



ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • www.asd-w.nbed.nb.ca

Employee Handbook

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INTRODUCTION

This employee handbook is a summary of policies, procedures and practices related to human resource management at Anglophone West School District. Please visit the website to review the specific policies:

<http://web1.nbed.nb.ca/sites/ASD-W/Policies/Pages/default.aspx>

The Superintendent is accountable for leading an effective staff team and is thereby accountable for the development and implementation of the policies outlined in this manual. School Administrators, Directors, Supervisors and Managers are responsible for human resource management within their own staff teams and should reference this manual to ensure organizational consistency in the application of these practices.

The Director of Human Resources is responsible for maintaining the procedures and systems which support human resource management for the organization and is available to answer any questions or provide clarification on any content of this manual.

Anglophone West School District's benefits package, including the insurance and health plan and pension, is coordinated through the Human Resources & Payroll office at each Education Centre, and for teachers through Johnson Insurance and the New Brunswick Teachers' Association. Questions regarding the benefits package may be directed to the appropriate Human Resources Officer – see contact information.

The statements contained in this handbook do not supersede or replace any provisions of negotiated Collective Agreements or provincial Management & Non-Union Human Resources Policies.

STATEMENT OF PHILOSOPHY

Anglophone West School District wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff person. Because of their role, Administrators, Managers and Supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all staff to:

- Foster cooperation and open communication among each other
- Treat each other in a fair manner, with dignity and respect
- Promote harmony and teamwork in all relationships
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding
- Encourage and consider opinions of other employees or members, and invite their participation in decisions that affect their work and their careers
- Encourage growth and development of employees by helping them achieve their personal goals at ASD-W and beyond
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it

- Administer all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment
- Recognize that employees may be experiencing crisis in their personal lives, and to show compassion and understanding

WHO WE ARE

Anglophone West School District (ASD-W) is comprised of 69 schools, 23000 students, 2985 employees, approximately 250 vehicles, and covers the capital, central and western areas of the Province of New Brunswick. Communities and weather zones as listed below:

1. Edmundston
2. Grand Falls, Plaster Rock, Perth-Andover
3. Florenceville-Bristol, Bath, Centreville, Hartland, Woodstock
4. Canterbury, Nackawic, Burtts Corner, Millville, McAdam, Harvey
5. Stanley, Boiestown, Doaktown
6. Greater Fredericton Area (including New Maryland, Keswick Ridge, Nashwaak Valley)
7. Oromocto, Geary, Burton, Lincoln, Fredericton Junction
8. Chipman, Minto
9. Cambridge Narrows, Gagetown

The school district is governed by a District Education Council whose sole employee, the Superintendent, leads the day-to-day operations of education and supports to education.

In 2015, a vision, mission, and core values statement were instituted to which all employees and volunteers adhere:



ANGLOPHONE WEST SCHOOL DISTRICT

Our Vision

All individuals engaged within our system are empowered to assist in building resilient, confident and contributing members of our communities.

Our Mission

Excited. Involved. Prepared.

Core Values

- Pursuit of Excellence**
 - Act consistently with our values
 - Commit to continuous learning and teaching
 - Identify strengths, weaknesses and opportunities to ensure improvement
 - Welcome performance feedback
- Trust, Openness and Transparency**
 - Act in a manner that is honest, trustworthy and with integrity
 - Act in a professional and respectful manner
 - Communicate challenges, difficulties and expectations openly and constructively
- Collaborative Relationships**
 - Invest in people
 - Promote teaming
 - Support group decision-making and problem solving
 - Welcome and encourage participation
- Support and Recognition**
 - Express concern for others
 - Recognize progress
 - Celebrate achievements
 - Build and leverage strengths
- Shared Leadership**
 - Structure an environment of shared decision making
 - Focus on building capacity
 - Share responsibility
 - Address difficult situations
- Engagement**
 - Commit to the vision
 - Collaborate to move forward
 - Focus on solutions
 - Support a culture of creativity

EMPLOYMENT AT ANGLOPHONE WEST SCHOOL DISTRICT (ASD-W)

Employment Equity

ASD-W is an equal opportunity employer and employs personnel without regard to age, marital status, family status, creed or religion, physical disability, mental disability, race, colour, ancestry, place of origin, national origin, social condition, political belief or activity, sexual orientation, gender identity or expression, and sex.

