)

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Procedure: Employee & Worker Accident / Injury

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Appendix A: Lockout & Tagging Checklist

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Appendix A: Work Refusal Chart

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Procedure: Spill Control

Procedure: WHMIS

### *Related Board Policies*

POLICY: Workplace Harassment

POLICY: Workplace Violence

### *Legislation*

Occupational Health and Safety Act, s. 9 (Joint Health & Safety Committee); ss. 25-6 (Employer Duties); s. 27 (Supervisor Duties); s. 28 (Worker Duties).



**POLICY: Health and Safety**

Category (Human Resources)

Effective Date: June 15, 1995

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## **Procedure: Health & Safety – Asbestos Procedures**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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# **Procedure: Health & Safety – Asbestos Procedures**

## **I. Overview / Procedure Description**

To establish procedures to ensure the health and safety of all building occupants, maintenance personnel and contractors who may come in contact with asbestos in the course of their duties. This objective is achieved by:

- identifying the location of asbestos-containing material (ACM) and having this information available to all staff;
- inspection and monitoring of asbestos containing material, and providing direction on remedial action for material that has deteriorated;
- establishment of procedures for the inspection, repair, removal and disposal of asbestos containing material; and,
- training and equipping maintenance staff, and providing information and training to all staff and other personnel to prevent exposure to asbestos.

## **II. Areas of Responsibility**

The Plant Services Department; superintendents, principals/managers; safety representatives; Joint Health and Safety Committee (JHSC); and employees have a shared responsibility for ensuring that the Asbestos Procedures are followed.

## **III. Procedure Steps / Checklist**

### **1. Identifying Asbestos:**

- a) Inventory  
An asbestos inventory has been compiled for each Board building. A master copy of the inventory resides with Plant Services. The inventory outlines which rooms have ACM and the specific type of ACM (for example, transite board walls, fire blankets, pipe lagging).
- b) Science classrooms  
Small quantities of asbestos material may be found in science classrooms as oven mitts, inserts in the wire mesh for heating pads, as counter protectors for hot items, fume hood liners and small oven liners. This equipment will be progressively replaced with non-asbestos substitutes. Equipment with friable asbestos will be replaced immediately.
- c) Fire blankets  
Asbestos is also contained in many fire blankets; however, the exposure or likelihood of exposure to airborne asbestos is assessed as not exceeding the level outlined in the Asbestos Regulation. However, as a precaution, all fire blankets made of asbestos must be replaced. The asbestos containing blankets must be disposed of in accordance with the Asbestos Management Plan.
- d) Construction and Building Materials
  - i) Plant Services has adopted the policy that all pipe lagging, water vessel insulation, boiler gasket materials, ceiling tiles, and other construction materials in older buildings will be assumed to be asbestos except in the cases where it is obviously not, or known not to contain, asbestos.
  - ii) The only authoritative method of identifying asbestos is by microscopic analysis of samples.
  - iii) Asbestos used in the construction industry will appear quite similar to mineral wool or calcium silicate. It may appear white or bluish or brown in colour. Other materials such as fibreglass are noticeably different.



## **Procedure: Health & Safety – Asbestos Procedures**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

Page 2 of 4

- iv) In the case of pipe insulation, the corrugated type of material commonly called “air cell” insulation, was almost exclusively made of asbestos.

## **2. Assessment:**

- a) The presence of ACM in a workplace by itself is not a hazard, and many factors influence the potential for asbestos exposure to building occupants. These factors include:
  - i) the condition of the material;
  - ii) water damage;
  - iii) exposed surface area;
  - iv) accessibility;
  - v) activity and movement in the room or area; and,
  - vi) friability of the material.
- b) Properly trained personnel will assess the potential for the ACM to cause asbestos exposure to building occupants, and recommend a course of action based on this assessment.

## **3. On-going Inspection and Repair:**

ACM must be regularly monitored and inspected for deterioration, delamination or disturbance by maintenance, renovation or occupant activity. ACM is to be inspected during Workplace Inspections and during day-to-day work duties. Responsibilities and essential actions with respect to monitoring the condition of asbestos-containing material are as follows:

- a) Responsibility of building occupants:

If during day-to-day work it is apparent that a friable material is found to be deteriorating or has fallen, contact the caretaker or lead hand of the facility.
- b) Responsibility of caretaker or lead hand:

During day to day-to-day work where it is apparent that a friable material is found, or reported to be deteriorating or has fallen:

  - i) check building inventory to see if the material and the area have been listed, providing positive identification;
  - ii) if the material has been positively identified as asbestos, restrict use to the area, and contact the Health & Safety/Plant Services Officer; and
  - iii) if the material appears to be asbestos but cannot be positively identified, restrict use to the area, and contact the Health & Safety/Plant Services Officer. The unidentified material will be assumed to be asbestos until positive identification can be made.
- c) Responsibility of Plant Services:

During day-to-day work where it is apparent that a friable material is found, or reported to be deteriorating or has fallen:

  - i) check the inventory to see if the material and the area have been listed, providing positive identification;
  - ii) if the material appears to be asbestos but cannot be positively identified, restrict use to the area, and obtain a sample. The unidentified material will be assumed to be asbestos until positive identification can be made;
  - iii) if the material has been positively identified as asbestos, restrict use to the area and dampen the material with amended water to prevent the creation and spread of dust.
  - iv) initiate appropriate remedial action which may include encapsulation, enclosure or removal of ACM, based on the requirements set out in the Asbestos Management Plan. In the case of damaged pipe and boiler insulation, available options also include repair of the insulation with non-asbestos material.



## Procedure: Health & Safety – Asbestos Procedures

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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### 4. Sampling and Testing:

- a) When there is a concern that a material may be an ACM, and the location is not noted in the asbestos inventory, it may be necessary to have a sample analyzed. Contact Plant Services, and personnel properly trained in sampling ACM will obtain the samples in accordance with the Asbestos Management Plan.
- b) Copies of any laboratory analyses must be forwarded to the Plant Services Department.
- c) When taking a sample, follow the procedure set out in the Asbestos Management Plan.

### 5. Work Procedures:

- a) Specific work procedures will be in accordance with the requirements of the Asbestos Management Plan.
- b) The Board will generally undertake Type 1 work using its own staff.
- c) Type 2 and Type 3 work will be contracted to an approved asbestos removal company. .

### 6. Training:

- a) For those sites that contain asbestos, awareness training will be provided to the principal, vice-principal, safety representative and any other staff that is likely to come into contact with asbestos in their day to day activities.
- b) Awareness training will also be provided for all caretakers, lead hands, tradespersons and members of the Joint Health and Safety Committee.
- c) The Plant Services Department will coordinate the awareness training.
- d) All staff involved in the inspection, identification, and repair and/or removal of asbestos, including contractors, must have specialized training.
- e) The specific requirements for the awareness and specialized training can be found in the Asbestos Management Plan.

### 7. Storage, Handling and Disposal of ACM:

The provisions for the storage, handling and disposal of ACM can be found in the Asbestos Management Plan.

## IV. Definitions

**Amended water** is water to which soap has been added.

**Friable asbestos** material can be crumbled, pulverized or powdered by hand pressure. Friable materials likely to be found in Board buildings include fireproofing or sprayed-on insulation, acoustical plaster, heating equipment insulation, pipe insulation and broken ceiling tiles.

**Non-friable asbestos** is material in which asbestos fibres are held together by a binder such as cement, vinyl, or asphalt, and are therefore much more durable. Non-friable asbestos materials likely to be found in Board buildings include asbestos-cement products (for example, laboratory table tops), gaskets and packings, coatings and sealants, roofing paper, floor tiles, and asbestos textiles (for example, welding curtains and fire blankets).

**Type 1 Operations** are activities where there is a low risk of exposure to airborne asbestos fibres and almost no health risk. Examples of Type 1 Operations can be found in the Asbestos Management Plan.

**Type 2 Operations** are activities where there is moderate risk of exposure to airborne asbestos fibres and some health risk. Examples of Type 2 Operations can be found in the Asbestos Management Plan.

**Type 3 Operations** are activities where there is a high risk of exposure to airborne asbestos fibres and a high risk of health effects. Examples of Type 3 Operations can be found in the Asbestos Management Plan.



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## **V. Related Information**

*Related Board Policies / Procedures*

POLICY: Health & Safety

Appendix: Asbestos Management Plan

*Legislation*

Occupational Health and Safety Act

Regulation 278/05: Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations.

Environmental Protection Act

Regulation 347/90: General Waste Management

*Ministry of Labour*

November 2007. A guide to the Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations.



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## **Appendix: Health & Safety – Asbestos Management Plan**

### **I. Asbestos Plan Overview**

Management plan for storage, handling and disposal of asbestos-containing material (ACM).

### **II. Asbestos Plan Responsibility**

#### **1. General Statement:**

The responsibility for the implementation of the Asbestos Management Plan rests predominantly with the Plant Services Department, as the representative for the owner (the Board). Specific requirements as set out by the regulation are as follows

#### **2. Owner's Responsibility before requesting Tender or Arranging Work:**

- a) The owner must have an examination carried out to establish whether any material that is likely to be handled, dealt with, disturbed or removed is ACM and whether it is friable or non-friable. This examination is not required if:
  - i) the owner already knows that the material is not ACM, or already knows that the material is ACM and, in the case of sprayed-on friable material, knows the type of asbestos; or
  - ii) the work is being arranged or contracted as though the material were ACM and, in the case of sprayed-on friable material, as though it contained a type of asbestos other than chrysotile.
- b) Whether an examination is required or not, the owner must have a report prepared and a copy given to any prospective constructor. The report prepared:
  - i) must state whether the material is or is not ACM, or the work is to be performed as though the material were ACM and, in the case of sprayed-on friable material, as though it contained a type of asbestos other than chrysotile;
  - ii) must describe the condition of the material and state whether it is friable or non-friable; and
  - iii) must contain drawings, plans and specifications, as appropriate, to show the location of the material identified under (i).
- c) An owner must comply with subsections (a) and (b) before:
  - i) requesting tenders for the demolition, alteration or repair of all or part of machinery, equipment, a building, or a vehicle; or
  - ii) arranging or contracting for any work described above if no tenders are requested.
- d) If, during work described in subsection (c)(i), material is discovered that was not referred to in the report and may be ACM:
  - i) the constructor or employer must immediately notify, orally and in writing, an inspector at the office of the Ministry of Labour, the owner, the contractor, and the joint health and safety committee or the health and safety representative for the workplace;
  - ii) the written notice must include the information referred to in subsection (f);



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- iii) no work that is likely to involve handling, dealing with, disturbing or removing the material will be done unless it has been determined whether the material is ACM or the work is performed in accordance with these procedures as though the material were ACM and, in the case of sprayed-on friable material, as though it contained a type of asbestos other than chrysotile.
- e) Before commencing a Type 3 operation, or a Type 2 operation in which one square metre or more of insulation is to be removed, the constructor, in the case of a project, and the employer, in any other case, must notify, orally and in writing, an inspector at the office of the Ministry of Labour nearest the workplace of the operation.
- f) The written notice required must set out:
  - i) the name and address of the person giving the notice;
  - ii) the name and address of the owner of the place where the work will be carried out;
  - iii) the municipal address or other description of the place where the work will be carried out sufficient to permit the inspector to locate the place, including the location with respect to the nearest public highway;
  - iv) a description of the work that will be carried out;
  - v) the starting date and expected duration of the work; and
  - vi) the name and address of the supervisor in charge of the work.

### **3. Ongoing Asbestos Management:**

ACM must be regularly monitored and inspected for deterioration, delamination or disturbance by maintenance, renovation or occupant activity. ACM is to be inspected at least annually by the Plant Services Department and during day-to-day work duties. Responsibilities and essential actions with respect to monitoring the condition of ACM are described in sections 4 – 9.

### **4. Responsibility of Owner on Discovery of Possible ACM Material:**

- a) If the owner has been advised of the discovery of material that may be ACM, or has discovered, or otherwise knows, that the material is ACM (or being treated as though it were ACM) and has been used in the building for any purpose related to it including insulation, fireproofing and ceiling tiles, the owner will:
  - i) prepare and keep on the premises a record containing the information described in subsection (b);
  - ii) give any employer (if the owner arranges/contracts for work that is not described in section 2 (c) (i)) written notice of the information in the record
  - iii) advise the workers who work in the building of the information in the record if they are working on or near material being treated as ACM;
  - iv) inspect the material mentioned in the record at reasonable intervals to determine its condition; and
  - v) give any other person who is an occupier of the building written notice of any information in the record that relates to the area occupied by that person.
- b) The record must contain the location of all material described in the first paragraph of section (a) and the information listed in paragraphs (b) and (c) of section 5. The owner must update this record at least once in every 12 month period and whenever the owner becomes aware of new information relating to the matters the record deals with.
- c) If it is readily apparent that friable material used in a building as fireproofing or acoustical or thermal insulation has fallen and is being disturbed so that exposure to the material is likely to occur:
  - i) the owner will have the material examined in order to establish whether the material is ACM; and
  - ii) until it has been established whether the material is ACM, no further work involving the material will be done.



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- d) If the examination establishes that the material is ACM, or if the material is treated as though it were ACM:
  - i) the owner will have the fallen material cleaned up and removed; and
  - ii) if it is readily apparent that material will continue to fall because of the deterioration of the fireproofing or insulation, the owner must repair, seal, remove or permanently enclose the fireproofing or insulation.
- e) Subsection (d) does not apply if the fallen material is confined to an area that is:
  - i) above a closed false ceiling, and
  - ii) not part of a return air plenum.

### 5. Responsibility of Constructor or Employer:

If a worker is to do work that involves material that is ACM, being treated as if it were ACM, or is to be carried on in close proximity to ACM and may disturb it, the *constructor* or *employer* must advise the worker and provide them with the following information:

- a) The location of all material that is ACM, being treated as ACM or in close proximity to ACM.
- b) For each location, whether the material is friable or non-friable.
- c) In the case of sprayed-on friable material, for each location, if the material is known to be ACM, the type of asbestos, if known. In any other case, a statement that the material will be treated as though it contained a type of asbestos other than chrysotile.

### 6. Responsibility of Building Occupants:

- a) If during day-to-day work it is apparent that a friable material is found to be deteriorating or has fallen, contact the caretaker who will contact the Plant Services Department.
- b) An occupier who receives notice under section 4 (a), paragraph (v) is responsible for advising their own workers of the record if they will be working on or near material being treated as ACM as well as establishing appropriate training programs for these workers.

### 7. Responsibility of Caretakers, Lead Hands and Supervisors:

- a) During day-to-day work where it is apparent that loose friable material is found, or reported to be deteriorating or has fallen:
  - i) notify the principal or designate of the discovery;
  - ii) check building inventory to see if the material and the area have been listed, providing positive identification;
  - iii) if the material has been positively identified as asbestos, restrict use to the area, and contact the Plant Services Department and
  - iv) if the material appears to be asbestos but cannot be positively identified, restrict use to the area, and contact the Manager of Plant Services or designate. The unidentified material will be assumed to be asbestos until positive identification can be made;
  - v) contact Plant Services.
- b) During day-to-day work where it is suspected that material may be friable ACM:
  - i) check the building inventory to see if the material and the area have been listed, providing positive identification;
  - ii) if the material has been positively identified as asbestos and there is no evidence of degradation or crumbling, then regular activities can be resumed;
  - iii) if the suspected friable material is not on the inventory and there is no evidence of degradation or crumbling, regular activities may be resumed. The caretaker and the principal must be informed in order to identify the material in question;
  - iv) contact Plant Services.



## **8. Responsibility of Plant Services:**

During day-to-day work where it is apparent that loose friable material is found, or reported to be deteriorating or has fallen:

- a) check the inventory to see if the material and the area have been listed, providing positive identification;
- b) if the material appears to be asbestos but cannot be positively identified, restrict use to the area, and obtain a sample in accordance with the sampling and testing procedures in Part III. The unidentified material will be assumed to be asbestos until positive identification can be made;
- c) if the loose material has been positively identified as asbestos, restrict use to the area and dampen the material with amended water to prevent the creation and spread of dust. Assess the area for the extent of damage, and determine if the operation is considered a Type 1, Type 2 or Type 3 operation; and
- d) initiate appropriate remedial action, which may include encapsulation, enclosure or removal of ACM. In the case of damaged pipe and boiler insulation, available options also include repair of the insulation with non-asbestos material.

## **9. Responsibility of Principals/Managers whose sites contain asbestos:**

It is the responsibility of every principal/manager to:

- a) know where the building inventory is kept;
- b) know the location of all ACM in the school building(s) and be aware of material that may be ACM; and
- c) inform their staff of both (a) and (b).

# **III. Asbestos Plan Procedures**

## **1. Sampling and Testing:**

The methods and procedures for establishing whether material is ACM and for establishing its asbestos content and the type of asbestos will be in accordance with the procedures set out by Designated Substance Regulation.

- a) When there is a concern that a material may be ACM, and the location is not noted in the asbestos inventory, it may be necessary to have a sample analyzed. Contact Plant Services, and a *competent worker* will obtain a sample.
- b) Copies of any laboratory analyses must be forwarded to the Plant Services Department.

## **2. Clearance Air Testing:**

Clearance air testing will be done for all indoor Type 3 operations in accordance with the Clearance Air Testing Procedures in Section 4. These procedures include both phase contrast microscopy and transmission electron microscopy methods.

## **3. Training:**

Awareness training will be provided to principals and vice-principals whose sites contain asbestos, caretakers, lead hands, tradesmen, safety representatives, Joint Health and Safety Committee members, Plant Services Department staff, and any worker who will be, or is likely to be, exposed to asbestos. Training will consist of inspection, identification, and repair and/or removal of asbestos. Specialized training will be provided to Maintenance Services staff, caretakers, and lead hands in addition to awareness training. The *owner* is responsible for establishing and maintaining



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these training programs while it is the *employer's* duty to ensure that every worker and supervisor has successfully completed this program.

- a) Awareness training will include the procedures for carrying out duties, the use of equipment, the procedures for the disposal of ACM, personal hygiene and work practices as well as the hazards of asbestos exposure.
- b) Specialized training will include, when required, instruction on how to properly maintain, clean, and use respirators;

#### 4. Clearance Air Testing:

Sample collection and analysis will be done by a professional service company. A copy of the air testing results must be kept by the *owner* of the building for at least one year after receiving them. A copy of the results will be provided to the Joint Health and Safety Committee.

#### 5. Procedure for Type 1 Operations:

- a) Dust must be removed from any surface in the work area before work is to start using a damp cloth or a vacuum equipped with a HEPA filter. The subsequent spread of dust will be controlled by measures appropriate to the work to be done including the use of drop sheets that are impervious to asbestos. Drop sheets are not to be reused.
- b) In the case of drywall removal in a Type 1 operation as outlined by the OHSA (see definition of Type 1 Operation subsection (d)), the material is to be wetted using *amended water* before and kept wet during the work unless wetting would create a hazard or cause damage.
- c) At frequent and regular intervals throughout work, as well as immediately upon completion of work, dust and waste will be cleaned up and removed using a vacuum equipped with a HEPA filter, or by damp mopping or wet sweeping, and placed in a container. As soon as practicable after the above has been complied with, drop sheets are to be wetted and placed in a container.
- d) After the work is completed, polyethylene sheeting and similar material used for barriers and enclosures are not to be reused, but wetted and placed in a container in accordance with the disposal procedure in the General Waste Management Regulation made under the Environmental Protection Act
- e) Barriers and portable enclosures are not to be reused unless they are rigid and can be cleaned thoroughly. After work is completed, barriers and portable enclosures that will be reused are to be cleaned using a vacuum equipped with a HEPA filter or by damp wiping.
- f) Compressed air must not be used to clean up and remove dust from any surface.
- g) Eating, drinking, chewing or smoking is not permitted in the work area.
- h) Workers who have been provided with protective clothing will, before leaving the work area:
  - i) decontaminate their protective clothing using a vacuum equipped with a HEPA filter, or by damp wiping, before removing the protective clothing;
  - ii) if the protective clothing will not be reused, place the clothing in a container.
- i) Facilities for the washing of hands and face will be made available to workers and will be used by every worker when leaving the work area.

#### 6. Respirators (Regulation 278/05):

- a) A worker must not be assigned to an operation requiring the use of a respirator unless he or she is physically able to perform the operation while using the respirator.
- b) If respirators are used in the workplace, the *employer* must establish written procedures regarding the selection, use and care of respirators and a copy of the procedures must be provided to and reviewed with each worker who is required to wear a respirator.
- c) Respirators provided by an *employer* and used by a worker in a Type 1, operation:



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- i) will be fitted so that there is an effective seal between the respirator and the worker's face, unless the respirator is equipped with a hood or helmet;
  - ii) will be assigned to a worker for his or her exclusive use, if practicable;
  - iii) will be used and maintained in accordance with manufacturer's specifications;
  - iv) will be cleaned, disinfected and inspected after use on each shift, or more often if necessary, when issued for the exclusive use of one worker, or after each use when used by more than one worker;
  - v) damaged or deteriorated parts are to be replaced prior to being used by a worker; and
  - vi) when not in use, respirators are to be stored in a convenient, clean and sanitary location.
- d) The following additional requirements apply to a respirator of the supplied air type:
- i) The compressed air used for breathing must meet the standards set out in Table 1 of *CSA Standard Z180.1-00, Compressed Breathing Air and Systems (March 2000)*.
  - ii) If an oil-lubricated compressor is used to supply breathing air, a continuous carbon monoxide monitor equipped with an alarm will be provided.
  - iii) If an ambient breathing air system is used, the air intake must be located in accordance with Appendix B of the standard referred to in paragraph (i).

## IV. Definitions

**Amended water** is water to which soap has been added.

**Friable asbestos** material can be crumbled, pulverized or powdered by hand pressure. Friable materials likely to be found in Board buildings include fireproofing or sprayed-on insulation, acoustical plaster, heating equipment insulation, pipe insulation and broken ceiling tiles.

**Non-friable asbestos** is material in which asbestos fibres are held together by a binder such as cement, vinyl, or asphalt, and are therefore much more durable. Non-friable asbestos materials likely to be found in Board buildings include asbestos-cement products (for example, laboratory table tops), gaskets and packings, coatings and sealants, roofing paper, floor tiles, and asbestos textiles (for example, welding curtains and fire blankets).

**Type 1 Operations** are activities where there is a low risk of exposure to airborne asbestos fibres and almost no health risk; this typically involves:

- a) the installation or removal of ACM (not including ceiling tiles) that are installed/removed without being broken, cut, drilled, abraded, ground, sanded, or vibrated;
- b) cutting breaking, drilling, abrading, grinding, sanding or vibrating and shaping of non-friable asbestos products if the material is wetted to control the spread of dust or fibres, and the work is done using hand tools;
- c) installation or removal of ceiling tiles that are ACM, if the tiles cover an area less than 7.5 square metres and are installed/removed without being broken, cut, drilled, abraded, ground, sanded, or vibrated; and
- d) drywall removal (for which the removed section is one square meter or less) where asbestos joint filling compounds were used.



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**Type 2 Operations** are activities where there is moderate risk of exposure to airborne asbestos fibres and some health risk. This work typically involves:

- a) removal of all or part of a false ceiling to obtain access to a work area, if ACM is likely to be lying on the surface of the false ceiling;
- b) enclosure of friable ACM;
- c) removal or disturbance of one square meter or less of friable ACM during the repair, alteration, maintenance or demolition of all or part of machinery or equipment, building or vehicle;
- d) applying tape or a sealant or other covering to pipe or boiler insulation that is ACM;
- e) installation or removal of ceiling tiles that are ACM, if the tiles cover an area of 7.5 square metres or more and are installed or removed without being broken, cut, drilled, abraded, ground sanded or vibrated;
- f) breaking, cutting, drilling, abrading, grinding, sanding, or vibrating non-friable ACM if the material is not wetted to control the spread of dust or fibres and the work is done with a power tool equipped with a dust collection device and HEPA filter;
- g) removal of insulation that is ACM from a pipe, duct or similar structure using a glove bag;
- h) cleaning or removal of filters used in air handling equipment in a building that has a sprayed fireproofing that is ACM;
- i) any operation that may expose a worker to asbestos and is not classified as Type 1 or Type 3.

**Type 3 Operations** are activities where there is a high risk of exposure to airborne asbestos fibres and a high risk of health effects. This typically involves:

- a) a major removal of friable asbestos material from a building;
- b) a spray application of a sealant to a friable asbestos material;
- c) cleaning or removal of air-handling equipment, including rigid ducting but not including filters, in a building that has sprayed fireproofing that is ACM;
- d) repair, alteration or demolition of a kiln or furnace made, in part, of asbestos-
- e) the use of power tools on ACM not equipped with a HEPA filter and dust collection device; and
- f) removal or disturbance of more than one square meter of friable ACM during the repair, alteration, maintenance or demolition of part or all of a building or any machinery or equipment.

## V. Related Information

### *Related Board Policies / Procedures*

POLICY: Health & Safety

Procedure: Asbestos

### *Legislation*

Occupational Health and Safety Act

Regulation 278/05: Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations.

Environmental Protection Act

Regulation 347/90: General Waste Management

### *Ministry of Labour*

November 2007. A guide to the Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations.



## **Procedure: Health & Safety – Confined Spaces**

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# **Procedure: Health & Safety – Confined Spaces**

## **I. Overview / Procedure Description**

To establish procedures to ensure the health and safety of all custodial and maintenance personnel and contractors who may perform work in confined and limited access spaces or perform related work with respect to confined and limited access spaces in the course of their duties. This objective is achieved by:

- a) properly identifying, assessing and controlling the hazards associated with limited access spaces;
- b) training and equipping maintenance staff, and providing information and training to all staff and other personnel who may be involved with confined and limited access spaces entry.

## **II. Areas of Responsibility**

### **1. General Responsibility:**

Manager of Plant Services; Plant Services Department; school and administrative facilities safety representatives; Occupational Health and Safety (OHS) representative; Joint Occupational Health and Safety Committee (JOHSC).

### **2. Employer's Specific responsibility (before any worker enters a confined or limited access space):**

- a) Board Staff Entry:
  - i) Board employees will not enter confined spaces. The role will be fulfilled by Board service providers (independent contractors) who will comply with the statutory requirements for entering confined spaces.
- b) Multi-Employer Involvement:

If the workers of more than one employer perform work in the same confined space;

  - i) before any worker enters the confined or limited access space or begins related work with respect to the confined or limited access space, the lead employer shall prepare a co-ordination document to ensure that the duties imposed on employers are performed in a way that protects the health and safety of all workers who perform work in the confined or limited access space or related work with respect to the confined or limited access space.
  - ii) The co-ordination document may provide for the performance of duty or duties referred to in that subsection by one or more employers on behalf of one or more other employers, with respect to some or all of the workers.
- c) A copy of the co-ordination document will be provided to each employer's joint occupational health and safety committee (JOHSC) or occupational health and safety (OHS) representative, if any, and each employer of workers who perform work in the same confined or limited access space or related work with respect to the same confined or limited access space.

## **III. Procedure Steps / Checklist**

### **1. Program / Procedures:**

A written program/procedure for confined and limited access spaces will be developed and maintained in consultation with the JHSC. The employer will provide a copy of the program/procedure to the JHSC and ensure that a copy of the program/procedure is available to any other employer of workers who perform work to which the program/procedure relates, and



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every worker who performs work to which the program/procedure relates if the workplace has no JHSC or OHS representative.

### **2. Assessment / Inventory:**

- a) An assessment/inventory will be conducted and recorded in writing on the Board Assessment Form and will consider, with respect to each confined or limited access space, the hazards that may exist due to the design, construction, location, use or contents of the confined or limited access space and the hazards that may develop while work is done inside the confined or limited access space.
- b) The record of the assessment may be incorporated into an entry permit for confined spaces and an entry log for limited access spaces.
- c) If two or more confined or limited access spaces are of similar construction and present the same hazards, their assessments may be recorded in a single document, but each confined or limited access space will be clearly identified in the assessment.
- d) The employer will appoint a person with adequate knowledge, training and experience to carry out the assessment and will maintain a record containing details of the person's knowledge, training and experience
- e) The assessment will contain the name of the person who carries out the assessment, this person will sign and date the assessment and provide it to the employer.
- f) On request, the employer will provide copies of the assessment and of the record mentioned in subsection (d) to the JOHSC or the OHS representative, if any, or every worker who performs work to which the assessment relates, if the workplace has no JOHSC or OHS representative.
- g) The employer shall ensure that the assessment is reviewed as often as is necessary to ensure that the relevant plan remains adequate.

### **3. Plan:**

A written plan, including procedures for the control of hazards identified in the assessment, will be developed and implemented by a competent worker for the confined or limited access space. The employer will ensure that the plan is reviewed as often as is necessary to ensure that it remains adequate.

### **4. General Training:**

Awareness training will be provided to all supervisors, principals, managers, vice-principals and OHS representatives whose site contains confined spaces and to Joint OHS Committee members.

### **5. Training (Limited Access Type A Space):**

Awareness and specific safe work procedures training will be provided to all Plant Services staff.

### **6. Entry to Confined Space:**

Board employees will not enter confined spaces. This role will be fulfilled by Board service providers (independent contractors) who will comply with the statutory requirements for entering confined spaces including providing ventilation and rescue and emergency response. Board services providers shall comply with the following procedures.

- a) Supervisors will assign work in Confined Spaces to at least two workers a minimum of one day in advance. In emergency situations, this timeline will not be applicable. A Confined Space Entry Permit will be issued by the supervisor or designate.
- b) Supervisors and/or workers will inspect the instruments and equipment to be used for the job. The checklist in the Confined Space Entry Permit must be used. Rescue and emergency



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- equipment will be considered as equipment to be used for the job and will be included on the permit.
- c) Workers will place a notice and install barriers to secure the entrances to the confined space. If necessary vehicular traffic control should be established.
  - d) An atmospheric test around the opening will be taken and recorded. Tests will be taken for oxygen levels, flammable and toxic gases.
  - e) The rescue and emergency equipment will be installed and tested for efficient operation. Non-entry rescue will be the preferred means of rescue for confined space emergencies. The attendants must be competent in the two retrieval systems on the davit. They must also know and be able to activate emergency procedures and have full knowledge of the operation of all equipment used in confined spaces entry and retrieval.
  - f) The space will be opened and an oxygen test will be taken by the competent workers at varying levels inside the space. The test results will be recorded on the Confined Space Entry Permit.
  - g) (If the test results indicate an oxygen deficient atmosphere, the space will be purged with fresh air for at least 20 minutes.
  - h) The competent worker will conduct a second oxygen test and record the result on the permit. Purging of the space and testing will be repeated until safe oxygen levels are obtained (19.5 % to 23% oxygen).
  - i) The permit will be posted near the entrance to the confined space.
  - j) Flammability and toxicity tests will be taken and recorded in the Confined Space Entry Permit.
  - k) Workers assigned to enter the confined space will wear a full harness and a life line, if practicable.
  - l) (Only when the atmospheric tests indicate safe levels may a worker enter the space and establish adequate extraction of hazardous gases which may be produced as a result of the work, e.g., hot work. The other worker will ensure that the ventilation equipment maintains a safe atmosphere and the rescue and emergency equipment are laid out for a quick and effective response.
  - m) Only when the ventilation system inside the space and the rescue and emergency system outside are ready and operating, may the assigned worker enter the space and perform the task planned. The time of entry and exit must be entered on the permit.
  - n) The space will be continuously monitored to ensure that the atmosphere is free from hazards. The results will be recorded every 15 minutes on the permit.
  - o) When the work is completed, workers will close all entrances to the confined space, store all testing instruments emergency and other equipment appropriately and return the Confined Space Entry Permit to the supervisor.
  - p) Supervisors will review the information on the Confined Space Entry Permit and take appropriate action as necessary. The permit will be filed permanently and kept for at least two years.
  - q) The supervisor will log the entry, indicating the date and times of entry, space entered, reason for entry and note observations related to the entry.

NOTE: If hot work is being undertaken a hot work permit will be required. Ventilation equipment must be used, as well as all other appropriate control measures.

If electrical work or work around moving equipment is being undertaken, the provisions of the lock-out/tag-out procedure must be applied.



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## **IV. Definitions**

*(space) confined space* means a fully or partially enclosed space,

- a) that is not both designed and constructed for continuous human occupancy, and
- b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it;

*(space) limited access space Type A* is a space that is not meant for continuous human occupancy because of its access and design, and for which atmospheric testing is not required.

## **V. Related Information**

*Related Board Policies / Procedures*

POLICY: Health & Safety

Procedure: Hot Work Permits

*Legislation*

Occupational Health and Safety Act

Ontario Regulation 632/05 – Confined Spaces

Ontario Regulation 851/90 – Industrial Establishments, Part I.I (Confined Spaces)

*Ministry of Labour*

June 2009. Occupational Health and Safety Branch. *Confined Spaces Guideline*.



## Procedure: Health & Safety – Designated Substances

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

Page 1 of 2

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# Procedure: Health & Safety – Designated Substances

## I. Overview / Procedure Description

To ensure that Board employees and a worker who are not Board employees, but are working in a Board workplace are protected from exposure to designated substances.

## II. Areas of Responsibility

The **Board** shall:

- take every precaution reasonable in the circumstance to ensure the protection of a Board employee and a worker who is not a Board employee but is working in a Board workplace..

**Board employees** shall:

- comply with the Board requirements related to designated substances.

## III. Procedure Steps / Checklist

### 1. Use or Storage of Designated Substances:

- a) The following chemical agents are prescribed as designated substances in Regulation 490/09 made under the Occupational Health and Safety Act:
  - i) Acrylonitrile.
  - ii) Arsenic.
  - iii) Asbestos.
  - iv) Benzene.
  - v) Coke oven emissions.
  - vi) Ethylene oxide.
  - vii) Isocyanates.
  - viii) Lead.
  - ix) Mercury.
  - x) Silica.
  - xi) Vinyl chloride.
- b) In order to use or store any of the eleven substances within the Board an assessment of the chemical exposure must be completed. The assessment will be coordinated by the Plant Services Department in consultation with the Health & Safety/Plant Services Officer and the Principals, in accordance with the legislation.

### 2. Assessment Process:

- a) Prior to the purchase of a Designated Substance, the prospective user will contact the appropriate Program Services personnel to request an assessment. Program Services will contact the Plant Services Department and who will, in consultation with the Joint Health and Safety Committee and Program Services, establish a process for evaluating the use of the Designated Substance.
- b) If possible, an appropriate substitute will be found for the Designated Substance.



## **Procedure: Health & Safety – Designated Substances**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

Page 2 of 2

- c) Prior to the Designated Substance being acquired, the prospective user will be consulted on the intended use of the chemical. This consultation will detail:
  - Transportation and Storage of the Substance;
  - Preparation and Use Procedures;
  - Engineering Controls and Facility Design;
  - Personal Protective Equipment;
  - Waste Management procedures.
- d) In order to ensure the safety of Board staff and students, use of the product during the assessment will be arranged and demonstrated by the intended supplier of the product.
- e) Industrial Hygiene Testing, which is conducted to evaluate chemical exposure during product use, will be used by Plant Services, in consultation with Program Services and the Joint Health and Safety Committee to assess the likelihood of an adverse health effect.
  - i) If there is agreement that no health effect is likely, a Use Guideline will be written which will detail the conditions of use.
  - ii) If there is a likelihood of a health effect from the designated substance, the substance will not be used in the Board.

### **3. Inquiries**

All inquiries on this procedure are to be directed to the Plant Services Department.

## **IV. Related Information**

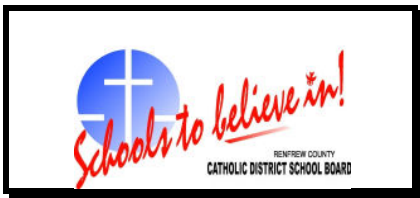
*Related Board Policies / Procedures*

POLICY: Health and Safety

*Legislation*

Occupational Health and Safety Act

Regulation 490/09: Designated Substances



## **PROCEDURE: Employee & Worker Accident / Injury**

Category (Human Resources)

Effective Date: October 24, 2011.

Last Revision Date: (22-Mar-19)

Page 1 of 6

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## **PROCEDURE: Health & Safety – Employee & Worker Accident / Injury**

### **I. Overview / Procedure Description**

This Procedure outlines the requirements for:

- summoning immediate assistance for injured employees and workers,
- reporting all workplace accidents and injuries,
- investigation of workplace accidents and injuries,
- taking remedial action to prevent reoccurrences.

### **II. Areas of Responsibility**

This is a summary of the areas of responsibility. Appendix B – Accident / Injury Checklist sets out a more detailed checklist of areas of responsibility and required actions.

- a) All Board staff have a mutual responsibility for **summoning immediate assistance** for injured persons (employees, workers and others).
- b) **Employees** shall promptly **report** all workplace accidents and injuries to their Principal, Manager or Supervisor.
- c) **Principals, Managers and Supervisors** shall immediately **report** all workplace accidents and injuries to Human Resources and the Health & Safety/Plant Services Officer.
- d) **Principals, Managers, Supervisors and employees** shall complete and forward the necessary **Forms**. (See Appendix B – Accident / Injury Checklist for information and directions.)
- e) The **Health and Safety/Plant Services Officer** shall be responsible for reporting workplace accidents and injuries to the applicable external agencies as required by statute. (See Appendix C (Notice to Ministry of Labour & Others.)
- f) The **Principals, Managers and Supervisors** have the responsibility for the investigation of less serious workplace accidents and injuries.
- g) In its discretion the Board may designate another staff member or a neutral third party to investigate any workplace accidents and injuries and to take appropriate action.
- h) The Health and Safety/Plant Services officer shall have the responsibility for **reviewing the results** of any investigation and **taking appropriate action**.

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### III. Procedure Steps / Checklist

#### 1. Immediate Response (Principal / Supervisor / Employee):

- a) If an employee / worker is injured on the job, the Principal, the Supervisor or an employee shall:
  - i) provide immediate assistance for the injured person;
  - ii) make arrangements for the affected person to receive immediate medical attention where warranted and obtain medical verification of the workplace injury;
  - iii) inform the Principal or Supervisor at the earliest opportunity; and
  - iv) inform the Health & Safety/Plant Services Officer and Human Resources.
- b) If first aid is given to the injured person, a record of any first aid treatment should be kept at the school.
- c) If the employee / worker has sought medical attention beyond first aid, obtain a Functional Abilities Form (FAF) for completion by the health care practitioner (doctor, chiropractor, dentist, physio or occupational therapist).
- d) The Principal or Supervisor shall preserve the integrity of the scene of any serious accident and any related objects for either an external agency or the Board investigation.
- e) Human Resources shall contact the employee at the earliest opportunity and advise the employee of the various assistance available.
- f) Where a person is **killed or is critically injured** at a workplace, **DO NOT** interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by an inspector from the Ministry of Labour unless for the purpose of:
  - i) saving life or relieving human suffering;
  - ii) maintaining an essential public utility service or a public transportation system; or
  - iii) preventing unnecessary damage to equipment or other property.

#### 2. Reporting Obligations (Employee, Supervisor & Principal):

The reporting obligations of an employee a supervisor and a school principal have been set out in Appendix B – Accident / Injury Checklist.

### **3. Reporting Obligations to the Ministry of Labour and Others:**

The Health & Safety / Plant Services Officer shall make the following reports in the following circumstances.

- a) **Person Killed or Critically Injured at a Workplace:**  
The Health & Safety / Plant Services Officer shall make the required reports set out in Appendix C (Notice to the Ministry of Labour & Others).
- b) **Person Disabled from performing his or her usual Work or requires Medical Attention because of an Accident, Explosion, Fire or Incident of Workplace Violence at a Workplace:**  
The Health & Safety / Plant Services Officer shall make the required reports set out in Appendix C (Notice to the Ministry of Labour & Others).

### **4. Investigating Workplace Accidents, Employee Injuries and/or Loss of Wages from Employment:**

- a) The Principals, Managers and Supervisors have the responsibility for the investigation of less serious workplace accidents, employee injuries and loss of wages from employment.
- b) In its discretion the Board may designate another staff member or a neutral third party to investigate any workplace accidents, employee injuries and loss of wages from employment.
- c) The Joint Health and Safety Committee shall designate one or more members to investigate cases where an employee is killed or critically injured at a workplace from any cause and one of those members may, subject to subsection 51 (2) of the *Occupational Health and Safety Act*, inspect the place where the accident occurred and any machine, device or thing, and shall report his or her findings to a Director (appointed under the Act) and to the Committee.
- d) The Health and Safety/Plant Services officer in consultation with the Manager of Plant Services, the appropriate Board Supervisory Officer and/or the Manager of Human Resources Services has the responsibility for reviewing the results of any investigation and taking appropriate action where necessary.

### **5. Workplace Violence and Harassment Investigations:**

Investigations of workplace violence and harassment shall be dealt with by the Workplace Violence and Workplace Harassment Procedures in the Human Resources Policy Category.

### **6. Injury at School to Non-Employee / Non-Worker:**

Injuries to persons who are not employees or workers shall be dealt with by the Injury at School Policy in the Schools & Students Policy Category.

## 7. Record of Investigation & Response:

- a) The report of the investigation, supporting documents and Board response shall be retained by the Health and Safety/Plant Service Officer in a confidential Board Folder.
- b) The Joint Health and Safety Committee shall be given the results of a report which deals with occupational health and safety matters and a copy of the portions of the report which deals with occupational health and safety matters.
- c) If any discipline was administered as a result of the workplace accident, employee injury and/or loss of wages from employment, the necessary disciplinary documentation shall be filed in the employee's personnel file.

## IV. Definitions

**accident** includes,

- a) a wilful and intentional act, not being the act of the worker,
- b) a chance event occasioned by a physical or natural cause, and
- c) disablement arising out of and in the course of employment. (*Workplace Safety and Insurance Act, s. 2*)

**critical injured** means an injury of a serious nature that,

- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves the fracture of a leg or arm but not a finger or a toe;
- involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- consists of burns to a major portion of the body; or
- causes the loss of sight in an eye. (*OH&S Act, Regulation 834, s. 1*)

**first aid** means one-time treatment of care and any follow-up visit(s) for observation purposes only. First Aid includes, but is not limited to:

- cleaning minor cuts, scrapes or scratches,
- treating a minor burn,
- applying bandages and/or dressings,
- apply a cold compress, cold pack, or ice bag,
- applying a splint,
- changing a bandage or dressing after a follow-up observation visit.

**health care** means any observation, examination, assessment, care, service or procedure that is done for a health-related purpose and that,

- a) is carried out or provided to diagnose, treat or maintain an individual's physical or mental condition,
- b) is carried out or provided to prevent disease or injury or to promote health, or
- c) is carried out or provided as part of palliative care. (*Personal Health Information Protection Act, 2004, s. 2*)

**health care practitioner** means a member of a College of a regulated health profession which would include a doctor, dentist, chiropractor, physio and occupational therapist, etc.) (*Regulated Health Professional Act, s. 1*)

**worker** means any of the following:

- a) A person who performs work or supplies services for monetary compensation.
- b) A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- c) A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- d) Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation. (*Occupational Health and Safety Act, s. 1 (1)*)

**workplace** means any land, premises, location or thing at, upon, in or near which a worker works. (*Occupational Health and Safety Act, s. 1 (1)*)

## **V. Related Information**

### *Appendices for this Procedure*

Incident / Accident Report (APPENDIX A)

APPENDIX B: Accident / Injury Checklist

APPENDIX C: Notice to Ministry of Labour & Others

### *Related Board Policies / Procedures (Human Resources Policy Category)*

POLICY: Health and Safety

PROCEDURE: Workplace Harassment (Report, Investigate & Respond)

PROCEDURE B: Workplace Violence (Investigate & Respond)

### *Related Board Policies / Procedures (Schools & Students Policy Category)*

POLICY: Injury at School (Schools & Students Policy Category)

### *Related Board Policies / Procedures (Administrative Policy Category)*

POLICY: Human Rights

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***Legislation***

Occupational Health and Safety Act, s. 51 (Notice of Death or Critical Injury); s. 52 (Notice of Accident causing Injury).

Ontario Regulation 851/90 – Industrial Establishments, s. 5 (Notice of Accidents)

Workplace Safety and Insurance Act, 1997, s. 21 (Notice of Accident).

***Ministry of Labour***

(26-Apr-18). Guide to the Occupational Health and Safety Act



Renfrew County Catholic District School Board

Incident / Accident Report (Appendix A)

INSTRUCTIONS:

1. If this is a critical injury please report to the Health and Safety Officer (Jaime Russell) **IMMEDIATELY**
2. Principal/Supervisor and Employee complete Part A together (if possible)
3. Principal/Supervisor completes Part B.
4. **FAX COMPLETE REPORT TO: Jillian Burchart, Human Resources Supervisor, within 24 hours of the accident (HR FAX: 613-732-9524)**
5. If your Principal/Supervisor is unavailable – complete and send Part A within 24 hours of the accident and have your Principal/Supervisor complete and send Part B as soon as possible after they are available.
6. If the Employee is seeking health care, please take the FAF FORM to the Health Care Professional for completion and return it to Human Resources (HR Fax: 613-732-9524)

**PART A – ACCIDENT/ILLNESS DETAILS - TO BE COMPLETED BY PRINCIPAL/SUPERVISOR AND EMPLOYEE**

**SECTION 1**

Employee Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Job Title/Position: \_\_\_\_\_

Work Location: \_\_\_\_\_ Working Hours: From: \_\_\_\_\_ To: \_\_\_\_\_

Date & Time of Accident/Illness: Date \_\_\_\_\_ Time: \_\_\_\_\_

Date & Time Reported: Date \_\_\_\_\_ Time: \_\_\_\_\_

Reported to: (Name and Position): \_\_\_\_\_

**SECTION 2**

**HEALTH CARE:**

Did employee receive health care for this injury? ☐ Yes ☐ No If yes, please indicate date: \_\_\_\_\_

Where was the worker treated for this injury? (Check all that apply)

- ☐ On-site health care ☐ Ambulance ☐ Emergency Dept. ☐ Admitted to Hospital
- ☐ Clinic ☐ Health Professional Office (Doctor/Dentist/Chiropractor/Physiotherapist)

Name, Address and Phone number of health professional (if known) \_\_\_\_\_

**SECTION 3**

**LOST TIME - NO LOST TIME**

Please choose ONE - **After day of accident/awareness of illness, this employee:**

- ☐ Returned to **regular job** and has **NOT** lost any time and/or earnings. – move on to Section 4
- ☐ Returned to **modified job** and has **NOT** lost any time and/or earnings. – complete below
- ☐ **Has** lost time and/or earnings - complete below.

(a) Date of First Day of Lost Time: \_\_\_\_\_

(b) Date Back to Work (if applicable): \_\_\_\_\_

(c) Modified Duties. Please explain modifications: \_\_\_\_\_

## SECTION 4

### DESCRIPTION OF ACCIDENT/ILLNESS

Explain what happened to cause the accident/illness and what the Employee was doing at the time. Describe the injury and provide any details of equipment, materials, environmental conditions (work area, temperature, noise, chemical, gas, fumes, other person) that may have been involved. If the condition occurred gradually over time, please explain how it developed:

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## SECTION 5

### TYPE OF ACCIDENT/ILLNESS (PLEASE CHECK ALL THAT APPLY):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Struck or Contact By | <input type="checkbox"/> Struck Against/Contact with | <input type="checkbox"/> Fall            |
| <input type="checkbox"/> Slip/No Fall         | <input type="checkbox"/> Caught In/under/on/between  | <input type="checkbox"/> Exposure        |
| <input type="checkbox"/> Over Exertion/Strain | <input type="checkbox"/> Repetitive Body Movement    | <input type="checkbox"/> Traumatic Event |
| <input type="checkbox"/> Aggression           | <input type="checkbox"/> Insufficient Information    | <input type="checkbox"/> Other _____     |

### AREA OF INJURY (BODY PART) (Please check all that apply):

- |                                     |                                      |                                     |                                 |                                   |                                |
|-------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Head       | <input type="checkbox"/> Face        | <input type="checkbox"/> Eye(s)     | <input type="checkbox"/> Ear(s) | <input type="checkbox"/> Buttocks | <input type="checkbox"/> Groin |
| <input type="checkbox"/> Neck       | <input type="checkbox"/> Chest       | <input type="checkbox"/> Upper Back | <input type="checkbox"/> Hip    | <input type="checkbox"/> Abdomen  |                                |
| <input type="checkbox"/> Lower Back | <input type="checkbox"/> Other _____ |                                     |                                 |                                   |                                |

### PLEASE INDICATE LEFT OR RIGHT:

- |  |  |   |   |
|--|--|---|---|
| <b>Shoulder</b> <input type="checkbox"/> Left <input type="checkbox"/> Right | <b>Arm</b> <input type="checkbox"/> Left <input type="checkbox"/> Right    | <b>Elbow</b> <input type="checkbox"/> Left <input type="checkbox"/> Right     | <b>Forearm</b> <input type="checkbox"/> Left <input type="checkbox"/> Right |
| <b>Wrist</b> <input type="checkbox"/> Left <input type="checkbox"/> Right    | <b>Hand</b> <input type="checkbox"/> Left <input type="checkbox"/> Right   | <b>Finger(s)</b> <input type="checkbox"/> Left <input type="checkbox"/> Right | <b>Hip</b> <input type="checkbox"/> Left <input type="checkbox"/> Right     |
| <b>Thigh</b> <input type="checkbox"/> Left <input type="checkbox"/> Right    | <b>Knee</b> <input type="checkbox"/> Left <input type="checkbox"/> Right   | <b>Lower Leg</b> <input type="checkbox"/> Left <input type="checkbox"/> Right | <b>Ankle</b> <input type="checkbox"/> Left <input type="checkbox"/> Right   |
| <b>Foot</b> <input type="checkbox"/> Left <input type="checkbox"/> Right     | <b>Toe(s)</b> <input type="checkbox"/> Left <input type="checkbox"/> Right |   |   |

### WHERE INJURY OCCURRED:

- |   |                                      |                                      |   |
|---|--------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Outdoor walkways | <input type="checkbox"/> Classroom   | <input type="checkbox"/> Hallway     | <input type="checkbox"/> Indoor Foyer/Entrance/Exit |
| <input type="checkbox"/> Office           | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Playground  | <input type="checkbox"/> Stairwell                  |
| <input type="checkbox"/> Gymnasium        | <input type="checkbox"/> Library     | <input type="checkbox"/> Other _____ |   |

**WITNESSES (Names and Positions):** 1. \_\_\_\_\_ 2. \_\_\_\_\_

### PRIOR CONDITIONS:

Are you aware of any prior similar/related problem, injury or condition? ☐ Yes ☐ No

If **yes**, please explain: \_\_\_\_\_

## PART B – ACCIDENT/ILLNESS INVESTIGATION -TO BE COMPLETED BY PRINCIPAL/SUPERVISOR

### SECTION 7

#### ADDITIONAL INFORMATION:

Are you aware of any additional information relevant to this accident/illness? ☐ Yes ☐ No

If **yes**, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Section 7

#### CAUSES:

- |   |  |
|---|--|
| <input type="checkbox"/> 1 Operating without Authority                      | <input type="checkbox"/> 2 Unsafe Equipment                                |
| <input type="checkbox"/> 3 Unsafe Loading, Placing, Mixing, Combining, etc. | <input type="checkbox"/> 4 Unsafe Position or Posture                      |
| <input type="checkbox"/> 5 Distracting, Teasing, Wilful Misconduct          | <input type="checkbox"/> 6 Failure to use Personal Protective Devices      |
| <input type="checkbox"/> 7 Inadequate Illumination                          | <input type="checkbox"/> 8 Fire, Explosion, Atmospheric Hazard             |
| <input type="checkbox"/> 9 Hazardous Personal Attire                        | <input type="checkbox"/> 10 Unsafe Design or Arrangement                   |
| <input type="checkbox"/> 11 Hazardous Method or Procedure                   | <input type="checkbox"/> 12 Outside Hazardous Condition                    |
| <input type="checkbox"/> 13 Improperly Labelled or Identified               | <input type="checkbox"/> 14 Improper Ventilation                           |
| <input type="checkbox"/> 15 Inadequate Clearance, workspace                 | <input type="checkbox"/> 16 Inadequate Tools or Equipment                  |
| <input type="checkbox"/> 17 Inadequate Help                                 | <input type="checkbox"/> 18 No Hazard                                      |
| <input type="checkbox"/> 19 Making Safety Devices Inoperable                | <input type="checkbox"/> 20 Inadequate Maintenance                         |
| <input type="checkbox"/> 21 Inadequate Housekeeping                         | <input type="checkbox"/> 22 Failure to Follow Established Procedures, Rule |
| <input type="checkbox"/> 23 Inattention                                     | <input type="checkbox"/> 24 Physical Condition                             |
| <input type="checkbox"/> 25 Other _____                                     |  |

### SECTION 8

#### CORRECTIVE & PREVENTATIVE ACTION:

- |  |  |
|--|--|
| <input type="checkbox"/> 1 Re-instruction of person involved | <input type="checkbox"/> 2 Re-assignment of person                       |
| <input type="checkbox"/> 3 Order Job Safety Analysis         | <input type="checkbox"/> 4 Improved Personal Protective Equipment        |
| <input type="checkbox"/> 5 Repair or Replacement             | <input type="checkbox"/> 6 Installation of Guard or Safety Device        |
| <input type="checkbox"/> 7 Actions to Improve Design/Method  | <input type="checkbox"/> 8 Check with Manufacturer                       |
| <input type="checkbox"/> 9 Discipline of Persons involved    | <input type="checkbox"/> 10 Workplace Inspection                         |
| <input type="checkbox"/> 11 Consult with Health & Safety     | <input type="checkbox"/> 12 Consult with Joint Health & Safety Committee |
| <input type="checkbox"/> 13 Consult with Ministry of Labour  | <input type="checkbox"/> 14 Incident under Investigation                 |
| <input type="checkbox"/> 15 Correction of Congested Area     | <input type="checkbox"/> 16 Inform All Department Supervision            |
| <input type="checkbox"/> 17 Improve Housekeeping Procedure   | <input type="checkbox"/> 18 Develop written safe working procedures      |
| <input type="checkbox"/> 19 Ergonomic Assessment             | <input type="checkbox"/> 20 Develop Inspection Form and Routine          |
| <input type="checkbox"/> 21 Provide Proper Ventilation       | <input type="checkbox"/> 22 Other _____                                  |

**Describe how the above action(s) have been (or will be) implemented to prevent a recurrence & include timelines:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Please involve the Health & Safety Officer, Jaime Russell in your investigation\***

**PART C – ACCIDENT/ILLNESS INVESTIGATION -TO BE COMPLETED BY THE HEALTH & SAFETY OFFICER – JAIME RUSSELL**

**HEALTH & SAFETY ACTION PLAN:**

Employee’s Signature \_\_\_\_\_

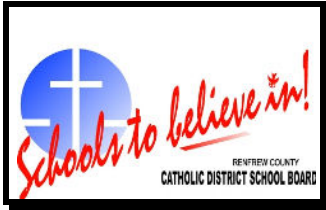
Date \_\_\_\_\_

Principal/Supervisor’s Signature \_\_\_\_\_

Date \_\_\_\_\_

Health & Safety Officer Signature \_\_\_\_\_

Date \_\_\_\_\_



## **APPENDIX B: Accident / Injury Checklist**

Category (Human Resources)

Effective Date: March 22, 2019.

Last Revision Date: (N/A)

Page 1 of 3

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## **APPENDIX B: Accident / Injury Checklist**

### **1. Employee Reporting Obligations**

*accident includes,*

- a) a wilful and intentional act, not being the act of the worker,*
- b) a chance event occasioned by a physical or natural cause, and*
- c) disablement arising out of and in the course of employment. (Workplace Safety and Insurance Act, s. 2)*

- ☐ **Report all workplace accidents** immediately to your Manager, Supervisor or Designate, or as soon as reasonably possible if immediate medical attention is required.

NOTE: All workplace accidents must be reported, regardless of severity (including but not limited to: cuts, puncture wounds, sprains, student aggression, back strains, musculoskeletal disorders, etc.).

- ☐ Complete the **Incident / Accident Report** as soon as reasonably possible and send the completed form to Human Resources. The Incident / Accident Report Form is available on the Board's Website and at each Board school and workplace.

NOTE: Incident / Accident Report must be **submitted within 24 hours of the accident**, if the accident results in the employee:

- seeking health care from a health care practitioner (doctor, chiropractor, dentist, physio or occupational therapist) or
- not being able to earn full wages.

NOTE: If your Principal/Supervisor is unavailable – complete and send the employee portion within 24 hours of the accident. The Principal/Supervisor will complete and send the Investigation portion as soon as reasonably possible.

- ☐ Report any **health care from a health care practitioner** (doctor, chiropractor, dentist, physio or occupational therapist) for a workplace accident on the day the health care is received.
- ☐ If you are seeking medical care, take the **Functional Abilities Form** (FAF) to the health care practitioner for completion and send to Human Resources.
- ☐ Co-operate in the **accident investigation** if necessary.
- ☐ Participate in an early and safe **return to work**.
- ☐ Report any **change to your condition/injury** to Human Resources.

---

## 2. Supervisor/ Principal Reporting Obligations

- ☐ Provide **first aid or emergency services** to the injured employee, if required.
- ☐ Notify the **injured employee's family** in case of serious injury.
- ☐ Give the **Functional Abilities Form (FAF)** to the injured employee for completion by a health care practitioner (doctor, chiropractor, dentist, physio or occupational therapist) if health care is required.
- ☐ Complete the Principal, Manager, Supervisor (Investigation) portion of the form
- ☐ Submit the completed Incident / Accident Report within 24 hours or as soon as reasonably possible.

NOTE: Accident/Incident Report must be **submitted within 24 hours of the accident**, if the accident results in the employee:

- seeking health care from a health care practitioner or
  - not being able to earn full wages.
- ☐ Check the completed Incident / Accident Report to ensure that:
  - all hazards contributing to the accident have been identified on the Report and
  - any necessary corrective actions to control the hazards have been taken.
- ☐ Report any **change in the injured employee's condition/injury** to Human Resources.

## 3. Health and Safety Officer

- ☐ Notify the Ministry of Labour and Others as set out in Appendix C - Notice to Ministry of Labour and Others,
  - if an employee / worker is **killed or critically injured**,
  - if an accident to an employee / worker necessitates **health care** or results in the employee / worker not being able to earn **full wages**,
  - if an employee / worker is **disabled from performing his or her usual work** or **requires medical attention** because of an accident, explosion, fire or incident of workplace violence at a workplace, or
  - if the Board is advised by or on behalf of a worker that the worker has an **occupational illness** or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker.
- ☐ Conduct any required **follow up investigations** after reviewing the initial investigation reports.
- ☐ Check that any necessary actions to control **identified hazards** have been taken.
- ☐ Notify the **Joint Health & Safety Committee** as set out in Appendix C - Notice to Ministry of Labour and Others.

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#### 4. **Human Resources**

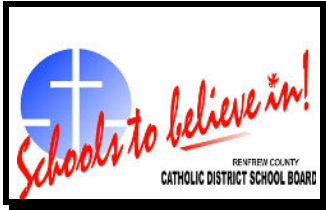
- ☐ Notify the Workplace Safety and Insurance Board (WSIB) as set out in Appendix C - Notice to Ministry of Labour and Others:
  - if an accident to an employee / worker necessitates **health care** or results in the employee / worker not being able to earn **full wages**,
  - if an employee / worker is **disabled from performing his or her usual work** or **requires medical attention** because of an accident, explosion, fire or incident of workplace violence at a workplace, or
  - if the Board is advised by or on behalf of a worker that the worker has an **occupational illness** or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker.
- ☐ Conduct trend analysis of incidents / accidents as required.
- ☐ Facilitate an early and safe return to work for the injured employee.

#### 5. **Joint Health and Safety Committee (JHSC)**

- ☐ Review **accident statistics** at JHSC meetings, identify areas of concern and make recommendations as necessary.
- ☐ Decision by the **Designated Worker Member of the JHSC** to conduct an investigation of a critical injury and/or fatality situation.
- ☐ Provide a copy of any **report** resulting from an investigation by the Designated Member of the JHSC to the Ministry of Labour and to the JHSC.

#### 6. **Management (Supervisory Officers, Managers and Designates)**

- ☐ Review the Incident / Accident Reporting procedure annually
- ☐ Ensure supervisors know and fulfill the duties and responsibilities outlined in the *Occupational Health and Safety Act*.
- ☐ Check that supervisors are competent to address incident / accident occurrences.



## **APPENDIX C: Notice to the Ministry of Labour & Others**

Category (Human Resources)

Effective Date: March 22, 2019.

Last Revision Date: (N/A)

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## **APPENDIX C: Notice to the Ministry of Labour & Others**

### **1. Immediate Reports, if a person is killed or critically injured at a workplace**

*“critically injured” means an injury of a serious nature that,*

- (a) places life in jeopardy,*
- (b) produces unconsciousness,*
- (c) results in substantial loss of blood,*
- (d) involves the fracture of a leg or arm but not a finger or toe,*
- (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe,*
- (f) consists of burns to a major portion of the body, or*
- (g) causes the loss of sight in an eye.*

- ☐ Call 1-877-202-008 to report the incident to the Ministry of Labour’s Health & Safety Contact Centre.
- ☐ Call the Workplace Safety and Insurance Board 1-800-387-0750.
- ☐ Report the Incident to the Board’s Joint Health and Safety Committee.
- ☐ Report the Incident to the Union of the injured employee, if applicable.

### **2. Preservation of Wreckage, if a person is killed or critically injured at a workplace**

- ☐ Do NOT interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by an inspector from the Ministry of Labour unless for the purpose of:
  - saving life or relieving human suffering;
  - maintaining an essential public utility service or a public transportation system; or
  - preventing unnecessary damage to equipment or other property.

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**3. Written Report within 48 hours, if a person is killed or critically injured at a workplace**

- ☐ Mail or Fax (613-727-2900) a written report to the Director at the Ministry of Labour's Eastern Region Office in Ottawa
- ☐ Contents of written report:
  - the name and address of the constructor and the employer;
  - the nature and the circumstances of the occurrence and of the bodily injury sustained;
  - a description of the machinery or equipment involved;
  - the time and place of the occurrence;
  - the name and address of the person who was killed or critically injured;
  - the names and addresses of all witnesses to the occurrence; and
  - the name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury

**4. Written Report within 3 days, if an accident to a worker necessitates health care or results in the worker not being able to earn full wages**

- ☐ Investigate the accident.
- ☐ Report the accident to the Workplace Safety and Insurance Board using their e-Form 7.
- ☐ If possible, have the worker sign the above Form (This signature permits the worker's doctor to send you a report that helps identify what tasks your worker can take on during recovery).

**5. Report within 4 days, if a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace.**

- ☐ Written notice to the Health and Safety Committee.
- ☐ Written notice to the Union of the injured employee, if applicable.
- ☐ Written notice to the to the Director at the Ministry of Labour's Eastern Region Office in Ottawa, if directed by a Ministry of Labour inspector.

- 
- ☐ Contents of written report:
    - the name, address and type of business of the employer;
    - the nature and the circumstances of the occurrence and of the bodily injury or illness sustained;
    - a description of the machinery or equipment involved;
    - the time and place of the occurrence;
    - the name and address of the person suffering the injury or illness;
    - the names and addresses of all witnesses to the occurrence;
    - the name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness; and
    - the steps taken to prevent a recurrence or further illness.

**6. Report within 4 days, if the Board is advised by or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker**

*“occupational illness” means a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997.*

- ☐ Written notice to the to the Director at the Ministry of Labour’s Eastern Region Office in Ottawa.
- ☐ Written notice to the Health and Safety Committee.
- ☐ Written notice to the Union of the injured employee, if applicable.
- ☐ Contents of written report:
  - the name, address and type of business of the employer;
  - the nature and the circumstances of the occurrence and of the bodily injury or illness sustained;
  - a description of the machinery or equipment involved;
  - the time and place of the occurrence;
  - the name and address of the person suffering the injury or illness;
  - the names and addresses of all witnesses to the occurrence;
  - the name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness; and
  - the steps taken to prevent a recurrence or further illness.



## Procedure: Health & Safety – Eye Wash Stations

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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# Procedure: Health & Safety – Eyewash Stations

## I. Overview / Procedure Description

To establish procedures to ensure that eyewash stations are available where required, and that they are maintained in order to ensure the health and safety of staff and students

## II. Areas of Responsibility

School principals and Plant Services are primarily responsible for the implementation of this procedure.

## III. Procedure Steps / Checklist

### 1. Eyewash Stations:

- a) Eyewash stations should be installed in areas where a person (staff or student) is exposed to potential eye injury due to contact with a biological or chemical substance. It is recommended that this station be located at a distance no farther than 10 m from the hazard location.  
Suggested coverage for eyewash installations includes but is not limited to:
  - i) science preparation rooms where concentrates are handled;
  - ii) areas where corrosives are used;
  - iii) cleaning chemical storage and mixing areas;
  - iv) paint shops;;
  - v) auto body paint mixing areas;
  - vi) industrial arts; and
  - vii) visual arts.
- b) Eyewash stations must be identified with a highly visible sign.
- c) If an eyewash unit breaks down, staff and students in the area should be warned and properly protected.
- d) A comfortable temperature range for the water in fixed eyewash stations is 15- 32 degrees Celsius (60 - 95 degrees Fahrenheit).
- e) Written instructions must be posted beside the eyewash station.

### 2. Types of Eyewash Stations:

- a) **Fixed or plumbed-in** eyewash basins which can deliver the required 15 - minute flush.
- b) A **combination eyewash/body spray unit** should be considered as a versatile alternative to an eyewash basin. The hand-held unit can be used for splash and spills affecting other parts of the body but, for an eye injury, should only be used as an exterior measure until a 15-minute flush can be achieved.
- c) Portable **eyewash bottles** can be used to support eyewash stations. While they cannot be considered a substitute for a permanent, plumbed eyewash station, they can be kept in the immediate vicinity of staff/students so that an injured person can flush immediately, before going to a fixed eyewash unit.

### 3. Operation of Eyewash Stations:

- a) Everyone should remain calm and see that immediate care is given to the victim.
- b) The eyes should be immediately washed with clear water or an approved eyewash fluid for 15 minutes.



## **Procedure: Health & Safety – Eye Wash Stations**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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- c) When washing the eyes, it is important to hold the eyelids open and roll the eyeballs so that water will flow on the entire surface of the eye and into the surrounding folds. The victim may need aid in holding the eyes open.
- d) Seek medical aid immediately.
- e) An eyewash should NOT be considered for foreign particles in the eye (for example wood dust, metal filings) as pressure from the spray could lodge such matter into the soft tissue around the eye or the eyeball itself.

### **4. Maintenance of Fixed (Plumbed) Eyewash Units:**

- a) The water should be run on a regular schedule (for example, once a week for 3 minutes ) to ensure that the units are working properly.
- b) Preventative maintenance (such as checking for valve leakage and clogged openings and lines) should be done as per the manufacturer's instructions, or on a regularly scheduled basis.
- c) Signed and dated records of inspection and maintenance must be maintained.

### **5. Maintenance of Portable Eyewash Bottles:**

- a) Check the bottles weekly, and replace or refill if necessary.
- b) If the bottle contains a buffered saline solution, check expiry date on the units and replace when required.
- c) If the bottle contains distilled water, change the water frequently (once per week at a minimum).
- d) Signed and dated records of inspection are to be maintained.

### **6. Instructions & Training:**

- a) Written instructions must be posted beside the eyewash station..
- b) Instruction in the proper use and location of eyewash stations should be given to staff and students in the area.

## **IV. Related Information**

### *Related Board Policies / Procedures*

POLICY: Health and Safety

Procedure: First Aid

### *Legislation*

Occupational Health and Safety Act

Ontario Regulation 851/90 – Industrial Establishments, s. 124



## **PROCEDURE: Fall Prevention Procedure**

### **I. Overview / Procedure Description**

The purpose of a Fall Prevention Program is to establish a procedure to protect all employees engaged in outdoor or indoor work activities that expose them to potential falls from elevations. This Procedure is applicable to all Board facilities.

The Fall Prevention Procedure provides an overview and general information. Appendices A to F provide specific information and checklists to follow.

### **II. Areas of Responsibility**

#### **Plant Services Department**

Ensure that all designated Shop employees attend Fall Prevention Training every 3 years and that suitable Fall Prevention Systems are provided and kept in good working order.

#### **Employees:**

Attend training every 3 years and wear or use any Fall Prevention System as required by the Plant Services Manager or direct Supervisor.

#### **Contractors:**

If the work of a Contractor and their Sub-Contractors involves work at heights greater than 3 meters, the Contractor and the Sub-Contractor **MUST** have their workers **trained to work at heights** in accordance with the legislation and **MUST comply** with the Board's Fall Protection Procedure.

### **III. Procedure Steps / Checklist**

#### **1. General Procedure**

- a) The Board shall, whenever feasible, **eliminate** the need for work at elevations that present fall hazards and/or shall implement engineering solutions to create safe work environments for employees.
- b) **Fall protection strategies** (e.g. enclosures, barriers and guardrail systems, protective coverings, travel restraint systems or fall arrest systems) shall be adopted by supervisors and employees and contractors wherever there is a fall-from-height risk that cannot be mitigated.



**PROCEDURE: Health & Safety –  
Fall Prevention Procedure**

Effective Date: February 1, 2017.

Last Revision Date: (N/A)

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- c) **Employees shall be trained** on the selection, use, care, inspection and proper storage of fall protection components and systems and shall be instructed about those circumstances where equipment shall be removed from service, inspected by the manufacturer, and/or destroyed. Training records shall be maintained in accordance with the legislation.
- d) **Contractors** shall provide written fall protection strategies to the Board Project Manager or Co-ordinator wherever the proposed work site has fall from height hazards.
- e) All fall arrest system components and travel restraint system components shall be **CSA-approved**.
- f) **Fall arrest systems** shall be used by Board employees, whenever a fall-from-height risk cannot be eliminated.
- g) Fall arrest system components and travel restraint system components shall be **inspected** by a competent worker before each use. Defective components shall be taken out of service immediately. (See Inspection Forms in Appendices D – G.)
- h) **Temporary anchorage points** for travel restraint and fall arrest shall be selected with professional engineering assistance. Permanent anchors shall be installed according to the Building Code and shall be conspicuously labeled for the purpose and with load capacity information.
- i) A **written rescue plan** for fallen workers shall be provided by the workplace supervisor in advance of all work requiring a fall arrest system. Rescue training shall be provided. (See Appendix C – Rescue Plan.)
- j) **Buddy systems** shall be required whenever fall arrest systems are necessary for employee protection. (Spotters watch workers performing duties near a fall hazard and would activate emergency rescue plans.)
- k) **Hazardous work permits**, written fall protection strategies, administrative controls, job safety meetings prior to work, and warnings shall be used by Board managers and project co-ordinators to alert employees and contractors about fall hazards.



**PROCEDURE: Health & Safety –  
Fall Prevention Procedure**

Effective Date: February 1, 2017.

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**2. Requirements (when Worker might Fall more than 3 metres):**

**a) Fall Arrest System Required:**

Where a worker is exposed to the hazard of falling and the surface to which he or she ***might fall more than three meters*** below the position where he or she is situated, the worker shall wear a serviceable harness and lifeline adequately secured to a fixed support and so arranged that the worker cannot fall freely for a vertical distance of more than 1.5 meters; and

- i) the fall arresting system shall, have sufficient capacity to absorb twice the energy and twice the load that under the circumstances of its use may be transmitted to it, and
- ii) be equipped with a shock absorber or other devices to limit the maximum arresting force to 8.0 kilonewtons to the wearer. R.R.O. 1990, Reg. 851, s. 85

**b) Written Safety Plan Required:**

Before any use of a fall arrest system by a worker at a project, the worker's employer shall develop written procedures for rescuing the worker after his or her fall has been arrested. (See Appendix C – Rescue Plan Form.)

**3. Board Situations (where a Worker might Fall more than 3 metres):**

Fall prevention or protection is required whenever the potential to fall 3 meters or more exists. The Board has identified the following places where a fall is possible. (This list is not inclusive.)

- a) Roof access from outside the building.
- b) Roof access from inside the building (fixed access ladders).
- c) Roof checks.
- d) Maintenance of items located within 2 meters of any unprotected edge.
- e) Changing light bulbs, ceiling tiles or any item that exposes the worker to a potential fall of 3 meters or more.
- f) Working from portable ladders.
- g) Decorating activities, school functions, and community use, shall not be permitted to be over 3 meters.

Workers shall review and follow **Appendix A (Fall Prevention Checklist)** when working in the above situations.



**PROCEDURE: Health & Safety –  
Fall Prevention Procedure**

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**3. Fall Prevention and Arrest Systems:**

**a) Guardrails** (with a toe board, mid rail and top rail):

Guardrails must:

- Be installed no farther than .3 meters from an unprotected edge,
- Be able to resist 675 newtons applied laterally to the top rail,
- Be able to resist 450 newtons applied in a downward direction to the top rail,
- Be able to resist 450 newtons applied lateral or vertical downward direction to the mid rail,
- Be able to resist 225 newtons applied laterally to the toe board,
- Have a top rail between .9 and 1.1 meter high,
- Have a toe board that is at least 89 cm. high installed flush with the surface,
- Support posts no more than 2.4 meters apart.

**b) Travel Restraint Systems** consist of inspected:

- CSA approved full body harness (See Appendix D – Full Body Harness Inspection Form);
- Lanyard (See Appendix E - Lanyard Inspection Form);
- Lifeline (See Appendix F - Lifeline Inspection Form and Appendix G – Snap Hook Inspection Form);
- Rope grab, and
- Adequate anchorage (capable of supporting a static load of 2 kilonewtons with a safety factor of 2.

**c) Fall Protection Systems** consist of properly installed and inspected:

- Anchor point (rated 8 kilonewtons per person),
- CSA approved full body harness (See Appendix D – Full Body Harness Inspection Form);
- Lanyard and shock absorber (See Appendix E - Lanyard Inspection Form);
- Retractable lanyard (See Appendix E - Lanyard Inspection Form);
- Rope grabs,
- Connectors, self-locking snap-hooks, (See Appendix G – Snap Hook Inspection Form); and

Installed and used in accordance with equipment manufacturers' instructions.



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Fall Prevention Procedure**

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## **IV. Definitions**

<i>Anchorage Point</i>	A secure point of attachment for lifelines, lanyards, or deceleration devices that is independent of the means of supporting or suspending the employee.
<i>Buddy System</i>	A system of organizing employees into work groups so that each employee of the work group is designated to be observed by at least one other employee in the work group.
<i>Fall Arrest System</i>	An assembly of components joined together so that when the assembly is connected to a fixed support, it is capable of arresting a worker's fall; consists of a full-body harness with back-mounted "D" ring, a shock-absorbing lanyard, a lifeline, connecting hardware and anchorage points(s). A potential for injury will exist if the worker falls.
<i>Fall Protection</i>	Specialized personal protective equipment designed to prevent falls from height or to bring a worker to a safe and controlled stop after falling.
<i>Fall Restricting System</i>	A type of fall arrest system that has been designed to limit a worker's fall to a specific distance.
<i>Guardrail System</i>	An assembly of components joined together to provide a barrier to prevent a worker from falling from the edge of a surface.
<i>Kilonewton (kN)</i>	A unit of force, approximately equivalent to 225 pounds of force.
<i>Swing-Fall</i>	The hazard of swinging into an obstruction after falling.



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*Travel Restraint System*      An assembly of components capable of restricting a worker's movement on a work surface and preventing the worker from reaching a location from which he or she could fall; equipment designed to keep a person away from the location of the fall hazard; a mechanism which restricts the movement of a worker on a work surface; consists of a full-body harness, a lifeline or retractable lanyard, and an anchorage point; also referred to as fall restraint

## **V. Related Information**

### *Appendices for this Procedure*

- Appendix A – Fall Prevention Checklist
- Appendix B – Ladder Inspection Checklist
- Appendix C – Rescue Plan Form (for Working at Heights)
- Appendix D – Full Body Harness Inspection Form
- Appendix E – Lanyard Inspection Form
- Appendix F – Self Retracting Lifeline Inspection Form
- Appendix G – Snap Hook Inspection Form

### *Related Board Policies / Procedures*

Health and Safety Policy

### *Legislation (made under the Occupational Health and Safety Act)*

- O. Reg. 851, R.R.O, 1990, Industrial Establishments, ss. 79 and 85.
- O. Reg. 213/91 Construction Projects, ss. 26 - 26.9; 78-84; 207.

### *Canadian Standards Association*

- CAN/CSA-Z259.1-05: Body Belts and Saddles for Work Positioning and Travel Restraint.
- CAN/CSA-Z259.2.5-12: Fall Arresters and Vertical Lifelines.
- CAN/CSA-Z259.2.2-98 (R2004): Self-Retracting Devices for Personal Fall-Arrest Systems.
- CAN/CSA-Z259.2.3-99 (R2004): Descent Control Devices.
- CAN/CSA-Z259.10-06: Full Body Harnesses.
- CAN/CSA-Z259.11-05: Energy Absorbers and Lanyards.
- CAN/CSA-Z259.12-01 (R2006): Connecting Components for Personal Fall Arrest Systems (PFAS).
- [O. Reg. 213/91 (Construction Projects), s. 26.1 (3)]



## Appendix A: Fall Prevention Procedure - Fall Prevention Checklist

Effective Date: February 1, 2017.

Last Revision Date: (N/A)

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### Appendix A: Fall Prevention Checklist

#### 1. ***Roof Access from Outside the Building***

- ☐ The worker MUST use a ***fall prevention and arrest system*** set out in Subsection 2 of Section III of the Fall Prevention Procedure. (See Appendices D – G for components of Fall Arrest Systems and Inspection Forms.)
- ☐ If there is a safer way to perform the job, discuss it with your Supervisor.
- ☐ Assess the job to identify and rectify any actual or potential hazards prior to commencing the work. (NOTE Rescue Plan required; see Appendix C.)
- ☐ Use CSA approved “Industrial Heavy Duty” ladders. Never use a step ladder propped against a wall or other surface to gain access to the roof. Single ladders shall not be more than 9 meters in length.
- ☐ Inspect the ladder for defects. If a ladder is found to be defective, immediately tag the ladder and remove it from service. (See Appendix B – Ladder Inspection Checklist.)
- ☐ Check to see that the work area is free from any electrical conductors and/or equipment.
- ☐ Set the ladder up on firm level footing. Never place a ladder on uneven or unstable footings.
- ☐ Ensure that the ladder is erected .3 meters out from the wall for every 1 meter in ladder height and .9 meter overhand at the point of contact with the structure. (See Section 6 – Safe Ladder Position.)
- ☐ If the ladder is being set-up or used, or left in an area of vehicle or pedestrian traffic it must be protected from being struck. Barriers, warning signs or other safe guarding means must be utilized.
- ☐ Ensure that the base of the ladder is equipped with a stabilizer or have someone at the bottom of the ladder supporting its base.
- ☐ Maintain 3-point contact (one hand and two feet or two hands and one foot) and face inwards when climbing up and down the ladder. Utilize a tool pouch for carrying tools up and down the ladder.
- ☐ Advise the Plant Services Department that you are doing work at height and advise again once complete.



## Appendix A: Fall Prevention Procedure - Fall Prevention Checklist

Effective Date: February 1, 2017.

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### 2. ***Roof Access from Inside the Building (Fixed Access Ladders)***

- ☐ The worker **MUST** use a ***fall prevention and arrest system*** set out in Subsection 2 of Section III of the Fall Prevention Procedure. (See Appendices D – G for components of Fall Arrest Systems and Inspection Forms.)
- ☐ If there is a safer way to perform the job, discuss it with your Supervisor.
- ☐ Assess the job to identify and rectify any actual or potential hazards prior to commencing the work. (NOTE Rescue Plan required; see Appendix C.)
- ☐ Access the roof from within the building using a fixed access ladder or extension ladder. Never use a stepladder to gain access to another level.
- ☐ Before using the fixed access ladder make sure that:
  - the wall anchors are in good condition and are not loose or pulling out of the wall,
  - there's no excessive rust between rungs and side rails, between side rafts and wall brackets or between brackets or rails,
  - your foot wear and ladder rungs are free from oil, grease or other slippery substances, and
  - a fixed access ladder higher than 5 meters above grade is equipped with a safety cage commencing not more than 12 meters above grade or is equipped with other means of fall protection.
- ☐ Maintain 3-point contact (one hand and two feet or two hands and one foot) when climbing up and down from the ladder.



## Appendix A: Fall Prevention Procedure

### - Fall Prevention Checklist

Effective Date: February 1, 2017.

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### 3. **Roof Checks and Maintenance**

- ☐ The two (2) metre border from the edge of the roof must be clearly marked and clearly visible.
- ☐ If there is a safer way to perform the job, discuss it with your Supervisor.
- ☐ Assess the job to identify and rectify any actual or potential hazards prior to commencing the work.
- ☐ ***At no time is any individual to come within 2 meter of an unprotected edge or go onto a sloped roof*** unless protected by a fall prevention or protection system and a written rescue plan is in place. (See Appendices D – G for components of Fall Arrest Systems and Inspection Forms and see Appendix C for rescue plan.)
- ☐ Stay 2 meter away from any unprotected roof edge. If a ball or object is located within 2 meter of an unprotected edge use a stick to knock it towards you.
- ☐ If maintenance is required to an object (i.e. exhaust fan, roof top ventilation unit) that is located within 2 meters of an unprotected edge then:
  - a guardrail system,
  - travel restraint system,
  - or fall arrest system must be used, andshall meet the requirements outlined in the Fall Prevention Procedure. (NOTE Rescue Plan required; see Appendix C.)
- ☐ Never anchor to:
  - Roof vents or stink pipes,
  - Roof hatches,
  - Small pipes or ducts,
  - Metal chimneys,
  - TV antennas, or
  - Stair or balcony railings.
- ☐ Inspect the fall prevention or protection system prior to using it as per manufacturer's recommendations.
- ☐ Replace any defective component(s) by one that meets or exceeds the manufacturer's minimum standards



## Appendix A: Fall Prevention Procedure

### - Fall Prevention Checklist

Effective Date: February 1, 2017.

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#### 4. **Changing Light Bulbs, Ceiling Tiles or any other Item over 3 Metres**

- ☐ **At no time** shall work be conducted from a portable ladder when the work is over 3 meter from the surface below (measured from the bottom of your feet to the surface below) unless **a fall arrest system** is used. (NOTE Rescue Plan required along with a fall arrest system; see Appendix C.)
- ☐ If work is to be conducted at a height greater than 3 meters and a fall arrest system is not practical then a powered elevating work platform or man-lift must be used. (NOTE Rescue Plan required; see Appendix C.)
- ☐ Inspect the work area for additional hazards such as grade changes, curbs or drop-offs.
- ☐ Before using any powered elevating work platform or man-lift for the first time, ensure that:
  - you have received oral and written training;
  - certification was achieved on the safe operation of the device by a competent person; and
  - you have reviewed the owner's manual.
- ☐ Ensure that the lift is equipped with a guardrail system. While working on a lift you must also use a fall arrest system attached to an approved anchorage point on the lift.
- ☐ Never move the lift while it is in the upright position.
- ☐ Operate the lift on a firm level surface



## Appendix A: Fall Prevention Procedure - Fall Prevention Checklist

Effective Date: February 1, 2017.

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### **5. Working from Portable Ladders less than 3 Metres (including step ladders)**

- ☐ Inspect the work area to ensure all tools and items have been removed.
- ☐ Assess the job to identify and rectify any actual or potential hazards prior to commencing the work.
- ☐ If there is a safer way to perform the job discuss it with your Supervisor.
- ☐ Use CSA approved "Industrial Heavy Duty" ladders. If changing light bulbs use fiberglass ladders.
- ☐ Inspect the ladder for defects. If a ladder is found to be defective immediately tag the ladder and remove it from service and advise the Plant Services Department. (See Appendix B – Ladder Inspection Checklist.)
- ☐ Check to see that the work area is free from any electrical conductors and/or equipment.
- ☐ Set the ladder up on firm level footing. Never place a ladder on uneven or unstable footings.
- ☐ Make sure the legs are fully open and spreaders are pushed down and locked. Never work or use a folded up ladder that is leaned against a wall or surface.
- ☐ If the ladder is being used in a pedestrian or vehicle route, ensure that the ladder is protected from being struck. Barriers, warning signs or other safe guarding means must be utilized.
- ☐ Never stand on the pail shelf or work any higher than two steps down from the top of the ladder.
- ☐ Maintain 3-point contact and keep your center of gravity between the side rails of the ladder to avoid tipping.
- ☐ Only light work is to be done from a stepladder such as painting, handling light or small objects, changing light bulbs or ceiling tiles.
- ☐ If heavy work is to be done from a stepladder ensure that you are low enough on the ladder so you can't fall off. Heavy work includes handling large or heavy objects, reaching or leaning, or having to pull, push or twist.



## Appendix A: Fall Prevention Procedure

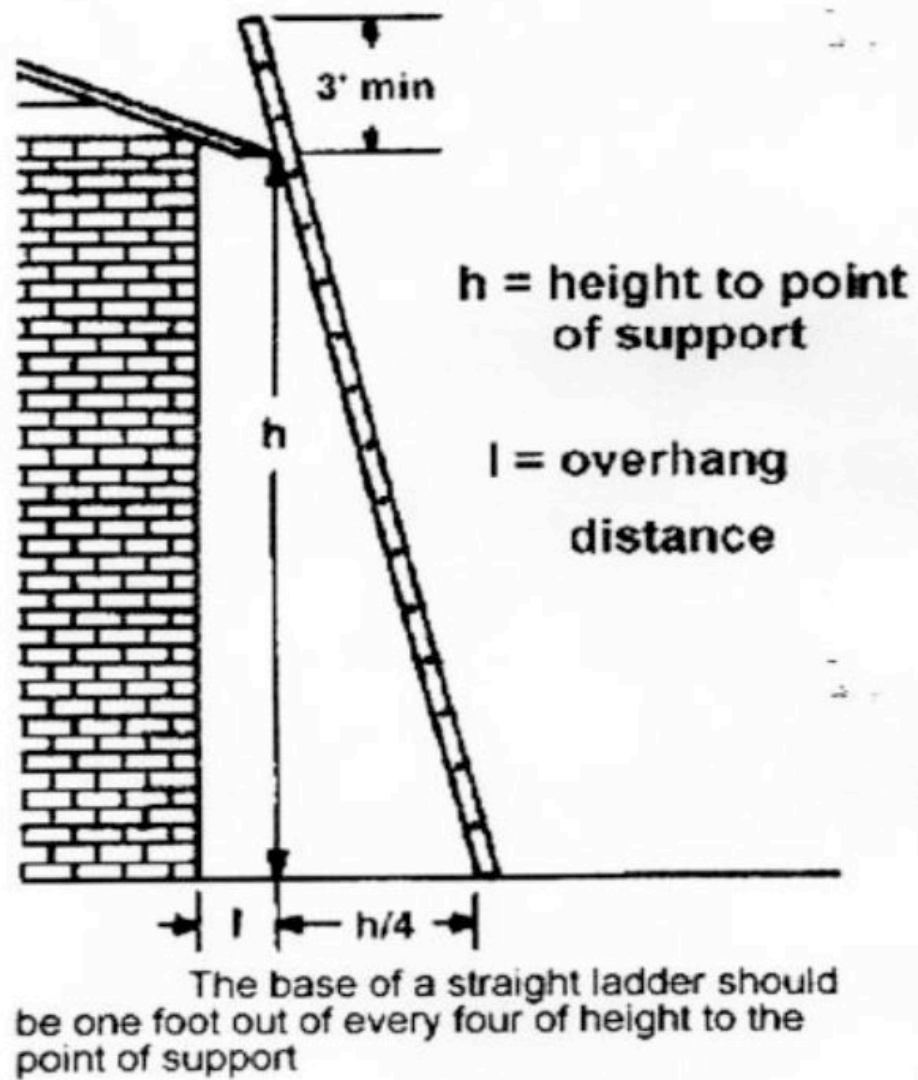
### - Fall Prevention Checklist

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#### 6. Safe Ladder Position





## Appendix B: Fall Protection Procedure - Ladder Inspection Checklist

Effective Date: February 1, 2107.

Last Revision Date: (N/A)

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### Appendix B: Ladder Inspection Checklist

#### **1. General Ladder Inspection for all Ladders (including step & extension ladders)**

- ☐ No missing or loose steps or rungs (they are loose if you can move them by hand).
- ☐ No damaged or worn non-slip feet.
- ☐ No loose nails, screws, bolts or nuts.
- ☐ No loose or faulty spreaders, locks, and other metal parts in poor repair.
- ☐ No rot, decay or warped rails in wooden ladders.
- ☐ No cracks and exposed fiberglass in fiberglass ladders.
- ☐ No cracked, split, worn or broken rails, braces, steps or rungs.
- ☐ No sharp edges on rails and rungs.
- ☐ No rough or splintered surfaces.
- ☐ No corrosion, rust, oxidization and excessive wear, especially on treads.
- ☐ No twisted or distorted rails. Check ladders for distortion by sighting along the rails. Using a twisted or bowed ladder is hazardous.
- ☐ No missing identification labels.

#### **2. Additional Items for Step Ladder Inspection**

- ☐ No wobble.
- ☐ No loose or bent hinges and hinge spreaders.
- ☐ No broken stop on a hinge spreader.

#### **3. Additional Items for Extension Ladder Inspection**

- ☐ No defective locks that do not seat properly when ladder is extended.
- ☐ Sufficient lubrication of working parts.
- ☐ No missing or defective cords, chains and ropes.
- ☐ No missing or defective pads or sleeves.
- ☐ No loose, broken or missing extension locks.



## Appendix C: Fall Protection Procedure - Rescue Plan Form

Effective Date: February 1, 2017

Last Revision Date: (N/A)

Page 1 of 3

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### Appendix C: Rescue Plan Form (for Working at Heights)

Name of Employee (Working at Height): \_\_\_\_\_

Name of Spotter/Buddy System: \_\_\_\_\_

Location of Work Site: \_\_\_\_\_

Start Date: \_\_\_\_\_

Brief description of the work project/task (sketch the project on next page if needed):

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Fall hazards specific to work site:

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Types of Fall Protection selected for this project/task:

☐ Fall Arrest System;

☐ Other \_\_\_\_\_

Provide information for rescue if worker(s) fall (how are you going to rescue worker):

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Emergency call #: \_\_\_\_\_

First aider contact #: \_\_\_\_\_

Supervisor #: \_\_\_\_\_



## Appendix C: Fall Protection Procedure - Rescue Plan Form

Effective Date: February 1, 2017

Last Revision Date: (N/A)

Page 2 of 3

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Other Information

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Sketch of the work project/task (if necessary)



## Appendix C: Fall Protection Procedure - Rescue Plan Form

Effective Date: February 1, 2017

Last Revision Date: (N/A)

Page 3 of 3

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### Rescue from Heights Information

It is recognized both through due diligence and legislation that if a worker is exposed to the risk of a fall a rescue plan must be in place to effectively retrieve that worker

- **Self-Rescue** – If the person working at heights has properly used his/her fall protection equipment, 90% of workers will be able to perform a self-rescue, which should include these steps
  - Climbing back up to the level from which he fell (from a few inches to 2-3 feet)
  - Returning to the floor or ground to be evaluated for possible medical attention
  - Inform Plant Services Manager and Health and Safety Officer of the fall
  - Removing components of fall arrest system impacted by the fall from service and documenting (bag and tag) the components with name, date and activity at time of fall and giving the equipment to the Health and Safety Officer.
- **Simple Rescue Plan** –Used if a worker has fallen and is hanging from a fall protection system, but has not suffered an injury. In most cases, the worker is not injured and can alter body position within the harness to be more comfortable while awaiting the rescue. Equipment that may be used to reach a suspended worker and get them down quickly, include: nylon or rope rescue ladders, extension ladders, manlifts, elevating work platforms, etc.
  - Worker is assisted to the floor or ground to be evaluated for possible medical attention
  - Inform Plant Services Manager and Health and Safety Officer of the fall
  - Removing components of fall arrest system impacted by the fall from service and documenting (bag and tag) the components with name, date and activity at time of fall and giving the equipment to the Health and Safety Officer.
- **Injured Worker Rescue Plan** – Used if a worker has fallen; is hanging from a fall protection system, and has suffered an injury that makes a self-rescue impossible. This type of rescue is much more difficult and complex to perform. **911 is to be called.**
  - Inform Plant Services Manager and Health and Safety Officer of the fall (to be done by the “spotter”)
  - Removing components of fall arrest system impacted by the fall from service and documenting (bag and tag) the components with name, date and activity at time of fall and giving the equipment to the Health and Safety Officer.



## Appendix D: Fall Protection Procedure - Full Body Harness Inspection Form

Effective Date: February 1, 2017.

Last Revision Date: (N/A)

Page 1 of 1

### Appendix D: Full Body Harness Inspection Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

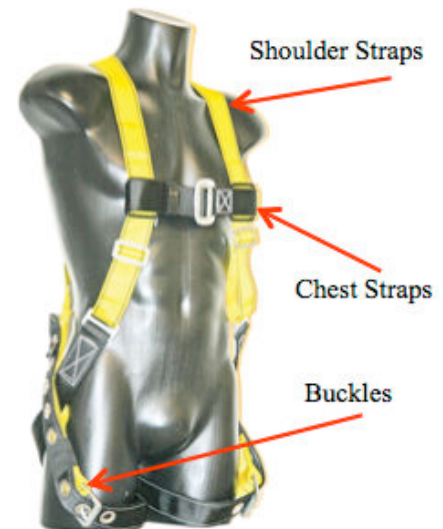
WEBBING	PASS	FAIL
Shoulder Straps		
Chest and Back Straps		
Waist Straps		
Leg Straps		
Cuts		
Burns		
Holes		
Deterioration		
Paint Damage		

STITCHING	PASS	FAIL
Shoulder Straps		
Chest and Back Straps		
Waist Straps		
Leg Straps		

D-RINGS	PASS	FAIL
Back D-Ring		

BUCKLES	PASS	FAIL
Shoulder Adjustment		
Chest and Back Buckle Hardware		
Chest Carabiner		
Leg Straps		

LABELS AND MARKINGS	PASS	FAIL
Appropriate CSA/OSHA Markings		
Legible Label		



Notes:



## Appendix E: Fall Protection Procedure

### - Lanyard Inspection Form

Effective Date: February 1, 2017.

Last Revision Date: (N/A)

Page 1 of 1

## Appendix E: Lanyard Inspection Form

Name: \_\_\_\_\_

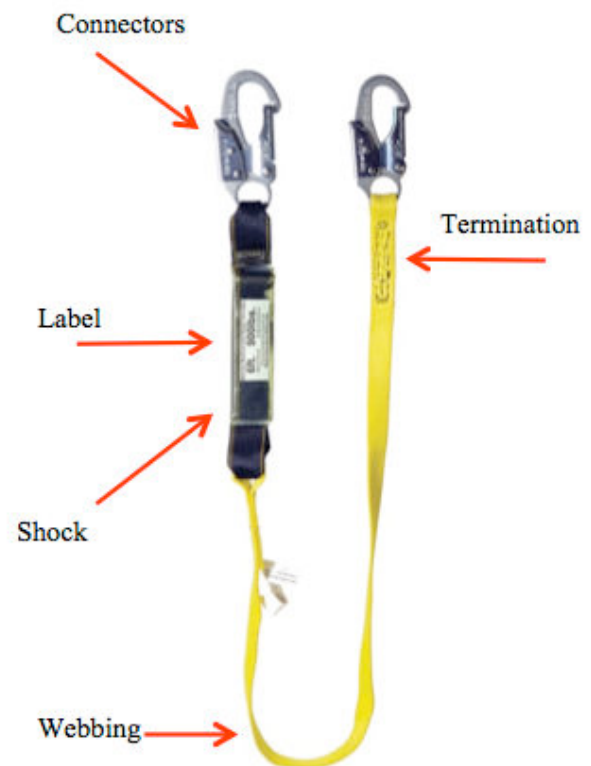
Date: \_\_\_\_\_

WEBBING	PASS	FAIL
Broken, missing or Loose Stitching		
Termination (stitch or splice)		
Webbing Length		
Cuts		
Burns		
Holes		
Deterioration		
Paint Damage		

SHOCK PACK	PASS	FAIL
Integrity of Cover		
Signs of Deployment		
Signs of Damage		

CONNECTORS & D-RINGS	PASS	FAIL
Function of Connectors and Locking Gate		
Body of Hook or Rivets		
Corrosion		
Pitting		
Nicks		

LABELS AND MARKINGS	PASS	FAIL
Appropriate CSA/OSHA Markings		
Legible Label		



### Notes:

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## Appendix F: Self Retracting Lifeline Inspection Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

HOUSING	PASS	FAIL
Anchorage Connection		
Nuts or Bolts or Rivets		
Swivels		
Evidence of Damage		

CONNECTORS & D-RINGS		
Function of Connector Gate & Lock		
Impact Indicator		
Body of Hook or Rivets		
Corrosion	PASS	FAIL
Pitting		
Nicks		

LIFELINE (Webbing, Cable, Synthetic)		
Termination (stitch or splice)	PASS	FAIL
Cuts		
Fraying		
Excessive Wear		
Cable Separating		
Entire Length Retracts Smoothly		
Reserve Lifeline Deployed		

SHOCK PACK		
Integrity of Cover		
Signs of Damage	PASS	FAIL
Impact Indicator		
Lanyard or Webbing Length		

LABELS AND MARKINGS		
Appropriate CSA/OSHA Markings		
Legible Label		

**Notes:**

\_\_\_\_\_

\_\_\_\_\_





## Appendix G: Snap Hook Inspection Form

Name: \_\_\_\_\_

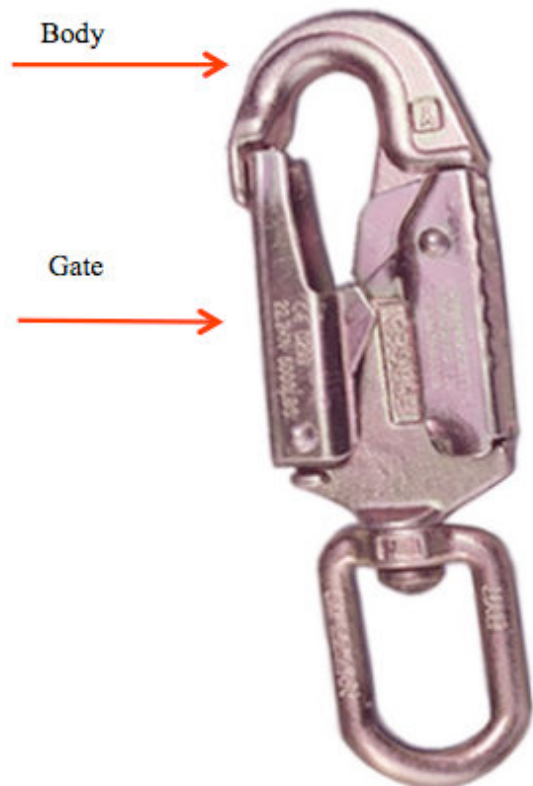
Date: \_\_\_\_\_

BODY	PASS	FAIL
Pitting		
Excessive Wear		
Deformation		
Nicks		
Corrosion		
Holes		

GATE	PASS	FAIL
Locking Function		
Smooth Operation		
Deformation		
Clean, Free of Dirt or Grit		
Lateral Movement	PASS	FAIL

GATE	PASS	FAIL
Body of Hook or Rivets		

LABELS & MARKINGS	PASS	FAIL
Legible Label		
Appropriate CSA/OSHA Markings		



**Notes:**

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## Procedure: Health and Safety – First Aid

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

Page 1 of 4

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# Procedure: Health & Safety – First Aid

## I. Overview / Procedure Description

To provide first aid facilities, appliances and trained personnel as required by legislation.

## II. Areas of Responsibility

The **Board** is responsible for:

- providing first aid facilities, appliances and trained personnel.

The **Principal or Vice-Principal** is responsible for

- inspecting first aid stations and first aid boxes in his or her school.

The **Health and Safety/Plant Services Officer** or designate is responsible for:

- inspecting first aid stations and first aid boxes at other Board workplaces and
- restocking first aid boxes as necessary.

All Board **employees and supervisors** are responsible for:

- reporting accidents and injuries on the Employee Accident / Incident Report attached to the Employee Accident & Injury Procedure.

## III. Procedure Steps / Checklist

### 1. General First Aid Requirements:

#### a) First Aid Station:

- i) A first aid station shall contain, a **first aid box** containing the items set out in this Procedure, a notice board displaying, the **WSIB poster** known as Form 82 (See Appendix) and the valid **first aid certificates** of qualification of the trained workers on duty; and an **inspection card** with spaces for recording the date of the most recent inspection of the first aid box and the signature of the person making the inspection.
- ii) A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent
- iii) First aid stations shall be so located as to be easily accessible for the prompt treatment of any worker at all times when work is in progress.

#### b) First Aid Box

- i) A first aid box shall contain as a minimum the first aid items required by this Procedure and all items in the box shall be maintained in good condition at all times.
- ii) The box shall be large enough so that each item is in plain view and easily accessible.
- iii) Principals or Vice-Principals shall inspect first aid boxes and their contents at their schools not less than quarter-yearly intervals and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection.
- iv) The Manager of Plant Services or designate shall inspect first aid boxes and their contents at other Board workplaces not less than quarter-yearly intervals and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection.
- v) Requests for restocking of first aid boxes shall be made to the Health and Safety / Plant Services Officer after an annual June inspection and on an as needed basis.



## **Procedure: Health and Safety – First Aid**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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- vi) The Board shall at all times keep posted in other conspicuous places in the place of employment the WSIB poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment.
- vii) The expense of furnishing and maintaining first aid appliances and services shall be borne by the Board.
- c) **WSIB Poster:**  
The Board shall at all times keep posted in other conspicuous places in the place of employment the WSIB poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment.

### **2. First Aid Station Requirements (School or Board workplace with 15 or less employees):**

- a) The Board shall provide and maintain a first aid station with a first aid box containing as a minimum:
  - a current edition of a standard St. John Ambulance First Aid Manual;
  - 1 card of safety pins; and
  - dressings consisting of,
    - 24 adhesive dressings individually wrapped,
    - 12 sterile gauze pads, 3 inches square,
    - 4 rolls of 2-inch gauze bandage,
    - 4 rolls of 4-inch gauze bandage,
    - 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
    - 6 triangular bandages,
    - 2 rolls of splint padding, and
    - 1 roll-up splint.
- b) The Board shall ensure that the first aid station is at all times in the charge of a worker who, is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and works in the immediate vicinity of the box.

### **3. First Aid Station Requirements (School & Board workplace with more than 15 employees):**

- a) The Board shall provide and maintain one stretcher, two blankets and a first aid station with a first aid box containing as a minimum,
  - a current edition of a standard St. John Ambulance First Aid Manual;
  - 24 safety pins;
  - 1 basin, preferably stainless steel; and
  - dressings consisting of,
    - 48 adhesive dressings, individually wrapped,
    - 2 rolls of adhesive tape, 1 inch wide,
    - 12 rolls of 1-inch gauze bandage,
    - 48 sterile gauze pads, 3 inches square,
    - 8 rolls of 2-inch gauze bandage,
    - 8 rolls of 4-inch gauze bandage,
    - 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
    - 12 triangular bandages,
    - splints of assorted sizes, and
    - 2 rolls of splint padding.



## **Procedure: Health and Safety – First Aid**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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- b) The Board shall ensure that the first aid station is at all times in the charge of a worker who, is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and works in the immediate vicinity of the box.

### **4. Board Construction Sites:**

- a) Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the first aid station or stations required by Regulation 1101/90 in respect of the workers in the same manner as if the general contractor were the employer of the workers.
- b) Where the place of employment is the site of construction, repair or demolition of a building, a first aid station shall be maintained in the time office for the project.
- c) Where there is no time office for the project, a first aid station shall be maintained in a vehicle or building at the site.

### **5. Reporting Accidents and Injuries:**

- a) Employees shall report any workplace injuries and any resulting loss of time from work to their immediate supervisor; shall fill in the required Employee Accident / Incident Report attached to the Employee Accident & Injury Procedure; and shall fax the completed report to the Health and Safety/Plant Services Officer.
- b) All other required reports shall be made in accordance with the Employee Accident & Injury Procedure.

## **IV. Related Information**

### *Related Board Policies / Procedures*

POLICY: Health and Safety

Procedure: Employee Accident & Injury

Form: Employee Accident & Injury

### *Legislation*

Occupational Health and Safety Act,

Workplace Safety Insurance Act, 1997

Regulation 1101/90 - First Aid Requirements

## **V. Appendix: WSIB Form 82**



**Procedure: Health and Safety –  
First Aid**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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82

# In Case of Injury at Work

- 1** Get first aid immediately, if needed
- 2**
  - Worker:* Tell your employer about the injury
  - Employer:* Arrange and pay for transportation to get medical care, if needed
- 3**
  - Employer:* Pay worker's wages for day of injury
- 4**
  - Employer:* Report injury to WSIB within 3 days if it involves
    - health care treatment, or
    - time away from work, or
    - lost wages

**WSIB** Workplace Safety & Insurance Board  
**ONTARIO**  
**CSPAAT** Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail

**Questions? Call 1-800-465-5606**  
[www.wsib.on.ca](http://www.wsib.on.ca)



## **PROCEDURE: Health & Safety – Gymnasium Facility & Equipment Inspections**

Effective Date: October 10, 2017.

Last Revision Date: (N/A)

Page 1 of 2

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## **PROCEDURE: Health & Safety – Gymnasium Facility & Equipment Inspections**

### **I. Overview / Procedure Description**

To mandate Gymnasium Facilities and equipment inspections as advocated by the Ontario School Boards Insurance Exchange (OSBIE) and to provide a safe environment for class and community use activities.

### **II. Procedure Steps / Checklist**

#### ***1. Weekly, Monthly and Annual Inspections & Reports***

A weekly visual inspection of the gymnasium facilities and equipment is to be conducted as well as a detailed monthly and annual inspection.

#### ***2. Inspection Checklists for Weekly, Monthly and Annual Inspections***

The inspections shall be done using the following checklists attached to this Procedure:

- Appendix A: Gymnasium Weekly Visual Inspection
- Appendix B: Gymnasium & Equipment Monthly Inspection Checklist
- Appendix C: Gymnasium Facilities Annual Safety Checklist
- Appendix D: Gymnasium Equipment Annual Safety Checklist

Hazards must be identified and removed as a factor in the activity.

#### ***3. Hazards and Equipment Checks***

Potentially dangerous and immovable objects (e.g., goal posts, protruding stage) must be brought to the attention of the Plant Services Department. All equipment must be checked regularly to ensure it is in good working order. Equipment listed in the Procedure and checklists apply only to safety.

#### ***4. Designated Inspectors***

Gymnasium facilities and major equipment must be inspected by individuals designated by the school board, and written reports must be completed on a regular basis.

#### ***5. Equipment Storage***

Equipment/furniture that is hazardous to the activity must not be stored around the perimeter of the gymnasium or any other large indoor room used for physical education. A reasonable number of benches as well as mats secured to the wall are exceptions to this statement.



## **PROCEDURE: Health & Safety – Gymnasium Facility & Equipment Inspections**

Effective Date: October 10, 2017.

Last Revision Date: (N/A)

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### **III. Inspections and Designated Board Inspectors**

#### **1. *Weekly Inspection:***

The weekly inspection shall be conducted by the caretaker while they are going about their regular duties. The Pre-Use Inspection is a visual Inspection which must be documented. See Appendix A - Gymnasium Weekly Visual Inspection.

#### **2. *Monthly Inspection:***

This Inspection is conducted monthly by the Designated Health and Safety Representative for the school. This inspection shall be done during the monthly Health & Safety Workplace Inspection and submitted to the Plant Services Department. See Appendix B - Gymnasium & Equipment Monthly Inspection Checklist.

#### **3. *Annual inspection:***

This inspection shall be conducted yearly by Plant Services. This inspection will take place during the Annual Inspection of each individual school. See Appendix C - Gymnasium Facilities Annual Safety Checklist and Appendix D - Gymnasium Equipment Annual Safety Checklist.

### **IV. Related Information**

#### *Related Board Appendices*

APPENDIX A: Gymnasium Weekly Visual Inspection

APPENDIX B: Gymnasium & Equipment Monthly Inspection Checklist

APPENDIX C: Gymnasium Facilities Annual Safety Checklist

APPENDIX D: Gymnasium Equipment Annual Safety Checklist

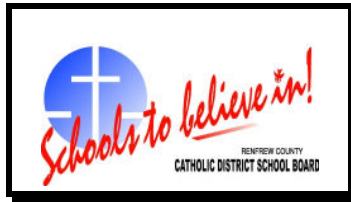
#### *Ontario School Boards' Insurance Exchange (OSBIE)*

OSBIE. 2015. Audit Condition 10: Gymnasium Facility and Equipment Inspections

#### *Ontario Physical Education Safety Guidelines (OPHEA)*

OPHEA. 2017. Appendix I-1 Sample Safety Checklist – Gymnasium Facilities

OPHEA. 2017. Appendix I-2 Sample Safety Checklist – Gymnasium Equipment



**APPENDIX A: Health & Safety –  
Gymnasium Weekly Visual Inspection**

Effective Date: October 10, 2017.

Last Revision Date: (N/A)

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**APPENDIX A: Gymnasium Weekly Visual Inspection**

School Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspected By: \_\_\_\_\_

<i><b>Item</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>Comments</b></i>
Are there any noticeable trip hazards?			
Are exit doors free from obstructions?			
Is the floor clean and dry?			
The perimeter and corners of the gymnasium is free of “stored furniture, boxes, equipment”?			
Equipment that is to be used has been visually inspected and is in good working order?			

Please note any deficiencies or safety concerns and communicate to your school Health and Safety Representative.

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**This is a visual inspection check and only serves as a visual reassurance that  
the equipment/facility is suitable and safe to use**

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**Renfrew County Catholic District School Board**



## APPENDIX B: Health & Safety – Gymnasium & Equipment Monthly Inspection Checklist

Effective Date: October 10, 2017.

Last Revision Date: (N/A)

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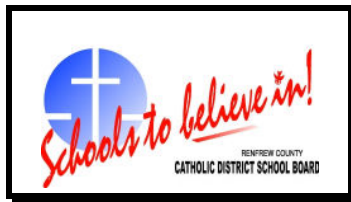
### APPENDIX B: Gymnasium & Equipment Monthly Inspection Checklist

School Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspected By: \_\_\_\_\_

<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
<b>GYMNASIUM SPACE</b>			
Are exit doors free from obstructions?			
The perimeter and corners of the gymnasium are free of “stored furniture, boxes, equipment”?			
Equipment that is to be used or set up has been visually inspected and is in good working order as per manufacturer guidelines?			
Protective Padding on the walls are in good shape			
<b>BASKETBALL</b>			
Basketball backboards are in good condition			
Cable and attachment from backboard to wall secure			
Pulleys and cables in good condition			
<b>BENCHES/BLEACHERS</b>			
Free from cracks and splinters			
Secured to wall (bleachers)			
Benches stable, not loose			
<b>CEILING</b>			
Tiles and panels in place			
Lights, diffusers, fans, speakers and their guards attached			
<b>CHANGEROOMS</b>			
Free of objects that create a trip hazard (e.g. Tables, chairs, pianos)			



## APPENDIX B: Health & Safety – Gymnasium & Equipment Monthly Inspection Checklist

Effective Date: October 10, 2017.

Last Revision Date: (N/A)

Page 2 of 2

<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
<b>ENTRANCE EXITS</b>			
Free of obstructions			
Exit signs in working order			
<b>FITNESS CENTRE/WEIGHT ROOM</b>			
Equipment in proper working condition			
Floor padding in good repair			
Pulleys for weight machines in good condition			
Weights secured on machines			
<b>FLOORS</b>			
Clean and dry			
Provide good traction			
Clear of objects which may cause tripping/slipping			
Sockets covered and flush with floor			
Plates flush with floor			
<b>STAIRS/STAGE</b>			
Clear of obstacles			
Railings secure			
Protective padding is in place and mounted correctly			
<b>STORAGE ROOM</b>			
Floor clean and walking area clear of equipment			
Exit/entrance doors free of obstructions			

Please note any deficiencies or safety concerns;

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## APPENDIX C: Health & Safety – Gymnasium Facilities Annual Safety Checklist

Effective Date: October 10, 2017.

Last Revision Date: (N/A)

Page 1 of 3

### APPENDIX C: Gymnasium Facilities Annual Safety Checklist

School Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspected By: \_\_\_\_\_

<i><b>Item</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>Follow Up/Action/Next Steps</b></i>
<b>ADJUSTABLE STAGE</b>			
rollers run smoothly			
locking mechanism secure			
<b>BASKETBALL BACKSTOP</b>			
backboards in good condition			
cable and attachment from backboard to wall secure			
rims attached and straight			
Velcro strips on walls behind backboards in good condition to hold mats			
winch condition not located directly below a wall-mounted backboard			
foam at base of backboard attached			
wall padding securely attached			
pulleys and cables in good condition			
<b>BENCHES</b>			
top and supports free from cracks and splinters			
benches stable, not loose			
<b>BLEACHERS</b>			
secured to wall			
seats and risers free from cracks and splinters			
<b>CEILING</b>			
tiles and panels in place			
lights, diffusers, fans, speakers and their guards attached			
<b>CHANGE ROOMS</b>			
free of objects that create a hazard (e.g. tables, chairs, pianos)			
floor provides safe traction			
benches free from cracks and splinters			



## APPENDIX C: Health & Safety – Gymnasium Facilities Annual Safety Checklist

Effective Date: October 10, 2017.

Last Revision Date: (N/A)

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<i><b>Item</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>Follow Up/Action/Next Steps</b></i>
<b>CHANGE ROOMS (continued)</b>			
Change room doors open from inside the change room to hallway (emergency purposes)			
<b>ENTRANCE EXITS</b>			
free of obstructions			
no doorknobs/protruding handles on gym side of door			
doors open away from area			
exit signs in working order			
<b>FITNESS CENTRE/WEIGHT ROOM</b>			
chin-up/ dip bars secure			
pulleys in good condition on weight machines (not frayed)			
weights secured on machines			
padding on benches in good condition (not torn)			
tops/seats on benches secure			
floor padding in good repair			
free-weights welds secure			
cycles, step machines, treadmills in proper working order			
<b>FLOORS</b>			
clean and dry			
provide good traction			
clear of objects which may cause tripping/slipping			
sockets covered and flush with floor			
plates flush with floor and in good condition			
<b>FOLDING DOORS, SUSPENDED CURTAIN</b>			
switches or controls work as designed			
run smoothly			
fabric in good condition (check for rips or tears)			
storage pocket clean of equipment			
<b>GYMNASIUM SPACE</b>			
free of "stored: furniture, boxes, equipment along the perimeter walls and corners			
<b>ROPES</b>			
good condition (not frayed)			
<b>STAIRS</b>			
clear of obstacles			



## APPENDIX C: Health & Safety – Gymnasium Facilities Annual Safety Checklist

Effective Date: October 10, 2017.

Last Revision Date: (N/A)

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<i><b>Item</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>Follow Up/Action/Next Steps</b></i>
<b>STAIRS (continued)</b>			
treads in good condition			
railings secure			
free of protruding nails, cracks, and splinters			
<b>STORAGE ROOM</b>			
floor clean and walking area clear of equipment			
equipment stored on designated shelves			
volleyball/badminton poles secure to prevent injuries from tripping or falling			
Exit/entrance doors free of obstructions			
<b>WALLS</b>			
all outlets/switches/registers etc. which pose a hazard must be padded or flush with the wall surface			
free of protruding hooks, nails etc.			
protective mat covers free of tears/wearing			
mat strips secured to the wall, Velcro in good condition			
covers on alarm stations			

Please note any deficiencies or safety concerns;

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## APPENDIX D: Health & Safety – Gymnasium Equipment Annual Safety Checklist

Effective Date: October 10, 2017.

Last Revision Date: (N/A)

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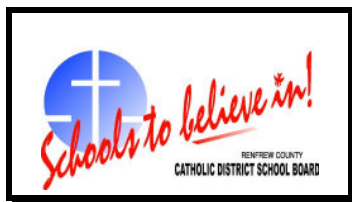
### APPENDIX D: Gymnasium Equipment Annual Safety Checklist

School Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspected By: \_\_\_\_\_

<b>Item</b>	<b>Yes</b>	<b>No</b>	<b>Follow Up/Action /Next Steps</b>
<b>BADMINTON</b>			
racquets useable (no splinters or broken strings)			
<b>BADMINTON NET</b>			
free of exposed wires along top and frayed wires along poles			
free of tears and holes			
no sharp edges			
<b>BADMINTON POSTS</b>			
hooks, pulleys and ratchet in good condition			
<b>BALL HOCKEY/FLOOR EQUIPMENT</b>			
goals have welds and frames in good condition			
wooden floor hockey sticks free of splinters			
plastic ball hockey sticks free of cracks and broken edges/ends			
stick blades secure to shaft			
<b>EMERGENCY EQUIPMENT</b>			
first aid kit fully stocked and accessible			
emergency phone numbers posted			
access to phone/office via p.a. system			
<b>HIGH JUMP</b>			
standards, base, attachments and uprights in good condition			
portable pit cover free of tears			
portable pit foam in good condition			
fiberglass crossbars free of cracks and splinters			
<b>HOOPS</b>			
free of cracks and bends			



## APPENDIX D: Health & Safety – Gymnasium Equipment Annual Safety Checklist

Effective Date: October 10, 2017.

Last Revision Date: (N/A)

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<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Follow Up/Action /Next Steps</i>
<b>MATS (E.G., GYMNASTICS, WRESTLING)</b>			
covers free of tears and wearing			
foam in good condition			
Velcro fasteners functional			
<b>SOFTBALL</b>			
wooden and metal bats not cracked			
good grip end to prevent slippage			
<b>VOLLEYBALL NET</b>			
free of exposed wires along top and frayed wires along poles			
free of tears and holes			
<b>VOLLEYBALL POSTS</b>			
hooks, pulls and ratchet in good condition			
<b>REF BOX/STAND</b>			

Please note any deficiencies or safety concerns;

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## Procedure: Health & Safety - Hazardous Waste Disposal

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

Page 1 of 3

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# Procedure: Health & Safety - Hazardous Waste Disposal

## I. Overview / Procedure Description

To ensure that hazardous wastes are disposed in an environmentally safe manner and to comply with Ontario waste management legislation.

## II. Areas of Responsibility

The *Plant Services Department* shall:

- identify, remove and dispose of Construction and General Occupancy wastes .

A *Facility* or *School* shall:

- identify, remove and dispose of wastes from Programs within a facility.

## III. Procedure Steps / Checklist

### 1. Construction and General Occupancy Wastes:

The identification, removal and disposal of the following wastes are the responsibility of the Plant Services Department:

- a) Construction materials (liquids and solids) used by Facility Services Staff and contractors for construction/repair/alteration or demolition at Board Sites, including asbestos containing materials;
- b) Decommissioning, removal and disposal of PCB (polychlorinated biphenyls) contaminated materials from ballasts, transformers;
- c) Grease and clay traps and neutralizing tank sludges;
- d) Bulk lift wastes as specified under the appropriate garbage and solid waste by-laws;
- e) Lawn and garden wastes; and
- f) Custodial chemicals

### 2. Wastes from Programs within a Facility or School:

The identification, removal and disposal of the following wastes from Programs within a facility are the responsibility of the facility or school:

- a) Chemical, mineral and radioactive wastes from Science Programs, including specimens and aged or obsolete chemicals;
- b) Paints, wood, metal and chemical and construction wastes from Technology Programs;
- c) Processing chemicals, equipment and supplies used in photo processing, printing, technology programs;
- d) Waste sludges, oils, paints, solvents and lubricants from the Automotive Program;
- e) Equipment, parts and hardware no longer required in Programs, after being declared surplus.

### 3. Facility / School Activities:

The identification, removal and disposal of the following wastes as a result of facility activities is the responsibility of the facility or school:

- a) Disposal of items gifted to the facility/school and
- b) Disposal of wastes generated by school activities such as rallies, games, collections.



## **Procedure: Health & Safety - Hazardous Waste Disposal**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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### **4. Facility Rental Wastes:**

The identification, removal and disposal of wastes as a result of a facility rental (wastes left by a renter or lessor) will be identified by the Plant Services Manager or Principal. Costs incurred will be allocated by the Finance Department to the revenues generated by the lease/rental.

### **5. Waste Generator Numbers / Waste Identification Codes:**

- a) The Board is approved to contract for disposal of specified wastes from the Board Administration Office, the Board's Plant Services Department Facility and its two secondary schools.
- b) It is the responsibility of the Waste Generator to identify waste streams to the Plant Services Department. The Plant Services Department will apply for the appropriate waste codes from the Ministry of Environment. When approved, Waste Identification Codes will be forwarded to the Manager of Plant Services / Principal.
- c) Waste Collections are contingent upon presentation of these numbers to the waste disposal company.

### **6. Identification of Waste Streams:**

- a) **Construction and Building Wastes**  
Contractors and Departments performing construction, renovation, remediation work on Board sites are responsible to ensure that all wastes are removed and disposed of in accordance with local by-laws.
- b) **Asbestos Wastes**  
Will be disposed of in accordance with local by-laws and in accordance with Occupational Health and Safety Act, Regulation 278 - Asbestos on Construction Projects and in Buildings and Repair Operations.
- c) **P.C.B. Wastes**  
Will be collected by Plant Services personnel who will arrange for storage at the Board's Ministry of Environment approved sites. Site approval, safety and security, disposal will be initiated by Plant Services and in accordance with the Ontario Ministry of the Environment Regulation.
- d) **Hazardous Chemical Wastes from Science Labs**  
The waste generator will ensure that all chemical wastes are labelled with their product name chemical formula if available, emergency procedures (a MSDS ) as well as quantity and stored in a secure location. Chemical Wastes from Science Rooms are classified as Miscellaneous Inorganic Chemicals and Miscellaneous waste Organic Chemicals. These include laboratory surplus or off-specification chemicals that are generated in small quantities. Program Services will arrange for disposal of these wastes annually.
- e) **Technology Wastes**  
Spent Solvents are classified into Aliphatic solvents and residues which include Acetone methylethylketone, alcohols and Petroleum distillates which includes varsol, white spirits and thinners. These wastes are generally flammable and must be stored in an appropriate container until disposal. Labelling and inventorying is the same as Science Wastes. Program Services will arrange for disposal of these wastes annually.
- f) **Automotive Wastes**  
Waste crankcase oils/lubricants are generated by Automotive shops during oil changes. These oils will be stored and arrangements made by the Department Head with Plant Services for transport and disposal. All containers and holding tanks must be clearly identified and labelled where appropriate.



## Procedure: Health & Safety - Hazardous Waste Disposal

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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### g) Miscellaneous Hazardous Wastes

There are a number of miscellaneous wastes generated at the Board, including such things as biological wastes (needles/experiments), drain sludges, acid neutralizing tanks, batteries, and sewage. The waste generator must ensure that disposal procedures are included in process instructions and available to appropriate personnel.

## IV. Definitions

**hazardous material** means a biological or chemical agent named or described in the regulation as a hazardous material.

## V. Related Information

### *Related Board Policies / Procedures*

POLICY: Health & Safety

Procedure: Asbestos

Appendix: Asbestos Management Plan

Procedure: Spill Control

### *Legislation*

Occupational Health and Safety Act

Regulation 278/05: Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations

Environmental Protection Act, Part V – Waste Management

Regulation 347/90: General – Waste Management

Regulation 362/90: Waste Management – PCB's



## **Procedure: Health & Safety – Hot Work Permits**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

Page 1 of 3

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# **Procedure: Health & Safety – Hot Work Permits**

## **I. Overview / Procedure Description**

All buildings will require maintenance involving hot work at some time or another. Any work that involves welding, cutting torches, open torch heating, grinding or soldering presents a high exposure to fire loss. By implementing and following a Hot Work Permit system, losses due to fire can be reduced or eliminated.

## **II. Areas of Responsibility**

The Plant Services Department is responsible:

- making available the necessary hot work permit with the required precautions,
- auditing compliance with the hot work permit,
- any amendment or modification of the original hot work permit,

Contractors and constructors are responsible for:

- obtaining a hot work permit prior to commencing any hot work on Board sites or which could affect Board sites and facilities,
- complying with the general requirements for hot work in this policy, and
- complying with the specific conditions for hot work on a hot work permit.

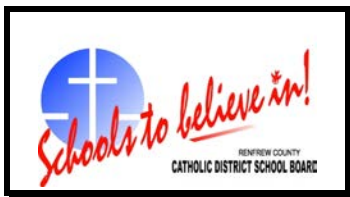
## **III. Procedure Steps / Checklist**

### **1. Alternative to Hot Work:**

As part of the planning stage, all alternatives to hot work should be considered. Hot work should be authorized only as a last resort.

### **2. Hot Work Permits:**

- a) A hot work permit is required for any hot work (roofing, welding, grinding, cutting, etc.) during construction, alteration and demolition that threatens the safety of the area or the building.
- b) All precautions set out on the hot work permit and any additional precautions issued by the Plant Services Department must be followed.
- c) The Hot Work Permit shall be prominently posted, or readily accessible at each hot work area or tied to the hot work equipment. The hot work on each floor level or within the fire containment requires a separate Hot Work Permit.
- d) The issued permit is valid for the specified period of time and not transferable to other work area or Contractors/Constructors. Any change that affects any of the conditions of the permit shall require a new or amended permit.
- e) The Plant Services Department will grant an extension of the permit time period upon presentation by the permit holder a satisfactory reason for failure to start or complete the hot work.
- f) The Plant Services Department will suspend or revoke the hot work authorization if any non-compliance of the required safety precautions is found upon inspection. No hot work is to continue until re-authorization.



## Procedure: Health & Safety – Hot Work Permits

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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### 3. Contractors' Responsibilities:

- a) For all hot work including, but not limited to, roof replacement, cutting, and welding, authorization to proceed must be obtained from the Building Administration..
- b) No hot work is permitted in a building where the automatic sprinkler system is impaired.
- c) The Contractors/Constructors shall arrange with Administration to maintain a fire watch during any hot work operation for at least 60 minutes after the completion of the work. Where the automatic fire detection system is not available, additional hourly patrols for at least 4 hours after the completion of the work must be implemented. The fire watch will conform to the requirements of the Ontario Fire Code.
- d) Before commencing any hot work, the Contractors/Constructors shall inspect the work area and confirm precautions have been taken to prevent fire. In addition, all statutory requirements as outlined in the *Occupational Health and Safety Act*, the Regulations for Construction Projects and the Ontario Fire Code shall be complied with.
- e) The Contractor will ensure the required safety equipment is present during the performed hot work, including, but not limited to, flame-proof curtains, an appropriate number of portable fire extinguishers, smoke-eaters or similar device, to limit welding fumes. The Contractor shall ensure his/her employees wear the required personal protective equipment while performing hot work.
- f) Where the building fire alarm system has to be deactivated for facilitating the hot work, the Plant Services Department shall be given prior notification. Once the work has been completed and the fire watch is over, the Contractor will inform the Plant Services Department. The Plant Services Department will arrange for the fire alarm system to be returned to normal operation. In case of an emergency repair involving any hot work during the off-hours, the Plant Services Department shall be contacted for instructions.
- g) No hot work is permitted in a building where the automatic sprinkler system is impaired.
- h) The Contractors/Constructors shall sign the Hot Work Permit to indicate that the required fire watch and final check-up monitoring period have been complied with and returned the Hot Work Permit to Building Administration.

## IV. Definitions

**Fire Watch** means monitoring the work area during and after the hot work to identify fire hazards and respond appropriately. A person trained in the use of fire suppression equipment and alarm activation is qualified to perform the fire watch. Fire suppression equipment and a means of communication must be immediately available during a fire watch. This person may not be assigned to any other task and will not be doing the actual hot work.

**Hot Work** means work that involves open flames or work that produces heat, sparks or dust that will affect the fire alarm system. Such operations include but are not limited to welding, soldering, brazing, cutting, coring, grinding, adhesive bonding, thermal spraying, riveting, chipping, soldering, and thawing pipes.

**Hot Worker** means a person performing the hot work.

**Hot Work Permit** means a document used to request approval to proceed with hot work and identify necessary fire precautions. The permit is posted at the workplace during the work process and remains posted until the fire watch is completed. The Hot Worker must be able to produce this permit on demand.



**Procedure: Health & Safety –  
Hot Work Permits**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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## **V. Related Information**

*Related Board Policies / Procedures*

POLICY: Health and Safety

Procedure: Confined Spaces

Form: Hot Work Permit

*Legislation*

Occupational Health and Safety Act

Ontario Regulation 213/91 – Construction Projects

Fire Protection and Prevention Act, 1997

Ontario Regulation 213/07 – Fire Code, Part 5 (Hazardous Materials, Processes & Operations), section 5.17 (Welding & Cutting)



**Form: Health & Safety –  
Hot Work Permit**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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**Form: Hot Work Permit**

# HOT WORK PERMIT

All temporary operations involving open flames or producing heat and/or sparks require a Hot Work Permit. This includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing, and Welding.

**INSTRUCTIONS FOR FIRE  
SAFETY SUPERVISOR**

1. Verify precautions listed at right (or do not proceed with the work).
2. Complete page 1 and retain for job files.
3. Post page 2 in vicinity of hot work.

DATE \_\_\_\_\_ JOB NO. \_\_\_\_\_

LOCATION/BUILDING & FLOOR (Be Specific) \_\_\_\_\_

DESCRIPTION OF WORK BEING PERFORMED \_\_\_\_\_

NAME OF PERSON DOING HOT WORK and LICENSE # \_\_\_\_\_

The above location has been examined, the precautions checked on the Hot Work Checklist have been taken to prevent fire, and permission is authorized for this work.

SIGNED: \_\_\_\_\_  
(Permit Authorizing Individual)

SIGNED: \_\_\_\_\_  
(Person doing Hot Work)

SIGNED: \_\_\_\_\_  
(Fire Watch)

TIME  
STARTED: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

**FIRE WATCH SIGNOFF**

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.

Signed: \_\_\_\_\_

**FINAL CHECKUP** (minimum 30 minutes after Hot Work)

Work area was monitored for \_\_\_\_\_ hour(s) following Hot Work and found fire safe.

Signed: \_\_\_\_\_

FILL OUT EMERGENCY INFORMATION ON BACK OF Page 2.

**OK HOT WORK CHECKLIST N/A**

- ☐ Sprinklers and hose streams in service/operable. ☐
- ☐ Hot Work Equipment in good condition (e.g., power source, welding leads, torches, etc.) ☐
- ☐ Multi-purpose fire extinguisher and/or water pump can. ☐

**REQUIREMENTS WITHIN 35 FEET OF WORK**

- ☐ Dust, Lint, Debris, Flammable Liquids and oily deposits removed; floors swept clean. ☐
- ☐ Explosive atmosphere in area eliminated. ☐
- ☐ Combustible floors (e.g., wood, tile, carpeting) wet down, covered with damp sand or fire blankets. ☐
- ☐ Remove flammable and combustible material where possible. Otherwise protect with fire blankets, guards, or metal shields. ☐
- ☐ All wall and floor openings covered. ☐
- ☐ Walkways protected beneath hot work. ☐

**WORK ON WALLS OR CEILINGS**

- ☐ Combustibles moved away from other side of wall. ☐

**WORK IN CONFINED SPACES**

- ☐ Confined space cleaned of all combustibles (example: grease, oil, flammable vapors). ☐
- ☐ Containers purged of flammable liquids/vapors. ☐
- ☐ Follow confined space guidelines. ☐

**FIRE WATCH/HOT WORK AREA MONITORING**

- ☐ Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks. ☐
- ☐ Fire watch is supplied with an extinguisher, and/or water pump can, also making use of other extinguishers located throughout work area. ☐
- ☐ Fire watch is trained in use of this equipment and familiar with location of sounding alarm. ☐
- ☐ Fire watch may be required for opposite side of walls, above, and below floors and ceilings. ☐

**OTHER PRECAUTIONS TAKEN**

☐



# **WARNING!**

## **HOT WORK IN PROGRESS**

### **WATCH FOR FIRE!**

**IN CASE OF AN EMERGENCY:**

**CALL:** \_\_\_\_\_

**AT:** 9 1 1

# **WARNING!**



## PROCEDURE: Health & Safety – Lockout & Tagging

Effective Date: October 24, 2011

Last Revision Date: (1-Feb-17)

Page 1 of 2

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# PROCEDURE: Health & Safety – Lockout & Tagging

## I. Overview / Procedure Description

To establish safety guidelines for employees when performing maintenance/repairs, by ensuring that all machinery, devices or objects which may endanger the safety of a worker are disconnected, locked out of service and tagged before any work is done and while it is being worked on. Locking and tagging out procedures may also be used when a hazardous machine, device or object has been identified.

## II. Areas of Responsibility

The **Plant Services Department** is responsible for supplying lock out kits, providing training, performing investigations (if required) where equipment is to be locked and tagged out, and answering any inquiries in regards to Lock Out/Tag Out.

**Supervisors and Workers** who are working on machinery, devices or objects which may endanger the safety of a worker are responsible for the implementation of this procedure.

**All Employees** are responsible for not operating any machinery, devices or objects which has been locked out and tagged.

**Only Authorized Employees** may apply and/or remove a lockout device and a tag on machinery, devices or objects.

## III. Procedure Steps / Checklist

### 1. Application and Removal of a Lockout device and a Tag:

**Only Authorized Employees** may apply and/or remove a lockout device and a tag on machinery, devices or objects. An authorized employee is an employee who has received the required lock out and tagging training.

### 2. Lockout and Tagging Checklist:

Authorized employees shall follow the **Lockout and Tagging Checklist** set out in Appendix A when applying and/or removing a lockout device and a tag on machinery and equipment. Copies of the Lockout and Tagging Checklist shall be stored with each Lockout Kit.

## IV. Definitions

An **Authorized Employee** is a person who locks out and tags out machines or equipment to perform servicing or maintenance. An authorized employee has received lock out/tag out training.

**Isolation** is a process to ensure that a machine is removed from service and is completely protected from inadvertent start-up via any power source

A **Lockout System** is a combination of locks with keys to hold an energy-isolating device (e.g. valve, switch) in a safe position to prevent energizing of the machine or equipment. Lockout devices include padlocks, hasps, tags etc.



**PROCEDURE: Health & Safety –  
Lockout & Tagging**

Effective Date: October 24, 2011

Last Revision Date: (1-Feb-17)

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## **V. Related Information**

*Related Board Policies / Procedures*

POLICY: Health & Safety

APPENDIX A: Lockout and Tagging Checklist

*Legislation*

Occupational Health and Safety Act

Regulation 851/90 – Industrial Establishments (ss. 75-76)



## Appendix A: Lockout & Tagging Procedure - Lockout and Tagging Checklist

Effective Date: November 28, 2011.

Last Revision Date: (1-Feb-17)

Page 1 of 3

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### Appendix A: Lockout and Tagging Checklist

Date and Work Location: \_\_\_\_\_

Locked Out Equipment: \_\_\_\_\_

#### **1. Preparation for Lockout & Tagging**

- ☐ Information, instructions and training have been provided on the machinery, devices or objects to be lockout and tagged.
- ☐ An initial review has determined which switches, valves, or other isolating devices apply to the equipment being locked out. [NOTE: more than one energy source (electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and gravitational) may be involved.]
- ☐ The employee, who is performing the lockout and tagging, knows which energy sources may need to be controlled. Employees should check with a supervisor or other knowledgeable person if in doubt about which energy sources may need to be controlled.
- ☐ The School Principal, if applicable, and the Plant Services Department have been notified of the lockout and reasons.
- ☐ The required lockout kit has been obtained from the Plant Services Department.

OR

If dealing with equipment in an auto shop, a construction shop, or a workshop, the required lockout kit has been obtained from where it is stored in such location.

- ☐ The employee conducting the lockout and tagging has read the applicable procedure which is included in the said lockout kit.
- ☐ All employees, students and others at the relevant work location have been notified verbally that:
  - a lockout is required;
  - the reason for the lockout;
  - the equipment being lockout;
  - who is responsible for applying the lockout devices and tags; and
  - who is responsible for removing the lockout devices and tags.



## Appendix A: Lockout & Tagging Procedure - Lockout and Tagging Checklist

Effective Date: November 28, 2011.

Last Revision Date: (1-Feb-17)

Page 2 of 3

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### 2. ***Machine or Equipment Shutdown and Isolation***

- ☐ If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.). (NOTE: only Authorized Employees shall perform shutdown or re-start procedures.)
- ☐ Operate the energy-isolating device(s) so that all energy sources (electrical, mechanical, hydraulic, etc.) are disconnected or isolated from the equipment. [NOTE: Electrical disconnect switches should never be pulled while under load, because of the possibility of arcing or even explosion.]
- ☐ Stored energy, such as that in capacitors, springs, elevated machine parts, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must also be released, disconnected, or restrained by methods such as grounding, repositioning, blocking or bleeding-down.

NOTE: Pulling fuses is not a substitute for locking out. A pulled fuse is no guarantee the circuit is dead. Even if a circuit is dead, another person could inadvertently replace the fuse.

NOTE: Equipment that operates intermittently, such as a pump, blower, fan or compressor may seem harmless when it is not running. Do not assume that because equipment is not operating at a particular time that it will remain off for the duration of any work to be performed on it.

### 3. ***Application of Lockout or Tagging***

- ☐ Lock out and tag the energy-isolating device and retain key.

NOTE: The key must be kept on the workers person while the lock is in place. All Lockout equipment is located in the Lock-Out Kit.

- ☐ Tags should clearly show the name of the person who applied the device, the date, and the reason for the lockout. This identifies who is servicing the machinery or equipment. In a multiple lockout/tag out situation, it will also identify any worker(s) who may not have finished working.

NOTE: Locks and tags must be durable enough to withstand the environment in which they are to be used. Information on the locks and tags should remain legible.

NOTE: Locks must be substantial enough to prevent removal without the use of excessive force.

NOTE: Tags should be easily recognized and provide appropriate information about the lockout.



## Appendix A: Lockout & Tagging Procedure - Lockout and Tagging Checklist

Effective Date: November 28, 2011.

Last Revision Date: (1-Feb-17)

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### 4. ***Verification of Isolation of the Machinery and/or Equipment***

- ☐ After ensuring that no workers can be injured, operate the push button or other normal controls to verify that all energy sources have been disconnected and the equipment will not operate.
- ☐ If there is a possibility of re-accumulation of stored energy, such as an increase in pressure to a hazardous level, isolation of the equipment must be periodically verified until the maintenance or repair is completed, or until the possibility of such accumulation no longer exists.
- ☐ Return operating controls to neutral position after the test. A check of system activation should be performed to ensure isolation.
- ☐ Lockout devices applied to lockout the machinery and /or equipment.
- ☐ Lockout tags posted on the lockout machinery and/or equipment.

### 5. ***Removal of Lockout Devices and Tagging***

- ☐ Inspect the work area to ensure all tools and items have been removed.
- ☐ Confirm that all employees and persons are safely located away from hazardous areas.
- ☐ Verify that controls are in a neutral position.
- ☐ Remove lockout devices and tags.
- ☐ Re-energize the machine or equipment.
- ☐ Notify affected employees and the School Principal, if applicable, that servicing is completed.

---

Date

Print Employee Name

Employee Signature

Please return the completed and signed checklist to the Plant Services Department or to the School Principal, if applicable. Return the Lockout Kit to the Plant Services Department or return the Lockout Kit to its designated location in the auto shop, the construction shop, or the workshop.



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## **Procedure: Health & Safety – Ministry of Labour Inspection / Order**

### **I. Overview / Procedure Description**

To set out a procedure for staff to follow in the event of a Ministry of Labour inspection.

### **II. Areas of Responsibility**

The **Board** shall:

- implement any required or necessary actions to comply with a report or order in accordance with the Occupational Health and Safety Act (the Act).

A **Principal / VP or designate** shall:

- inspect the Ministry of Labour inspector's credentials and accompany the inspector on inspection of his or her school site;
- immediately provide the Plant Services Department with notice of and a copy of any inspector orders or reports;
- post any reports or orders for his or her school as required;
- take any required actions to comply with a report or order as directed by the Manager of Plant Services.

The **Manager of Plant Services** shall:

- inspect the Ministry of Labour inspector's credentials and accompany the inspector on inspection of a non school site;
- immediately provide the appropriate Board Supervisory Officer with notice of and a copy of any inspector orders or reports;
- provide the Board's Joint Health and Safety Committee with a copy of any reports or orders;
- post any reports or orders in non school sites as required;
- take any required actions to comply with a report or order.

The **Managers of Human Resources & of Plant Services** shall:

- take any necessary follow up to inspection reports and orders.

**Workers and persons in Board workplaces** shall

- assist the inspector in the performance of his or her duties under the Act.

### **III. Procedure Steps / Checklist**

#### **1. Ministry of Labour Inspection:**

- a) Under section 54 of the Occupational Health and Safety Act, a Ministry of Labour (MOL) Inspector may enter in or upon any workplace, and all parts of that workplace, at any time without warrant or notice.
- b) The MOL Inspector will report to the office and present credentials prior to touring the school/facility. At that time the Inspector may ask for a Safety Committee member or a specific person or representative from a specific worker group to accompany him/her.
- c) During an inspection, the Principal/Manager, or designate, will accompany the Inspector as well as the Inspector's requested worker representative.
- d) During the Inspector's visit, inquiries may be made of any person in the building as stated in the Occupational Health and Safety Act.
- e) All Board employees and any other persons in Board workplaces shall assist the Inspector in the performance of his or her duties under the Occupational Health and Safety Act.



**Procedure: Health & Safety –  
Ministry of Labour Inspection / Order**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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## **2. Notice of Inspection Reports / Orders:**

- a) When the inspection has been completed, a written report or order will be signed for and given to the Principal/Manager or designate.
- b) Copies of the report or order are to be posted in all staff lounges (rooms) and the custodial room.
- c) A copy is to be forwarded to the Manager of Plant Services and the Manager of Human Resources Services immediately.
- d) The Manager of Plant Services shall send a copy of the report or order to the appropriate Board Supervisory Officer and to the Joint Health and Safety Committee.

## **3. Action on Reports and Orders:**

- a) If orders have been issued by the Inspector which require “immediate” or “forthwith” attention, a telephone call to the Manager of Plant Services is required, to be followed by notification in writing.
- b) When a report or order is received by the Manager of Plant Services, the following procedure will be followed:
  - i) A Strategy for Compliance will be developed which assigns responsibilities and determines the nature of the corrective action required.
  - ii) The Principal/Manager or Designate will be responsible for those areas which are not part of the facility.
  - iii) Plant Services will be responsible for those areas which are considered to be part of the structure. All ventilation systems, fire extinguishers and electrics mounted on walls are classified as structural for these purposes.
- c) The above individuals are to report their progress on their assigned areas of responsibility to the Managers of Plant Services and Human Resources Services.
- d) The Manager of Plant Services shall be responsible for sending written notification to the Ministry within three days that the order has been complied with along with the signed statement of agreement or disagreement of a worker member of the Joint Health and Safety Committee or a statement that the worker member has declined to sign the statement.
- e) The original order and the notice of compliance shall be posted for fourteen (14) days in all staff lounges (rooms) and the custodial room of the relevant workplace(s) and a copy given to the Joint Health and Safety Committee.
- f) The Manager of Plant Services in consultation with the Manager of Human Resource Services will be responsible for the completion of all Ministry of Labour follow up reporting forms, and the launching of any appeal of orders or any formal statements made in regard to the Ministry of Labour orders.

## **IV. Related Information**

*Related Board Policies / Procedures*

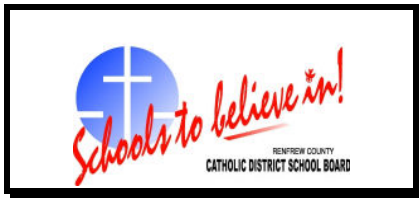
POLICY: Health and Safety

*Legislation*

Occupational Health and Safety Act, Part VIII - Enforcement

*Ministry of Labour*

2002. A Guide to the Occupational Health and Safety Act, (Part 11 – Enforcement).



**PROCEDURE: Health & Safety –  
Refusal to Work**

Category (Human Resources)  
Effective Date: October 24, 2011.  
Last Revision Date: (1-Mar-18)  
Page 1 of 6

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**PROCEDURE: Health & Safety – Refusal to Work**

**I. Overview / Procedure Description**

The goal of this procedure is to ensure the prompt, effective, and correct handling of “work refusal” situations (Part V, Sections 43-49) of the *Occupational Health and Safety Act (OHSA)*, and to encourage the prompt resolution of these situations.

**II. Scope**

**1. General Policy Statement:**

School Board employees are expected to perform the work that has been assigned to them. However, there are:

- conditions when an employee can refuse work; and
- limitations to refuse work for some employees in certain circumstances

**2. Conditions in which a Worker may Refuse Work:**

A worker may refuse to work or do particular work where he or she has reason to believe that:

- any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;
- workplace violence is likely to endanger himself or herself; or
- any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker’s supervisor or principal using the Work Refusal Report Form (APPENDIX B). The worker’s supervisor, principal or superintendent shall forthwith investigate the report in the presence of the worker and, if there is such, in the presence of one of

- a Joint Health and Safety Committee member who represents workers, if any;
- a health and safety representative, if any; or

- a worker who because of knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to represent them, who shall be made available and who shall attend without delay.

### **3. Limitation on Teachers to Refuse Work:**

The work refusal provisions in sections 43-49 of the Occupational Health and Safety Act do not apply to teachers where the circumstances are such that the life, health or safety of a pupil is in imminent jeopardy. (Ontario Regulation 857, s. 3)

In cases where there is limitation of a teacher's right to refuse work, the teacher must report the hazard or unsafe circumstance to his or her principal using the Work Refusal Report Form (APPENDIX B). The principal will investigate the complaint in a timely and prompt manner, as soon as safely possible and implement corrective actions as necessary.

## **III. Areas of Responsibility**

### **1. Employer:**

The School Board shall use the internal responsibility system to control substandard and unsafe conditions through:

- health and safety hazard reporting;
- hazard identification and assessment;
- hazard inspections, investigations; and
- implementation of corrective actions.

The School Board shall:

- provide resources for the development, implementation, maintenance and monitoring of the work refusal procedures;
- comply with OSHA e.g. ensure work refusal process is followed and resolved, comply with Ministry of Labour (MOL) orders and post MOL orders in a conspicuous place if received;
- enforce the work refusal procedures;
- review and approve the procedure in consultation with the Joint Health and Safety Committee annually; and
- take every reasonable precaution under the circumstances for the Health and Safety of staff

### **2. Supervisor / Principal:**

- Attend the work refusal right away;
- Receive the work refusal and be open and responsive to the worker's concern and help the worker identify the specific problem, recognizing that it is in the best interest of all workplace parties to resolve the situation internally. (Promote the internal responsibility system or IRS);

- 
- Clarify the work refusal and ensure the worker is refusing unsafe work and the details of the refusal;
  - Investigate the work refusal in the presence of a representative of the worker;
  - Ensure the procedure is followed up correctly and where required corrective actions are identified, implemented and followed-up;
  - When re-assigning an employee to other duties, ensure that the new assignment is consistent with the work refusal requirements under the OHSA;
  - Ensure that the worker is not reprimed e.g. no action, comment or process is initiated that may be considered by the employee as a threat, intimidation or coercion;
  - Record time and details of the work refusal and investigation using the Work Refusal Report Form (APPENDIX B);
  - Complete documents clearly and precisely and report the findings to management;
  - Maintain records of all work refusal situations;
  - Comply with any Ministry of Labour orders and ensure they are posted right away in areas where employees that are affected can view them and also provide a copy to the worker representative e.g. joint health and safety committee worker member, health and safety representative; and
  - Take every reasonable precaution under the circumstances for the health and safety of staff.

### **3. Health & Safety Officer:**

- Lead the development and implementation of the work refusal policy, procedures and training;
- Coordinate training of all new and existing workplace parties and maintain evidence of training records e.g. content, dates and signatures;
- Act as a resource to management, worker and Joint Health and Safety Committee (JHSC) or worker representatives with regards to work refusals and process;
- Attend work refusals if possible;
- Where possible, attend the Ministry of Labour Inspector's investigation. Report on the situation to employer, management and JHSC;
- Maintain records of all work refusal situations in a central file;
- Monitor the work refusal process e.g. record all actions agreed to but not completed, as a result of the work refusal on the Work Refusal form. Confirm completion of other items. Confirm resolution of the matter and corrective action;
- Report work refusals and corrective action to senior management, JHSC and others as required;

- Ensure Ministry of Labour reports and orders are posted forthwith in compliance with the OHSA and ensure MOL correspondence is signed submitted within the time required;
- Conduct a review of all work refusals to identify areas for improvement; and
- Identify areas for improvement of the work refusal policy and procedures to the School Board and JHSC.

**4. Worker:**

- Report hazards immediately when you become aware of them;
- When workers believe their health and safety is in danger and choose to refuse work, they must notify their supervisor right away and state clearly that the reason for work refusal is safety;
- Follow the work refusal policy and procedure;
- Understand the right to have a representative to assist you. Inform your worker representative for the Work Refusal;
- Complete the Work Refusal Report Form (APPENDIX B) and be as precise as possible about the reason for your concern; and
- Comply with any Ministry of Labour orders.

**IV. Procedure Steps / Checklist****1. Work Refusal Flow Chart**

Appendix A to this Procedure sets out a graphical chart of the steps in a work refusal.

**2. First Stage Refusal**

- a) Upon refusing to work, the employee shall promptly report the circumstances of his/her refusal to his/her supervisor or principal.
- b) The supervisor must immediately investigate the report in the presence of the worker and a worker representative e.g. Joint Health and Safety Committee worker member, health and safety representative, or a worker who because of knowledge, experience and training is selected by a trade union that represents workers or if there is no union, is selected by the workers to represent them.
- c) If the worker representatives contacted for a work refusal is from the Joint Health and Safety Committee it is preferred it be a certified member.
- d) The worker representative must be made available and must attend the investigation without delay; and time spent by this representative is deemed to be work time, for which the person shall be paid at his/her regular or premium rate, as may be proper.
- e) Until the investigation is completed, the worker must remain in a safe place near as reasonably possible to their workstation and be available to the employer or supervisor for the purpose of the investigation.

- f) If action can be taken to resolve the complaint without need for further investigation, the supervisor will carry out the action and complete the “Work Refusal Form”.
- g) During the investigation, the supervisor must record as many details as possible regarding the refusal
- h) If the worker is satisfied with the corrective action he/she can return to work [NOTE: The Ministry of Labour is only called if the refusal progresses to the second stage.]

### **3. Second Stage Refusal**

- a) If the employee is dissatisfied with the results of the investigation and has reasonable grounds to believe that the circumstances are still such that the work continues to be dangerous, then he/she may continue to refuse work.
- b) Upon the continuance of the worker’s refusal to work, the worker or supervisor or the representative of the worker or employer shall immediately notify a Ministry of Labour Officer. The management representative will conduct internal notifications as needed e.g. employer, health and safety officer etc.
- c) The Ministry of Labour Officer will investigate the work refusal in consultation with the employer or person representing the employer, the worker, and if there is such, the worker’s representative.
- d) After the investigation, the Ministry of Labour inspector will decide whether the work being refused is likely to endanger the employee or another person
- e) This inspector’s decision will be given in writing, as soon as practicable, to the employer, the worker and the worker’s representative.
- f) Pending the investigation and decision of the inspector, the worker must remain, in a safe place that is near as reasonably possible to their workstation and available to the inspector for the purpose of the investigation, or subject to OHS section 50, where an assignment of reasonable alternative work is not practicable, gives other directions to the worker.
- g) Pending the investigation, no other worker shall be assigned to the work that is being investigated unless that worker has been advised of the other employee’s refusal and reasons for it, in the presence of the worker representative.
- h) The worker should sign a statement of being advised of the refusal
- i) Supervisors will not penalize any employee for exercising, or seeking to exercise their rights under the Act.
- j) If the Minister of Labour inspector determines the work is unsafe he will direct the workplace parties e.g. order corrective actions etc. The worker will not return to that work until the corrective actions are in place. Once compliance is achieved the worker will return to work.

- k) If the Ministry of Labour inspector does not consider that the work is likely to endanger, the worker is expected to return to the work. If however, no reasonable grounds exist for ongoing refusal, the worker may be subject to disciplinary action by the supervisor/employer.
- l) During the investigation the supervisor must record all matters relating to the work refusal and ensure these are maintained on file and provide copies to management and the health and safety coordinator or designate and worker safety representative or JHSC.
- m) When the corrective actions are achieved, the worker will return to the work and sign the “Work refusal Form”.

## **V. Related Information**

### *Related Board Policies / Procedures*

POLICY: Health & Safety

APPENDIX A: Work Refusal Flow Chart

APPENDIX B: Work Refusal Report Form

### *Legislation*

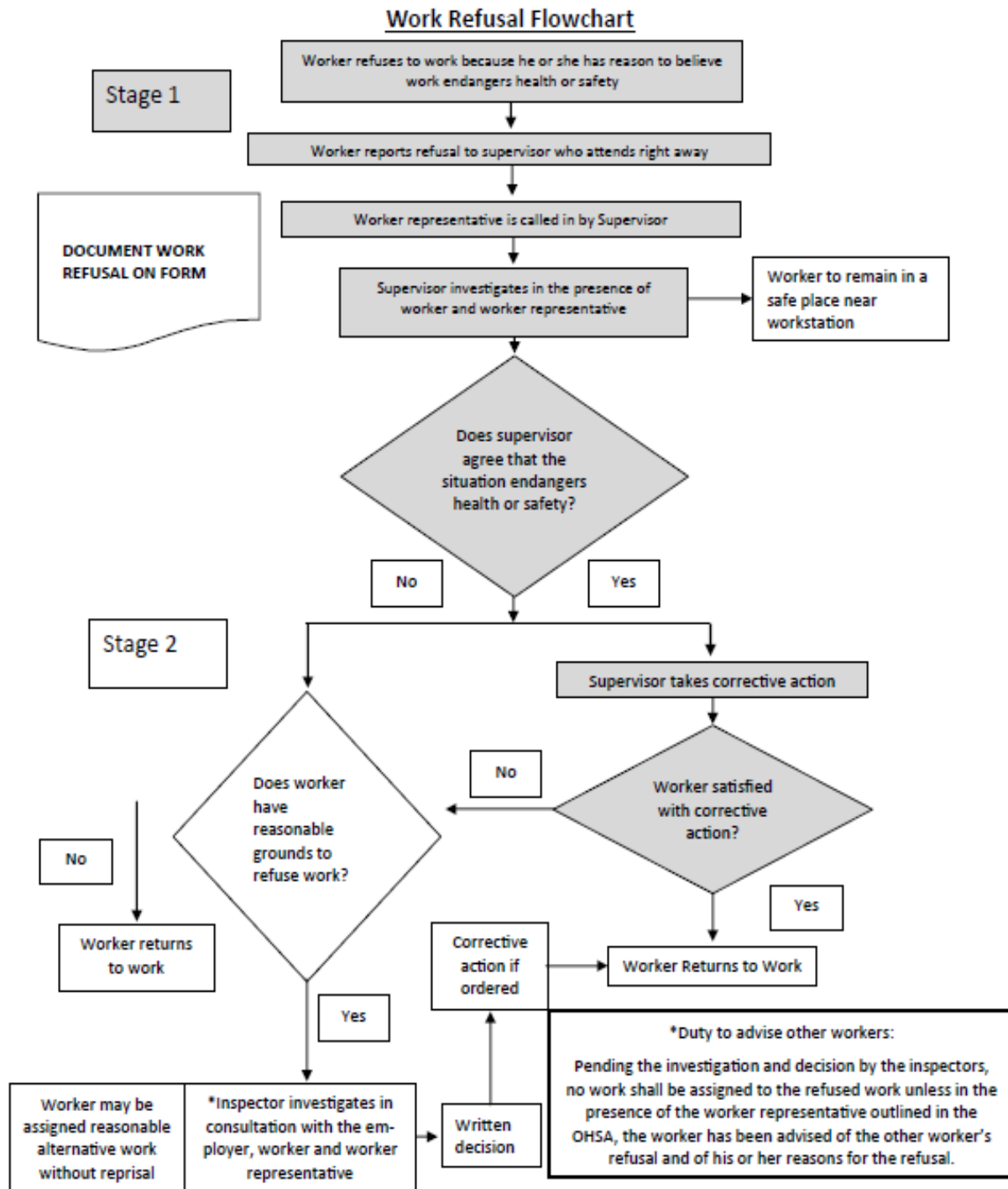
Occupational Health and Safety Act, Part V, sections 43-49

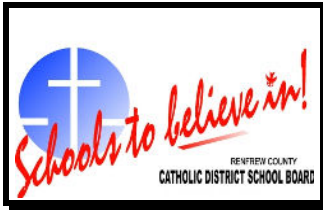
Ontario Regulation 857 (Teachers)

### *Other Documents*

PSHSA and Workwell Templates

## APPENDIX A: Work Refusal Flow Chart





## APPENDIX B: Work Refusal Report Form

Category (Human Resources)

Effective Date: March 1, 2018.

Last Revision Date: (N/A)

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## APPENDIX B: Work Refusal Report Form



### WORK REFUSAL REPORT FORM

The Work refusal must be promptly reported to the supervisor and Part A of this form is to be completed by the worker and submitted to the supervisor for investigation and corrective action.

PART A - Completed by worker	
Date: dd/mm/yy	Time: AM / PM
Name:	Contact No.:
Department:	School:
Location of Work Refusal:	
Task Assigned:	
Worker's reason for refusing work (be specific):	
Worker Signature:	
PART B - Completed by Supervisor	
Date of Investigation: dd/mm/yy	Time of Investigation: AM / PM
Name of Supervisor:	Position:
Name of JHSC Member Investigating:	
Details of Investigation: (use extra notes page if required)	
Corrective Action Recommended:	
Worker satisfied that problem has been resolved: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Worker Signature: _____	
Signatures of Investigators:	Supervisor: _____
JHSC Member: _____	
PART C - Completed by Health and Safety Officer	
MOL Called: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Date Called: dd/mm/yy	Time Called: AM / PM
Name of MOL Inspector:	
Reference No. for Orders:	
Health and Safety Officer Signature:	Date:



**Procedure: Health & Safety –  
Safe Drinking Water**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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## **Procedure: Health & Safety - Safe Drinking Water**

### **I. Overview / Procedure Description**

To ensure safe drinking water at all schools and sites of the Board and to comply with the Safe Drinking Water Act, 2002 and its Regulations for water quality, testing, flushing and other requirements.

### **II. Areas of Responsibility**

Plant Services is responsible for the implementation of this procedure, in cooperation with the appropriate principal.

### **III. Procedure Steps / Checklist**

#### **1. Water Testing for Schools / Sites Serviced by Municipal Water Services:**

Board schools/locations serviced by municipal water services, do not require routine testing by the Board.

#### **2. Water Testing for Schools / Sites Not Serviced by Municipal Water Services):**

- a) Schools and sites that do not have water supplied by municipal water services shall be sampled by Plant Services and tested in accordance with the regulations.
- b) If results indicate that a parameter exceeds the regulated level outlined in regulation, the local Medical Officer of Health and the Ministry of the Environment must be notified immediately as well as the school or site in question.
- c) When the sodium concentration exceeds 20 mg/L, Physical Facilities will contact the Local Medical Officer of Health, who will provide direction to the Board.

#### **3. Water Flushing for Schools / Sites:**

- a) In accordance with the requirements set out in Regulation 173 flushing must be done in a school, regardless of whether the school is on a well.
- b) This flushing must be done at the beginning of the school week.
- c) Flushing is done by opening the last cold-water tap on each run of pipe in the plumbing or by opening every fixture where water is commonly taken for drinking or food preparation purposes.
- d) Flushing for lead is required daily, if there has been any exceedances in two (2) consecutive years.
- e) Flushing of these lines must continue until the water temperature stabilizes.
- f) Flushing must be done before school opens for the day. Records must be kept of all flushing.
- g) Copies of all documentation, i.e., lab reports, water logs, shall be kept at each school or site for review by any interested party.



**Procedure: Health & Safety –  
Safe Drinking Water**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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## **IV. Related Information**

*Related Board Policies / Procedures*

POLICY: Health and Safety

*Legislation*

Safe Drinking Water Act, 2002.

Regulation 169/03 – Ontario Drinking Water Quality Standards

Regulation 170/03 – Drinking Water Systems

Regulation 248/03 – Drinking Water Testing Service

Regulation 243/07 – Schools, Private Schools and Day Nurseries



## **Procedure: Health & Safety - Spill Control**

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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# **Procedure: Health and Safety – Spill Control**

## **I. Overview / Procedure Description**

The goal of the spill cleanup is the protection of people and the protection and preservation of the environment.

## **II. Areas of Responsibility**

The Plant Services Department is responsible for:

- training Emergency Spill Co-ordinators,
- training other employees,
- equipping secondary schools with Emergency Spills Kits, and
- reporting spills to the appropriate authorities as required.

Emergency Spills Co-ordinators are responsible for:

- cleaning up minor spills which can be safely cleaned up,
- checking the contents of the Emergency Spills Kit monthly and requesting resupply when necessary, and
- notifying the Plant Services Department of any hazardous waste requiring disposal.

In the event of a major spill the School Principal or building administrator is responsible for:

- evacuation of the area, school or facility, and
- notifying the Fire Department, the Superintendent of Schools and the Plant Services Department.

## **III. Procedure Steps / Checklist**

### **1. General Information:**

#### **a) Emergency Spill Co-ordinators:**

##### **i) Secondary School Emergency Spill Co-ordinators:**

One of the Emergency Spill Coordinators shall be notified immediately after a spill has occurred and shall respond to the spill site to take charge of containing the spill, cleanup and waste disposal. The Emergency Co-ordinators are:

- Principal or Designate
- Vice Principal
- Science Department Head or Designate,
- Technological Education Department Head,
- Head Caretaker.

#### **b) Emergency Spill Kits:**

The Emergency Spill Kits provided to all secondary schools shall be used to cleanup minor spills. These are located in an area that is accessible. A kit has the capacity to handle a spill of 5 gallons of liquid. All site employees should know the storage location of the Emergency Spill Kit. The contents of the kit are as follows:

- Clean up procedures
- Granular all Purpose Absorbent
- Sorbent pads
- Sorbent socks
- Sorbent pillows
- Nitrile gloves



## Procedure: Health & Safety - Spill Control

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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- Splash goggles
  - Hand wipes
  - Disposal bags
  - Plastic Drum (provided)
- c) Location of Emergency Spill Kits:  
In a Secondary school, there will be a kit in the Custodian's area or Science Department.

## 2. Minor Spills:

- a) A **minor spill** is small enough it can be safely cleaned up using the Emergency Spill Kit.
- b) In the event that a Teacher working in the area discovers a minor spill and is unable to contact the Emergency Co-ordinator, then he or she shall evacuate the area, access the spill kit and contain the spill until one of the Emergency Co-ordinators is located.
- c) The Emergency Co-ordinator shall be contacted in the event of a **minor spill** and shall use the following procedures:
  - i) Advise all persons in the immediate area to evacuate except those involved in the cleanup.
  - ii) Notify the Main Office/Administration
  - iii) Eliminate all ignition sources. Flammable and combustible liquids are hazardous because their vapors will easily ignite on contact with an ignition source. Sources of ignition are welding torches, static electricity, Bunsen burners, electrical switches, motors, etc
  - iv) Ventilation that is exhausted to the outdoors such as fumehoods and local exhaust in the autoshops etc. should be turned on.
  - v) Extra ventilation should be provided to the area if possible. This would include opening windows and doors.
  - vi) Don the protective equipment provided in the Emergency Spill Kit.
  - vii) Confine the spill by diking or blocking it. This is done by using the absorbent material in the spill kit. Prevent the spill from entering the drains or sewer system.
  - viii) Cover the spill with absorbent and then place contaminated material into the drum provided.
  - ix) Dispose of contaminated equipment including personal protective equipment into the drum containing waste material. Seal and label as **flammable hazardous waste**.
  - x) Store the waste in a safe and secure location until pickup by a licensed hazardous waste disposal company.

## 3. Major Spills:

- a) A **major spill** is one that cannot be safely contained with the materials on the site and/or threatens to enter the sewer system or travel beyond the boundaries of the plant to endanger the environment.
- b) For a **major spill**, or one that cannot be contained, the area and the school shall be evacuated.
- c) The Principal or Designate is to call 911 to report the spill to the Fire Department.
- d) The Principal or Designate shall then contact the Superintendent of the Family of Schools and the Plant Services Department.



## Procedure: Health & Safety - Spill Control

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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### 4. Spill Reporting:

If a spill is such that the chemical is likely to enter a sewer or watercourse then the Plant Services Department shall ensure that the Ministry of Environment Spills Action Centre (24 hrs) is notified at 1-800-268-6060. Additionally, the local municipality must also be notified. The Plant Services Department shall arrange for pickup and disposal of waste material.

### 5. Employee Spill Training:

a) General:

All Emergency Co-ordinators shall be trained in these procedures. New staff shall be trained within 3 months of their being hired and for experienced staff this shall occur at the beginning of each school year.

b) Flammable or Combustible Liquids:

i) Employees who work with flammable or combustible liquids must be fully acquainted with these procedures and know the location of the Material Safety Data Sheet Binder. The Material Safety Data Sheet for a spilled chemical shall be obtained and quickly reviewed before spill cleanup.

ii) Flammable and combustible liquids are used in the following areas: Science, Woodworking, Graphic Arts and Transportation Technology. Custodians may also store and handle flammable liquids like gasoline. The goal of the spill cleanup is the protection of people and the protection and preservation of the environment.

### 6. Hazardous Waste Disposal:

The procedures laid out in Health and Safety Procedure – Hazardous Waste Disposal shall be followed for disposal of all hazardous wastes related to spills.

## IV. Definitions

A **minor spill** is small enough it can be safely cleaned up using the Emergency Spill Kit.

A **major spill** is one that cannot be safely contained with the materials on the site and/or threatens to enter the sewer system or travel beyond the boundaries of the plant to endanger the environment.

## V. Related Information

### *Related Board Policies / Procedures*

POLICY: Health and Safety

Procedure: Hazardous Waste Disposal

### *Legislation*

Occupational Health and Safety Act

Environmental Protection Act



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## **Procedure: Health & Safety - WHMIS (Workplace Hazardous Materials Information System)**

### **I. Overview / Procedure Description**

To provide a process to be followed in schools and other Board sites for the identification, storage and handling of hazardous materials

### **II. Areas of Responsibility**

The **Board** is responsible for ensuring that:

- all controlled products are labeled with either a workplace or supplier label;
- every chemical product used at every site has an up-to-date MSDS (Material Safety Data Sheets) label; and
- training is provided for workers who are exposed or likely to be exposed to a controlled product on the job.
- all WHMIS (Workplace Hazardous Material Information System) products are appropriately labeled;
- MSDS binders are updated and placed in their stations;
- staff have received WHMIS training and use the training for their health and safety;
- any chemical products brought into the workplace, which are not listed in the Standard Supply Catalogue have an up-to-date MSDS;
- the MSDS for new chemicals brought into the workplace is reviewed for product safety; and
- chemical products with no MSDS are confiscated.

**Employees** are responsible for:

- reporting any hazard or contravention of the Act or Regulations such as a missing label or inappropriate or missing MSDS;
- participating in WHMIS training, including the annual review; and
- obtaining a MSDS for any chemical product brought into the workplace that is not listed in the standard supplies catalogue.

### **III. Procedure Steps / Checklist**

#### **1. Overview:**

WHMIS is a Canada-wide system designed to give employers and workers information about hazardous materials used in the workplace. Under WHMIS, there are three ways in which information on hazardous materials is to be provided:

- labels on the containers of hazardous materials;
- material safety data sheets to supplement the label with detailed hazard and precautionary information; and
- worker education programs for workers who are exposed or likely to be exposed to a controlled product on the job.

The supplier of the hazardous material provides the labels and material safety data sheets to the employer. The employer passes the information on to the worker and provides education programs.



## Procedure: Health & Safety – WHMIS

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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### 2. Chemical Lists:

- a) A list of chemicals is required in order to assess chemicals in the workplace for their potential hazard. This assessment reviews the material safety data sheet for each product on the list of chemical products. The assessment may also determine the products to be WHMIS controlled and therefore additional requirements, for e.g. the maintenance of material safety data sheets (MSDS's) will be required.
- b) The Plant Services Department with the assistance of the various Board departments has compiled a list of chemical products. Products falling under the WHMIS regulation are considered controlled products.
- c) Schools/Departments are responsible for reviewing their inventory of chemical products **annually**. Known as the "Index" in the binders, the list of chemical products must be updated annually where there have been changes in the preceding year to the inventory. A yearly maximum is used as the quantity.
- d) The Plant Services Department must be notified of all new products, including consumer based products. A school/department shall provide the quantity, location and supplier of the product. This can be done when providing the MSDS.
- e) Chemical lists are the key to ensuring that the appropriate information is obtained and subsequently disseminated to each of the facilities/schools.

### 3. Supplier Labels:

- a) Supplier labels are affixed to WHMIS controlled products by the Supplier of the product.
- b) A supplier label has a cross-hatch border and seven components. The components are:
  - i) Name of the product;
  - ii) Supplier name;
  - iii) Reference to a MSDS;
  - iv) Hazard symbol(s) (see Appendix at the end of this Procedure);
  - v) Risk phrases (short statements describing the hazardous properties of a controlled product);
  - vi) Precautionary measures;
  - vii) First aid measures.
- c) If a product is WHMIS controlled and does not have a Supplier Label the shipment should be returned if no alternative solution is determined with the supplier/manufacturer.

### 4. Workplace Labels:

- a) A workplace label is a label that the employer produces, for use in the employer's workplace only, and that contains the following information:
  - i) the identity of the product;
  - ii) information for the safe handling of the product; and
  - iii) a statement that a material safety data sheet, if supplied or produced, is available.
- b) Workplace labels are required when:
  - i) A hazardous material is produced in the workplace for use in the workplace,
  - ii) The original supplier label is unreadable or missing, or
  - iii) A hazardous material is decanted from its original container into another container.
- c) The user affixes the workplace label. Standard workplace labels can be obtained from the Plant Services Department upon request. They come in two sizes, 21/2" x 21/2" and 41/4" x 41/4".
- d) Using the information from the supplier label, the workplace label is completed. The three pieces of information required are noted above.



## Procedure: Health & Safety – WHMIS

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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### 5. Material Safety Data Sheets (MSDS):

- a) An M.S.D.S. provides detailed health and safety information about a controlled product. It supplements the information on the label.
- b) There are nine categories of information required on an M.S.D.S.. They are:
  - i) Product Information,
  - ii) Hazardous Ingredients,
  - iii) Physical Data,
  - iv) Fire or Explosion Hazards,
  - v) Physical Hazards,
  - vi) Health Hazard Data,
  - vii) Spill or Leak Procedures,
  - viii) Special Protection Information, and
  - ix) Special Precautions.
- c) An M.S.D.S. is valid for three years from the date of preparation or until new information about a product comes available, then it must be revised immediately to reflect the changes.
- d) A current M.S.D.S. must be available in the workplace for every chemical product in the workplace.
- e) M.S.D.S. are kept in binders in the schools/facilities, in locations that are accessible to all employees and on the Board website.
- f) For products that are listed in the Standard Supply Catalogue, the Plant Services Department, in cooperation with the Purchasing personnel, will obtain MSDSs from Suppliers.
- g) For products that are not listed on the Standard Supplies Catalogue it is the Supervisor's and user's responsibility to ensure that a MSDS is available in the workplace. For example, the Custodian or the Principal and the Department Head are responsible for ensuring a MSDS is in the workplace. **A copy must be sent to the Plant Services Department immediately.**
- h) M.S.D.S. binders are updated through the Health and Safety Department as chemical products are added, deleted, or when M.S.D.S.'s are invalid. The updated M.S.D.S.'s and inventory are sent to schools/facilities that are required to file the information in the M.S.D.S. binder(s).
- i) Chemicals in the workplace that have no MSDS will be confiscated by the Supervisor/Principal and or the Plant Services Department.
- j) The MSDS for new products brought into the workplace shall be reviewed by the Principal/Supervisor for product safety. If the Supervisor is unable to determine this, then he/she shall contact the Plant Services Department.

### 6. Identification of Transport Systems:

The following transport systems must be identified if they contain controlled products:

- i) pipes;
- ii) valves;
- iii) process vessels;
- iv) reaction vessels;
- v) tank trucks; and
- vi) conveyor belts.

An identification system may consist of colour coding, placards, labels, numbering, tags, etc. Workers must be trained regarding the system in use.



## Procedure: Health & Safety – WHMIS

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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### 7. Eyewash Stations:

- a) Where a worker is exposed to a potential hazard of injury to the eye due to contact with a biological or chemical substance, an eyewash station must be provided.
- b) All principals, department heads, site supervisors and custodians, and Health & Safety Representative must ensure that eye-wash stations are regularly inspected and maintained according to manufacturer's instructions, so as to prevent contamination.

### 8. Storage of Hazardous Materials:

- a) Both temporary and permanent storage of all materials must be neat and orderly. Stored materials must not obstruct fire alarms, sprinkler systems, fire extinguishers, electrical panels, exits or aisles.
- b) Storage of limited amounts of material for short periods of time is closely associated with usage rate for the product. Planned material storage minimizes the handling required and reduces the risk of fire and large spills.
- c) All storage must ensure that incompatible chemicals do not come into contact with one another. All chemicals must have WHMIS-approved labeling.
- d) The storage facility, an area designated by the site supervisor as a storage area, must be secure from casual occupant entry. The storage facility must have the ability to be secured by a lock and key.
- e) The storage facility must be equipped with an eyewash and splash goggles.
- f) Absorbent material or spill pillows should be available in the storage area.
- g) Decanting from the original container, or diluting or mixing of materials, will be performed only by a designated trained person. Collection of products will be as per the instructions provided by the manufacturer. ***At no time will products be mixed together.***

### 9. Training:

- a) There are two types of training required under the WHMIS Regulation: generic and specific. Both types of training must be performance based.
- b) The WHMIS training is to be reviewed on an annual basis in consultation with the Joint Health and Safety Committee.
- c) The majority of the Board staff work with or in close proximity to WHMIS controlled products. Therefore, the Board has a duty as described by the Regulation to educate these employees. All Board staff shall receive WHMIS training. The amount of training depends on the employee's occupational exposure to WHMIS controlled products.
- d) Training for Board employees can be categorized into three groups.
  - i) Awareness - for those that require a basic understanding of WHMIS concepts such as responsibilities and legislation
  - ii) Generic - for those that require a basic understanding of WHMIS and the Board's labeling requirements and how to access MSDS(s)
  - iii) Generic and Specific - for those that require more in depth training as they work with a variety of controlled products regularly, for example a Science teacher.
- e) All new employees shall be trained upon hire unless documentation has been obtained that will exempt them from the generic portion of training. The method and training will be dependent on the staff group.
- f) The employee should review the training on an annual basis.



## Procedure: Health & Safety – WHMIS

Effective Date: October 24, 2011.

Last Revision Date: (N/A)

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## IV. Definitions

**controlled product** means any product that can be included in any of the following 6 classes in accordance with the Occupational Health and Safety Act and Regulation 860/90 (WHMIS):

- Class A Compressed Gas,
- Class B Flammable and Combustible Material,
- Class C Oxidizing Material,
- Class D Poisonous and Infectious Material,
- Class E Corrosive Material, and
- Class F Dangerously Reactive Material.

**hazard information** means information on the proper and safe use, storage and handling of a controlled product and includes information relating to the toxicological properties of the controlled product

**hazardous material** means a biological or chemical agent named or described in the Occupational Health and Safety Act regulation as a hazardous material.

**label** includes a mark, sign, device, stamp, seal, sticker, ticket, tag or wrapper;

**material safety data sheet (MSDS)** means a technical document or bulletin that summarizes the health and safety information available about a controlled product. It supplements the warning information on the label.

**WHMIS** is the acronym for the Workplace Hazardous Material Information System.

## V. Related Information

### *Related Board Policies / Procedures*

POLICY: Health and Safety

Procedure: Designated Substances

Procedure: Eyewash Stations

Procedure: Hazardous Waste Disposal

### *Legislation*

Occupational Health and Safety Act

Regulation 860/90 - WHMIS

### *Ministry of Labour*

August 2008. Ministry of Labour. *Workplace Hazardous Materials Information System (WHMIS): a guide to the legislation.*



## **POLICY: Holidays – Statutory & Board**

Category (Human Resources)

Effective Date: October 16, 1978.

Last Revision Date: (30-Sep-10)

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## **POLICY: Holidays – Statutory & Board**

**Rationale:** The Board recognizes the following as statutory holidays.

**Personnel Affected by Policy:**

Personnel who are not affiliated with a bargaining unit.

**Organizational Authority:**

The Board

**Regulations:**

**1 PAID HOLIDAYS FOR PERMANENT EMPLOYEES**

The following days will be recognized as paid holidays for each permanent full-time or part-time employee, who is employed in a 10 or 12 month position, provided the employee received remuneration for the regularly scheduled Board work day before and after the holiday:

Statutory Holidays		Board Approved Holidays
• New Year's Day,	• Civic Holiday,	• Easter Monday,
• Family Day,	• Labour Day,	• the afternoon of December 24th
• Good Friday,	• Thanksgiving Day,	and the afternoon of December
• Victoria Day,	• Christmas Day,	31st or a day in lieu.
• Canada Day,	• Boxing Day.	

Permanent 10 or 12 month part-time employees shall be paid for the above holidays on a prorated basis in the same ratio that the part-time employment bears to full-time employment.

The above provision does not entitle an employee to a paid holiday when the holiday falls during the lay-off period in July and August.

**2. HOLIDAY PAY**

Employees who are not required to work on the above holidays shall receive holiday pay equal to one normal day's pay.

**3. HOLIDAYS ON DAYS OFF**

When any of the above-noted holidays fall on an employee's scheduled day off the employee shall receive another day off at a time mutually agreed upon between the employee and the Board.

**4. HOLIDAYS (ALTERNATE DAY SCHEDULE)**

It is understood and agreed that the Board in its sole discretion may grant a paid holiday to employees who do not meet the qualifying days criteria because of an alternate day schedule.

**5. CHRISTMAS EVE AND NEW YEAR'S EVE**

It is understood and agreed that ten (10) month permanent employees shall be paid for Christmas Day, Boxing Day, the afternoon of December 24th, the afternoon of December 31st and New Year's Day provided that they have received remuneration for the regularly scheduled school work day before and after the holiday.



## **POLICY: Hours of Work – Flex & Banked Time**

Category (Human Resources)

Created: June 29, 1992

Last Revision Date: (29-Sep-14)

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## **POLICY: Hours of Work – Flex & Banked Time**

### ***Rationale:***

In recognition of the demands put upon employees in managing their work, family, and other personal commitments, this policy is a tangible expression of putting our vision statement into practice by allowing more flexible working arrangements. At the same time, management retains the right to organize the workplace to meet the objectives of a given department.

### ***Personnel Affected by Policy:***

All non-management and non teaching employees.

### ***Definitions:***

**Flex time** is an arrangement whereby an employee, with the prior consent of their immediate supervisor, may:

- have an alternate starting and finishing time, providing the regularly required daily hours are worked.

**Banked time** is an arrangement whereby an employee, with the prior consent of their immediate supervisor, may:

- work time in excess of the regularly required daily hours in order to take time off, in direct proportion to that accumulated.

### ***Regulations:***

#### **1. 1.1 REGULAR WORKING HOURS**

At all times, other than as noted in Regulation 3.2, the regular number of working hours for the day must be completed before banked hours can be accumulated. For example, the regular daily working hours for employees working 35 hour weeks is 7.0 hours during the school year; 6.5 hours during the summer; and if applicable, 3.5 hours on Christmas Eve and New Year's Eve. Board approved absence due to inclement weather, Board functions, etc., will affect the accumulation of flex hours, unless the regularly scheduled hours for that day are met.

#### **1.2 CORE HOURS**

The core hours during the school year are 8:30 a.m. to 4:30 p.m. During the Christmas, Easter, March, and Summer Breaks, the hours may vary depending on the needs of each department.

#### **1.3 MAXIMUM NUMBER OF HOURS ACCUMULATED**

The maximum of banked hours per year should be equivalent to two weeks of your regular working hours. (ie: if your FTE is less than 1 the accumulated banked hours would be pro-rated.)

#### **2. ACCUMULATION AND USE OF FLEX/ BANKED TIME**

2.1 Flex and Banked time is to be taken at a mutually agreeable time between employee and management.

2.2 Employees on Flex Time should only be able to change their schedules on a quarterly basis.

2.3 Generally, banked hours must be accumulated in advance of being used.

2.4 Banked time should not be accumulated during summer hours – unless subject to operational requirements.

2.5 Banked time off should only be taken once all of the employee vacation balance is exhausted.



## **POLICY: Hours of Work – Flex & Banked Time**

Category (Human Resources)

Created: June 29, 1992

Last Revision Date: (29-Sep-14)

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- 2.6 Banked Time should only be banked in increments of half hour.
  - 2.7 Banked time is to be used for additional time off and never to be paid out to the employee.
  - 2.8 Banked time is not to be carried over from one school year to the next.
  - 2.9 The Supervisor, be it a Manager, Principal or Supervisory Officer, is responsible for tracking the accumulated hours in a consistent manner by using the forms developed by HR.

### **3. LEAVE DUE TO ILLNESS**

- 3.1 Sick leave cannot be claimed on a day on which an employee is off on previously arranged banked time.
- 3.2 Where possible, employees are encouraged to arrange all non-urgent appointments for either before or after office hours, banked time shall not be used for such appointments.



## **POLICY: Hours of Work - Overtime**

Category (Human Resources)  
Effective Date: October 6, 1978.  
Last Revision Date: (19-Feb-96)  
Page 1 of 2

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## **POLICY: Hours of Work - Overtime**

### ***Rationale:***

The Board recognizes that on occasion work overload will necessitate personnel to work overtime.

### ***Personnel Affected by Policy:***

With the exception of Supervisory Officers, Managers, and the Executive Assistant to the Director, personnel not affiliated with a bargaining unit shall be eligible for remuneration for overtime.

### ***Organizational Authority:***

Management.

### ***Definition:***

All time worked beyond the normal scheduled day, the normal scheduled week, or a recognized holiday, shall be considered as overtime

### ***Regulations:***

#### **1. FINANCIAL RESTRAINT**

Because of the necessity for financial restraint, overtime is to be approved only when essential.

#### **2. APPROVAL**

Overtime must be approved in advance by the appropriate Supervisory Officer or designate.

#### **3. RIGHT OF REFUSAL**

Employees shall have the right to refuse overtime work except in cases of emergencies.

#### **4. REGULAR EMPLOYEES**

##### **4.1 PAYMENT OF OVERTIME**

4.11 Overtime shall be paid at rates of time and one half (1.5).

4.12 Remuneration of an employee's overtime payments will normally be added to the employee's pay cheque.

4.13 Upon request of an employee, and with the consent of the appropriate Supervisory Officer or designate, compensatory time off in lieu of cash may be granted for overtime worked. Such time off is to be scheduled at a mutually agreed time.

##### **4.14 Overtime on Statutory Holiday**

All hours worked on a Statutory Holiday in excess of a regular working day (7 or 8 hours, as applicable) will be compensated at double (2T) time.

##### **4.2 CALL BACK PAY**

Any employee recalled to work after the completion of their normal work schedule, without prior notification, shall be compensated a minimum of three (3) hours at the applicable overtime rate.

##### **4.3 REPORTING PAY**

An employee who is prescheduled to work outside and non-contiguous to their regular working hours shall be paid for a minimum of two (2) hours at overtime rates, and shall be paid from the time they leave their home to report for duty until the time they arrive back upon proceeding directly from work.



## **POLICY: Hours of Work - Overtime**

Category (Human Resources)  
Effective Date: October 6, 1978.  
Last Revision Date: (19-Feb-96)  
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### **4.4 OVERTIME FOR PART-TIME EMPLOYEES**

The regular working day for most employees affected by this Policy consists of seven (7) hours. For others the regular working day consists of eight (8) hours per day, i.e., labourers and tradespersons.

Part-time employees working less than a full day and who are required to work longer than the regular working day, shall be paid at the rate of straight-time for the hours so worked, up to and including seven (7) or eight (8) hours in the working day, as applicable. Overtime rates shall apply for work done thereafter, and for work performed on holidays and regular days off.

### **4.5 TWO OR MORE PART-TIME POSITIONS**

An employee who works in two or more different positions and/or units will not be eligible for overtime payment until they have worked in excess of 44 hours per week (Monday to Sunday).

### **4.6 INTEGRAL FUNCTION OF POSITION**

Attendance at regularly scheduled meetings after normal working hours by personnel for whom such attendance is a mandatory requirement of their position and for which this additional time worked is a factor of the employee's annual salary, shall not be considered as overtime.

### **4.7 Overtime shall not be used in order to enable reductions in the workforce (layoff's).**

## **5. CASUAL AND LONG-TERM TEMPORARY EMPLOYEES**

5.1 Casual employees not affiliated with a bargaining unit will be eligible for payment at time and one-half (1.5) upon the completion of eighty-eight (88) hours in a two-week period.

5.2 Long-term temporary employees not affiliated with a bargaining unit will be eligible for payment at time and one-half (1.5) upon the completion of twenty consecutive days in the position and it shall be retroactive to the first consecutive day in the assignment.



## **POLICY: Hours of Work - Regular**

Category (Human Resources)

Effective Date: October 16, 1978.

Last Revision Date: (4-Dec-95)

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## **POLICY: Hours of Work - Regular**

### ***Rationale:***

To promote continuity and to meet the needs of the Board as a service-driven organization, regularly scheduled work hours have been developed as follows.

### ***Personnel Affected by Policy:***

Employees not affiliated with a bargaining unit.

### ***Organizational Authority:***

Management

### ***Regulations***

- 1 Nothing in this Policy shall be construed as guaranteeing a minimum or maximum hours of work or a minimum or maximum number of months of work.

- 2 **DAILY HOURS OF WORK**

The normal daily hours of work for personnel other than Tradespersons, Labourers, Delivery Personnel and Custodians, shall be from 8:30 a.m. to 4:30 p.m. with a one-hour uninterrupted, unpaid lunch period.

The Board may, subject to operational requirements, and in accordance with the Employment Standards Act, authorized alternate work schedules whereby the duration of the lunch period and/or the work day, as well as the starting and finishing time for employees may vary from the normal daily hours.

- 2.1 **REST PERIODS**

- i) Full-time employees will be permitted a fifteen (15) minute rest period, at approximately the mid-point of each half of the normal scheduled day.
    - ii) A part-time employee, working continuously for at least one-half of the normal scheduled full-time work hours for that day will be entitled to a fifteen (15) minute rest period as above.

- 2.2 **LUNCH PERIODS**

- i) Full-time employees: There shall be a minimum thirty (30) minute, uninterrupted, unpaid lunch break to be scheduled at approximately the mid-point of the working day.
    - ii) Part-time employees: Employees working more than five (5) consecutive hours must have an unpaid meal period as described above.

3. **Work Week**

- 3.1 **REGULAR FULL-TIME EMPLOYEES**

The normal work week for full-time personnel employed in positions other than tradesperson labourer, delivery or custodial, consists of thirty-five (35) hours per week, seven (7) hours per day, Monday to Friday, exclusive of unpaid meal periods.

The normal work week for full-time personnel employed in a tradesperson, labourer, delivery or custodial position consists of forty (40) hours per week, eight (8) hours per day, Monday to Friday, exclusive of unpaid meal periods.



## **POLICY: Hours of Work - Regular**

Category (Human Resources)

Effective Date: October 16, 1978.

Last Revision Date: (4-Dec-95)

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### **3.2 REGULAR PART-TIME EMPLOYEES**

The normal work week for part-time personnel employed in positions other than tradespersons, labourer, delivery, or custodial, consists of less than thirty-five (35) hours per week, and up to seven (7) hours per day, on a regular basis, Monday to Friday, exclusive of unpaid meal periods.

The normal work week for part-time personnel employed in a tradespersons, labourer, delivery, or custodial position, consists of less than forty (40) hours per week, and up to seven (8) hours per day, on a regular basis, Monday to Friday, exclusive of unpaid meal periods.

### **4 WORK YEAR**

The work year shall be established as follows:

- 4.1 12 months per year -- 1820 hours per year for full-time employment  
Personnel affected are Board Office Administrative Support, Warehouse personnel, and School Support (as applicable) -- personnel who work indirectly with the pupils.
- 4.2 12 month per year -- 2020 hours per year for full-time employment  
Personnel affected are Delivery Personnel, Custodians, Tradespersons and Labourers,
- 4.3 10 months per year -- 1400 hours per year for full-time employment  
Personnel affected are School Educational Support -- personnel who work directly with the pupils, such as, Cultural and Pastoral Animators, and School Support (as applicable).

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## ***POLICY: Information (Confidential) – Collection, Use & Disclosure***

### **I. Purpose of Policy**

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) classifies certain information about individuals as personal information. ***Personal information is highly confidential.***

Renfrew County Catholic District School Board ***information of a financial, business or commercial nature shall be kept confidential*** unless it is public information or it has been publicly released.

This Policy applies to all current and former Board employees, trustees, agents, independent contractors, volunteers and any other individuals involved with the Board.

[NOTE: ***Student information*** including a student's personal information, pupil record (OSR) information and related information is governed by the Board's Information (Student) – Collection, Use & Disclosure Policy in the Schools & Students Policy Category).]

### **II. Policy Statement**

#### **1. Personal Information Definition (MFIPPA, s. 2 (1))**

Personal information is defined as ***recorded information about an identifiable individual*** (that is, a natural person). This can include, but is not limited to:

- an individual's biographical details (name, sex, age, race),
- an individual's biological details (face, fingerprints, blood type, etc.),
- nationality,
- religion,
- marital status,
- education,
- medical or criminal history,
- financial information,
- identifying numbers, for example, Social Insurance Numbers,
- an individual's contact details (personal address, phone number, etc.)  
and
- personal opinions and views.

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**2. Confidential Information:**

- a) **Personal information of an individual** (staff, student, parent or other person) is confidential and there are restrictions on its collection, use and disclosure in Part II of the MFIPPA.
- b) Board **information of a financial, business or commercial nature** shall be kept confidential unless it is public information or it has been publicly released.

**3. Collection of Personal Information (MFIPPA):***a) Collection of Personal Information:*

No person shall collect an individual's personal information on behalf of the Board unless the collection is:

- i) expressly authorized by statute,
- ii) used for the purposes of law enforcement or
- iii) necessary to the proper administration of a lawfully authorized activity of the Board (s. 28 (2)).

*b) Direct Collection of Personal Information:*

Personal information shall be collected directly from the individual to whom the information relates unless the individual authorizes another manner of collection, another manner of collection is authorized by statute (or the MFIPPA authorizes another method of collection (s. 29 (1)).

*c) Notice of Collection of Personal Information:*

If personal information is collected on behalf of the Board, the Board shall inform the individual to whom the information relates of,

- i) the legal authority for the collection;
- ii) the principal purpose or purposes for which the information is intended to be used; and
- iii) the title, business address and business telephone number of an officer or employee of the institution who can answer the individual's questions about the collection (s. 29 (2)).

**4. Use of Personal Information:**

The Board shall not use personal information in its custody or under its control except,

- i) if the person to whom the information relates has identified that information in particular and consented to its use;
- ii) for the purpose for which it was obtained or compiled or for a consistent purpose; or
- iii) for a purpose for which the information may be disclosed to the Board under the MFIPPA (s. 31).

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## 5. Permitted Disclosures of Personal Information (MFIPPA, s. 32):

An individual's personal information may be disclosed:

- a) if the person to whom the information relates has identified that information in particular and consented to its disclosure;
- b) for the purpose for which it was obtained or compiled or for a consistent purpose;
- c) if the disclosure is made to an officer, employee, consultant or agent of the Board who needs the record in the performance of their duties and if the disclosure is necessary and proper in the discharge of the Board's functions;
- d) for the purpose of complying with an Act of the Legislature or an Act of Parliament, an agreement or arrangement under such an Act or a treaty;
- e) if disclosure is to an institution or a law enforcement agency in Canada to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result;
- f) in compelling circumstances affecting the health or safety of an individual if upon disclosure notification is mailed to the last known address of the individual to whom the information relates;
- g) in compassionate circumstances, to facilitate contact with the spouse, a close relative or a friend of an individual who is injured, ill or deceased; or
- h) as otherwise permitted under the MFIPPA (s. 32).

***If in doubt about disclosing*** an individual's personal information, check with your Principal, Manager or Superintendent before any disclosure.

## 6. Permitted Disclosure of Board Confidential Information

***Financial, business and/or commercial information*** about Board operations which is not public information or which has not been publicly released shall be kept confidential unless disclosure is authorized by a Board Manager or Superintendent.

## 7. Confidentiality Obligations

- a) The following individuals shall comply with the confidentiality obligations.
  - Board employees,
  - trustees,
  - agents,
  - independent contractors and
  - other individuals involved with the Board.
- b) The above individuals shall comply with legislation, Ministry directives and their own profession's standards, when collecting, using and disclosing personal information and Board confidential information.

- c) The above individuals shall protect personal information and Board confidential information by following proper procedures and best practices as outlined in Board Policy documents and as directed by Board Superintendents, Managers, Principals and Supervisors.
- d) The above individuals shall report any suspected privacy or security breaches of which they are aware to a Board Superintendent, Manager or Principal.
- e) The above individuals shall take reasonable steps to ensure the personal information and Board confidential information, within their custody and control, is secured and protected.

## **8. Guidelines and Checklists**

Individuals described in Section 7 (Confidentiality Obligations) shall follow:

- the Staff Confidentiality Guidelines in Appendix A,
- the Staff Security Measures in Appendix B, and
- the Privacy Breach Checklist in Appendix C.

## **III. Definitions**

**consistent purpose** means a purpose which the individual might reasonably have expected.

**law enforcement** means,

- a) policing,
- b) investigations or inspections that lead or could lead to proceedings in a court or tribunal if a penalty or sanction could be imposed in those proceedings, or
- c) the conduct of proceedings referred to in clause (b)

**recorded information** should be viewed as being an all-inclusive term that encompasses every conceivable way that information, including data, text, image or sound, can be created, stored and retrieved electronically.

## **IV. Related Information**

*Appendices for this Policy*

APPENDIX A: Staff Confidentiality Guidelines

APPENDIX B: Staff Security Measures Checklist

APPENDIX C: Privacy Breach Checklist

*Related Policy (Schools & Students)*

POLICY: Information (Student) – Collection, Use & Disclosure

*Legislation*

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

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## **APPENDIX A: Staff Confidentiality Guidelines**

An individual's **personal information is confidential** and its collection, use and disclosure shall comply with Board Policy, the Confidentiality Guidelines and the applicable legislation.

The **Board's financial, business and commercial information is confidential** and its use and disclosure shall comply with Board Policy and the Confidentiality Guidelines.

### **Confidential Information**

#### **PERSONAL INFORMATION IS CONFIDENTIAL AND INCLUDES AN INDIVIDUAL'S**

- ☐ personal characteristics (race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status),
- ☐ education, medical, psychiatric, psychological, criminal or employment history,
- ☐ identifying number or symbol (e.g., Ontario Education Number),
- ☐ contact information,
- ☐ private or confidential communications with the Board,
- ☐ personal opinions (except if they relate to another individual).

#### **BOARD FINANCIAL, BUSINESS & COMMERCIAL INFORMATION IS CONFIDENTIAL, UNLESS**

- ☐ public information, publicly released or release authorized by Manager / Superintendent.

### **Collection of Personal Information**

#### **NORMALLY COLLECTED DIRECTLY FROM THE INDIVIDUAL IN QUESTION UNLESS**

- ☐ Individual consents to indirect collection (e.g., consent to release medical information),
- ☐ collected from the custodial parent of a student who is under the age of 16,
- ☐ collected pursuant to the Education Act and/or student education purposes,
- ☐ collected for law enforcement purposes / conduct of a legal proceeding,
- ☐ authorized by the Municipal Freedom of Information and Protection of Privacy Act.

COLLECTION NOTICE: legal authority for collection, purpose of collection and contact information for Board staff for any questions (usually at bottom of Form).

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## **APPENDIX A: Staff Confidentiality Guidelines**

### ***Use of Personal Information / Board Confidential Information***

#### ***USE OF AN INDIVIDUAL'S PERSONAL INFORMATION PERMITTED, IF***

- ☐ the individual has identified the information and has consented to the particular use.
- ☐ the personal information was obtained for a particular or consistent purpose (e.g., pupil education, employee LTD administration, etc.).
- ☐ the Municipal Freedom of Information and Protection of Privacy Act authorizes its use.

#### ***USE OF BOARD FINANCIAL, BUSINESS & COMMERCIAL INFORMATION PERMITTED, IF***

- ☐ used for educational and related purposes supporting pupil education.

### ***Disclosure of Personal Information / Board Confidential Information***

#### ***DISCLOSURE OF AN INDIVIDUAL'S PERSONAL INFORMATION PERMITTED, IF***

- ☐ the individual has ***identified the information and consented*** to the particular use (most common situation). See Chart for necessary ***parent and student consents for student information***.
- ☐ the personal information was obtained for a particular or consistent purpose (e.g., pupil education, employee LTD administration, etc.),
- ☐ the disclosure is made to a Board employee or agent who needs the information in the performance of their duties and if the disclosure is necessary for Board functions,
- ☐ permitted or required by law (e.g., Education Act),
- ☐ the disclosure is to a law enforcement institution for policing, criminal / civil investigation, or a legal proceeding,
- ☐ there are compassionate circumstances, to facilitate contact with the spouse, a close relative or a friend of an individual who is injured, ill or deceased.
- ☐ there are compelling circumstances affecting health and safety (with notice),
- ☐ authorized by the Municipal Freedom of Information and Protection of Privacy Act.

#### ***DISCLOSURE OF BOARD FINANCIAL, BUSINESS & COMMERCIAL INFORMATION PERMITTED, IF***

- ☐ authorized by a Board Manager or Superintendent.

#### ***CHART: Consent Necessary to Disclose Student Personal / Educational Information***

<b><i>Information</i></b>	<b><i>Student Under 16</i></b>	<b><i>Student 16-17 Under Parental Control</i></b>	<b><i>Student 16-17 Left Parental Control</i></b>	<b><i>Student 18 or older</i></b>
Personal*	Custodial Parent	Student	Student	Student
Educational (OSR)	Parent	Parent	Student	Student

[\*NOTE: Personal Information includes educational information in a student's OSR.]

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## **APPENDIX B: Staff Security Measures Checklist**

**Personal information is confidential** and is Information is about an identifiable individual,

- if it reveals something of a personal nature about the individual, and
- If it is reasonable to expect that an individual can be identified from the information.

Examples include an individual's personal characteristics, history (education, medical, employment), contact information, private or confidential communications with the Board.

The **Board's financial, business and commercial information is confidential** unless public information, publicly released or its release authorized by a Manager or Superintendent.

### **Workplace Security**

- ☐ Keep paper and electronic files containing **personal / confidential Board information** secure on site and off site including during transportation.
- ☐ Do not leave documents or files containing personal / confidential Board information **unattended or in open view** while in use.
- ☐ **Paper files and documents** with personal information / Board confidential information:
  - take records off-site only when absolutely necessary,
  - whenever practical, keep the original on-site and remove only copies,
  - clearly identify copies of documents containing personal / confidential Board information and destroy when no longer needed,
  - return records to a secure environment as quickly as possible at the end of a meeting or the end of the day.
- ☐ All **working copies of paper files** containing personal / confidential Board information shall be returned to the office or a secure environment for destruction.
- ☐ **DO NOT discard** records containing personal / confidential Board information in an individual's or a public trash or recycling bin
- ☐ Control **visitor access** to areas where personal / confidential Board information is being worked on or is stored. Ask unknown persons: Can I help you? Are you looking for someone? etc.
- ☐ After normal business hours **secure the areas** where personal / confidential Board information is stored.
- ☐ Control and monitor **keys and access** to locked file cabinets and locked areas.

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## APPENDIX B: Staff Security Measures Checklist

### Computers and Electronic Information

- ☐ Avoid **email messages with sensitive personal / confidential Board information** about an identifiable individual unless absolutely necessary. Consider using the individual's initials, symbols or a code rather than a full name.
- ☐ Position **computer monitors** to minimize unauthorized information viewing.
- ☐ **Do not leave unattended** monitors displaying personal / confidential Board information. Use password protected screen saver options during periods of inactivity.
- ☐ **Encrypt** computer hard drives and file storage media and use a **strong password** (alpha, numeric and symbol).
- ☐ Contact the Board's IT Department for guidance for **disposal of computer hard drives and file storage media**.

### Mobile Devices

*Mobile devices include Board-owned laptops/notebook computers, cellular phones, removable media (flash drives, memory sticks, removable drives) that are connected to board computing devices and used to store and/or transport information to another device.*

- ☐ Secure mobile devices with a **strong password** (alpha, numeric and symbol).
- ☐ **Encrypt mobile devices** used to store personal / confidential Board information.
- ☐ **Encrypt laptop hard drives** and use a **strong password** (alpha, numeric and symbol).
- ☐ Avoid as much as possible storing personal / confidential Board information on laptop hard drives. **Password protect** all files with confidential information and try to maintain the anonymity of the individual by initials or codes, etc.
- ☐ Try to avoid communicating personal / confidential Board information while using a **cellular or cordless telephone**, as this type of communication can be easily intercepted.
- ☐ Avoid sharing or leaving **file storage media** containing personal / confidential Board information unattended. Secure when not in use.

### General Privacy Provisions

- ☐ Avoid **physical settings** which are not conducive to privacy (hallway, main office, public telephone, etc.), when communicating personal / confidential Board information. If necessary, end or reschedule the communications to a more private setting.
- ☐ Ensure that someone is ready to receive **fax transmissions** of personal / confidential Board information prior to sending it.

## **APPENDIX B: Staff Security Measures Checklist**

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### **Privacy Breach and Report of Breach**

*A privacy breach occurs when personal information is lost, stolen, or inadvertently disclosed contrary to the Municipal Freedom of Information and Protection of Privacy Act (e.g., lost computers and other devices or media containing personal / confidential Board information).*

- ☐ **Immediately report all privacy breaches** to a Board Principal, Manager or Superintendent to ensure that immediate remedial action can be taken.
- ☐ Consult and follow the **Privacy Breach Checklist** set out in Appendix C.

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## **Appendix C: Privacy Breach Checklist**

A **privacy breach** occurs when personal information is collected, retained, used, disclosed, or disposed of in ways that do not comply with Ontario's privacy laws. Personal information may be seized in a cyberattack, stolen or accessed by an employee for improper purposes.

**1. Alert all relevant staff of the Privacy Breach:**

- ☐ School staff (teachers, ECE, caretakers, others) notify the **School Principal**.
- ☐ Non School Based Staff (Board Staff, maintenance, consultants) notify your **Manager / Superintendent**.
- ☐ Principals, Managers, Board wide staff, other staff not covered) notify your **Superintendent**.
- ☐ Superintendents notify the **Board's Information and Technology Department**, if necessary to contain the breach
- ☐ Superintendents notify the **Director of Education**.
- ☐ In the event of a significant and serious breach the Director of Education may consider notifying Board Counsel and/or retaining external experts.

**2. Contain the breach:**

*Identify the nature / scope of the breach and the action you need to take to contain it.*

- ☐ Determine what personal information is involved.
- ☐ Take the necessary corrective action:
  - ☐ Ensure that no personal information has been retained by an unauthorized recipient and get their contact information in case follow-up is required.
  - ☐ Ensure that the breach does not allow unauthorized access to any other personal information by taking appropriate action (for example, changing passwords or identification numbers, or temporarily shutting down a system).
  - ☐ In a case of unauthorized access by staff, consider suspending their access rights.
  - ☐ Retrieve hard copies of any personal information that has been disclosed.

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*Schools to believe in!*

### **Appendix C – Privacy Breach Checklist**

#### **3. Notify individuals affected by the breach:**

- ☐ Notify those affected as soon as reasonably possible if you determine that the breach poses a real risk of significant harm to the individual, taking into consideration the sensitivity of the information and whether it is likely to be misused.
- ☐ If law enforcement is involved, ensure that notification will not interfere with any investigations.
- ☐ Notification should be direct, such as by telephone, letter, email or in person. Indirect notification can be used in situations where direct notification is not possible or reasonably practical, for instance, when contact information is unknown or the breach affects many people.

#### **4. Contents of Notice to individuals affected by the breach:**

- ☐ Details of the extent of the breach and the specifics of the personal information that was compromised.
- ☐ Steps taken and planned to address the breach, both immediate and long-term.
- ☐ If financial information or information from government-issued documents is involved, recommend that the individuals affected by the breach:
  - ☐ Contact their bank, credit card company, and appropriate government departments to advise them of the breach
  - ☐ Monitor and verify all bank account, credit card and other financial transaction statements for any suspicious activity
  - ☐ Obtain a copy of their credit report from a credit reporting bureau
- ☐ Board contact information for someone who can provide additional information and assistance, and answer questions.
- ☐ A statement that they have a right to make a complaint to the Ontario Information and Privacy Commissioner (IPC) and how to do so.

#### **5. Investigate**

- ☐ Identify and analyze the events that led to the breach
- ☐ Review your policies and practices in protecting personal information, privacy breach response plans and staff training to determine whether changes are needed
- ☐ Determine whether the breach was a result of a systemic issue and if so, review your program-wide or institution-wide procedures
- ☐ Take corrective action to prevent similar breaches in the future and ensure your staff are adequately trained

### **Appendix C – Privacy Breach Checklist**

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- ☐ If you have contacted the IPC, advise us of your findings and remedial measures, and cooperate with any further investigation we undertake into the incident
  
- 6. Notify the Ontario Information and Privacy Commissioner (IPC)**
  - ☐ Notify the IPC of significant breaches, such as:
    - those that may involve sensitive personal information,
    - large numbers of individuals, or
    - when you are having difficulties containing the breach.
  - ☐ Where you will be notifying a large number of individuals, it is important to contact the IPC before you begin the notification process, so that they are prepared to respond to inquiries.
  - ☐ Report significant privacy breaches to the Information and Privacy Commissioner (IPC) (<https://www.ipc.on.ca>) using the IPC Form, **Report a Privacy Breach at Your Organization**.
  
- 7. Reduce the Risk of Future Privacy Breaches**
  - ☐ Determine if additional staff training is required on personal information and related Board Policy documents and provide the necessary training.
  - ☐ Conduct privacy impact assessments before introducing or changing technologies, information systems, and processes to ensure privacy risks are identified and addressed
  - ☐ Seek input from appropriate parties such as your legal counsel and security units, your freedom of information and privacy coordinator, the Ontario ministry responsible for information and privacy matters, and the Office of the Information and Privacy Commissioner.



## **POLICY: Hours of Work - Summer**

Category (Human Resources)  
Effective Date: October 16, 1978  
Last Revision Date: (21-Jun-99)  
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## **POLICY: Hours of Work - Summer**

### ***Rationale:***

The pupils and teachers are not in attendance during the summer months. This negates the necessity for personnel at the Board Office to maintain compatible office hours with the schools. Therefore, the Board deemed it permissible to implement altered summer hours.

### ***Personnel Affected by Policy:***

Regular and Long-term Temporary Board Office Administration Staff and 12 Month School Secretaries

### ***Organizational Authority:***

Management.

### ***Regulations:***

Summer hours shall commence on the first working day in July and end on the second Friday prior to Labour Day.

The Summer Hours for the staff at the Board Office and 12 Month School Secretaries shall be as follows:

1. 1.1 The Administration Office's Switchboard is open and hours of work for all employees is as follows.

**Monday to Thursday** 8:00 a.m. to 3:30 p.m.  
with one-half (0.5) hour unpaid lunch break

**and**

**Friday** 8:00 a.m. to 12:30 p.m.  
Board Office closed Friday afternoons at 12:30 p.m.

- 1.2 The Board may, subject to operational requirements, and in accordance with the Employment Standards Act, authorized alternate work schedules whereby the duration of the lunch period and/or the work day, as well as the starting and finishing time for employees may vary from the normal daily summer hours.
2. Rest and lunch periods will be accorded in accordance with Regulation 2.1 and 2.2 of Policy- HOURS OF WORK – REGULAR.



## **POLICY: Policy Information Technology**

Category (Human Resources)

Effective Date: May 27, 2002.

Last Revision Date: (N/A)

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## **POLICY: Information Technology**

### ***Rationale:***

The Board, is a Christ-centered community of life-long learners, who are committed to providing excellence in every aspect of education. This has lead to a focus on state-of-the-art information and communication technology for our students and staff. Technology is a tool that can assist in nurturing the individual's potential to become a discerning believer, an effective communicator and a self-directed, critical thinking, problem solver.

### ***Personnel Affected by Policy:***

Students, Teaching and Non-teaching Staff, Trustees. School Council Members

### ***Organizational Authority:***

The Board

### ***Regulations:***

1. Effective January 1, 2001, an Information and Communication Technology Steering Committee will be established to advise the Superintendent responsible for ICT management in the Board.
2. The Committee will be composed of representation from each of the following areas:
  - a) Technological Services
  - b) elementary administration
    - i) one large school
    - ii) one small school
  - c) secondary administration
  - d) Special Education SPAT
  - e) Academic Resource for Information Technology SPAT.
3. The Committee will be responsible to examine and advise on board processes including:
  - a) input into the bulk purchasing process for ICT
  - b) support for teacher computer use in the classroom
  - c) equitable allocation of ICT resources
  - d) support and planning for school office ICT
  - e) Board wide computerized report card procedures
  - f) IEP software review
  - g) disposal of obsolete equipment.

### ***Procedure:***

1. The Steering Committee will be responsible for choosing a chairperson.
2. Agenda items will be sent through the Chair of the ICT Committee.
3. The Steering Committee will meet monthly to discuss ICT issues.
4. Recommendations will be made to and through the Superintendent of ICT, for the Principals' Association, Administrative Management Council and/or the Board as required.



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## **POLICY: Insurance Plans**

### ***Rationale:***

The Board agrees to administer the following Group Insurance Benefit Plans for its eligible employees: Extended Health Benefit; Dental Prevention Care Benefit; Basic Life Insurance Plan and Accidental Death and Dismemberment; Optional Life Insurance Plan for Employee and/or Spouse; and Long Term Disability Plans.

### ***Personnel Affected by Policy:***

Regular (permanent) employees not affiliated with a bargaining unit are eligible to apply for participation in the insurance plans. Temporary and casual employees are not eligible to participate in any of the Board's group insurance plans.

### ***Organizational Authority:***

The Board

### ***Regulations:***

#### **BOARD'S OBLIGATIONS**

With respect to the Insurance Plans set out in this Policy, the Board is not the insurer. The Insurance Plans are underwritten by insurance companies and the provisions of the policies issued shall govern each Plan. The Board is not responsible in the event that the insurer determines that a claim is not payable. All Insurance Plan coverage is subject to the approval of the insurance carrier.

#### **1. ELIGIBILITY**

- 1.1 Permanent 12 month Employees (both full-time and part-time):  
Enrolment in Basic Life/Accidental Death and Dismemberment (AD&D) Insurance Plan and Long Term Disability Plan is mandatory for all permanent 12-month employees. Permanent 12-month employees may enroll in the following optional group insurance plans: Extended Health Benefit Plan, Dental Prevention Care Plan, and Optional Life Insurance Plan for employee and/or spouse.
- 1.2 Principals and Vice Principals  
Enrolment in Basic Life/Accidental Death and Dismemberment (AD&D) Insurance Plan and Long Term Disability Plan is mandatory for all permanent Principals and Vice-Principals. Principals and Vice-Principals may enroll in the following optional group insurance plans: Extended Health Benefit Plan, Dental Prevention Care Plan, and Optional Life Insurance Plan for employee and/or spouse
- 1.3 Permanent Employees – Less than 12 months per year (both full-time and part-time):  
Enrolment in Basic Life/AD&D and Long Term Disability is optional for all regular (permanent) employees who are regularly employed less than 12 months per year and who meet the criteria for participation in the Plans as determined by the Insurance Carrier. These employees may enrol also in the following optional group insurance plans: Extended Health Benefit Plan, Dental Prevention Care Plan, Optional Life Insurance Plan for employee and/or spouse.

#### **2. BASIC LIFE/ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE PLAN**

The Board agrees to pay 80% of the premiums for the current Basic Life/AD & D Insurance Plan for all eligible employees.

#### **3. OPTIONAL/SPOUSAL LIFE INSURANCE PLAN**

- 3.1 Additional life insurance coverage is available for eligible employees and/or spouse and is subject to carrier approval. The employee is responsible for 100% of the premiums.



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- 3.2 Upon the death of the employee, Spousal Life Insurance coverage ceases. The spouse may convert from the Group Spousal Life Insurance Plan to an individual Life Insurance Plan within the timeline as specified by the carrier.
- 4. DENTAL PREVENTION CARE PLAN**
- 4.1 The Board agrees to pay 80% of the premium for the current Dental Preventive Care Plan for all eligible employees.
- 4.2 Subject to continuing eligibility, the surviving dependents of a deceased member may retain membership at no cost in the Dental Prevention Care Plan (provided that the member belonged to the Plan at the time of their death), for a period of two years after the death of the member.
- 5. EXTENDED HEALTH BENEFIT PLAN**
- 5.1 The Board agrees to pay 80% of the premium for the current Extended Health Benefit Plan for all eligible employees.
- 5.2 Subject to continuing eligibility, the surviving dependents of a deceased member may retain membership at no cost in the Extended Health Care Plan (provided that the member belonged to the Plan at the time of their death), for a period of two years after the death of the member.
- 6. LONG-TERM DISABILITY PLANS**
- 6.1 The Board agrees to administer the five current long-term disability plans (LTD):
- a) three different non-taxable plans (integrated with sick leave) for which eligible employees are responsible for 100% of the premium. Until the employee's bank of sick leave credits is exhausted, the Board shall deduct up to forty percent (40%) of a day's credit from the employee's sick leave credits for each day of absence due to qualified long-term disability when the Board is receiving sixty percent (60%) or more of the employee's salary from the Insurance Carrier.
  - b) the Principal/Vice-Principal non-taxable plan (not integrated with sick leave) for which Principals/Vice-Principals are responsible for 100% of the premium; and
  - c) a taxable plan for which the Board agrees to pay 80% of the premium for eligible employees. Sick leave credits may not be utilized to subsidize this plan.
- 6.2 Eligible administration employees and Pastoral Animators may choose from the two long-term disability plans applicable to them. In the case of 12-month employees, once a selection has been made, the employee will have to remain in their chosen Plan for as long as they are employed by the Board.
- 6.3 To be eligible for long-term disability coverage, employees will be required to work a minimum of fifteen hours per week.
- 6.4 **Income Tax Receipts**  
The Board shall issue to each employee who is receiving payment from Plan 1 a T-4 statement reflecting all income from the Board with the exception of the Insurance Carrier's share. The Insurance Carrier will issue to each employee who is receiving payment directly from Plan 2 a T-4 statement reflecting all income earned through this Plan.
- 7. ENROLMENT IN OR DISCONTINUATION OF OPTIONAL COVERAGE**
- 7.1 Subject to the terms and conditions of the Plan(s), an employee who wishes to discontinue any optional insurance plan shall notify the Superintendent of Business Services in writing no later than the fifteenth (15th) day of the month immediately preceding the month in which the employee wishes the optional plan to be discontinued.



- 7.2 An employee who elects to discontinue an optional insurance plan may be eligible to re-enroll in the said Plan subject to the terms and conditions of the said Plan. Upon request, the Board shall provide the employee with a copy of the re-enrollment provisions of the Plan and the necessary forms. An employee who elects to re-enroll in any optional insurance plan must give notice in writing by the fifteenth (15th) day of the month immediately preceding the month in which they wish to be re-enrolled.
- 7.3 Subject to the terms and conditions of the Plan(s) an employee who waived the Extended Health Benefit Plan or the Dental Prevention Care Plan when they became eligible may join only on the anniversary date of the Plan -- September 1.

Exceptions to this rule pertain to employees who were covered under a spouse's plan, which has terminated, or to situations where the spousal coverage through another organization no longer offers comparable benefits. In either of these cases, employees can enroll at any time provided that written application is made within thirty-one days of the change of circumstance. Documentation, which substantiates the termination of the spouse's plan or the loss in coverage in the spouse's plan, must accompany the written application.

**8. MANDATORY PARTICIPATION IN INSURANCE PLANS DURING NON-WORKING MONTHS**

Permanent employees in a position that regularly consists of less than 12 months per year, must continue their participation in their chosen insurance plans by prepaying in advance of the months for which they would not receive remuneration, the employee's share of the premium costs for those months.

**9. EMPLOYEES ON LONG-TERM DISABILITY PARTICIPATING IN BENEFIT PLANS**

- 9.1 Subject to the terms and conditions of the Plan(s), an employee who is approved for and receiving Long-term Disability benefits may retain membership in any or all of the following Group Insurance Plans for the duration of their disability and employment with the Board provided the employee belonged to these Plans at the time of the disability: Basic Life/AD & D, Optional Life, Spousal Life, Long-term Disability, Extended Health, and Dental Insurance Plans.
- 9.2 At least two weeks (2) prior to the earlier of the expiry of the employee's sick leave credits or to the estimated commencement of LTD payments, the employee must inform the Board in writing of their intent to retain or not retain membership in any or all the Group Insurance Plans and make payment arrangements which are satisfactory to the Board. An employee who wishes to discontinue any insurance plan during the leave of absence must follow the procedures outlined in Regulation 7 (Enrolment in or Discontinuance of Optional Coverage).
- 9.3 The premium cost will continue to be shared by the Board and the employee until such time as the employee's sick leave credits are exhausted for those employees participating in an integrated plan. For employees who do not participate in an integrated plan, the premium cost will continued to be shared by the Board and the employee until such time as the earlier of the expiration of the employee's sick leave credits or the date preceding the date on which the employee's LTD benefits commence. When the employee no longer receives remuneration from the Board, the employee must pay the full premium cost (100%) to maintain participation and coverage under the Group plans.
- 9.4 Upon return from the leave, mandatory insurance plans that the employee elected to cancel will be reinstated immediately, but it is the responsibility of the employee to request in writing, within 31 days of returning to work, reinstatement of any optional insurance plans that the employee elected to cancel.
- 9.5 Coverage under these Plans will terminate the earlier of the date of termination of employment with the Board, or when the employee attains the age of 65.



**10. LEAVE OF ABSENCE OTHER THAN THE ESA APPROVED LEAVES: PREGNANCY/PARENTAL LEAVE AND EMERGENCY LEAVE AND FAMILY MEDICAL LEAVE**

- 10.1 Subject to the terms and conditions of the Plan(s), an employee who is granted a full or partial leave of absence from the Board may retain membership in any or all of the following Group Insurance Plans provided the employee belonged to these plans prior to the Leave of Absence: Basic Life/AD & D, Optional Life, Spousal Life, Long-term Disability, Extended Health, and Dental Insurance Plans. However, employees on a deferred salary leave who are members of the Teachers' Pension Plan are required to maintain participation in the Long-term Disability Group Insurance Plan.
- 10.2 At least two weeks (2) prior to the commencement of their leave, the employee must inform the Board in writing of their intent to retain or not retain membership in any or all the Group Insurance Plans and make payment arrangements which are satisfactory to the Board. An employee who wishes to discontinue any insurance plan during the leave of absence must follow the procedures outlined in Regulation 7 (Enrolment in or Discontinuance of Optional Coverage).
- 10.3 Upon return from the leave, mandatory insurance plans that the employee elected to cancel will be reinstated immediately but it is the responsibility of the employee to request in writing, within 31 days of returning to work, reinstatement of any optional insurance plans that the employee elected to cancel.
- 10.4 Coverage under these plans will terminate the earlier of the date of termination of employment with the Board, or when the employee attains the age of 65. Long-term Disability Insurance has a two (2) year limit for coverage for employees on an approved Leave of Absence.
- 10.5 Payment Terms
- i. Full-time Leave of Absence: Employees on a full Leave of Absence must pay 100% of the premium cost to maintain participation and coverage under the Group Insurance Plans.
  - ii. Part-time Leave of Absence: For employees on partial Leaves of Absence, the premium cost will continue to be shared by the Board and the employee, pro-rated to the time worked. These employees will have the required deductions taken from their pay cheques. [Example: For a part-time employee working 75% of full-time, the Board shall pay 60% of the premiums for Insurance Plans described in (Basic Life/AD&D), (Dental Care Prevention), (Extended Health Benefit) and (Long Term Disability) Regulation 6.1 c) respectively.]

**11. RETIREES**

Subject to the terms and conditions of the Group Insurance Plans and until an employee attains the age of 65, an employee who retires from the Board prior to age 65 may maintain his or her membership in one or more of the following Group Insurance Plans: Basic Life/AD&D, Optional Life, Spousal Life, Extended Health, and Dental Insurance Plans, provided that the employee belonged to these Plans at the time of retirement. If the said Plans are administered by the Board, the retired employee must pay, in advance, the full premium cost to maintain participation and coverage under the said Plans.

The Board's contribution to Extend Health Plan premiums shall be frozen at its May 1997 dollar amount, subject to adjustment due to the number of staff in the Plan(s) and the mix of single and family coverage. The Board shall not incur any additional costs to the said Plan resulting from a change to the experience rating of retirees.



To qualify, the employee must be eligible for a pension to commence payment immediately upon retirement, under the provisions of one of the Board's pension plans (OMERS or TPP), or if not enrolled in these pension plans, has attained the age of 55 prior to their retirement.

- 11.2
  - i. The retired employee must pay the full premium costs (100%) to maintain participation and coverage under the above Plans.
  - ii. The retired employee must make payment arrangements which are satisfactory to the Board/Third Party Administrator. Failure to make payment arrangements which are satisfactory to the Board/Third Party Administrator or to honor the payment arrangements will result in the Board/Third Party Administrator cancelling coverage without further notice.
  - iii. Coverage under the above Plans must be continuous; withdrawal is irrevocable.
  - iv. Coverage under the above Plans ceases when the employee attains the age of 65 years.
- 11.3 In the event that the retired employee wishes to cancel one or more of the Group Insurance Plans which the employee is maintaining, the retired employee must inform the Board/Third Party Administrator in writing of their intent to cancel at least two months before the September 1st billing date.

**12. LAY-OFF/RESIGNATION/TERMINATION**

With the exception of long-term disability insurance, employees who are laid off, who resign or who are terminated may convert any of the above-mentioned insurance plans to an individual policy within 31 days of termination of employment.

**13. CHANGE OF CARRIERS**

- 13.1 The level of coverage shall not be altered without prior written notice to the affected employees.
- 13.2 The Board has the right to change carriers providing there are no changes to the administration or coverage of the current plan.



## **POLICY: Leave - Compassionate**

Category (Human Resources)

Effective Date: August 31, 1973.

Last Revision Date: (25-Oct-99)

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## **POLICY: Leave - Compassionate**

### ***Rationale:***

The Director of Education may approve Compassionate Leave for death in the immediate family of the employee or the employee's spouse.

### ***Personnel Affected by Policy:***

Regular employees not affiliated with a bargaining unit

### ***Organizational Authority:***

Director of Education or designate

### ***Regulations:***

1. A full-time employee shall be eligible for compassionate leave without loss of pay, or deductions from sick leave credits as follows:
  - a) Five (5) consecutive working days, or more at the discretion of the Director or designate, except where spanning a holiday, for the death of a husband, wife, parents or guardian, son or daughter, brother or sister of the employee.
  - b) Three (3) consecutive working days or more at the discretion of the Director or designate, except where spanning a holiday, for the death of a mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, of the employee or the spouse and for the death of the guardian of the spouse.
  - c) One (1) working day, or more at the discretion of the Director or designate, to attend the funeral of an uncle, aunt, niece or nephew of the employee or spouse.
  - d) Saturdays and Sundays are not deemed to be holidays in the application of this Policy.
2. In order to be eligible for such leave, the employee shall:
  - a) have the approval of the Director or designate before commencing the leave and
  - b) ensure that the immediate supervisor is aware of the leave of absence before the leave commences.
3. Written requests for Compassionate Leave are not required except as expressed or implied in the Board's Policy Manual.
4. The terms of this Policy are applicable to part-time employees, prorated to their percentage of employment.



## **POLICY: Leave – Deferred Salary**

Category (Human Resources)

Effective Date: December 4, 1995.

Last Revision Date: (31-Oct-11)

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## **POLICY: Leave – Deferred Salary**

### ***Rationale:***

The Deferred Salary Leave Plan (DSL) affords full- and part-time regular employees the opportunity to take a one (1) year leave of absence, and through deferral of salary, to finance the leave. The purpose of the Deferred Salary Leave Plan shall not be to provide benefits on retirement.

### ***Personnel Affected by Policy:***

This Policy is applicable to regular (permanent) non-union employees and CUPE members provided the employee or CUPE member has three (3) years seniority with the Board.

### ***Organizational Authority:***

Director of Education or designate.

### ***Regulations:***

#### **1. ELIGIBILITY**

- 1.1 To be eligible to participate in the Plan commencing in September for 10-month employees and January for 12-month employees, the eligible employee shall apply in writing to the Director of Education at least seven (7) months prior to the commencement date of the Plan.
- 1.2 The determination of whether an application is or is not approved shall be at the discretion of the Director of Education, and the employee shall be notified in writing of the decision by May 1 for 10-month employees and by September 1 for 12-month employees.
- 1.3 If an application is not approved, the reason or reasons shall be included in the notification specified in the subsection (b) above.

#### **2. PAYMENT FORMULA**

- 2.1 In a Memorandum of Agreement, set out in Appendix A, the employee shall specify the portion of the employee's salary and allowance which is to be deferred and the deferred amount shall not exceed 33.3% of the employee's salary and allowance.
- 2.2 In accordance with the Memorandum of Agreement in each year of the Plan preceding the period of leave the employee will be paid a reduced percentage of salary and allowance which the employee is entitled under the Collective Agreement.
- 2.3 The remaining portion of the employee's annual salary shall be deferred and shall be retained by the Board in trust to finance the period of leave. While participating in the DSL Plan the amount of salary and allowance deferred by a employee under the DSL Plan cannot exceed 33.3% in any calendar year.
- 2.4 Each pay day the Board shall deposit the deferred portion of the employee's annual salary and allowance in an interest bearing account in the name of the employee in trust.
- 2.5 Interest  
By December 31st of each year of the Plan the Board shall pay any interest earned in that year on the deferred salary and allowance to the employee subject to the usual withholdings and remittances. The income earned on the deferred amounts is income from employment and will be reported on a T4.
- 2.6 Payment Dates  
During a 10 month employee's leave of absence, the employee shall be paid 40% of their Deferred Salary on September 1 during the year of leave, and the remaining 60% on January 1 during the year of leave.



## **POLICY: Leave – Deferred Salary**

Category (Human Resources)

Effective Date: December 4, 1995.

Last Revision Date: (31-Oct-11)

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During a 12 month employee's leave of absence the employee shall be paid 40% of their Deferred Salary on January 1 during the year of leave, and the remaining 60% on May 1 during the year of leave.

### **3. INSURANCE**

- 3.1 While employees are enrolled in the Plan and not on leave, subject to the approval of the Insurance Carrier, Insurance Plans tied to salary and allowance level shall be structured according to the salary and allowance they would have received had they not been enrolled in the Plan.
- 3.2 While on leave, subject to the approval of the Insurance Carrier, any Insurance Plan tied to salary and allowance level shall be structured according to the salary and allowance the employee would have received in the year prior to taking the leave had the employee not been enrolled in the Plan.
- 3.3 Employees on a year of Deferred Salary Leave who are members of the Teachers' Pension Plan must maintain participation in the Long-term Disability Insurance Plan during the period of leave.
- 3.4 An employee's Insurance Plans shall be maintained by the Board during the employee's Deferred Salary Leave provided that the employee pays 100% of the premiums as follows:
  - i) 40% of said premiums on or before the commencement date of the leave September 1st for 10 month employees or January 1st for 12 month employees; and
  - ii) 60% of said premiums on or before January 1st for 10 month employees or May 1st for 12 month employees.

### **4. CONDITIONS OF LEAVE**

- 4.1 The leave of absence shall commence no later than six (6) years after the date of the first deferral of salary and allowance.
- 4.2 The employee shall not receive any compensation from the Board or a person with whom the Board does not deal at arm's length during the period of leave other than the salary and allowance deferred, any accumulated and unpaid interest and reasonable fringe benefits which have been prepaid.
- 4.3 An employee returning from leave shall remain in the employ of the Board for a period of time at least equal to the period of time the employee was on leave.
- 4.4 Deferred salary and allowance plus any accumulated and unpaid interest shall be paid to the employee in the Plan not later than the end of the first taxation year commencing after the expiry of the six year period after the first deferral of salary and allowance.
- 4.5 During the period of leave the employee will not accumulate or be entitled to the following:
  - i) experience for salary and allowance increments,
  - ii) statutory holidays, maternity, sick or other leaves; and
  - iii) sick leave credits and vacation leave credits.
- 4.6 Employees' Pension Plan  
The Board will make pension deductions from the payments to the employee in accordance with the requirements of the applicable pension plan (the Ontario Municipal Employees Retirement System or the Teachers' Pension Plan).
- 4.7 Memorandum of Agreement  
An employee participating in the Plan will be required to sign the Memorandum of Agreement (set out in Appendix A) with the Board setting out the particulars of the employee's Salary Deferral Plan.
- 4.8 Reassignment after Deferred Salary Leave  
Subject to the redundancy procedures, the Board will endeavour to reassign an employee to the former position, if it still exists, or to a position in a location as near as practical to the location of the position formerly held when the employee returns from a Deferred Salary Leave Plan.



## **POLICY: Leave – Deferred Salary**

Category (Human Resources)

Effective Date: December 4, 1995.

Last Revision Date: (31-Oct-11)

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### **5. WITHDRAWAL FROM THE PLAN**

#### **5.1 Resignation**

An employee who ceases to be employed by the Board must withdraw from the Plan. Within sixty (60) days the Board shall pay to the employee the deferred salary and allowance plus any accumulated and unpaid interest.

#### **5.2 Financial Hardship**

In extenuating circumstances, such as financial hardship, the employee may withdraw from the Plan upon giving not less than six months notice of intent to do so prior to the date established for the leave of absence. Within sixty (60) days of such withdrawal the Board shall pay to the employee the deferred salary and allowance plus any accumulated and unpaid interest.

#### **5.3 Death of Employee**

Should the employee die, the Board shall, within sixty (60) days of notification of such death to the Board, pay the deferred salary and allowance plus any accumulated and unpaid interest to the employee's estate subject to the Board receiving the necessary clearances and proofs normally required for payment to estates.

#### **5.4 Payment of Deferred Salary and Allowance**

In the event that the employee does not take their DSL Plan leave in the designated period, the deferred amounts will be paid to the employee in the first taxation year that commences after the end of the period of salary and allowance deferral.

### **6. REVENUE CANADA**

- 6.1 The Board and the participating employees agree that the Plan will comply with the requirements of Revenue Canada for deferred salary leave plans and that they will make any changes necessary.
- 6.2 The participating employees in the Plan hereby agree to indemnify and hold harmless the Board for the effects of participation in the Plan on the employees' Pension Plan, income tax deductions, Employment Insurance, Canada Pension Plan or other additional matters affected by the Plan.



## **POLICY: Leave – Deferred Salary**

Category (Human Resources)

Effective Date: December 4, 1995.

Last Revision Date: (31-Oct-11)

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### **APPENDIX A: Deferred Salary Leave Plan**

I, the undersigned employee, have read the provisions of the Deferred Salary Leave Plan Policy and I wish to apply for a deferred salary leave plan.

The particulars of my deferred salary leave plan are:

- a) Date of Leave of Absence: \_\_\_\_\_
- b) Commencement date for Plan deductions from salary: \_\_\_\_\_
- c) End date for Plan deductions from salary: \_\_\_\_\_
- d) Percentage of salary to be deducted: \_\_\_\_\_%

I agree to amendment of the terms and conditions of this Plan if amendment is necessary for compliance with the requirements of Revenue Canada for deferred salary leave plans.

In Witness the Parties have signed this Memorandum.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Employee

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Director of Education or designate



## **POLICY: Leave – Election to Public Office**

Category (Human Resources)

Effective Date: September 2, 1975

Last Revision Date: (16-Oct-95)

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## **POLICY: Leave – Election to Public Office**

### ***Rationale***

The survival of democracy depends upon the availability of responsible, public-spirited citizens to offer themselves for election to public office. Accordingly, the Board recognizes the right of its employees to seek election to public office at any level.

Notwithstanding the foregoing, the Board is conscious of its responsibility to insure the best professional and related services to pupils, to separate school supporters, and to the taxpaying public in general.

### ***Personnel Affected by Policy:***

Regular teaching and non-teaching employees

### ***Organizational Authority:***

Director of Education or designate

### ***Regulations:***

1. An employee who has been elected to public office may be granted leave, for official business in their elected office, without loss of salary, for the equivalent of one-half day per month to a maximum of five days per year, throughout the duration of their term of public office. Leave under this regulation shall be subject to prior approval by the Director of Education, and shall not be cumulative from one year to the next.
2. The Director of Education shall report to the Board on the performance of an employee who holds public office within six months of their assuming such office, and annually thereafter.
3. The Board in its discretion may transfer an employee to a less responsible position, or may terminate their employment, if the employee's performance is, in the opinion of the Board, adversely affected by their holding public office.
4. An employee elected to the office of MP or MPP shall resign from their position with the Board effective not later than two months subsequent to their assuming such office.
5. The provisions of this policy and the regulations made under this policy shall be subject to the terms of any Provincial Legislation which may be inconsistent with the terms hereof.
6. The foregoing provisions apply mutatis mutandis to elections to Councils of Religious Congregations.



## **POLICY: Leave - Federation Activities**

Category (Human Resources)  
Effective Date: August 31, 1973.  
Last Revision Date: (16-Oct-95)  
Page 1 of 1

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## **POLICY: Leave - Federation Activities**

### ***Rationale:***

The Board recognizes the contribution its teachers can make to the numerous activities of OECTA.

### ***Personnel Affected by Policy:***

Teachers

### ***Organizational Authority:***

Director of Education

### ***Regulations:***

The Board is prepared to support teacher participation to the extent of 25 teacher days in the school year subject to the following:

1. All requests for this Leave of Absence shall be directed to the Director of Education by the Provincial Executive or the District Executive of O.E.C.T.A.
2. Each request will specify:
  - a) the person or persons for whom leave is requested;
  - b) the date or dates of the Leave of Absence; and
  - c) in general terms the purpose of the Leave of Absence.



## **POLICY: Leave – Jury, Witness or Compulsory Quarantine**

Category (Human Resources)

Effective Date: October 16, 1995.

Last Revision Date: (31-Oct-11)

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## **POLICY: Leave – Jury, Witness or Compulsory Quarantine**

### ***Rationale:***

An employee shall be entitled to salary if absent from duty by reason of quarantine, or a summons to serve as a juror, or a subpoena as a witness.

### ***Personnel Affected by Policy:***

All regular employees not affiliated with a Union are eligible for paid Jury or Witness Leave.

All employees not affiliated with a Union are eligible for paid Quarantine Leave.

### ***Organizational Authority:***

Manager of Human Resources Services or designate.

### ***Regulations:***

1. In order to be eligible for such leave an employee shall:
  - a) complete the Board leave form, stating the reason(s) for the leave of absence;
  - b) have the approval of the Manager of Human Resources Services or designate before commencing the leave;
  - c) ensure that the immediate supervisor is aware of the leave of absence before the leave commences.

In urgent circumstances an employee may request verbal approval of the Manager of Human Resources Services or designate and advise the employee's immediate supervisor verbally prior to the commencement of the leave. The verbal request shall be confirmed in writing as soon as possible.

2. Jury or Witness Leave

Leave with pay shall be granted when a regular full-time employee is required to appear in court by reason of a summons to serve as a juror, or by reason of a subpoena to be a witness in any proceeding to which the employee is not a party or one of the persons charged. The employee shall submit to the Board a certificate signed by a court representative testifying to the employee's presence at court and remit any fee (excluding expenses) the employee received from the court.
3. Quarantine

Every employee is entitled to their salary despite absence from duty in a case where, because of exposure to a communicable disease, the employee is quarantined or otherwise prevented by the order of the medical health authorities from attending upon the employee's duties. The days shall not be deducted from sick leave credits.
4. Part-time Employees

A part-time employee is eligible to be granted jury or court witness leave or quarantine leave, as laid out above, on a prorated basis in the same ratio that the part-time employment bears to full-time employment for scheduled work days or days with which the leave coincides.



## **POLICY: Leave – Long Term Personal without Pay**

Category (Human Resources)

Effective Date: August 31, 1973.

Last Revision Date: (28-Nov-11)

Page 1 of 1

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## **POLICY: Leave – Long Term Personal without Pay**

### ***Rationale:***

From time to time employees require a long term personal leave of absence without pay for legitimate purposes.

### ***Personnel Affected by Policy:***

All regular employees not affiliated with a Union.

### ***Organizational Authority:***

Manager of Human Resources Services or designate.

### ***Regulations:***

1. When an employee's statutory period of pregnancy leave, pregnancy/parental leave or parental leave has expired, the employee may be granted leave without pay, not to exceed two (2) years, for the purpose of child rearing.
2. In situations not involving the extension of a statutory leave as set out above, the employee may be granted leave without pay in excess of thirty (30) consecutive calendar days and not more than twelve (12) calendar months to an employee who has been employed by the Board for a period of two (2) years.
3. During the period of the leave the employee will not accumulate or be entitled to the following:
  - i) experience for salary purposes
  - ii) sick leave credits
4. As a condition of the leave a Principal or Vice-Principal shall agree to a return date as follows:
  - i) for an elementary school the first instructional day of the school year or the first instructional day following the Christmas break
  - ii) for a secondary school the first instructional day of the school year or the first instructional day of the second semester.
5. The Board shall endeavour to place the employee, upon return to duty, in a position equivalent to that held at the commencement of the leave of absence.
6. An employee shall make a written application to the Manager of Human Resources Services or designate for the said leave on or before March 1st of the school year preceding the leave. The application shall identify the purpose of the leave and set out the anticipated return date from the leave.
7. An employee on a leave of absence shall not be employed elsewhere without the written approval of the Manager of Human Resources Services or designate.
8. The Manager of Human Resources Services has the discretion to waive any preconditions for the above leave in exceptional circumstances.



## **POLICY: Leave – Pregnancy & Parental**

Category (Human Resources)

Effective Date: June 23, 1987.

Last Revision Date: (29-Mar-16)

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## **POLICY: Leave – Pregnancy & Parental**

### ***Rationale:***

Pregnancy and/or parental leave shall be granted as per the Employment Standards Act of Ontario. Additional Board leave and the Board's Supplementary Employment Benefits (SEB) Plans are set out in this Policy

### ***Personnel Affected by Policy:***

Regular employees not affiliated with a Bargaining Unit, eligible long-term temporary employees not affiliated with a Bargaining Unit, Principals, and Vice Principals

### ***Organizational Authority:***

Manager of Human Resources Services or designate.

### ***Regulations:***

#### **1. Pregnancy and Parental Leave under the Employment Standards Act**

- a) The Board shall grant to each employee pregnancy leave, pregnancy/parental leave or parental leave in accordance with the Employment Standards Act provided the employee is eligible for the said leave under the Employment Standards Act.
- b) Each employee who intends to take pregnancy leave, pregnancy/parental leave or parental leave under the provisions of the Employment Standards Act shall give the Manager of Human Resources Services notice of his or her intention to take such leave and the starting and ending dates of such leave as soon as possible to enable the Board to secure a replacement. Verbal notice is required at least eight (8) weeks prior to the leave and written notice is required at least two (2) weeks prior to the leave.
- c) Employees are entitled during pregnancy leave, pregnancy/parental leave or parental leave to retain membership in the pension plans, and the Group Insurance Benefit Plans in which the employee participated prior to taking the leave.
  - i) At least two weeks prior to the commencement of his or her leave, the employee must inform the Board in writing of his or her intent to retain or not retain membership in any or all the Plans and make payment arrangements which are satisfactory to the Board. The premium cost of the group insurance plans will continue to be shared by the Board and the employee at the same Board share which was applicable prior to the leave.
  - ii) Upon return from the leave, mandatory insurance plans that the employee elected to cancel will be reinstated immediately but it is the responsibility of the employee to request in writing, within 31 days of returning to work, reinstatement of any optional insurance plans that the employee elected to cancel.
- d) Employees shall be reinstated following return from pregnancy leave, pregnancy/parental leave or parental leave in the position that the employee held prior to commencing leave, if it still exists, or a comparable position at the rate equal to the wages most recently paid by the Board.
- e) During pregnancy leave, pregnancy/parental leave or parental leave, employees shall accumulate seniority.
- f) When the statutory period of pregnancy leave, pregnancy/parental leave or parental leave has expired, the employee may be granted, upon application to the Manager of Human Resources Services, a long-term personal leave of absence without pay.



## **POLICY: Leave – Pregnancy & Parental**

Category (Human Resources)

Effective Date: June 23, 1987.

Last Revision Date: (29-Mar-16)

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### **2. Employment Standards Act Information:**

- a) An electronic copy of the Employment Standards Act is available on the Ontario Government e-laws web page (Path: e-Laws - Current Consolidated Law – Letter E – Employment Standards Act). Pregnancy and Parental leaves are in Part XIV – Leaves of Absence.
- b) The Pregnancy/Parental Leave Guide is available on the Employment Standards section of the Ontario Ministry of Labour web page (Path: Ministry of Labour – Employment Standards - Topics and Publications (Resources by Topic) – Pregnancy / Parental Leave Guide).

### **3. Board's Supplemental Employment Benefits (SEB) Plan (employee residing in Ontario)**

- a) An employee taking pregnancy leave under this Policy who is subject to a waiting period of two weeks before receiving Employment Insurance Benefits is eligible to receive, following the birth of the baby, the following payment. For each day of the Employment Insurance Commission (EIC) two week waiting period for the said employee, the Board shall reimburse the employee the equivalent of 100% of the employee's total salary (base salary plus any eligible allowances) for the said day.
- b) An employee who is taking pregnancy leave under this Clause and who is in receipt of Employment Insurance maternity benefits is eligible to be paid, following the birth of the baby, a Supplemental Employment Benefit. For each day of the first four weeks of payment of Employment Insurance Commission's maternity benefits for the said employee, the Board shall reimburse the employee the difference between the Employment Insurance maternity benefit payment and the equivalent of 100% of the employee's total salary (base salary plus any eligible allowances) for the said day.
- c) The employee shall provide to the Board a letter from the Employment Insurance Commission verifying the dates that the Employment Insurance Commission determines are the dates of the waiting period and the amount of the Employment Insurance maternity benefits which are to be paid.
- d) An employee who fails to qualify for Employment Insurance Benefits while on pregnancy leave thereby resulting in an ineligibility to participate in the above mentioned SEB plan will receive 100% of salary from the Board for a total of not less than eight (8) weeks, with no deduction from sick leave or short term disability coverage.
- e) Employees who require a longer than eight (8) week recuperation period shall have access to sick leave and the short term disability leave program through the Board's normal adjudication process and having met the requirement to provide acceptable medication documentation.
- f) For clarity, for any part of the eight (8) weeks that falls during a period of time that is not paid (ie: summer, March Break, etc.), the remainder of the eight (8) weeks of top up shall be payable after that period of time.
- g) The Board's Supplemental Benefits Plan is available to employees hired in a term position or filling a long-term assignment, with the length of the benefit limited by the term of the assignment.



## **POLICY: Leave – Pregnancy & Parental**

Category (Human Resources)

Effective Date: June 23, 1987.

Last Revision Date: (29-Mar-16)

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### **4. Board's Supplemental Employment Benefits (SEB) Plan and Quebec Parental Insurance Plan (QPIP) Benefits**

- a) An employee residing in Quebec who is taking pregnancy leave under this Policy and who is in receipt of Quebec Parental Insurance Plan maternity benefits is eligible to be paid, following the birth of the baby, the following payment. For each day the employee is in receipt of the payment of Quebec Parental Insurance Plan maternity benefits the Board shall reimburse the employee the difference between the maternity benefit payment and the equivalent of 100% of the employee's total salary (base salary plus any eligible allowances) for the said day up to a maximum of eight (8) weeks.
- b) The employee shall provide to the Board a letter from the l'Emploi et de la Solidarité sociale Quebec verifying the date that the l'Emploi et de la Solidarité sociale Quebec determines is the date of the first payment and the amount of the maternity benefits which are to be paid.
- c) An employee who fails to qualify for Employment Insurance Benefits while on pregnancy leave thereby resulting in an ineligibility to participate in the above mentioned SEB plan will receive 100% of salary from the Board for a total of not less than eight (8) weeks, with no deduction from sick leave or short term disability coverage.
- d) Employees who require a longer than eight (8) week recuperation period shall have access to sick leave and the short term disability leave program through the Board's normal adjudication process and having met the requirement to provide acceptable medication documentation.
- e) For clarity, for any part of the eight (8) weeks that falls during a period of time that is not paid (i.e.: summer, March Break, etc.), the remainder of the eight (8) weeks of top up shall be payable after that period of time.
- f) The Board's Supplemental Benefits Plan is available to employees hired in a term position or filling a long-term assignment, with the length of the benefit limited by the term of the assignment.

### **5. Additional Board Leave**

- a) Paternity Leave for Male Teacher  
Subject to the approval of the Manager of Human Resources Services, a male employee may be granted paternity leave with pay to a maximum of four days for needs directly related to the birth of his child. This leave may be divided into two periods and granted on separate days.
- b) Adoption Leave  
Subject to the approval of the Manager of Human Resources Services, a maximum of four days adoption leave with pay may be granted for needs directly related to the adoption of an employee's child. This leave may be divided into two periods and granted on separate days. This leave may be split between two employees who are adopting a child. It is understood and agreed that a maximum of four days leave will be granted for any one adoption.



## **POLICY: Leave – Short Term Personal without Pay**

Category (Human Resources)

Effective Date: June 27, 1988.

Last Revision Date: (25-Oct-99)

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## **POLICY: Leave – Short Term Personal without Pay**

### ***Rationale:***

In recognition of the demands put upon employees in managing their work, family and other personal commitments, special leave may be granted without pay.

### ***Personnel Affected by Policy:***

Regular teaching and non-teaching employees

### ***Organizational Authority:***

Director of Education

### ***Regulations:***

Subject to the approval of the appropriate Superintendent or Principal or Manager and the Director of Education, special leave may be granted without pay for personal reasons.

1. To be eligible for leave without pay, the employee shall:
  - (a) submit a written request to the Director, stating the reason(s) for the leave of absence and the date(s) of the leave;
  - (b) have the approval of the Director or designate before commencing the leave;
  - (c) ensure that the immediate supervisor is aware of the leave of absence before the leave commences.
2. A regular employee may apply for a short-term personal leave not to exceed a maximum of thirty (30) calendar days in each school or calendar year, as applicable.
3. The terms of this Policy are applicable to part-time employees, prorated to their percentage of employment.

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## **POLICY: Leave – Sick Leave Plan**

### **I. Purpose of Policy**

To establish a sick leave plan for:

- permanent employees not affiliated with a bargaining unit,
- temporary employees not affiliated with a bargaining unit on a long-term assignment of twenty one (21) days or more.

### **II. Policy Statement**

#### **1. Sick Leave Plan**

The Sick Leave Plan will provide sick leave days and short-term disability days for reasons of personal illness, personal injury, including personal medical appointments and personal dental emergencies. Appointments shall be scheduled outside normal working hours where possible.

Where such appointments cannot be scheduled outside normal working hours, the employee should endeavour to schedule the appointment to minimize work time lost and should notify their immediate supervisor at least three (3) days prior, except in emergency situations.

#### **2. Sick Leave Days**

Subject to Section 4 (Eligibility and Allocation Conditions), full-time permanent employees will be allocated ***eleven (11) sick days at one hundred percent (100%) salary*** on the first day of each school year. Employees who are less than full-time shall have their sick leave allocation pro-rated.

#### **3. Short-Term Leave and Disability Plan (STLDP) Days**

Subject to Section 4 (Eligibility and Allocation Conditions), full-time permanent employees will be allocated ***one hundred and twenty (120) short term disability days*** on the first day of each school year. Employees who are less than full-time employees shall have their STLDP allocation pro-rated. Employees eligible to access STLDP shall receive payment equivalent to ***ninety percent (90%) of regular salary***.

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**4. Eligibility and Allocation Conditions**

- a) Subject to Subsection 4 (b), an employee is eligible for the full allocation of sick leave and STLDP regardless of start date of employment or return to work from any leave other than sick leave, WSIB (Workplace Safety Insurance Board) or LTD (Long Term Disability).
- b) All allocations of sick leave and STLDP shall be pro-rated based on FTE (Full Time Equivalent) at the start of the school year. Any changes in FTE during a school year shall result in an adjustment to allocations.
- c) Where an employee is accessing sick leave, STLDP, WSIB or LTD in a school year and the absence due to the same illness or injury continues into the following school year, the employee will continue to access any unused sick leave days or STLDP days from the previous school year's allocation. Access to a new annual allocation of sick leave days (Section 2) and STLDP days (Section 3) for a recurrence of the same illness or injury will not be provided to the employee until the employee has completed eleven (11) consecutive working days at his/her full FTE without absence due to illness.

Eleven (11) consecutive working days of employment shall not include a period of leave for a medical appointment, which is related to the illness/injury that had been the reason for the employee's previous absence, but days worked before and after such leave shall be considered consecutive. It shall be the employee's obligation to provide medical confirmation that the appointment was related to the illness/injury.

- d) Where an employee is accessing STLDP, WSIB, or LTD in the current school year as a result of an absence due to the same illness or injury that continued from the previous school year and has returned to work at less than his/her FTE, the employee will continue to access any unused sick leave days or STLDP days from the previous school year's allocation. In the event the employee exhausts their STLDP allotment and continues to work part-time their salary will be reduced accordingly and a new prorated sick leave and STLDP allocation will be provided. Any absences during the working portion of the day will not result in a loss of salary or further reduction in the previous year's sick leave allocation, but will instead be deducted from the new allocation once provided. Once provided, the new allocation will be reconciled as necessary, consistent with Section 1 (Sick Leave Plan), Section 2 (Sick Leave Days) and Section 3 (STLDP Days), to account for any sick leave which may have been advanced prior to the new allocation being provided.
- e) Where any employee is not receiving benefits from another source and is working less than his/her full FTE in the course of a graduated return to work as the employee recovers from an illness or injury, the employee may use an unused sick/short term disability allocation remaining, if any, for the portion of the day that the employee is unable to work due to illness or injury.

- f) A partial sick leave day or short-term disability day will be deducted for an absence for a partial day.

## **5. WSIB (Workplace Safety Insurance Board) & LTD (Long Term Disability)**

An employee, who is receiving benefits under the Workplace Safety and Insurance Act or under an LTD plan, is not entitled to benefits under the Board's sick leave and short-term disability plan for the same condition unless the employee is on a graduated return to work program. Then, WSIB/LTD remains the first payor.

For clarity, where an employee is receiving partial benefits under WSIB/LTD, they may be entitled to receive benefits under the sick leave plan, subject to the circumstances of the specific situation. During the interim period from the date of the injury/incident or illness to the date of the approval by the WSIB/LTD of the claim, the employee may access sick leave and short term leave and disability coverage. A reconciliation of sick leave deductions made and payments provided, will be undertaken by the Board once the WSIB/LTD has adjudicated and approved the claim. In the event that the WSIB/LTD does not approve the claim, the Board shall deal with the absence consistent with the terms of the sick leave and short term leave and disability plans.

## **6. Short-Term Leave and Disability Plan (STLDP) Top Up**

- a) Permanent employees accessing STLDP will have access to any unused Sick Leave Days from their last year worked for the purpose of topping up salary to one hundred percent (100%) under the STLDP.
- b) This top-up is calculated as follows: eleven (11) days less the number of sick leave days used in the most recent year worked.
- c) Each top-up from 90% to 100% requires the corresponding fraction of a day available for top-up.
- d) In addition to the top-up bank, top-up for compassionate reasons may be considered at the discretion of the board on a case by case basis. The top-up will not exceed two (2) days and is dependent on having two (2) unused Short Term Paid Leave Days in the current year. These days can be used to top-up salary under the STLDP.
- e) When employees use any part of an STLDP day they may access their top up bank to top up their salary to 100%.

## **7. Employees in Long-Term Assignments (Sick Leave and STLDP Days)**

- a) Employees in long-term assignments working less than a full year, and/or less than full-time, shall have their allocation of sick leave and STLDP prorated on the basis of the number of their working days compared to the full working

year for their classification. The length of the sick leave shall be limited to the length of the assignment.

- b) Where the length of the long-term assignment is not known in advance, a projected length must be determined at the start of the assignment in order for the appropriate allocation of sick leave/STLDP to occur. If a change is made to the length of the term or the FTE, an adjustment will be made to the allocation and applied retroactively.
- c) An employee who works more than one long-term assignment in the same school year may carry forward Sick Leave and STLDP days from one long-term assignment to the next, provided the assignments occur in the same school year.

## **8. Board Administrative Procedure**

- a) The Board may require and the employee shall provide medical confirmation of illness or injury to substantiate access to sick leave or STLDP.
- b) The Board may require information to assess whether an employee is able to return to work and perform the essential duties of his/her position. Where this is required, such information shall include his/her limitations, restrictions and disability related needs to assess workplace accommodation as necessary (omitting a diagnosis) on the prescribed Board Form.
- c) A Board decision to deny access to benefits under sick leave or STLDP will be made on a case-by-case basis and not based solely on a denial of LTD.
- d) The Board shall be responsible for any costs related to independent third-party medical assessments required by the Board.
- e) The Board shall notify employees, when they have exhausted their 11 days allocation of sick leave at 100% of salary.

## **9. Proof of Illness**

- a) The Board may request medical confirmation of illness or injury and any restrictions or limitations any employee may have, confirming the dates of absence and the reason thereof (omitting a diagnosis) on the prescribed Board Form. Medical confirmation is required to be provided by the employee for absences of five (5) consecutive working days or longer.
- b) Where an employee does not provide medical confirmation as requested, or otherwise declines to participate and/or cooperate in the administration of the Sick Leave Plan, access to compensation may be suspended or denied. Compensation will not be denied for the sole reason that the medical practitioner refuses to provide the required medical information.
- c) The Board may require an independent medical examination to be completed by a medical practitioner, qualified in respect of the illness or injury, of the Board's choice at the Board's expense.

- d) In cases where the employee's failure to cooperate is the result of a medical condition, the Board shall consider those extenuating circumstances in arriving at a decision.

## **10. Pension Contributions (OMERS & OTPP)**

- a) Contributions for OMERS Plan Members:  
When an Employee/Plan Member is on short-term sick leave and receiving less than 100% of regular salary, the Board will continue to deduct and remit OMERS contributions based on 100% of the Employee/Plan Member's regular pay.
- b) Contributions for OTPP Plan Members:
  - i) When an Employee/Plan Member is on short-term sick leave and receiving less than 100% of regular salary, the Board will continue to deduct and remit OTPP contributions based on 100% of the employee/plan member's regular pay.
  - ii) If the Employee/Plan Member exceeds the maximum allowable paid sick leave before qualifying for Long-Term Disability (LTD)/Long-Term Income Protection (LTIP), pension contributions will cease.
  - iii) The Employee/Plan Member is entitled to complete a purchase of credited service, subject to existing plan provisions, for periods of absence due to illness between contributions ceasing under a paid short-term sick leave provision and qualification for Long-Term Disability (LTD)/Long-Term Income Protection (LTIP) when employee contributions are waived. If an Employee/Plan Member is not approved for LTD/LTIP, such absence shall be subject to existing plan provisions.

## **11. Leave of Absence Due to Illness**

- a) Each employee's sick leave account shall be debited for the number of normal working days absent due to personal illness until such account has become completely exhausted. Employees who continue to be absent due to personal illness after their sick leave accounts have become exhausted shall be deemed to be on leave of absence due to personal illness.
- b) Leave of absence due to personal illness of a permanent employee may remain in effect for a maximum of one calendar year, and at the discretion of the Board, may be extended further.

- c) In a situation where an employee is absent because of illness, it is understood and agreed that the Board may request a medical report or reports to determine if there is a reasonable prospect that the employee will return to active employment. The costs associated with obtaining such a medical report or reports shall be borne by the Board.

**12. LTD (Long Term Disability) Plans while on Leave of Absence due to Illness**

- a) Subject to the terms and conditions of the Plan, an LTD Plan may be continued during the leave of absence due to personal illness provided the employee belonged to this Plan prior to the beginning of the leave of absence and the employee prepays 100% of the premium.
- b) At least two weeks prior to the earlier of the expiry of the employee's sick leave / STLDP or the estimated commencement of LTD payments, the employee must inform the Board in writing of their intent to retain or not retain membership in the LTD Plan and make payment arrangements which are satisfactory to the Board. When the employee no longer receives remuneration from the Board, the employee must pay 100% of the full premium cost to maintain coverage under the LTD Plan.
- c) Upon return from the leave, the LTD Plan that the employee elected to suspend will be reinstated immediately.

**13. Return to Work**

The Board may require information to assess whether an employee is able to return to work and perform the essential duties of his/her position. Where this is required, such information shall include his/her limitations, restrictions and disability related needs to assess workplace accommodation as necessary (omitting a diagnosis) on the prescribed Board Form.



## **POLICY: Leave – Urgent Personal Business**

Category (Human Resources)

Effective Date: June 27, 1988.

Last Revision Date: (25-Oct-99)

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## **POLICY: Leave – Urgent Personal Business**

### ***Rationale:***

In recognition of the demands put upon employees in managing their work and urgent personal business special leave may be granted without deduction of pay for up to three days per year.

### ***Personnel Affected by Policy:***

Regular employees

### ***Organizational Authority:***

Director of Education.

### ***Regulations:***

1. A full-time employee may be granted a leave of absence for attendance to urgent personal business without deduction of salary up to a maximum of three (3) days, in any one school or calendar year, as appropriate to the position.
2. In order to be eligible for such leave an employee shall:
  - a) submit a written request, stating the reason(s) for the leave of absence;
  - b) have the approval of the Director or designate before commencing the leave;
  - c) ensure that immediate supervisor is aware of the leave of absence before the leave commences.

In urgent circumstances an employee may request verbal approval of the Director or designate and advise the employee's immediate supervisor verbally prior to the commencement of the leave. The verbal request shall be confirmed in writing as soon as possible.

3. Notwithstanding Regulation # 1, the Board may at its discretion grant leave for urgent personal business in excess of three (3) days prorated to the employee's percentage of employment.
4. Leave of absence under this section is neither cumulative from year to year nor is it to be used for holidays.
5. When the employee, for any reason, works fewer days than the regular work year, the salary payable shall be reduced proportionately for any special leave used in excess of 3/10 day per month for 10 month employees and 3/12 day per month for 12 month employees prorated to their percentage of employment.



## **POLICY: Pension Plans**

Category (Human Resources)

Effective Date: January 1, 1975.

Last Revision Date: (31-Oct-11)

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## **POLICY: Pension Plans**

### ***Rationale:***

The Renfrew County Catholic District School Board participates in the Ontario Municipal Employees' Retirement System (OMERS). For personnel who are certified as Teachers in Ontario, the Board will administer the Teachers' Pension Plan.

### ***Personnel Affected by Policy:***

All eligible teaching and non-teaching employees.

### ***Definition:***

The Ontario Municipal Employees Retirement System (OMERS) is a pension plan based on the employee's salary, in which the Board and the employee shall contribute equally fifty percent (50%) of the cost for participation in this Plan.

The Teachers' Pension Plan is a pension plan whereby the employee contributes one hundred percent (100%) of the cost for participation in this Plan.

### ***Organizational Authority:***

The Board

### ***Regulations:***

#### **1. MANDATORY OMERS/TPP ENROLMENT**

##### **1.1 OMERS**

Application for enrolment in the current OMERS Pension Plan is mandatory for all employees hired on a continuous full-time 12 month basis who regularly work 12 months in every year and who work thirty-two (32) or more hours per week save and except for employees who have an Ontario Certificate of Qualification or its equivalent.

##### **1.2 TPP**

Immediately upon hiring, all employees who possesses an Ontario Certificate of Qualification or its equivalent must enroll in the Teachers' Pension Plan.

#### **2. OPTIONAL OMERS ENROLMENT**

##### **2.1 Criteria for Optional OMERS Enrolment**

All permanent and temporary employees who do not meet the requirements for mandatory OMERS enrolment are eligible for optional OMERS enrolment when they meet the optional OMERS enrolment requirements. (The current optional OMERS enrolment requirements are that in each of the two immediately preceding calendar years the employee must have worked at least 700 hours (including overtime) or the employee must have earned, including overtime and vacation pay, at least 35% of the Year's Pensionable Earnings (YMPE) with any participating employer.) The above provisions do not apply to employees who have an Ontario Certificate of Qualification or its equivalent.

##### **2.2 Notice of Optional OMERS Enrolment**

In the last trimester of each calendar year only, the Board will offer OMERS enrolment to employees who meet the requirements for optional OMERS enrolment. The OMERS enrolment will be effective January 1 of the following calendar year.



## **POLICY: Performance Appraisal – Principal & VP**

Category (Human Resources)

Effective Date: June 23, 1987.

Last Revision Date: (24-Oct-11)

Page 1 of 3

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# **POLICY: Performance Appraisal – Principal & VP**

## **I. Purpose of Policy**

Research shows that school leadership is second only to teaching in having an impact on student achievement. The progress and success of all students in Ontario is contingent on effective leadership throughout the system to guide and support teaching and learning in Ontario schools.

The principal/vice-principal performance appraisal process is a growth-based model intended to develop, support, and sustain leadership of the highest possible quality.

## **II. Policy Statement**

### **1. Purpose of Performance Appraisal:**

The purpose of Principal and Vice-Principal performance appraisal is:

- a) to ensure that pupils receive the benefit of an education system staffed by principals and vice-principals who are performing their duties satisfactorily;
- b) to provide for fair, effective and consistent evaluation of supervisory officers, principals and vice-principals, in every school; and
- c) to promote professional growth. (Education Act, s. 287.2)

### **2. Overview of Performance Appraisal Process / Documents:**

- a) Part XI.1 of the *Education Act* provides the broad general legal framework to establish the performance appraisal process.
- b) *Ontario Regulation 234/10 (Principal and Vice-Principal Performance Appraisal)* sets out the detailed process to follow.
- c) The Minister of Education has issued guidelines which are set out in the (2010) Ministry of Education document, *Principal/Vice-Principal Performance Appraisal: Technical Requirements Manual*. This manual has been developed as a resource to provide a clear and concise overview of the components of the principal/vice-principal appraisal process and the tools that can be used in conducting appraisals.
- d) The Ontario Leadership Framework for Principals and Vice-Principals provides the underpinning for the principal / vice-principal performance appraisal process. The Board will use the *Ontario Leadership Framework for Catholic Principals and Vice-Principals*. (See Appendix A.)
- e) Additional general information and resources are located on the Principal Performance Appraisal section of the Ministry of Education web site.
- f) Part III (Related Information) of this Policy provides hyperlinks to the above resources.
- g) The Appendices are provided for information only and the actual legislation, regulations and Ministry of Education directives as amended from time to time apply.

### **3. Evaluation Cycle, Performance Plan & Performance Appraisals:**

- a) Board administration shall schedule evaluation cycles for new and experienced principals in accordance with the legislative requirements and Ministry of Education directives.
- b) Board administration shall schedule evaluation cycles for new and experienced vice-principals in accordance with the legislative requirements and Ministry of Education directives.



## **POLICY: Performance Appraisal – Principal & VP**

Category (Human Resources)

Effective Date: June 23, 1987.

Last Revision Date: (24-Oct-11)

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- c) For each of his or her evaluation years a principal and vice-principal shall develop a Performance Plan in accordance with the legislative requirements and Ministry of Education directives.
- d) The Director of Education or designate shall ensure that the necessary performance appraisals are carried out in accordance with the legislative requirements and Ministry of Education directives.
- e) The Director of Education or designate may conduct additional performance appraisals, if he or she considers it advisable in the light of circumstances relating to the performance of a principal. Any additional performance appraisals shall be conducted in accordance with the legislative requirements and Ministry of Education directives.
- f) After consultation with his or her supervisory officer, the School Principal or designate may conduct additional performance appraisals, if he or she considers it advisable in the light of circumstances relating to the performance of a vice-principal. Any additional performance appraisals shall be conducted in accordance with the legislative requirements and Ministry of Education directives.

### **4. Board Guidelines for Certain Circumstances:**

As a general rule the Board will apply the following factors in determining which supervisory officer is to exercise the performance appraisal function in relation to a principal or vice-principal who is:

- a) assigned to more than one school;  
[Guideline: If the schools are in different families of schools, the school assignment with the highest percentage shall govern. If the principal or vice-principal is assigned to two or more schools on an equal percentage; the Director of Education or designate, in consultation with the principal or vice-principal, shall make the determination.]
- b) not assigned to duties in a school;  
[Guideline: The reporting or supervising supervisory officer for the principal or vice-principal shall be the determining factor. If the principal or vice-principal reports to or is supervised by two supervisory officers on an equal percentage; the Director of Education or designate, in consultation with the principal or vice-principal, shall make the determination.]
- c) assigned to duties in a school as well as to other duties; or  
[Guideline: The assignment with the highest percentage shall govern. If the two assignments have an equal percentage; the Director of Education or designate, in consultation with the principal or vice-principal, shall make the determination.]
- d) moves from school to school.  
[Guideline: If the schools are in different families of schools, the school assignment with the most (FTE) days in the position. If the (FTE) days in the position for two or more schools are equal; the Director of Education or designate, in consultation with the principal or vice-principal, shall make the determination.]
- e) These are general guidelines only and may not be applicable to every situation. The Director of Education or designate reserves the right to make the determination of which supervisory officer shall exercise the performance appraisal function after consultation with the principal or vice-principal.

### **5. Annual Growth Plan:**

- a) Every year each principal and vice-principal shall develop an Annual Growth Plan in accordance with the legislative requirements and Ministry of Education directives.



## **POLICY: Performance Appraisal – Principal & VP**

Category (Human Resources)

Effective Date: June 23, 1987.

Last Revision Date: (24-Oct-11)

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- b) The principal and vice-principal Annual Growth Plan shall be reviewed by the appropriate supervisory officer (principal plans) or principal (vice-principal plans) or their designates in accordance with the legislative requirements and Ministry of Education directives.

### **III. Related Information**

#### *Procedures / Information for this Policy*

Appendix A: *Ontario Leadership Framework for Catholic Principals & VP's*

#### *Legislation (Links to Applicable Legislation)*

*Education Act, Part XI.1 (Performance Appraisal of Principals, VP's & Supervisory Officers)*

*Ontario Regulation 234/10 (Principal & Vice-Principal Performance Appraisal)*

#### *Ministry of Education*

*2010 Principal/Vice-Principal Performance Appraisal: Technical Requirements Manual*

Principal Performance Appraisal (Path: Ministry of Education / Administrator / Leadership Development / Principal Performance Appraisal)

Leadership Development (Path: Ministry of Education / Administrator / Leadership Development )

# LEADERSHIP FRAMEWORK FOR CATHOLIC PRINCIPALS AND VICE-PRINCIPALS

## CATHOLIC FAITH, COMMUNITY AND CULTURE

The principal nurtures Catholic faith, community, and culture and models a commitment to gospel values.

### PRACTICES

The principal will:

- build and sustain a collaborative Catholic professional learning community that promotes a sense of collective responsibility for the worth and dignity of all members of the community;
- participate in liturgies and prayers that nurture Catholic School culture and faith development;
- provide pastoral care to persons and situations in need;
- promote school programs, policies and procedures that are embedded with the fundamental concepts of human dignity, social justice and environmental stewardship;
- establish systematic and comprehensive program links that support school, parish and family life;
- fosters a commitment to equity of outcome and to closing the achievement gap.

### COMPETENCIES

#### Skills

The principal is able to:

- facilitate liturgical and daily prayer experiences that celebrate Catholic life and support faith formation;
- recognise persons and situations which require a pastoral response;
- foster the relationship among parents, parish and the school community to support faith development and school programs.

#### Knowledge

The principal knows about:

- church teaching on education, culture, and the connection of faith with culture;
- the role of the administrator in shaping the Catholic culture of the school;
- the integral role that human dignity, social justice and environmental stewardship play in the faith formation of students and staff;
- the availability of resources to provide the pastoral care;
- personal strengths, styles and strategies to deepen relationships and networks.

#### Attitudes

The principal demonstrates:

- commitment to faith development through modeling, facilitation and mentorship;
- a strong, authentic and active faith reflective of gospel values;
- commitment to the promotion of Catholic school culture;
- empathy for the feelings and faith perspectives of others;
- commitment to excellence and service tempered by compassion;
- commitment to equity of outcome and closing the achievement gap.

## SETTING DIRECTIONS

The principal builds a shared vision, fosters the acceptance of group goals and sets and communicates high performance expectations.

### PRACTICES

The principal:

- ensures a Catholic vision is clearly articulated, shared, understood and acted upon effectively by all;
- works within the school community to translate the vision into agreed objectives and operational plans which promote and sustain school improvement;
- demonstrates the vision and values in everyday work and practice;
- motivates and works with others to create a vibrant Catholic learning community, shared culture and positive climate;
- ensures creativity, innovation and the equitable use of appropriate technologies to achieve excellence;
- ensures that strategic planning embraces the diversity, values, and experiences of the school and community;
- provides ongoing and effective communication with the school community.

### COMPETENCIES

#### Skills

The principal is able to:

- think strategically and build and communicate a coherent vision in a range of compelling ways;
- to inspire, challenge, motivate and empower others to carry the vision forward;
- model the values and vision of the board;
- actively engage the diverse community, through outreach, to build relationships and alliances.

#### Knowledge

The principal knows about:

- the Catholic faith tradition;
- local, national and global trends;
- ways to build, communicate and implement the Catholic vision;
- strategic planning processes;
- ways to communicate within and beyond the school;
- new technologies, their use and impact;
- leading change, creativity and innovation.

#### Attitudes

The principal demonstrates:

- commitment to setting and achieving ambitious, challenging goals;
- a belief that all students are created in the image of God;
- a belief that all students can learn;
- commitment to an inclusive, respectful, compassionate, equitable school culture based on Gospel values.

## BUILDING RELATIONSHIPS AND DEVELOPING PEOPLE

The principal strives to foster genuine trusting relationships with students, staff, families and communities, guided by a sense of mutual respect. The principal affirms and empowers others to work in the best interests of all students.

### PRACTICES

The principal:

- treats people as fairly, equitably and with dignity and respect;
- creates and sustains a caring Catholic school culture;
- develops and implements effective strategies for staff induction, professional learning, faith formation, leadership, and performance review;
- uses delegation effectively to provide opportunities for staff to self-actualize;
- acknowledges and celebrates the achievements of individuals and teams;
- encourages colleagues to take intellectual risk;
- leads by example, modelling Gospel values;
- demonstrates transparent decision making and consistency between words and deeds;
- maintains high visibility in the school associated with quality interactions with staff and students.

### COMPETENCIES

#### Skills

The principal is able to:

- foster an open, fair and equitable culture;
- develop, empower and sustain individuals and teams;
- give and receive effective feedback;
- challenge, influence and motivate others to discipleship and servant leadership;
- communicate effectively with a diverse range of people, including the public and the media;
- manage conflict effectively;
- listen empathetically and actively;
- demonstrate cultural competency.

#### Knowledge

The principal knows about:

- the significance of interpersonal relationships, adult learning and models of continuing professional learning;
- strategies to promote individual and team development and adult faith formation;
- the relationship between performance management and school improvement;
- the impact of change on organizations and individuals;
- effective media relations.

#### Attitudes

The principal demonstrates:

- commitment to effective working relationships;
- commitment to shared servant leadership;
- commitment to effective teamwork;
- confidence, optimism, hope, and resiliency, integrity and trust.

## DEVELOPING THE ORGANIZATION

The principal builds collaborative cultures, structures the organization for success, and connects the school to its wider environment.

### PRACTICES

The principal:

- builds a collaborative learning culture within the school and actively engages with other schools, parishes and community partners to build effective learning communities;
- nurtures and empowers a diverse workforce;
- provides equity of access to opportunity and achievement;
- supervises staff justly and effectively;
- uses performance appraisal to foster professional growth;
- challenges thinking and learning of staff to further develop professional practice;
- develops a school ethos which promotes shared knowledge and shared responsibility for outcomes;
- builds a harmonious community which works, reflects and prays together.

### COMPETENCIES

#### Skills

The principal is able to:

- collaborate and network with others inside and outside the school;
- perceive the richness and diversity of school communities;
- foster a culture of change;
- engage in dialogue which builds community partnerships;
- listen and act on community feedback.

#### Knowledge

The principal knows about:

- building and sustaining a Catholic professional learning community;
- change management strategies;
- models of effective partnership;
- strategies to encourage parent involvement;
- ministry policies and procedures;
- models of behaviour and attendance management.

#### Attitudes

The principal demonstrates:

- acceptance of responsibility for school climate and student outcomes;
- Catholic discipleship and character;
- a transforming style of leadership based on trust and mutuality;
- authenticity;
- ethical behaviour.

## LEADING THE INSTRUCTIONAL PROGRAM

The principal sets high expectations for learning outcomes and monitors and evaluates the effectiveness of instruction. The principal manages the school effectively so that everyone can focus on teaching and learning.

### PRACTICES

The principal:

- ensures a consistent and continuous school-wide focus on student achievement, using data to monitor progress;
- ensures that learning is at the centre of planning and resource management;
- develops professional learning communities in collaborative cultures;
- participates in the recruitment, hiring and retention of teachers with the interest and capacity to further the school's goals;
- provides resources in support of curriculum instruction and Catholic graduate expectations;
- buffers staff from distractions that detract from student achievement;
- implements strategies which secure high standards of behaviour and attendance.

### COMPETENCIES

#### Skills

The principal is able to:

- demonstrate the principles and practice of effective teaching and learning;
- access, analyse and interpret data;
- initiate and support an inquiry-based approach to improvement in teaching and learning;
- establish and sustain appropriate structures and systems for effective management of the school;
- make organizational decisions based on informed judgements;
- manage time effectively;
- foster faith and moral formation of students.

#### Knowledge

The principal knows about:

- strategies for improving student achievement;
- new and emerging technologies to support teaching and learning;
- models of behaviour and attendance management;
- strategies for ensuring inclusion, diversity and access;
- curriculum design and management;
- tools for data collection and analysis;
- school self-evaluation;
- strategies for developing effective teachers;
- project management for planning and implementing change;
- legal issues to effectively manage the importance of effective student character development;
- exemplary Catholic educators and their systems of education;
- the liturgical year and appropriate ways of celebrating its major seasons and feast days with the school community.

#### Attitudes

The principal demonstrates:

- commitment to raising standards for all;
- commitment to closing the achievement gap;
- belief in meeting the needs of all students in diverse ways;
- commitment to sustaining a safe, secure and healthy school environment;
- commitment to upholding human rights.

## SECURING ACCOUNTABILITY

The principal is responsible for creating conditions for student success and is accountable to students, parents, the community, supervisors and to the board for ensuring that students benefit from a high quality education. The principal is specifically accountable for the goals set out in the school improvement plan.

### PRACTICES

The principal:

- ensures individual staff accountabilities are clearly defined, understood, agreed to and subject to rigorous review and evaluation;
- works with the school council providing information and support so that the council can participate actively and authentically in its advisory role;
- develops and presents a coherent, understandable, accurate and transparent account of the school's performance to a range of audiences (e.g. school council, parents, board, supervisors);
- reflects on personal contribution to school achievements and takes account of feedback from others;
- participates actively in personal external evaluation and makes adjustments to better meet expectations and goals;
- creates an organizational structure which reflects the school's Catholic values and enables the management systems, structures and processes to work effectively in line with legal requirements;
- develops and applies appropriate performance management practices to goals and outcomes identified in the school improvement plan;
- makes connections to ministry goals to strengthen commitment to school improvement efforts.

### COMPETENCIES

#### Skills

The principal is able to:

- engage the school community in the systematic and rigorous self-evaluation of the work of the school;
- collect and use a rich set of data to understand the strengths and weaknesses of the school;
- combine the outcomes of regular school self-review with external evaluations in order to develop the school.

#### Knowledge

The principal knows about:

- accountability frameworks including self-evaluation;
- the contribution that education makes to developing, promoting and sustaining a fair and compassionate society;
- the use of a range of evidence to support, monitor, evaluate and improve aspects of school performance;
- the principles and practices of performance management.

#### Attitudes

The principal demonstrates:

- commitment to individual, team and whole-school accountability for student outcomes;
- commitment to the principles and practices of school self-evaluation;
- commitment to personal self-evaluation and reflection;
- commitment to Catholic values and their implementation.



## **POLICY: Performance Appraisal**

Category (Human Resources)

Effective Date: June 23, 1987.

Last Revision Date: (24-Oct-11)

Page 1 of 3

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## **POLICY: Performance Appraisal**

### ***Rationale:***

Through the supervision and evaluation of personnel, it is expected that successful performance will be recognized and encouraged. Evaluation, as a continuous long-term, formative process, should contribute to the affirmation, growth, and development of persons being evaluated.

Supervision and evaluation as a process contributes to the achievement of organizational and corporate goals when, together with other data, it facilitates decisions respecting the assignment, transfer, and promotion of personnel.

### ***Personnel Affected by Policy:***

All permanent-non-teaching employees.

### ***Definition:***

Supervision is the authorized, emphatic observation, overseeing, and/or direction of personnel to maintain and enhance progress toward the achievement of system goals.

Evaluation is appraising or judging, according to criteria based upon identifiable objectives, the value of an activity, and event, a behaviour, or the outcome (product) of a behaviour.

Performance appraisal is evaluation.

### ***Organizational Authority:***

For purposes of this policy, “immediate supervisor” shall be as follows:

Managers or Principals, as appropriate, are the organizational authority for employees in positions other than that of Manager, Principal, Superintendent or Director of Education.

The Superintendent of Business Services is the organizational authority for the Accounting and Payroll Staff, and Managers who are directly accountable to the Superintendent of Business Services.

The Superintendents of Educational Services is the organizational authority for her own respective personal secretary, Principals, and for Managers, School and Attendance Counsellors, Communication Facilitators, etc., who are directly accountable to the Superintendent of Educational Services.

The Director of Education is the organizational authority for the Superintendents of Business Services and of Educational Services.

The Board is the organizational authority for the Director of Education.

### ***Regulations:***

1. Non-teaching employees shall receive from their immediate supervisor during the former's first year of employment, or first year in a new classification of employment, a written performance appraisal in a form approved by the Board.
2. Thereafter, the employer shall receive such a written appraisal at least once during each five-year period.





## POLICY: Performance Appraisal

Category (Human Resources)

Effective Date: June 23, 1987.

Last Revision Date: (24-Oct-11)

Page 3 of 3

### EMPLOYEE PERFORMANCE APPRAISAL (Supervisor Report) (Page 2 of 2)

Under every heading, check the box which best indicates the employee's performance, taking:

1	WEAK	4	GOOD
2	JUST FAIR	5	VERY GOOD
3	MEETS MOST REQUIREMENTS	6	OUTSTANDING

Comments are required for ratings other than 3 or 4.

1. <b>ATTITUDE, INTEREST IN JOB</b> Comments:	1	2	3	4	5	6
2. <b>QUALITY OF WORK, JUDGMENT</b> Comments:	1	2	3	4	5	6
3. <b>OUTPUT</b> Comments:	1	2	3	4	5	6
4. <b>RELIABILITY</b> Comments:	1	2	3	4	5	6
5. <b>RELATIONSHIPS, EFFECTIVENESS WITH OTHERS</b> Comments:	1	2	3	4	5	6
6. <b>INITIATIVE</b> Comments:	1	2	3	4	5	6
7. <b>ABILITY TO LEARN</b> Comments:	1	2	3	4	5	6
<b>REMARKS:</b>						
<b>OVERALL ASSESSMENT:</b>						

Performance was discussed with employee: ☐ YES

☐ NO

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
DATE

I acknowledge receipt of a copy of this Employee Performance Appraisal.

\_\_\_\_\_  
Employee's Signature

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## **POLICY: Retirement Gratuity**

### **I. Purpose of Policy**

Prior to August 31, 2012 the Renfrew County Catholic District School Board provided a retirement gratuity for its eligible permanent employees not affiliated with a bargaining unit save and except for principals and vice-principals. This retirement gratuity was frozen as of August 31, 2012.

### **II. Policy Statement**

#### **1. Eligibility**

a) Employees Eligible:

All permanent employees not affiliated with a bargaining unit (save and except principals and vice-principals) with:

- i) ten (10) or more years of continuous service with the Board including service with any former board which forms part of the Renfrew County Catholic District School Board and
- ii) accumulated sick leave credit

as of August 31, 2012 are eligible for payment of a retirement gratuity.

b) Retirement Condition:

The employee must have retired from the Board as defined by OMERS or the Ontario Teacher's Pension Plan.

c) Pre-Payment / Early Payment of Retirement Gratuity:

Any employee who has taken a pre-payment or an early payment of his or her retirement gratuity is not eligible for a further retirement gratuity.

#### **2. Retirement Gratuity Formula**

The retirement gratuity shall be equal to the lesser of:

i)	The Number of Years of Continuous Service (as of August 31, 2012)	X	2.4%	X	The Number of Sick leave Credits as of August 31, 2012 (to a maximum of 250 days)	X	Annual Rate of Earnings as of August 31, 2012 / 260 days
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*Schools to believe in!*

OR

ii)	One-half	X	The Number of Sick Leave Credits as of August 31, 2012	X	Daily Rate of Earnings as of August 31, 2012
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OR

iii)	One-half	X	Annual Rate of Earnings as of August 31, 2012
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### 3. Payment Conditions

- a) Time of Payment:  
The retirement gratuity shall be paid within one (1) year after retirement or as arranged to the mutual satisfaction of the Board and the employee.
- b) Death of Employee prior to Payment:  
In the event of the death of an employee employed by the Board, the gratuity to which the employee would have been entitled shall be paid to the employee's estate.

### 4. Termination of Continuous Service

- a) Absence for More than Two (2) Years:  
Absence for any reason for a continuous period of more than two years, except approved leave of absence or absence on sick leave credits, shall terminate continuous service.
- b) Failure to Return to Work After Recall:  
Failure to return to work within seven (7) days of being recalled after a lay-off, unless through sickness or other just cause, shall terminate continuous service.
- c) Resignation or Termination of Employment:  
The resignation of an employee or his or her unilateral termination of employment by the Board for any reason except redundancy shall terminate continuous service.

## III. Definitions

**continuous years service** shall mean service with the Board including service with a predecessor board uninterrupted due to resignation or due to unilateral termination of employment by the Board for any reason except redundancy.

## IV. Related Information

*Other Board Documents (Human Resources)*

POLICY: Service - Continuous



## **POLICY: Salary – Acting Pay**

Category (Human Resources)

Effective Date: June 21, 1999.

Last Revision Date: (27-Sep-99)

Page 1 of 1

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## **POLICY: Salary – Acting Pay**

### ***Rationale:***

Acting Pay is a tangible expression by the Board in recognition of the demands and level of responsibility a regular employee incurs when temporarily filling in or replacing in a higher paying non-union, non-management position.

### ***Personnel Affected by Policy:***

Regular non-teaching employees temporarily working in a position not affiliated with a Bargaining Unit.

### ***Organizational Authority:***

Appropriate Supervisory Officer and/or Manager/Principal

### ***Regulations:***

1. Acting Pay is:
  - applicable to positions which are not affiliated with a bargaining unit; and
  - exclusive of positions which are classified as management, i.e., Supervisory Officers, Managers, Principals, Vice-Principals, and non-academic Co-ordinators.
2.
  - a) With the exception of vacation days/periods, a Regular Employee is entitled to Acting Pay, when that employee,
    - i) with the approval of the Manager, Principal or Supervisory Officer, as appropriate,
    - ii) temporarily substitutes in and performs the principle duties of a higher paying position for which a salary range has been established
    - iii) for ten or more consecutive working days.
  - b) Subject to Regulation 2 (a) (i) and (ii), consideration for Acting Pay may be given when vacation periods exceed 15 days.
3.
  - a) The employee shall receive, retroactive to start date in the assignment, the rate in the salary grid of the higher paying position which is the next highest to the employee's current salary in the employee's regular position.
  - b) With respect to positions that are not eligible for overtime payment and which have built into their annual salary calculation, the requirement for night meetings, acting pay will come into effect when the employee temporarily replacing, fulfills all of the duties of the higher paying position including working at night meetings.
4. The new rate shall not exceed the maximum grid rate of the higher paying position.
5. When an employee is temporarily assigned to a position paying a lower rate, their rate shall not be reduced.



## **POLICY: Salary - Redundancy**

Category (Human Resources)

Effective Date: June 21, 1999.

Last Revision Date: (N/A)

Page 1 of 1

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## **POLICY: Salary - Redundancy**

### ***Rationale:***

Salary is a tangible expression by the Board in recognition of the demands and level of responsibility an employee incurs when hired for or promoted to a non-union position.

### ***Personnel Affected by Policy:***

Regular non-teaching employees employed in a position not affiliated with a Bargaining Unit.

### ***Organizational Authority:***

Board

### ***Regulations:***

1. Regular employees, who, as a result of the redundancy of their regular position, accept the offer of a lower paying position to avoid lay-off, shall be salary protected while employed in the lower paying position for the greater of six months or the remainder of the school year.

At the end of this period, the employee shall be entitled to the lesser of their former salary or the top salary rate in the lower paying position.



## **POLICY: Salary - Starting**

Category (Human Resources)

Effective Date: June 21, 1999.

Last Revision Date: October 24, 2011.

Effective Date of above Revision: June 21, 2011.

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## **POLICY: Salary - Starting**

### ***Rationale:***

Salary is a tangible expression by the Board in recognition of the demands and level of responsibility an employee incurs when hired for or promoted to a non-union position.

### ***Personnel Affected by Policy:***

Temporary and Regular non-teaching employees hired for or promoted to a position not affiliated with a Bargaining Unit.

### ***Organizational Authority:***

Board

### ***Regulations:***

#### **1. Permanent Assignments**

- a) Newly hired Regular employees to the Board shall receive the starting rate on the salary grid of the permanent positions for which they were hired, effective the date of hire unless approved otherwise by the Director of Education for recognition of related experience for the position hired for as recommended by the Manager of Human Resources. Satisfactory written confirmation from previous employers will be required for such recognition.
- b)
  - i) A current Regular employee who is hired for another position which is on the same salary range as the employee's previous position, shall maintain their salary rate.
  - ii) A current Regular employee of the Board who is hired or promoted on a permanent basis to another regular position, which has a higher paying salary range, shall receive, effective the start date in the new position, the rate on the salary grid of the higher paying position which is the next highest to the employee's salary rate in the employee's previous regular position.
  - iii) A current Regular employee who applies for and is the successful candidate for a permanent position which has a lower paying salary range than their former regular position shall be entitled to the lesser of (1) their current salary rate, or (2) the top increment of the lower paying position.

#### **2. Temporary Assignments**

- a) Regular Employee in Temporary Assignments
  - i) A current Regular employee who is assigned temporarily to another position which is on the same salary range as the employee's regular position, shall maintain their current salary rate.
  - ii) A current Regular employee who is assigned temporarily to another non-management position which has a higher salary range than the employee's regular position, shall be subject to the terms of Board Policy: Acting Pay.
  - iii) A current Regular employee who is assigned temporarily to a position paying a lower salary rate, shall maintain their salary for their regular position.
- b) Temporary Employee in Temporary Assignment

Temporary employees will be placed at the start level salary rate for the position for which they were hired.



## **POLICY: School Supervision – Bus & Yard**

Category (Human Resources)  
Effective Date: August 31, 1973.  
Last Revision Date: (27-Jun-05)  
Page 1 of 2

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## **POLICY: School Supervision – Bus & Yard**

### ***Rationale:***

The Board recognizes the desirability of arranging for supervision of the bus and yard prior to and after classes in special circumstances.

### ***Personnel Affected by Policy:***

Principals and Bus/Yard Supervisors

### ***Organizational Authority:***

Director of Education or designate

### ***Regulations:***

The Board is prepared to engage where possible sufficient lay people to reduce the amount of bus/yard supervision carried out by the teaching staff.

#### **1. CRITERIA FOR HIRING**

- 1.1 In special circumstances, a lay supervisor may be engaged to supervise the pupils as they board or depart from the buses and in the yard prior to classes.

#### **2. SELECTION AND HIRING**

- 2.1 The preliminary sorting of the applications is the responsibility of the Principal in consultation with the Superintendent of Business Services.
- 2.2 It is the duty of the Principal to interview approved applicants and make recommendations regarding the hiring thereof.

- 3. Lay supervisors are responsible to the Principal of the school for the discharge of their duties.

#### **4. HOURS OF WORK**

- 4.1 Bus/Yard Supervisors are expected to work for one-half hour on each day that supervision is required before classes, and, where applicable, an additional one-half hour on each day where supervision is required after classes.
- 4.2 In specific circumstances, the length of the assignment may be extended with the approval of Manager of Plant Operations under the direction of the Superintendent of Business Services.

#### **5. DISCIPLINE**

- 5.1 It is the responsibility of the Principal to instruct non-teaching supervisors with respect to their obligations in a given school.
- 5.2 Children should be taught to appreciate the responsibilities of the non-teaching supervisors and to treat them with the respect which supervisors should receive.
- 5.3 Disciplinary action may be taken by the Principal, or a Teacher designated by the Principal, but not by a non-teaching supervisor.

#### **6. TEACHER SUPERVISION**

In most schools it would seem advisable to have a staff member involved at least in part with the yard, lunchroom, and/or auditorium supervision.



## **POLICY: School Supervision – Bus & Yard**

Category (Human Resources)  
Effective Date: August 31, 1973.  
Last Revision Date: (27-Jun-05)  
Page 2 of 2

### **7. REMUNERATION**

7.1 The lay supervisor shall receive remuneration based on an hourly rate as follows;

	<b>0 Year</b>	<b>1 Year</b>	<b>2 Year</b>
Jan. 1, 2004	\$11.14	\$12.25	\$13.36
Sept. 1, 2004	\$11.36	\$12.50	13.63
Sept. 1, 2005	\$11.59	12.75	13.90

In addition to the hourly rate of salary, the lay supervisor will receive the percentage of vacation pay appropriate to their years of service.

7.2. Lay supervisors shall be paid for days on which their jobs aren't available as a consequence of school closure on a school day.



## **POLICY: School Supervision – Noon Hour**

Category (Human Resources)

Effective Date: November 26, 2001.

Last Revision Date: (27-Jun-05)

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## **POLICY: School Supervision – Noon Hour**

### ***Rationale:***

This Policy sets forth the guidelines for paid Noon Hour Supervisors.

### ***Personnel Affected by Policy:***

Principals, Teachers and Noon Hour Supervisors.

### ***Organizational Authority:***

Director of Education or designate.

### ***Regulations:***

BOARD POLICY GUIDELINES FOR PAID NOON HOUR SUPERVISORS FOR THE BOARD'S ELEMENTARY SCHOOLS, FOR THE TWO (2) VALLEYCREST (SECTION 20) CLASSES AND FOR GRADE 8 IN BISHOP SMITH CATHOLIC HIGH SCHOOL (NOT PART OF THE COLLECTIVE AGREEMENT)

1. Commencing during the 2000-2001 school year, the Board shall provide sufficient monies to hire paid Noon Hour Supervisors for the Board's elementary schools, in the two Valleycrest (section 23) classes and for Grade 8 at Bishop Smith Catholic High School. It is understood and agreed that each Noon Hour Supervisor will be employed for 1.0 hour per instructional school day at a rate set out in Board Policy.
2. Each elementary school, the two Valleycrest (section 23) classes and Grade 8 at Bishop Smith Catholic High School shall be entitled to hire Noon Hour Supervisors(s) as follows:
  - a) 1.0 Noon Hour Supervisor: enrolment of less than 100 full time equivalent (FTE) pupils;
  - b) 2.0 Noon Hour Supervisors: enrolment of 100-299 full time equivalent (FTE) pupils;
  - c) 3.0 Noon Hour Supervisors: enrolment of 300 or more full time equivalent (FTE) pupils.In special or unique circumstances the Director of Education may assign additional Noon Hour Supervisors to an elementary school or to Grade 8 at Bishop Smith Catholic High School.
3. Subject to the approval and direction of the Director of Education or designate, the school Principal shall be responsible for the hiring, training, scheduling and supervision of Noon Hour Supervisors.
4. The school Principal shall review the current lunch supervision schedule with the staff and shall consult with the staff in establishing a teacher lunch supervision schedule where required. The school Principal shall consult with the staff in establishing a teacher on call schedule to deal with emergencies, special circumstances and/or the absence of a Noon Hour Supervisor(s).
5. Where it is difficult to attract a Noon Hour Supervisor or Noon Hour Supervisors to a particular school, a representative of the Renfrew OECTA Bargaining Unit shall be assigned to work with the school Principal and/or the Director of Education to attempt to resolve the problem.
6. It is understood and agreed that in an exceptional or emergency situation it may be necessary to assign additional lunch supervision duties to teachers.
7. The Board agrees that the above guidelines shall remain in effect for the term of the Agreement unless amended in writing by the Director of Education and by the President of the Renfrew OECTA Bargaining Unit. The Parties acknowledge that for the 2000-2001 school year the application of the formula will generate forty one (41) Noon Hour Supervisors.



## **POLICY: Service - Continuous**

Category (Human Resources)

Effective Date: June 17, 1985.

Last Revision Date: (31-Oct-11)

Page 1 of 1

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## **POLICY: Service - Continuous**

### ***Rationale:***

To facilitate the calculation of an employee's period of employment for purposes of seniority and retirement gratuity, the Board determined that the appropriate tool is continuous service.

### ***Personnel Affected by Policy:***

All regular employees not affiliated with a bargaining unit.

### ***Definition:***

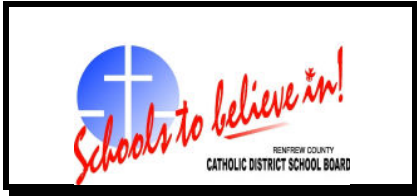
Continuous years service shall mean service with the Board including service with a predecessor board uninterrupted due to resignation or due to unilateral termination of employment by the Board for any reason except redundancy.

### ***Organizational Authority:***

Manager of Human Resources Services or designate.

### ***Regulations:***

1. Absence for any reason for a continuous period of more than two years, except approved leave of absence or absence on sick leave credits, shall terminate continuous service.
2. Failure to return to work within seven (7) days of being recalled after a lay-off unless through sickness or other just cause shall terminate continuous service.



## ***POLICY: Smoke Free Facilities***

Category (Human Resources)

Effective Date: October 17, 1994

Last Revision Date: (25-Feb-19)

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## ***POLICY: Smoke Free Facilities***

### **I. Purpose of Policy**

The Renfrew County Catholic District School Board is committed to providing:

- a smoke free learning environment for its students,
- a smoke free working environment for its employees and workers.

Therefore, all Board facilities shall be smoke free to:

- both protect students and provide them with a healthy model for future life,
- protect the health and safety of its employees and workers;
- protect the health and safety of visitors, and
- comply with the *Smoke Free Ontario Act, 2017*.

### **II. Policy Statement**

#### **1. Smoke Free Environment and Facilities**

##### **a) Board Schools, Offices and Facilities:**

Smoking and use of tobacco, tobacco products, cannabis, vapour products and electronic cigarettes is prohibited in Board schools, offices and facilities.

##### **b) Board / School Sponsored Event or Activity:**

Smoking and use of tobacco, tobacco products, cannabis, and electronic cigarettes is prohibited during any Board / School sponsored event or activity.

##### **c) Medical Cannabis:**

Smoking cannabis for medical purposes is prohibited:

- in Board schools, offices and facilities and
- during any Board / School sponsored event or activity.

#### **2. Application of the Policy**

##### **a) Individuals covered by the Policy:**

This policy applies to all students, employees, workers and other persons attending, working at or visiting any Board facility, including but not limited to clients, visitors, community members using schools, and contractors.

b) Board Places covered by the Policy:

This policy applies to all Board schools, offices and facilities including but not limited to:

- Board schools and the land and premises used by the said schools;
- Public areas within 20 metres of any school grounds;
- Board offices and workplaces and the land occupied by these facilities;
- Any Board vehicle or any vehicle being used for a Board activity or business;

d) Board / School Activities covered by the Policy:

This policy applies to all Board employees and parent volunteers, while they are engaged in Board or school activities including but not limited to field trips, sports events, and other Board / school sponsored events.

### **3. Responsibilities of Principals, Managers and Supervisors**

a) No Smoking Policy Information:

School Principals, managers and supervisors shall inform students, parents, employees, workers, volunteers, contractors, visitors and community users of this Policy.

b) Monitor Compliance:

School Principals, managers and supervisors shall monitor and ensure compliance Policy in their school and/or workplace.

c) Signage:

School Principals, managers and supervisors shall monitor and ensure that the required signage has been posted in their school and/or workplace.

### **4. Employee Reporting of Policy Violations**

Employees are encouraged to request any individual who is smoking in a Board school, office or facility to stop smoking. If the individual persists, the employee shall report the matter to his or her principal or supervisor.

### **5. Policy Violations**

a) Student:

Policy violations will be dealt with under the Board's Safe Schools Policies.

b) Employee:

A policy violation may result in non-disciplinary or disciplinary action depending on the circumstances.

c) Other Individual:

Appropriate action will be taken to ensure compliance with the Policy.

## 6. Signage

### a) Entrance and Exit Signs:

The Board shall post the required signs at each entrance and exit of Board schools, offices and facilities in appropriate locations and in sufficient numbers to ensure that employees and the public are aware that smoking and the use of electronic cigarettes is prohibited in the said school, office or facility.

### b) Washroom Signs:

The Board shall post the required signs at the entrance to washrooms in Board schools, offices and facilities in appropriate locations and in sufficient numbers to ensure that employees and the public are aware that smoking and the use of electronic cigarettes is prohibited in the said washroom.

## 7. Traditional use of tobacco by Indigenous Persons

a) In accordance with the Smoke-Free Ontario Act, if a member of the Board's indigenous community requests to use tobacco for traditional indigenous cultural purposes, every effort will be made to accommodate these practices in an appropriately designated space.

b) Advance superintendent approval is required for any smudging ceremonies

## III. Definitions

**cannabis** is defined as any product containing, made or derived from the cannabis plant that is intended for human consumption whether smoked, heated, inhaled, dissolved or ingested. Common types of cannabis products include dried cannabis and concentrated cannabis products.

A vaporizer or inhalant-type device, whether called an **electronic cigarette** or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine. The process of inhaling and exhaling the vapour is called vaping.

**employee** means a person who performs any work for or supplies any services to an employer, or a person who receives any instruction or training in the activity, business, work, trade, occupation or profession of an employer.

**employer** includes an owner, operator, proprietor, manager, superintendent, overseer, receiver or trustee of an activity, business, work, trade, occupation, profession, project or undertaking who has control or direction of, or is directly or indirectly responsible for, the employment of a person in it.

**tobacco** is defined as any product derived from the tobacco plant that is intended for human consumption whether smoked, inhaled, chewed, snorted, sniffed, vaped or ingested by any other means.

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**smudging** is the tradition of using sacred smoke from sacred medicines (e.g., tobacco, sage) that forms part of the Indigenous culture and spirituality. Smudging is acknowledged for ceremonial purposes when deemed appropriate.

**vapour product** means an electronic cigarette, an e-substance, or any component of an electronic cigarette.

**worker** means any of the following:

- a) A person who performs work or supplies services for monetary compensation;
- b) A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled;
- c) A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- d) Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation. (*Occupational Health and Safety Act*, s. 1 (1))

## **IV. Related Information**

### *Legislation*

Smoke Free Ontario Act, 2017.

Ontario Regulation 268/18 made under the Smoke Free Ontario Act, 2017



## ***POLICY: Staffing - Hiring & Probationary Period***

Category (Human Resources)  
Effective Date: August 31, 1973  
Last Revision Date: (1-Sep-18)  
Page 1 of 4

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## ***POLICY: Staffing - Hiring & Probationary Period***

### **I. Purpose of Policy**

All staff involved in recruitment and hiring process have a shared responsibility to act in accordance with the Mission and Values of the Board and the duties and rights of a separate school board as enshrined in the Canadian Constitution.

This Policy confirms the Renfrew County Catholic School Board's commitment to equality and inclusiveness in recruitment, selection and employment, consistent with its denominational rights, and the Ontario *Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and other applicable legislation.

### **II. Policy Statement**

#### **1. Board Responsibility for Director of Education Hiring & for Termination of Permanent Employees**

- a) The Board of Trustees shall hire and directly participate in the appointment of the Director of Education.
- b) The Board of Trustees shall approve the termination of all Board permanent employees.

#### **2. Delegated Responsibility for all Other Human Resources Functions**

Save and except for the hiring and termination functions set out in Policy Statement One, the Director of Education or his or her designate shall have the responsibility for all human resources functions, including the authority to hire or appoint on behalf of the Board and to terminate non-permanent employees.

#### **3. Hiring Principles for Teachers and Early Childhood Educators (ECE's)**

The Catholic school must be a community whose aim is the transmission of Catholic values based on the faith relationship with Christ. Faith is principally assimilated through contact with people whose daily lives bear witness to it; therefore, teachers and ECE's who freely accept positions in the Board's schools are expected to:

- a) respect the distinctive Catholic mission of the schools and to give their active support to it;
- b) reveal the Catholic message not only by words but also by behavior; and
- c) contribute to the consolidation of Catholic schools as common in the words of Pope Paul VI, *meeting place for those who wish to express Christian values and education*.

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**4. General Hiring Principles for all Board Employees**

- a) The Board promotes fairness and equity of opportunity in the hiring process, and objectivity in evaluating qualifications, ability and merit.
- b) The appointment of staff shall take into consideration any legislative requirements, collective agreement terms and any other related policies, procedures and guidelines with respect to hiring.

**5. Job Postings***a) Posting for Regular long-term Temporary Positions*

All regular long-term temporary positions for both teaching and non-teaching jobs shall be advertised internally in accordance with the Collective Agreement or legislative requirements (if applicable) and in all other circumstances, for minimum of five (5) days. Concurrent with the internal posting, the job posting may also be advertised publicly.

*b) Information on Job Postings*

Job postings may contain the following information:

- i) Job title
- ii) Nature of the position,
- iii) Qualifications,
- iv) Required knowledge and education, skills,
- v) Salary range; and
- vi) Such information required by the applicable Collective Agreement or legislation (if applicable).

The job posting will also identify how applications for employments will be received by the Board.

*c) Accommodate for Persons with Disabilities*

The job posting will notify applicants that, when requested, the Board will accommodate people with disabilities during the recruitment, selection and hiring process and during the course of employment with the Board. The Board will notify all successful applicants of the Board's accommodation policies at the time an offer of employment is issued.

**6. Job Posting Process**

Regular and long-term temporary employees may apply for all advertised positions. All applications shall be submitted on the [applytoeducation.com](http://applytoeducation.com) website or as otherwise directed in the job posting. Applications submitted outside the process set out on the job posting may not be processed by the Board.

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## **7. Method of Making Appointments**

- a) Staff changes, transfers, or promotions for Bargaining Unit Employee(s) shall be subject to the applicable Collective Agreement.
- b) In making staff changes, transfers, or promotions, the applicants whose resumes indicate they may possess the required skills and ability for the position will be considered to participate in an assessment or further selection process, which may include an interview. The Selection Committee reserves the right to limit the number of applicants selected for further assessment and/or who are chosen to continue through the selection process.
- c) Applicants selected to participate in an assessment or selection process will be advised that accommodations for disability-related needs are available upon request. Any request for accommodations will be considered in light of the applicant's individual accessibility needs, as determined in consultation with the applicant.
- d) Through Recruitment, Interview and Selection process, the Selection Committee shall determine and recommend the best candidate for the position. At all times, equity of opportunity, merit, qualifications, personal and professional values, and dignity shall be the underlying principles of the process. Offers of employment shall be subject to approval by the Director of Education.
- e) Immediately following the decision of the Selection Committee, all applicants interviewed will be notified of the Committee's determination.

## **8. Debriefing**

Unsuccessful and successful applicants interviewed for a position shall have the right to a debriefing meeting with a member of the Selection Committee. Such request should be made in writing to Human Resources Services within two (2) weeks of being notified of the results the competition.

## **9. Offers of Employment**

Offers of employment shall include information about accommodation policies in place at the Board and copies of such policies shall be provided to all new hires.

## **10. Probationary Period**

- a) *Regular Non-Unionized Employees:*  
Regular employees shall have a probationary period of six (6) months of employment, exclusive of periods where the employee has been absent from work. Following discussions with the employee, the probationary period may be extended at the sole and absolute discretion of the Board for a further period, usually not more than ninety (90) days.
- b) *Unionized Employees (Bargaining Unit Employees):*  
Bargaining unit members shall have a probationary period in accordance with the appropriate Collective Agreement.

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### III. Definitions

A **Bargaining Unit Employee** is an employee who is a member of a bargaining unit with representation rights at the Board and whose terms and conditions are set out in a collective agreement.

A **Regular Employee** is an employee who is not a member of a bargaining unit.

The **Board** is the Renfrew County Catholic District School Board.

The **Selection Committee** shall be one or more employee(s) with delegated authority from the Director of Education for the recruitment and selection of candidates for employment with the Board.

### IV. Related Information

#### *Related Board Policies*

POLICY: Criminal Background Check – Employees & Trustees

POLICY: Employment Terms – Supervisory Officer

POLICY: Equity – Affirmative Action

POLICY: Equity – Racial and Ethnocultural

#### *Other Related Board Documents*

Our Vision Statement

#### *Legislation*

Accessibility for Ontarians with Disabilities Act (AODA)

Education Act

Human Rights Code

Pay Transparency Act, 2018

Police Records Check Reform Act, 2015

#### *Regulations*

Ontario Regulation 274/12 (Hiring Practices) made under the Education Act

Ontario Regulation 309 (Supervisory Officers) made under the Education Act

Ontario Regulation 298 (Operation of Schools General) made under the Education Act



## **POLICY: Staffing - Principal & VP Appointment**

Category (Human Resources)

Effective Date: August 31, 1973

Last Revision Date: (23-Nov-98)

Page 1 of 1

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## **POLICY: Staffing – Principal & VP Appointment**

### ***Rationale:***

The Board recognizes the need for a Vice Principal to be appointed in larger schools to assist the Principal with their duties.

### ***Personnel Affected by Policy:***

Teachers, Principals

### ***Organizational Authority:***

Director of Education

### ***Regulations:***

Vice Principal may be appointed to a school in which 350 or more pupils are registered.



## **POLICY: Staffing - Principal Assignment**

Category (Human Resources)

Effective Date: August 31, 1973.

Last Revision Date: (23-Feb-04)

Page 1 of 1

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## **POLICY: Staffing – Principal Assignment**

### ***Rationale:***

The Board recognizes that a Principal as a professional person responsible for the operation of a school, requires time free from classroom duties for working with their teaching and non-teaching staff, pupils, parents and community.

### ***Personnel Affected by Policy:***

Principals, Vice-Principal, and Principal Designates

### ***Organizational Authority:***

Supervisory Officer for the Schools

### ***Regulations:***

1. In schools which are not twinned, the Principal shall be free from teaching duties based on the following:

ENROLMENT	PRINCIPAL ASSIGNMENT
Less than 100 pupils	0.50
100 to 150 pupils	0.75
More than 150 pupils	1.00

2. In addition to the above secondary schools shall be entitled to Vice-Principal Relief as follows:

ENROLMENT	VICE-PRINCIPAL ASSIGNMENT
Less than 400 pupils	0.50
400 to 900 pupils	1.00
More than 900 pupils	1.50

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## ***POLICY: Staffing – School Secretaries***

### **I. Purpose of Policy**

This Policy sets out secretarial staffing for the Board's elementary and secondary schools.

### **II. Policy Statement**

#### **1. Elementary School Secretarial Staffing**

The Board will staff its elementary schools with school secretaries as set out in Appendix A.

#### **2. Secondary School Secretarial Staffing**

The Board will staff its secondary schools with school secretaries as set out in Appendix B.

### **III. Related Information**

*Appendices for this Policy*

Appendix A: Elementary Schools

Appendix B: Secondary Schools

---

## **APPENDIX A: Elementary Schools**

### **1. Effective Date**

The effective date for Appendix A is February 1, 2024.

### **2. Position Classification**

All elementary school secretary positions are classified as ten (10) month positions.

### **3. Base Hours (School Year)**

a) Chart A sets out base secretarial hours according to 31-October enrolment.

**CHART A: Base Hours**

<b>Student Enrolment as of 31-October (body count)</b>	<b>Base Hours per Day</b>
1-49	3.5
50-99	5.0
100-249	7.0
250-299	7.0
300 and greater	7.0

b) Base secretarial hours are to be worked from the first school day of the school year to the last school day of the school year.

c) For the start of a new school year secretaries shall work the same hours as the prior school year. If an adjustment to the base hours is necessary, the adjustment will be effective for December 1 based on the October 31 student enrolment for the current year.

d) Secretaries whose hours would be decreased because of a decline in their school's enrolment shall have their hours red circled for the balance of the current school year based on their hours from the prior school year. The red circling is conditional on the secretary remaining at the same school for the duration of the current school year.

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**APPENDIX A: Elementary Schools**

- e) The Board reserves the right to allocate additional hours to support small schools based on available funding.

**4. Flex Hours (School Year)**

- a) Chart B sets out flex secretarial hours according to 31-October enrolment.

**CHART B: Flex Hours**

<b>Student Enrolment as of 31-October (body count)</b>	<b>Flex Hours per School Year</b>
250-299	250
300-349	300
350-399	600
400 and greater	1,000

- b) Unscheduled flex secretarial hours are to be assigned at the Principal's discretion, based on the individual needs of the school. Flex secretarial hours are to be used to bring in additional resources during peak periods between the first school day and last school day of the school.
- c) Time sheets are to be submitted to Payroll for the flex hours.

**5. Information on Allotted Secretarial Hours (Base and Flex Hours)**

- a) Secretaries shall be paid based on the daily allotment of hours. By the last pay of the school year, the secretary will have been paid for all hours allotted for that school year based on the period of the first day of school up to and including the day after the last day of school.
- b) Secretarial hours cannot be carried forward to the next following school year.
- c) No school secretary is to exceed 1.0 FTE for the school year.

**6. Additional Hours (scheduled outside the school year)**

- a) Up to five (5) additional days are available to ten (10) month school secretaries to be scheduled by the Principal after the end of the school year and before the commencement of the following school year. The additional days must first be used to finish off the current school year and any balance of days can be used prior to the start of the following school year.
- b) The daily hours for the additional days are to be based on the prior school year's base hour allocation.

## ***APPENDIX A: Elementary Schools***

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- c) A 10-month secretary cannot work more than the five (5) allotted additional days after the end of one school year and before the beginning of the next school year.
- d) Time sheets are to be submitted to Payroll for the additional days.

### **7. *Replacement Secretaries (School Year)***

- a) The Principal has the option of hiring a replacement secretary on the day that their regular secretary is absent due to illness or for other approved leave. Unless there are extreme extenuating circumstances a replacement secretary shall not be hired to fill a vacancy resulting from their regular secretary's absence while on a vacation day or vacation period.
- b) The replacement secretary costs will not be charged to the school budget unless the hours worked by the replacement exceed the daily allotted hours.

### **8. *Paid Holidays***

Paid holidays are set out in Article 25 of the Renfrew County Catholic District School Board and COPE, Local 103 Collective Agreement.

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## **APPENDIX B: Secondary Schools**

### **1. Effective Date**

The effective date for Appendix B is February 1, 2024.

### **2. Staffing for Bishop Smith High School - Pembroke (Grades 7-12)**

a) Chart A sets out staffing for Bishop Smith High School.

**CHART A: Bishop Smith High School Staffing**

<b>Position Classification</b>	<b>Full / Part Time Position</b>
Head Secretary (12 month)	Full Time Position
School Secretary (10 month)	Full Time Position
School Secretary (10 month)	Full Time Position
School Secretary (10 Month)	Full-Time Position

b) Secretarial provisions for Bishop Smith High School Student Services are part of the above allocation.

c) A Head Secretary position shall be part of the Bishop Smith School Staffing.

### **3. Staffing for St. Joseph's High School - Renfrew (Grades 8-12)**

a) Chart B sets out staffing for St. Joseph's High School.

**CHART B: St. Joseph's High School Staffing**

<b>Position Classification</b>	<b>Full / Part Time Position</b>
Head Secretary (12 month)	Full Time Position
School Secretary (10 month)	Full Time Position
School Secretary (10 month)	Full Time Position

b) Secretarial provisions for St. Joseph's High School Student Services are part of the above allocation.

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## **APPENDIX B: Secondary Schools**

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- c) A Head Secretary position shall be part of the St. Joseph's School Staffing.

### **4. Information on Allotted School Secretary Hours (School Year)**

- a) Ten (10) month high school secretarial hours are to be worked between the first school day and last school day of the school year.
- b) Secretarial hours cannot be carried forward to the next following school year.
- c) No school secretary is to exceed 1.0 FTE for the school year.

### **5. Ten (10) Month School Secretary Additional Hours (scheduled outside the school year)**

- a) Up to **five (5) additional days** are available to 10 month school secretaries to be scheduled by the Principal after the end of the school year and before the commencement of the following school year. The additional days must first be used to finish off the current school year and any balance of days can be used prior to the start of the following school year.
- b) The daily hours for the additional days are to be based on the 10 month school secretary's FTE for the prior school year.
- c) A 10-month secretary cannot work more than the five (5) allotted additional days between the end of one school year and the beginning of the next school year.
- d) Time sheets are to be submitted to Payroll for the additional five (5) days.

### **6. Replacement Secretaries**

- a) The Principal has the option of hiring a replacement secretary on the day that their regular secretary is absent due to illness or for other approved leave. Unless there are extreme extenuating circumstances a replacement secretary shall not be hired to fill a vacancy resulting from their regular secretary's absence while on a vacation day or vacation period.
- b) The replacement secretary costs will not be charged to the school budget unless the hours worked by the replacement exceed the daily allotted hours.
- c) Head school secretaries will not be replaced while on vacation or during a vacation period.

### **7. Paid Holidays**

Paid holidays are set out in Article 25 of the Renfrew County Catholic District School Board and COPE, Local 103 Collective Agreement.



## **POLICY: Staffing – Teacher Redeployment, Selection & Recruitment**

Category (Human Resources)

Effective Date: June 17, 1996.

Last Revision Date: (16-Sep-96)

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## **POLICY: Staffing – Teacher Redeployment, Selection & Recruitment**

### ***Rationale:***

*Teachers are our heroes. We believe they should be everyone's heroes.*

*Transforming schools, as we insistently repeat, ultimately depends on teachers. It's because of this indispensable role that we identified teacher development as one of our four engines of change.*

(Commission on Learning, Short Version, P. 14)

The above statements from the Commission on Learning clearly illustrate the importance of the deliberations of the Teachers' Redeployment, Selection and Recruitment Committee (TRSaR).

The Renfrew County Catholic District School Board believes that "teachers are our heroes." The RCCDSB strives to redeploy, select and recruit its teachers "in a spirit of freedom, affirmation and celebration" and strives to reverence the dignity of the whole person. We strive to redeploy, select and recruit teachers who can best meet the spiritual, intellectual, emotional, social and physical needs of the students. Personal faith commitment of the educator to God as their ultimate source is extremely sacred. Thus, the Teachers' Redeployment, Selection and Recruitment process shall recognize the integrity of the child and the value of Catholic Education.

Throughout the redeployment, selection and recruitment process the RCCDSB strives to:

- model a servant-leadership style that empowers and serves others;
- provide opportunities to facilitate an active faith journey;
- nurture each individual's potential;
- make a difference as faith-filled community builders; and
- engage teachers in the pursuit of life-long learning.

The Redeployment, Selection and Recruitment Policy shall ensure fairness, consistency, and most of all, that the most suitable candidate for a position is chosen. No other single factor has as great an impact on the quality of our schools as the selection of teachers.

In seeking to provide the best educational program for its students, the RCCDSB endeavours to make the most effective use of its professional resources when staffing the various schools, programs and classrooms. The education system is a dynamic one; enrolment, school organizations and programs change. School, community, student and staff needs also change. Thus, it becomes necessary each year to transfer teachers to accommodate these needs. The interest of the child is foremost!

Far from being limited to a reactive response to circumstances, the transfer of teachers is a proactive process that is intended to promote professional growth and renewal. A variety of placements throughout a teacher's career provides opportunities for new experiences and challenges. Upgrading or updating qualifications and thinking about other career opportunities are ways in which teachers can actively plan their professional careers. Seeking a transfer is one means of enriching career aspirations.

Literature reveals that redeployment by mutual consent may result in positive changes. Arbitrary transfer of employees within a set number of years does not tend to provide benefits throughout the system.

Viewed in this positive light, staffing changes should be a source of personal and professional stimulation and satisfaction, leading to increased morale, for the betterment of the system.



## **POLICY: Staffing – Teacher Redeployment, Selection & Recruitment**

Category (Human Resources)

Effective Date: June 17, 1996.

Last Revision Date: (16-Sep-96)

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A review of the literature shows:

- change provides opportunities, develops growth and learning for staff;
- transfers increase pride and loyalty to school boards and not just to one school;
- job performance increases as does innovation and cohesion;
- “feeling stuck” where you cannot move may result in poor performance and lack of initiative;
- transfers allow teachers to share their talents, expertise, skills and interests and to use these to the fullest;
- transfers allow teachers to offer a fresh approach to their new students, parents and colleagues;
- transfers allow teachers to experience new styles of leadership and expertise;
- changes in school assignment can provide variety in experience, interests, colleagues, students and techniques that contribute richness and vitality to the teacher/learning process.

### ***Personnel Affected by Policy:***

Teachers

### ***Definitions:***

#### **REDEPLOYMENT**

An on-going process through which incumbent teachers may be transferred to suitable positions.

#### **SELECTION**

The process to select and appoint a person to a teaching position which has become vacant, or is a new position, which has not been filled through the process of redeployment.

#### **RECRUITMENT**

An on-going process recognized by, and in part provided by the Board, for the development of the leadership potential of individuals interested in being employed by the Board.

### ***Regulations:***

#### **1. REDEPLOYMENT POLICY**

The following recommendations are made regarding the redeployment of teachers:

- 1.1 The Redeployment Policy shall be the first option of the Board to be effected when a position becomes available, or, when redeployment of teachers is necessary to fulfill the Board's Vision Statement.
- 1.2 Catholic Community School Councils shall develop in conjunction with the appropriate Supervisory Officer School Profiles. These School Profiles will focus on the school community's needs, the needs of the students, teachers, other staff, and principal.
- 1.3 The policy of the Board shall be to initiate redeployment of teachers based on identified needs, not on automatic redeployment at the end of a set number of years.
- 1.4 Special circumstances concerning a teacher or a school may warrant exceptions to this Policy.
- 1.5 The Redeployment Policy shall not be used for disciplinary purposes.
- 1.6 Redeployment of teachers may occur after a request has been made and as a result of a consultative process between Senior Administration, the principal and the teacher.



## **POLICY: Staffing – Teacher Redeployment, Selection & Recruitment**

Category (Human Resources)

Effective Date: June 17, 1996.

Last Revision Date: (16-Sep-96)

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- 1.7 The consultation shall be based on the teacher's qualifications, experience, a collaboratively planned career tracking process, a personal profile, the established community school profile, the system goals, and thus, on how the teacher meets the needs of a particular school community. Emphasis shall be placed on the positive contribution that the teacher has made to the Board and school community.
- 1.8 The Board will endeavour to notify teachers involved in the redeployment process three months prior to redeployment.
- 1.9 At all times, equity of opportunity, personal and professional value and dignity, affirmation, and consultation shall be the underlying principles of the process.

### **2. SELECTION POLICY**

*(For the purpose of this section the term "qualified internal employee" is defined as all current contractual teachers, as well as, all qualified occasional teachers who have their names on the Board's Occasional Teacher List. To be considered qualified, the teacher must be one who either is in possession of or who submits to the Board verification that they meet the requirements and have applied for Ontario certification.)*

- 2.1 The Board shall have in place a selection process which shall be used to appoint a person to a teaching position which has become vacant, or is a new position, which has not been filled by the process of Redeployment.
- 2.2 The selection process shall first be open to qualified internal employees of the Board.
- 2.3 The Catholic Community School Council shall develop a school profile.  
  
All community schools shall have a standing school profile which shall be updated on a yearly basis and forwarded to the Board Office by January 1st.
- 2.4 There shall be a Selection Committee of at least 3, with the following membership:
  - a) Director or Superintendent of Education
  - b) Principal of the School
  - c) one or more additional Principals (at the secondary school level, a Vice-Principal and/or Department Head(s) or other member(s) deemed appropriate in accordance with the Education Act).
- 2.5 The selection process may include such elements as:
  - a) Board's Vision Statement;
  - b) pastoral and professional references;
  - c) professional qualifications;
  - d) current experience with the Board;
  - e) experience;
  - f) the established community school profile;
  - g) a written presentation;
  - h) an interview;
  - i) a debriefing opportunity.

At all times, equity of opportunity, personal and professional values, dignity, affirmation, and consultation/de-briefing shall be the underlying principles of the process.



**POLICY: Staffing – Teacher Redeployment,  
Selection & Recruitment**

Category (Human Resources)

Effective Date: June 17, 1996.

Last Revision Date: (16-Sep-96)

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- 2.6 In the event that no suitable internal candidate is found for the position, the recommendation from the Selection Committee shall be to advertise externally, and the selection process shall be repeated.

**3. RECRUITMENT POLICY**

- 3.1 The Board shall implement, when necessary, a Teacher Recruitment Policy which is in keeping with its Vision Statement and its corporate goals and objectives.
- 3.2 A Recruitment Action Plan, when necessary, shall have as its basis the provision of opportunities designed to develop the potential of future employees for the Board.
- 3.3 The Recruitment Action Plan will be developed by the TRSaR Committee.



## **POLICY: Staffing – Teacher Redeployment, Selection & Recruitment**

Category (Human Resources)

Effective Date: June 17, 1996.

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### **APPLICATION OF POLICY**

Redeployment

Teacher Re-organization

Position Vacancy

Selection to fill  
position from  
internal selection process

Position Filled

Position Vacant

Debriefing of internal  
applicants

Selection to fill  
position from  
external selection process

Position Filled

Debriefing of external applicants



## **POLICY: Supervisory Officer – Sabbatical Leave**

Category (Human Resources)

Effective Date: August 31, 1973.

Last Revision Date: (23-Nov-98)

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## **POLICY: Supervisory Officer – Sabbatical Leave**

### ***Rationale:***

This program is established for the purpose of offering Supervisory Officers an opportunity for approved study or research including travel.

### ***Personnel Affected by Policy:***

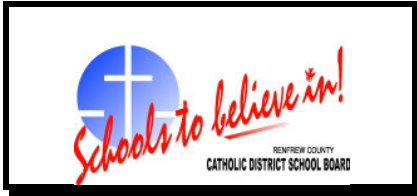
Supervisory Officers (Director of Education, Superintendent of Educational Services, Superintendent of Business Services)

### ***Organizational Authority:***

The Board

### ***Regulations:***

1. Sabbatical Leave may be granted after seven years service at 2/3 salary.
2. Granting of Sabbatical Leave:
  - 2.1 Sabbatical Leave may be granted to Supervisory Officers on application to the Board through the Director.
  - 2.2 Those Supervisory Officers requesting Sabbatical Leave shall submit detailed information regarding their teaching experience and their plans for the Sabbatical year.
  - 2.3 Such application shall be submitted to the Director by January 15 prior to the September in which the Sabbatical Leave would commence.
3. Superannuation deductions are to be continued as provided by the Teachers' Pension Plan and/or OMERS, as applicable.
4. Personnel granted Sabbatical Leave are to be eligible, upon their return to duties, to receive any increment or any increase in salary resulting from a revised schedule that they would have received had they not taken Sabbatical Leave.
5. The period of leave shall not exceed one year.
6. A Supervisory Officer granted Sabbatical Leave for one full year shall sign a commitment to return to the Board for a period of two (2) years. If the Supervisory Officer leaves before fulfilling this commitment, that Supervisory Officer shall reimburse the Board an amount equal to the salary paid during the Sabbatical. Partial refunds shall be in the ratio that unworked months bear to this two-year period.
7. The Supervisory Officer, on return from Sabbatical Leave, shall be assigned a position relative to the position immediately preceding the period of Sabbatical Leave.
8. The Board shall endeavour to approve at least one Sabbatical per year where one or more Supervisory Officers have applied for Sabbatical Leave. If an application is not approved, the applicant shall be informed in writing of the reason for the Board's decision.
9. The number of sick leave credits shall neither increase nor decrease as a consequence of Sabbatical Leave.



## ***POLICY: Teacher Hiring Practices***

Category (Human Resources)

Effective Date: March 31, 2021.

Last Revision Date: (N/A)

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## ***POLICY: Teacher Hiring Practices***

### **I. Purpose of Policy**

The (22-Feb-21) Ministry of Education Policy/Program Memorandum (PPM) 165 (School Board Teacher Hiring Practices) provides direction to school boards on teacher hiring policies and processes.

The Ministry of Education expects that all hiring decisions shall be made in accordance:

- first, with the applicable laws (including the Human Rights Code and the legal rights of denominational school boards);
- second, with school board collective agreements; and
- third, with PPM 165.

PPM 165 states that, in priority:

- first, the applicable laws (including the Human Rights Code and the legal rights of denominational school boards) and
- second, the Renfrew County Catholic District School Board and OECTA Permanent and Occasional Teacher Collective Agreements

shall prevail over the terms of PPM 165.

### **II. Policy Statement**

#### **1. OECTA Permanent Teacher Collective Agreement Hiring Provisions**

Subject to the applicable laws (including the Human Rights Code and the legal rights of denominational school boards), the Board will comply with the terms of the most recent Renfrew County Catholic District School Board OECTA Permanent Teacher Collective Agreement In permanent teacher hiring.

#### **2. OECTA Occasional Teacher Collective Agreement Hiring Provisions**

Subject to the applicable laws (including the Human Rights Code and the legal rights of denominational school boards), the Board will comply with the terms of the most recent Renfrew County Catholic District School Board OECTA Occasional Teacher Collective Agreement In occasional teacher hiring.

#### **3. PPM 165 Teacher Hiring Requirements**

Subject to the applicable laws (including the Human Rights Code and the legal rights of denominational school boards), the Board is committed to complying with the PPM165 requirements for teacher hiring in areas where the Board retains hiring discretion.

Appendix A sets out PPM 165 teacher hiring requirements.

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### **III. Related Information**

*Procedures and Appendices for this Policy*

APPENDIX A: PPM 165 Teacher Hiring Requirements.

*Ministry of Education*

(22-Feb-21) PPM 165 (School Board Teacher Hiring Practices)



## **APPENDIX A: PPM 165 Teacher Hiring Requirements**

Category (Human Resources)

Effective Date: March 31, 2021.

Last Revision Date: (N/A)

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## **APPENDIX A: PPM 165 Teacher Hiring Requirements**

### **Introduction**

PPM 165 states that, in priority:

- first, the applicable laws (including the Human Rights Code and the legal rights of denominational school boards) and
- second, the collective agreement provisions in the Renfrew County Catholic District School Board and OECTA Permanent and Occasional Teacher Collective Agreements shall prevail over the terms of PPM 165.

The Board is committed to complying with the PPM165 requirements for teacher hiring in areas where the Board retains hiring discretion.

### **1. Qualifications and Merit**

- a) All Board teacher hiring is done through a dedicated education job search web site accessible to school boards and all potential applicants.
- b) Board job postings on the above web site provide position details, required teaching qualifications and desired qualifications for the position.
- c) Applicants in good standing with the Ontario College of Teachers who meet the qualifications are requested to submit their portfolio, an updated cover letter and resume including details of qualifications, experience, professional and pastoral references.
- d) All new applicants to the Board are required to submit an original current, satisfactory Vulnerable Sector Check prior to commencement of employment.

### **2. Diversity, Equity and Human Rights**

The way to achieve a diverse and representative workforce is to:

- a) ensure that all employment policies and practices are anti-discriminatory and
- b) work to intentionally identify and remove barriers for Indigenous peoples and equity-seeking groups at each stage of the hiring process.

In areas where the Board retains hiring discretion the Board is committed to examining each part of the process – from setting job requirements and employment conditions to establishing the recruitment, application, screening, interview, and selection processes so that no stage creates a barrier for candidates.

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### **3. Employment Mobility**

Within the Board's hiring discretion and through the use of a dedicated education job search web site accessible to school boards and applicants, the Board's teacher hiring process addresses employment mobility.

All OCT certified teachers (both experienced and new teachers) have an equal opportunity to apply for any position (occasional, long-term occasional, or permanent) for which they are qualified irrespective of where they are currently employed.

### **4. Fairness and Transparency**

To support a fair and transparent process for candidates, the Board's teacher hiring processes include:

- a) teacher hiring done through a dedicated education job search web site accessible to school boards and all potential applicants;
- b) job postings on the above web site providing position details, required teaching qualifications and desired qualifications for the position;
- c) an application process wherein applicants in good standing with the Ontario College of Teachers, who meet the qualifications, are requested to submit their portfolio, an updated cover letter and resume including details of qualifications, experience, professional and pastoral references;
- d) a requirement for all new applicants to the Board to submit an original current, satisfactory Vulnerable Sector Check prior to commencement of employment;
- e) an opportunity on the job application to request accommodation;
- f) within the Board's hiring discretion and to the extent possible the use of demographically diverse hiring panels to achieve a diverse and representative workforce;
- g) an Employee Conflict of Interest Policy and Checklist for the guidance of its hiring panels (See Employee Conflict of Interest Policy and Appendix A - Checklist);
- h) standard scored interview instruments which seek relevant job embedded applicant information;
- i) on request, applicant debrief interviews based on a standard template; and
- j) a process for the disclosure of information to OECTA (See the 2019-22 Renfrew County Catholic District School Board and OECTA Permanent and Occasional Teacher Collective Agreements, Central Terms, Section 18 - Information Disclosure to OECTA).

### **5. Monitoring and Evaluation**

Boards should develop a monitoring and evaluation plan to review the effectiveness of their teacher hiring policy and make adjustments as necessary.

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Within the Board's hiring discretion and to the extent possible the Board' monitoring and evaluation practices should include:

- data collection of teacher workforce demographics through a voluntary census,
- employment system review to identify barriers for potential candidates, and
- recommendations to address gaps and barriers to creating a diverse and inclusive work force and environment.

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## **POLICY: Travel, Hospitality & Other Expenses**

### **Rationale:**

The Broader Public Sector Expenses Directive requires district school boards to establish expense rules where expenses are reimbursed from public funds.

### **Personnel Affected by Policy:**

All employees of the Board.

### **Organizational Authority:**

The **Director of Education** is the designated organizational authority for a Superintendent.

The **Chair** of the Board is the designated organizational authority for the Director of Education.

Generally, the **Superintendent** of the School or Office is the final organizational authority for employees in positions other than Superintendent or Director

The **Superintendent of Business Services** is the organizational authority for Managers.

**Managers** are the organizational authorities for members of their staff.

**Principals** are the organizational authorities for members of their staff.

### **Regulations:**

#### **1. BOARD AUTHORIZED TRAVEL**

Employees shall be reimbursed as follows for the expenses incurred in Board-authorized travel within Renfrew County.

- a) Subject to Subsection 1 (c) reimbursement shall be made for authorized travel from the designated school/office/etc. to and from any other school or authorized location within Renfrew County.
- b) The designated facility is the one in which the employee works or has an office. The Board shall name the designated facility with respect to an itinerant employee.
- c) No reimbursement shall be paid for travel between the employee's residence and the designated facility.
- d) If the distance between the designated facility and any other facility or location to which travel is authorized, is greater than the distance from the employee's residence to such other Board facility or location to which travel is authorized, then the Board shall pay for the shorter distance.

- e) When at the Board's discretion it is feasible for several employees to travel together, the Board may designate the number of vehicles with respect to which travel shall be reimbursed.
- f) Travel within Renfrew County shall not be reimbursed to employees attending or participating in Professional Activity Days except as outlined in Subsection 1 (g).
- g) Any employee who is responsible for the preparation and presentation of a Professional Development Program for other personnel in Renfrew County Catholic District Schools on a Professional Activity Day shall be reimbursed for the travel which must be undertaken to present such a program on a Professional Activity Day.
- h) Where and when feasible, the Board encourages employees to rent a vehicle for out-of-county travel. The Board has negotiated preferred automobile rental rates which are set out in Appendix B along with the required booking procedure.

## **2. TRAVEL RATES**

- a) For Board-authorized travel within Renfrew County, employees shall be paid the greater of:
  - the Board designated rate per car per day or
  - the Board designated rate per kilometre, as applicable:
    - for the first 5,000 kilometres driven in the school year or
    - for any kilometers over 5,000 driven in the same school year.
- b) Plant Maintenance personnel are entitled to an additional \$0.10 per km for “load allowance” when they are transporting Board materials, equipment or tools in their own private vehicles.
- c) For authorized travel from within the County to points beyond the County an allowance as stated in subsection 2 (a) will be paid. If public transportation is used, the allowance will be equal to the actual cost involved.

## **3. TRAVEL REIMBURSEMENT**

The Director of Education, Superintendent of Educational Services, Superintendent of Business Services, Managers of Plant Services, Human Resources Services, and Technological Services shall be entitled to a reimbursement as stated in Subsection 2 (a) to be paid for each kilometre driven while carrying out normal duties within the County, with the exception of in-town travel.

## **4. MEALS AND/OR ACCOMMODATION EXPENSES:**

All expenditures must be supported by ***original expense claim forms and original receipts*** reflecting the HST or similar tax. Faxed or copies of the original expense claim form and/or receipts will not be accepted. Credit card slips are not recognized as original receipts.

- a) The Board may reimburse the employee for a reasonable expenditure on meals when on Board business up to the meal expenditure limits set out in Appendix A.

- b) Purchases of alcoholic beverages are not permitted:
  - for personal use,
  - for personal use when away from the school/office on business related to their position or
  - when attending Professional Development Activities, seminars, conferences, etc.
- c) When required, a reasonable cost for a standard level of overnight accommodation will be paid by the Board. Expenses incurred for hotel movies, mini-bar snacks, etc., are the responsibility of the employee.

**5. HOSPITALITY EXPENSES:**

All expenditures must be supported by **original expense claims** and **original receipts** reflecting the HST or similar tax. Faxed or copies of the original expense claim and/or original receipts will not be accepted. Credit card slips are not recognized as original receipts.

- a) In addition to original receipts, hospitality expense claims must be accompanied with names of individuals entertained and their role. The purpose of the hospitality also must be clearly stated.
- b) Purchases of alcoholic beverages are not permitted unless authorized by the Director of Education and/or the Chair of the Board.

**6. APPROVAL**

Before forwarding the original expense claim for payment/reimbursement to the Superintendent of Business Services at the end of each month, the individual employee will itemize the expenses and obtain written approval as set out below. **The original expense claim must be accompanied by original receipts.**

- a) All expenditures supported by original receipts must be approved by the employee's immediate supervisor, i.e., Principal, Manager or Superintendent, as appropriate.
- b) All expenditures supported by original receipts and incurred by the Director of Education must be approved by the Chair of the Board.

**7. EXPENSE FORMS AND RECEIPTS**

**Original** expense claims are to be submitted monthly on the prescribed Employee Expense Form (available on the Board's G-Drive under Employee Forms) accompanied by the **original** receipts.

**8. EXPENSES FOR BOARD BUSINESS OBJECTIVES**

The Director of Education may authorize and approve expenses which are reasonable in the circumstances and which are incurred for specific business objectives of the Board. This may include meal expenditures which exceed the meal expenditure limits in Appendix A, hospitality expenses and gifts which exceed \$50 in value.

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**9. POLICY REVIEW**

Periodic review and audit of expenditures are undertaken to monitor the adherence to this and other Board policies.

***Related Information***

*Appendix for this Policy*

APPENDIX A: Meal Expenditure Limits

APPENDIX B: Automobile Rental Process

APPENDIX C: Sample Expense Claim Forms I and II

APPENDIX D: Expense Claim Checklist

*Related Board Policies (Governance Category)*

POLICY: Travel, Hospitality & Equipment – Trustee

APPENDIX A: Meal Expenditure Limits

APPENDIX B: Automobile Rental

*Treasury Board*

(1-Jan-2017) Broader Public Sector Expenses Directive

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## ***APPENDIX A: Meal Expenditure Limits***

The Board may reimburse an employee for reasonable expenditures on meals when on Board business up to the following meal expenditure limits. These meal expenditure limits include any applicable HST or similar tax and any gratuity paid.

<b>Meals</b>	<b>Meal Limit</b>
Breakfast	12.00
Lunch	18.00
Dinner	35.00
TOTAL	65.00

Notwithstanding the above meal expenditure limits the employee must still comply with the requirement to submit original receipts as laid out in the Policy.

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## **APPENDIX B: Automobile Rental Process**

### **Preferred Discount Car Rental**

The Board has an agreement with Discount Car and Truck Rental for a reduced rate.  
Discount provides fixed daily car rental rates with 3,000 km included in the rental fee.

**Insurance must be purchased for all vehicles:** PAP (Practical Assistance Program) for cars.

Discount has rental outlets in Pembroke and Renfrew.

Consider:

- the distance to be travelled;
- the cost using the Board's designated kilometre rate;
- the cost using a rental car and

select the cheaper option.

NOTE: Generally, the use of the car rental vehicle is more economical for travel over 150 km (including the cost of insurance, taxes, fees and gas).

### **Booking Procedure:**

1. Book a car rental directly with Discount and indicate that you are from the RCCDSB (24 hour prior notice is recommended).
2. Night before pickup is available at no charge.
3. You are required to refuel the car before returning it to Discount.
4. Pay for the rental personally and submit your receipt with your travel claim.

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## **APPENDIX C: Sample Expense Claim Forms I & II**

### **Expense Claim Form I (PDF for information only)**

If your annual kilometres are ***under 5,000*** annually, use this Form.

### **Expense Claim Form II (PDF for information only)**

If your annual kilometres are ***over 5,000*** annually, use this Form.

NOTE: PDF samples of the above two Forms are attached to Appendix C for information purposes only.

NOTE: The two Forms to be submitted by employees are on the Board's G-Drive under Employee Forms.

Please enter your kilometres on the appropriate Employee Form and the embedded formulae will calculate your expense reimbursement.



# RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

[Expense Claim Checklist](#)

[POLICY: Human Resources - Travel and Hospitality Expenses](#)

## **EXPENSE CLAIM - ANNUAL MILEAGE UNDER 5,000KM**

**Claimant's Home Address:**

Claimant's Name: \_\_\_\_\_ Street: \_\_\_\_\_  
 Claimant's Position: \_\_\_\_\_ City/Prov: \_\_\_\_\_  
 Designated School: \_\_\_\_\_ Postal Code: \_\_\_\_\_

This form must have **ORIGINAL SUPPORTING RECEIPTS** attached to this expense claim to be reimbursed. No photocopies/faxes accepted.

Expense Claims must be submitted **monthly**.

Date (YYYY/MM/DD)	Purpose/Destination/Budget # (Attach Supporting Receipts)	Number of Km	Out of Pocket Expenses				Totals
			KM Rate	Meals	Hotels	Other	
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
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			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
<b>Totals:</b>		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BOARD USE ONLY		Previous claim's KM	
Acct # _____	HST # _____ \$ _____	0	Total Kilometers (Sep 1- Aug 31)
Acct # _____	HST # _____ \$ _____	Total Claim: <b>\$0.00</b>	
Acct # _____	HST # _____ \$ _____	Have your KM exceeded 5,000 year to date? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Acct # _____	HST # _____ \$ _____	Is this claim a re-bill? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Acct # _____	HST # _____ \$ _____	If yes, <u>attach details:</u> 2) Expense Template	
Acct # _____	HST # _____ \$ _____	<b>Daily Meal Allowance (Taxes &amp; Gratuity included):</b>	
Acct # _____	HST # _____ \$ _____	Breakfast \$12.00	Lunch \$18.00
			Supper \$35.00

\_\_\_\_\_  
**Claimant's Signature**      **Date**      **By**      **Certified**      **Date**      **Approved By**      **Date**  
 (Business Services)      (Prin./Mgr./Co-ord./S.O.)

Please ensure this form has been **SIGNED** by you and **APPROVED** by your principal, manager, or co-ordinator prior to submission to the **Department of Business Services**. Superintendent approval with be obtained by Business Services.



# RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

[Expense Claim Checklist](#)

[POLICY: Human Resources - Travel and Hospitality Expenses](#)

## **EXPENSE CLAIM - ANNUAL MILEAGE OVER 5,000KM**

**Claimant's Home Address:**

Claimant's Name: \_\_\_\_\_ Street: \_\_\_\_\_  
 Claimant's Position: \_\_\_\_\_ City/Prov: \_\_\_\_\_  
 Designated School: \_\_\_\_\_ Postal Code: \_\_\_\_\_

This form must have **ORIGINAL SUPPORTING RECEIPTS** attached to this expense claim to be reimbursed. No photocopies/faxes accepted.

Expense Claims must be submitted **monthly**.

Date (YYYY/MM/DD)	Purpose/Destination/Budget # (Attach Supporting Receipts)	Number of Km	Out of Pocket Expenses				Totals
			KM Rate	Meals	Hotels	Other	
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
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			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
<b>Totals:</b>		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BOARD USE ONLY		Previous claim's KM	
Acct # _____	HST # _____ \$ _____	0	Total Kilometers (Sep 1- Aug 31)
Acct # _____	HST # _____ \$ _____	Total Claim: <b>\$0.00</b>	
Acct # _____	HST # _____ \$ _____	Have your KM exceeded 5,000 year to date? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Acct # _____	HST # _____ \$ _____	Is this claim a re-bill? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Acct # _____	HST # _____ \$ _____	If yes, <u>attach details:</u> 2) Expense Template	
Acct # _____	HST # _____ \$ _____	<b>Daily Meal Allowance (Taxes &amp; Gratuity included):</b>	
Acct # _____	HST # _____ \$ _____	Breakfast \$12.00	Lunch \$18.00
		Supper \$35.00	

\_\_\_\_\_  
 Claimant's Signature Date By Date Approved By Date  
 (Business Services) (Prin./Mgr./Co-ord./S.O.)

Please ensure this form has been **SIGNED** by you and **APPROVED** by your principal, manager, or co-ordinator prior to submission to the **Department of Business Services**. Superintendent approval with be obtained by Business Services.

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## **APPENDIX D: Expense Claim Checklist**

### **1. Claimant Information**

- ☐ Name
- ☐ Position
- ☐ Designated School
- ☐ Home Address

### **2. Travel & Hospitality Information**

- ☐ Date
- ☐ Purpose of Travel and Travel Start / Destination:
  - travel reason;
  - name of employee passenger if applicable;
  - travel start and destination;
  - budget number if known.
- ☐ Number of Kilometres:
  - reimbursement for Board authorized travel within Renfrew County shall be paid at the greater of:
    - the Board designated rate per car per day or
    - the Board designated rate per kilometre, as applicable:
      - for the first 5,000 kilometres driven in the school year or
      - for any kilometers over 5,000 driven in the same school year.

[NOTE: The two Forms to be submitted by employees are on the Board's G-Drive under Employee Forms.

Please enter your kilometres on the appropriate Employee Form and the embedded formulae will calculate your expense reimbursement.]

- use the Board Travel Chart for Renfrew County school-to-school travel;
- use Google Maps for Renfrew County travel other than school-to-school and for out of County travel (attach the relevant Google map);
- if travel is out of Renfrew County, check if car rental more cost effective.

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*Schools to believe in!*

## ***APPENDIX D: Expense Claim Checklist***

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[NOTE: kilometres are reimbursed based on the shorter distance-home to destination or designated school to destination.]

- ☐ Meals:
  - submit original detailed receipts;
  - enter meal amount (breakfast \$12, lunch \$18, supper \$35 - amount includes the tax and gratuity);
  - credit card receipts alone are not sufficient;
  - no reimbursement for alcohol;
  - if paying for other employees, list their names on the receipt.
- ☐ Hotels:
  - original detailed receipt in claimant's name;
  - if meal charged to room, ask for detailed meal receipt as breakdown required.
- ☐ Other Expenses (parking taxi, flight, supplies):
  - submit original detailed receipts;
  - flight boarding pass required (if attaching boarding pass paid for with Board corporate credit card, set out the name of the cardholder on boarding pass);
  - supplies – do not include personal purchases or cash back on receipts.

### ***3. Rebill Situations***

- ☐ If this is a rebill situation, check the YES box and provide the agenda / rebill information; otherwise check the NO box.

### ***4. Signature and Date of Claim***

- ☐ Claimant Signature.
- ☐ Date of Claim.

### ***5. Approval Information***

- ☐ Signature of immediate supervisor or budget holder
- ☐ Business Services will sign CERTIFY once claim has been verified and all necessary back up attached.
- ☐ Superintendent signature required (Business Services will obtain).

**APPENDIX D: Expense Claim Checklist**

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**6. Required Delivery Mode**

- ☐ Courier original signed Expense Claim Form with all the original documentation attached to the Business Services Department at the Board Office  
[NOTE: faxed or photocopied Expense Claim Forms and documentation will not be accepted.]



## **POLICY: Vacation**

Category (Human Resources)

Effective Date: September 2, 1975.

Last Revision Date: (28-Nov-11)

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## **POLICY: Vacation**

### ***Rationale:***

The Board wishes to recognize its valued employees through a progressive vacation allotment which through service exceeds the requirements of the Employment Standards Act.

### ***Personnel Affected by Policy:***

Non-teaching Personnel who are not affiliated with a bargaining unit and Supervisory Officers.

### ***Organizational Authority:***

The Board.

### ***Regulations:***

#### **1. TWELVE MONTH PERMANENT EMPLOYEES**

- a) Other than personnel classified as Supervisory Officers, Managers, and the Executive Assistant to the Director, full-time, twelve (12) month regular employees shall accumulate vacation leave as follows:

Continuous Service with Remuneration	Vacation Leave per Year
0 years to less than 2 completed years	10 working days
2 completed years to less than 10 completed years	15 working days
10 completed years to less than 15 completed years	20 working days
15 or more completed years	22 working days

- b) Paid vacation leave for a part-time twelve (12) month permanent employee or for a full-time twelve (12) month permanent employee who works part of the period September 1<sup>st</sup> to August 31<sup>st</sup> shall be prorated based on the employee's days with remuneration and/or percentage of employment.

- c) All full-time 12 month regular employees who are in their twentieth (20) year of employment shall be granted four (4) weeks' paid leave during that year, in addition to their annual leave. Part-time 12 month regular employees who are in their twentieth (20) year of employment shall receive this benefit prorated to their percentage of employment.

#### **2. TEN MONTH PERMANENT EMPLOYEES**

- a) The following table sets out the vacation pay rate for ten (10) month permanent employees appropriate to the employee's continuous years of service with the Board..

Continuous Service with Remuneration	Vacation Pay Rate
0 years to less than 2 completed years	4%
2 completed years to less than 10 completed years	6%
10 completed years to less than 15 completed years	8%
15 or more completed years	8.8%

Vacation pay for ten (10) month permanent employees shall be based on the applicable vacation pay rate multiplied by their regular earnings, excluding vacation pay, for the period September 1<sup>st</sup> to August 31<sup>st</sup> for which the vacation pay is given.



## **POLICY: Vacation**

Category (Human Resources)

Effective Date: September 2, 1975.

Last Revision Date: (28-Nov-11)

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- b) A regular employee who is in his or her twentieth (20) year of employment shall be granted a one time grant of 8% vacation pay during that calendar/school year, in addition to their annual percentage of vacation pay. Part-time 10 month regular employees who are in their twentieth (20) year of employment shall receive this benefit prorated to their percentage of employment.

### **3. PAY OPTIONS FOR 10 MONTH PERMANENT EMPLOYEES**

- a) Full-time and part-time ten (10) month permanent employees shall have the option of:
- i) receiving their vacation pay in their regular bi-weekly pay cheque,
  - ii) accruing their vacation as above, or
  - iii) in accordance with the vacation entitlement outlined in this Policy, receiving from the Board up to a maximum of:
    - two (2) weeks pay during the Christmas break which will consist of a combination of vacation entitlement and statutory holiday pay and
    - one (1) week's pay during the March break.Payment for the Christmas and March break periods will be made on the next regularly scheduled pay.

No record of employment for EI purposes will be issued in December or March in lieu of the vacation payment. Employees shall receive the remainder of their vacation entitlement in a lump sum on the last regular pay at the end of the school year.

- b) Employees other than newly hired employees, may elect to change the method of receiving or accruing vacation pay only on September 1 of each year.

### **4. CASUAL AND TEMPORARY EMPLOYEES**

Casual and Temporary employees will receive their vacation pay with their regular pay cheque at the rate specified by the Employment Standards Act.

### **5. SUPERVISORY OFFICERS**

Supervisory Officers shall be eligible for twenty-five days holidays with the additional provision for a short winter break of four days. Supervisory Officers shall include the following positions: Director of Education, Superintendent of Educational Services, and Superintendent of Business Services.

### **6. MANAGERS AND EXECUTIVE ASSISTANT TO THE DIRECTOR**

Personnel classified as Managers, and the Executive Assistant to the Director of Education, shall have an annual vacation of twenty-two days holidays, with the additional provision of four days annually for work performed over and above regular work hours.

### **7. VACATION SCHEDULES AND THE ANNUAL BOARD OFFICE CLOSURE**

- a) Twelve (12) month permanent employees employed in the Board Office shall take up to two (2) consecutive weeks of their vacation to coincide with the annual closure of the Board Office (the last week in July and the first week August). The dates of their remaining vacation leave shall be scheduled to the mutual satisfaction of the employee and the Board.
- b) The dates on which vacation leave will be taken by each other employee, shall be established to the mutual satisfaction of the employee and the Board, it being understood that the Board reserves the right to limit the number of personnel absent on vacation at any given time.

8. Employment with the Board, as well as merged and predecessor boards, will count as service with this Board.



## POLICY: Vacation

Category (Human Resources)

Effective Date: September 2, 1975.

Last Revision Date: (28-Nov-11)

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9. A maximum of ten (10) days of vacation credit may be carried forward from one year to the next for twelve (12) month employees. Written permission of the Manager of Human Resources Services is required to carry forward more than ten days of vacation from any year to the subsequent year.
10. Employees shall be entitled to vacation with pay on a pro rata basis with respect to any final period of employment which is less than one full year based on the following formula:

<i>Twelve Month Employees</i>				
<u>number of days with remuneration</u>	X	the vacation days allowed	X	percentage of
260		(based on years of		employment
		service)		

OR

<i>Ten Month Employees</i>				
Gross Pay	X	percentage of vacation pay allowed		
(including Statutory and		(based on years of service)		
Board approved holidays)				



## **POLICY: Workplace Harassment**

Category (Human Resources)

Effective Date: September 21, 2010.

Last Revision Date: (24-Oct-16)

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# **POLICY: Workplace Harassment**

## **I. Purpose of Policy**

In accordance with the Board Vision Statement, the Safe Schools – Code of Conduct Policy and applicable legislation the Renfrew County Catholic District School Board is a community that fosters a Christ-centered positive school climate, free from discriminatory or harassing behaviour. The educational community is a place that promotes responsibility, respect, civility, and academic excellence in a safe learning, teaching and working environment in which all persons are treated with respect and dignity, free from sexual, racial, ethnocultural, or other harassment, related to any grounds identified within the Human Rights Code.

The Board, in accordance with the gospel values of Jesus Christ and in accordance with legislation, is committed to providing and maintaining a work environment in which all employees are able to work in a workplace free from workplace harassment.

## **II. Policy Statement**

### **1. Guiding Principles & Commitment**

- a) All Board employees should be able to work without being subject to workplace harassment.
- b) Workplace harassment in Board workplaces from Board employees, students or any other individual is unacceptable conduct and will not be tolerated.
- c) All persons involved with or present in Board schools or workplaces, including employees, students, parents, volunteers, visitors and other individuals, must comply with the standards of behaviour set out in the Safe Schools – Code of Conduct.
- d) Employees who exercise their rights under the Occupational Health and Safety Act in reporting workplace harassment or acting as witnesses to incidents of workplace harassment shall not be the subject to any reprisals for their actions. However, any reporting must not be done maliciously or in bad faith. The reporting employee must have some reasonable cause to make the report.
- e) Workplace violence incidents shall be dealt with under the Workplace Violence Policy.
- f) The elected Board of Trustees, Senior Administration, Managers, Principals, Supervisors, employees and union representatives are committed to taking all precautions reasonable in the circumstances to prevent workplace harassment in Board workplaces.

### **2. Workplace Harassment:**

**workplace** means any land, premises, location or thing at, upon, in or near which a worker works.

**workplace harassment** means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or
- workplace sexual harassment.

**workplace sexual harassment** means,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or



## **POLICY: Workplace Harassment**

Category (Human Resources)

Effective Date: September 21, 2010.

Last Revision Date: (24-Oct-16)

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- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

### **3. Human Rights Code Harassment:**

- a) The definition of workplace harassment in section 2 is broad enough to include harassment prohibited under the Human Rights Code.
- b) The Human Rights Code prohibits harassment in the workplace based on the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

### **4. Conduct that is Not Workplace Harassment:**

- a) Reasonable action or conduct by the Board or by Board management staff that is part of their normal work or management functions would not normally be considered workplace harassment. This is the case even if there are sometimes unpleasant consequences for an employee. Examples could include changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of dress codes and disciplinary action.
- b) Differences of opinion or minor disagreements between employees would also not generally be considered workplace harassment.
- c) Any behaviour that would meet the definition of workplace violence would not be considered workplace harassment and should be dealt with under the Workplace Violence Policy.

### **5. General Policy Requirements:**

- a) The Policy shall be posted in a conspicuous place in each Board workplace with more than five (5) employees.
- b) The Board shall provide information and instruction that is appropriate for each Board employee on the contents of this Policy and related procedures.
- c) This Policy and the Program to implement this Policy shall be reviewed as often as necessary, but at least annually.

## **III. Related Information**

### *Procedures for this Policy*

Procedure: Workplace Harassment – Report, Investigate & Respond

### *Other Board Documents:*

POLICY: Workplace Violence

POLICY (Schools & Students): Safe Schools – Code of Conduct

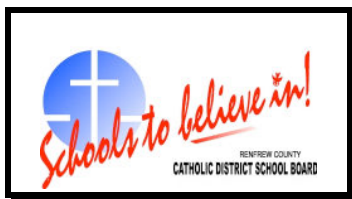
### *Legislation*

Occupational Health and Safety Act

Human Rights Code

### *Ministry of Labour*

September 2016. Ministry of Labour. *Workplace Violence and Harassment: understanding the law.*



## **Procedure: Workplace Harassment – Report, Investigate & Respond**

Effective Date: September 21, 2010.

Last Revision Date: (24-Oct-16)

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# **Procedure: Workplace Harassment – Report, Investigate & Respond**

## **I. Overview / Procedure Description**

This Procedure outlines the requirements for reporting, investigating and responding to incidents and complaints of workplace harassment.

## **II. Areas of Responsibility**

- a) Board employees shall promptly report all incidents of workplace harassment to their Principal, Manager or Supervisor. In the event that the Principal, Manager or Supervisor is the alleged harasser the incident of workplace harassment shall be reported to the immediate supervisor of the Principal, Manager or Supervisor; or to a Board Superintendent.
- b) Board Principals, Managers and Supervisors shall immediately report all incidents and complaints of workplace harassment to the Manager of Human Resources Services. In the event that the Manager of Human Resources is the alleged harasser the incident of workplace harassment shall be reported to the Superintendent of Business Services or to another Board Superintendent.
- c) Board Principals, Managers and Supervisors have responsibility for the investigation of incidents and complaints of workplace harassment.
- d) In his or her discretion the Director of Education may designate another staff member or a neutral third party to investigate any incidents and complaints of workplace harassment.
- e) The appropriate Board Supervisory Officer and/or the Manager of Human Resources Services have the responsibility for reviewing the results of any investigation and taking appropriate action.

## **III. Procedure Steps / Checklist**

### **1. Reports & Complaints of Workplace Harassment:**

- a) Complaints or reports of workplace harassment shall be made promptly, in writing, and no more than one year from the incident or one year from the last incident in a series of related incidents.
- b) The written complaint shall:
  - provide the complainant's contact information (name, home address or work location, phone/cell and email);
  - describe the particulars of the incident(s) or situation (date, time, location and what happened);
  - identify the relevant persons involved (name, contact information, status (employee, student, other));
  - set out any other relevant information; and
  - furnish the remedy sought.
- c) Board employees shall promptly report all incidents of workplace harassment to their Principal, Manager or Supervisor. In the event that the Principal, Manager or Supervisor is the alleged harasser the incident of workplace harassment shall be reported to that employee's immediate supervisor or to a Board Superintendent.



## **Procedure: Workplace Harassment – Report, Investigate & Respond**

Effective Date: September 21, 2010.

Last Revision Date: (24-Oct-16)

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- d) Board Principals, Managers and Supervisors shall immediately report all incidents and complaints of workplace harassment to the Manager of Human Resources Services. In the event that the Manager of Human Resources is the alleged harasser the incident of workplace harassment shall be reported to the Superintendent of Business Services or to another Board Superintendent.

### **2. Teachers and Adverse Reports:**

- a) Teachers who report an incident or file a complaint of workplace harassment involving another teacher are reminded that section 18 (1) (b) of the Regulation made under the Teaching Profession Act requires the teacher reporting the incident or the complaint to provide the alleged teacher offender with a written statement of the complaint or incident at the earliest possible time and not later than three days after making the report.
- b) The Teaching Profession Act defines a teacher as a person who is a member of the Ontario College of Teachers and is employed by a board as a teacher but does not include a supervisory officer, a principal, a vice-principal or an instructor in a teacher-training institution.

### **3. Confidentiality and Disclosure of Information:**

As much as possible confidentiality will be maintained in the process. However, the right of an alleged offender to know the case against him or her, reporting obligations, the obligation to investigate and the obligation to take any necessary action means that absolute confidentiality cannot be guaranteed to the employee filing the complaint / report or to the employee against whom a complaint is made.

### **4. Representation for an Alleged Offender / Complainant:**

- a) An alleged offender who is a unionized employee has a right to have his or her union representative present at any investigative meeting or a meeting which may result in disciplinary action. An alleged offender who is not a unionized employee has a right to have a representative present at any investigative meeting or a meeting which may result in disciplinary action.
- b) A complainant who is a unionized employee has a right to have his or her union representative present at any meeting resulting from an incident or complaint of workplace harassment. A complainant who is not a unionized employee has a right to have a representative present at any meeting resulting from an incident or complaint of workplace harassment.

### **5. Interim Action:**

After a written complaint of workplace harassment has been received, the Manager of Human Resources Services shall assess whether any interim action is required to provide the complainant with a workplace free from harassment.

### **6. Informal Resolution:**

In less serious incidents of workplace harassment an informal resolution process may be used to attempt to resolve the dispute between the parties to the alleged incident(s).

### **7. Investigation**

- a) Written workplace harassment complaints shall be investigated promptly.
- b) Prior to making a final decision on the complaint the alleged offender shall be given the particulars of the complaint / investigation and provided with an opportunity to make a written response to the allegations.



## Procedure: Workplace Harassment – Report, Investigate & Respond

Effective Date: September 21, 2010.

Last Revision Date: (24-Oct-16)

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### 8. Assessment of the Complaint:

The response of the alleged offender shall be considered prior to making a determination of what happened and what action should be taken.

### 9. Reporting to the Complainant / Alleged Harasser:

The complainant and the alleged harasser shall be advised, in writing, of the results of the investigation and of the action the Board has taken or will take to maintain a harassment free workplace.

### 10. Record of Complaint, Investigation & Response:

- a) The report of the investigation, supporting documents and Board response shall be retained by the Manager of Human Resources Services in a confidential Board Folder. If discipline was administered as a result of the workplace violence, the necessary disciplinary documentation shall be filed in the employee's personnel file.
- b) If the complaint was resolved by an informal resolution process, a record shall be kept of the original complaint, the results of the informal dispute resolution process and the records from any follow up or monitoring of the situation.

### 11. Alternative Routes for Dealing with Complaints:

At any stage in, before or after this process, a complainant may choose to refer the complaint to the Police, the Human Rights Tribunal of Ontario, or their Professional Organization or Association. The Manager of Human Resources Services may choose to involve the Police.

## IV. Definitions

**supervisor** means a person who has charge of a workplace or authority over a Board employee or a worker who is paid to perform work or supply services. Board supervisors include Superintendents, Managers, Principals/Vice-Principals and their designates, Lead Hands and any other person who supervises Board employees or contract workers.

**workplace** means any land, premises, location or thing at, upon, in or near which a worker works.

**workplace harassment** means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or
- workplace sexual harassment.

**workplace sexual harassment** means,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

## V. Related Information

*Related Board Policy*

POLICY: Workplace Harassment



## **POLICY: Workplace Violence**

(Category: Human Resources)

Effective Date: June 15, 2010.

Last Revision Date: (24-Oct-16)

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# **POLICY: Workplace Violence**

## **I. Purpose of Policy**

The Renfrew County Catholic District School Board (the Board) believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence or behaviour which increases the risk of violence is unacceptable conduct and will not be tolerated. Workplace violence in any form erodes the mutual trust and confidence that are essential to the well-being of our staff.

## **II. Policy Statement**

### **1. Guiding Principles & Commitment**

- a) As part of the internal responsibility system, individuals engaging in unsafe activity will be held accountable for their actions. This, together with Safe Schools legislation, means that violent and potentially violent activity will be investigated by the Board and will be acted upon in a manner that protects members of the school board community in the workplace.
- b) All Board employees should be able to work without fear of violence in a safe and healthy workplace.
- c) Violent behaviour in Board workplaces from Board employees, students, parents or any other individual is unacceptable conduct and will not be tolerated.
- d) Violent conduct in Board workplaces resulting from a domestic relationship which involves one or more Board employees is unacceptable conduct and will not be tolerated.
- e) Employees are responsible for reporting any hazard, which includes potentially violent circumstances of which he/she is aware. Employees are also responsible for cooperating in investigations and participating in associated training.
- f) All persons involved with or present in Board schools or workplaces, including employees, students, parents, volunteers, visitors and other individuals, must comply with the standards of behaviour set out in the Safe Schools – Code of Conduct.
- g) Employees who exercise their rights under the Occupational Health and Safety Act in reporting workplace violence or acting as witnesses to incidents of workplace violence shall not be the subject to any reprisals for their actions. However, any reporting must not be done maliciously or in bad faith. The reporting employee must have some reasonable cause to make the report.
- h) The elected Board of Trustees, Senior Administration, Managers, Principals, Supervisors, employees and union representatives are committed to taking every precaution reasonable in the circumstances to provide safe workplaces for all Board employees.

### **2. Workplace Violence:**

*workplace violence* means,

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

*workplace* means any land, premises, location or thing at, upon, in or near which a worker works.



## **POLICY: Workplace Violence**

(Category: Human Resources)

Effective Date: June 15, 2010.

Last Revision Date: (24-Oct-16)

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### **3. Workplace Violence Program:**

- a) The Board has established a Workplace Violence Program which includes requirements for risk assessment, control measures, summoning immediate assistance, incident reporting, communication and training
- b) Principals, Vice-principals, Managers and Supervisors are responsible for insuring the workplace is safe and workers are protected from hazards. On behalf of the Board, they must implement the Workplace Violence Prevention Program.
- c) Under the Workplace Violence Program Principals, Vice-principals, Managers and Supervisors are responsible for recognizing and advising workers where actual or potential danger to their health and safety related to violence may exist, investigating incidents and establishing measures to prevent recurrences.

### **4. General Policy Requirements:**

- a) The Policy shall be posted in a conspicuous place in each Board workplace with more than five (5) employees.
- b) The Board shall provide information and instruction that is appropriate for each Board employee on the contents of this Policy and related procedures.
- c) The Policy shall be reviewed as often as necessary, but at least annually.

## **III. Related Information**

### *Procedures for this Policy:*

Procedure A: Workplace Violence - Summon Immediate Assistance & Report

Procedure B: Workplace Violence – Investigate & Respond

### *Other Board Documents:*

POLICY: Workplace Harassment

POLICY (Schools & Students): Safe Schools – Code of Conduct

### *Legislation*

Occupational Health and Safety Act

### *Ministry of Labour*

September 2016. Ministry of Labour. *Workplace Violence and Harassment: understanding the law.*



## **PROCEDURE A: Workplace Violence – Summon Immediate Assistance & Report**

Effective Date: September 1, 2010.

Last Revision Date: (24-Oct-16)

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# **Procedure A: Workplace Violence – Summon Immediate Assistance & Report**

## **I. Overview / Procedure Description**

This Procedure outlines the requirements for summoning immediate assistance for affected employees in workplace violence situations and for reporting incidents and complaints of workplace violence.

## **II. Areas of Responsibility**

- a) All Board staff have a mutual responsibility for summoning immediate assistance for affected employees in workplace violence situations.
- b) Board employees shall promptly report all incidents of workplace violence to their Principal, Manager or Supervisor. In the event that the Principal, Manager or Supervisor is the alleged perpetrator the incident of workplace violence shall be reported to the immediate supervisor of the Principal, Manager or Supervisor; or to a Board Superintendent.
- c) Board Principals, Managers and Supervisors shall immediately report incidents of workplace violence involving serious assaults or other criminal offences with violence to the local Police Services for investigation and action.
- d) Board Principals, Managers and Supervisors shall immediately report all incidents and complaints of workplace violence to the Manager of Human Resources Services. In the event that the Manager of Human Resources is the alleged perpetrator the incident of workplace violence shall be reported to the Superintendent of Business Services or to another Board Superintendent.

## **III. Procedure Steps / Checklist**

### **1. Immediate Response (Principal / Supervisor / Employee):**

- a) If an incident of workplace violence occurs or is likely to occur, the Principal, the Supervisor or an employee shall:
  - i) if possible, remove the perpetrator of the workplace violence from the presence of the affected employee immediately;
  - ii) in situations where it is not possible to safely remove the perpetrator of the workplace violence from the presence of the affected employee, the police should be called to deal with the situation;
  - iii) make arrangements for the affected employee to receive immediate medical attention where warranted and obtain medical verification of the workplace violence, either from a doctor called to the scene or from the nearest hospital;
  - iv) inform the Principal or Supervisor at the earliest opportunity; and
  - v) inform the appropriate Supervisory Officer and the Manager of Human Resources Services.
- b) The Principal or Supervisor shall preserve the integrity of the scene of the incident and any related objects for either the police or Board investigation.
- c) The appropriate Supervisory Officer or the Manager of Human Resources Services shall contact the employee at the earliest opportunity and advise the employee of the various assistance available.



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### **2. Reporting Incidents of Workplace Violence:**

- a) Where the initial assessment by the Principal or Supervisor establishes that a serious assault or the threat of a serious assault including,
  - i) a physical assault causing bodily harm requiring medical attention;
  - ii) a sexual assault;
  - iii) an assault involving a weapon; or
  - iv) another criminal offence involving violence,may have taken place, the Principal or Supervisor shall call the police to investigate and shall inform the appropriate Supervisory Officer and the Manager of Human Resources Services.
- b) Supervisors and Principals shall promptly report all incidents of workplace violence to the Manager of Human Resources Services for advice and direction. In the event that the Manager of Human Resources is the alleged perpetrator the incident of workplace violence shall be reported to the Superintendent of Business Services or to another Board Superintendent.
- c) Where a person is killed or critically injured from any cause at a workplace, the Board shall notify an inspector, the health and safety committee, and trade union, if any, immediately of the occurrence by telephone, telegram or other direct means and the Board shall, within forty-eight hours after the occurrence, send to a Director (appointed under the Occupational Health and Safety Act) a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe.
- d) If an employee is disabled from performing his or her usual work or requires medical attention because of an incident at a workplace, but no person dies or is critically injured because of that occurrence, the Board shall, within four days of the occurrence, give written notice of the occurrence containing the prescribed information and particulars to the health and safety committee, trade union (if any) and to the Director (appointed under the OH&S Act), if an inspector requires notification of the Director.
- e) If an employee loses time from work, earns less than a regular day's pay or gets health care treatment beyond first aid because of workplace violence; a report must be filed with the Workplace Safety Insurance Board within three days.
- f) For serious incidents of workplace violence the appropriate Supervisory Officer or the Manager of Human Resources Services shall notify the Board's legal counsel and request legal advice and direction.
- g) Workplace harassment incidents shall be dealt with under the Workplace Harassment Policy.

### **3. Employee Report of Injuries and Loss of Time from Employment:**

Employees shall report any workplace injuries and any resulting loss of time from work to their immediate supervisor; shall fill in the required Employee Accident / Incident Report (See Health & Safety Form) and shall fax the completed report to the Health and Safety/Plant Services Officer.

### **4. Complaints of Workplace Violence:**

- a) Complaints or reports of workplace violence shall be made promptly and no more than one year from the incident or one year from the last incident in a series of related incidents.
- b) The written complaint shall:
  - provide the complainant's contact information (name, home address or work location, phone/cell and email);
  - describe the particulars of the incident(s) or situation (date, time, location and what happened);



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- identify the relevant persons involved (name, contact information, status (employee, student, other)); and
  - set out any other relevant information.
- c) Board employees shall promptly report all incidents of workplace violence to their Principal, Manager or Supervisor. In the event that the Principal, Manager or Supervisor is the alleged perpetrator the incident of workplace violence shall be reported to the immediate supervisor of the Principal, Manager or Supervisor; or to a Board Superintendent.
- d) Board Principals, Managers and Supervisors shall immediately report all incidents and complaints of workplace harassment to the Manager of Human Resources Services. In the event that the Manager of Human Resources is the alleged perpetrator the incident of workplace violence shall be reported to the Superintendent of Business Services or to another Board Superintendent.
- e) Accidental situations are not generally considered to be workplace violence.

### 5. Teachers and Adverse Reports:

- a) Teachers who report an incident or file a complaint of workplace violence involving another teacher are reminded that section 18 (1) (b) of the Regulation made under the Teaching Profession Act requires the teacher reporting the incident or the complaint to provide the alleged teacher offender with a written statement of the complaint or incident at the earliest possible time and not later than three days after making the report.
- b) The Teaching Profession Act defines a teacher as a person who is a member of the Ontario College of Teachers and is employed by a board as a teacher but does not include a supervisory officer, a principal, a vice-principal or an instructor in a teacher-training institution.

### 3. Confidentiality and Disclosure of Information:

As much as possible confidentiality will be maintained in the process. However, the right of an alleged offender to know the case against him or her, reporting obligations, the obligation to investigate and the obligation to take any necessary action means that absolute confidentiality cannot be guaranteed to the employee filing the complaint / report or to the employee against whom a complaint is made.

## IV. Definitions

**director** means an inspector under this Act who is appointed as a Director for the purposes of the Occupational Health and Safety Act.

**supervisor** means a person who has charge of a workplace or authority over a Board employee or a worker who is paid to perform work or supply services. Board supervisors include Superintendents, Managers, Principals/Vice-Principals and their designates, Lead Hands and any other person who supervises Board employees or contract workers.

**workplace** means any land, premises, location or thing at, upon, in or near which a worker works.

**workplace violence** means,

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.



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## **V. Related Information**

### *Related Procedure*

Procedure B: Workplace Violence – Investigate & Respond

### *Related Board Policies / Procedures*

POLICY: Workplace Violence

Procedure: First Aid

Health & Safety Form: Employee Accident & Injury

### *Legislation*

Occupational Health and Safety Act, as amended

Criminal Code of Canada

### *Ministry of Labour*

September 2016. Ministry of Labour. *Workplace Violence and Harassment: understanding the law.*

### *Ministry of Education*

2015. Ministry of Education. *Provincial Model for a Local Police/School Board Protocol.*



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# **Procedure B: Workplace Violence – Investigate & Respond**

## **I. Overview / Procedure Description**

This procedure outlines the requirements for investigating incidents and complaints of workplace violence and for taking appropriate action.

## **II. Areas of Responsibility**

- a) Board Principals, Supervisors and/or Managers shall immediately report incidents, reports and complaints of workplace violence involving serious assaults to the local Police Services for investigation and action.
- b) Board Principals, Supervisors and/or Managers have responsibility for the investigation of less serious incidents and complaints of workplace violence.
- c) In its discretion the Board may designate another staff member or a neutral third party to investigate any incidents and complaints of workplace violence.
- d) The appropriate Board Supervisory Officer and/or the Manager of Human Resources Services have the responsibility for reviewing the results of any investigation and taking appropriate action.

## **III. Procedure Steps / Checklist**

### **1. Representation for an Alleged Offender / Complainant:**

- a) An alleged offender who is a unionized employee has a right to have his or her union representative present at any investigative meeting or a meeting which may result in disciplinary action. An alleged offender who is not a unionized employee has a right to have a representative present at any investigative meeting or a meeting which may result in disciplinary action.
- b) A complainant who is a unionized employee has a right to have his or her union representative present at any meeting resulting from an incident or complaint of workplace harassment. A complainant who is not a unionized employee has a right to have a representative present at any meeting resulting from an incident or complaint of workplace harassment.

### **2. Interim Action:**

After a written complaint of workplace violence has been received, the Manager of Human Resources Services shall assess whether any interim action is required to provide the complainant with a workplace free from violence.

### **3. Informal Resolution:**

In less serious incidents of workplace violence an informal resolution process may be used to attempt to resolve the dispute between the parties to the alleged incident(s).



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### 4. Investigation

- a) Written workplace violence complaints shall be investigated promptly.
- b) Prior to making a final decision on the complaint the alleged offender shall be given the particulars of the complaint / investigation and provided with an opportunity to make a written response to the allegations.

### 5. Assessment of the Complaint:

The response of the alleged offender shall be considered prior to making a determination of what happened and what action should be taken.

### 6. Reporting to the Complainant / Alleged Perpetrator:

The complainant and the alleged perpetrator shall be advised, in writing, of the results of the investigation and of the action the Board has taken or will take to maintain a violence free workplace.

### 7. Record of Complaint, Investigation & Response:

- a) The report of the investigation, supporting documents and Board response shall be retained by the Manager of Human Resources Services in a confidential Board Folder. If discipline was administered as a result of the workplace violence, the necessary disciplinary documentation shall be filed in the employee's personnel file.
- b) If the complaint was resolved by an informal resolution process, a record shall be kept of the original complaint, the results of the informal dispute resolution process and the records from any follow up or monitoring of the situation.

## IV. Definitions

**workplace** means any land, premises, location or thing at, upon, in or near which a worker works.

**supervisor** means a person who has charge of a workplace or authority over a Board employee or a worker who is paid to perform work or supply services. Board supervisors include Superintendents, Managers, Principals/Vice-Principals and their designates, Lead Hands and any other person who supervises Board employees or contract workers.

**workplace violence** means,

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

## V. Related Information

*Related Procedure*

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### *Related Board Policies / Procedures*

POLICY: Workplace Violence

Procedure A: Workplace Violence – Summon Immediate Assistance & Report.

### *Legislation*

Occupational Health and Safety Act, as amended

### *Ministry of Labour*

September 2016. Ministry of Labour. *Workplace Violence and Harassment: understanding the law*