Recruitment and Selection

All permanent employment opportunities at ASD-W are posted and awarded as per respective Collective Agreements and policies. Postings can be viewed on ASD-W's website (www.asd-w.nbed.nb.ca). Occasionally, job opportunities are posted on employment websites or with an employment agency. Applications are encouraged from current employees and will be screened in the same manner as applications received from outside applicants. **Apply to Education is used to fill positions.** [Click here for the instructions on how to create an account.](#) [Click here to create a new account.](#)

Application packages for those seeking casual employment are also contained on the school district website.

Applicants are invited to submit their application by the means identified in the posting, with a current résumé and references, demonstrating that they meet the minimum criteria for the position being sought. Transcripts and certificates may also be required. At the closing date, all applications are screened, and candidates selected for interview are contacted. If the interview is positive, references will be contacted, and depending on the feedback provided, a position may be offered to the applicant.

See also district policies:

- ASD-W-250-1 Selection and Hiring of Employees
- ASD-W-250-2 Hiring Procedures
- ASD-W-250-3 Hiring of Teachers & Administrators
- ASD-W 250-4 Hiring of Support Staff
- ASD-W 250-5 Applications for Job Vacancies
- ASD-W 250-6 Competition File
- ASD-W 250-7 Screening & Interview Process
- ASD-W 250-8 Reference Checking
- ASD-W 250-9 Debriefing
- ASD-W 250-10 Criminal Record Checks
- ASD-W 250-11 Approval of Local Permits

Orientation

All new employees to Anglophone West School District shall receive an orientation session which will encompass an overview of general policies, procedures and operations, as well as Occupational Health & Safety training. This is done in two components: an on-line component, and an on-site component. This will also provide employees, new to either a position or ASD-W, an opportunity to learn the performance expectations management has with regard to the position in question. Through the New Employee Orientation process, they will also be made aware of policies such as, ASD-W-250-16 Professional Conduct, EECD Policy 701 – Policy for the Protection of Pupils, EECD Policy 311 – Communication and Information

Technologies Use, AD-2913 Workplace Harassment. Some policies require sign-off on an acknowledgment form for placement in personnel files.

Employee Classifications

Positions within ASD-W are classified in accordance with the Education Act for teachers and Provincial Classification Specifications for non-teaching positions. Collective Agreements covering school district employee positions include:

- New Brunswick Teachers Federation – teachers, school administrators, supply teachers
<https://www2.gnb.ca/content/dam/gnb/Departments/ohr-brh/pdf/ca/201.pdf>
- CUPE 1253 – school bus drivers, custodians, maintenance and repair workers
<http://www2.gnb.ca/content/dam/gnb/Departments/ohr-brh/pdf/ca/281-e.pdf>
- CUPE 2745 – educational assistants, library workers, school administrative assistants, school intervention workers, student attendants, rehab therapy assistants, district administrative support
<http://www.cupe2745.net/collective-agreement.html>
- New Brunswick Union of Public Professional Employees – psychologists, social workers, speech language therapists
<http://www2.gnb.ca/content/dam/gnb/Departments/ohr-brh/pdf/ca/202-e.pdf>
- Public Service Alliance of Canada – IT technicians, managers, assistant managers, community school coordinators
<https://www2.gnb.ca/content/dam/gnb/Departments/ohr-brh/pdf/ca/241-e.pdf>
- Management Non-Union – superintendent, directors, subject coordinators, human resources officers, executive assistant

Employee Duties

Attached to the Letter of Employment, where applicable, is a description of the job and the associated responsibilities, along with any additional tasks possibly required. This document will be used to evaluate performance both during the probation period and after. If an employee is unsure of its contents, they should not hesitate to ask for clarification.

From time to time, duties may be modified. These modifications will be discussed with the employee in advance however; the final decision on implementation will be made by management.

Personnel File

Anglophone West School District does collect personal information for inclusion in personnel files. This information is available to the employee, the Superintendent, and all Human Resources and payroll staff. This information is kept in a secure location, and is not shared without prior written approval. Information contained in an employee's personnel file could include, but may not be limited to, the following: résumé, letter of offer, performance reviews, amendments to job descriptions, disciplinary notices, tax forms, payroll documents, copies of enrolment forms for benefits and approved leave requests.

Probation

The probation period of an employee depends on the collective agreement that governs that particular position; generally, 90 workdays for CUPE positions and 6 months for other Collective Agreements and Management Non-Union policies. During this time both parties may assess suitability for employment with ASD-W. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the first ninety (90) work days of the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice, except as may be minimally prescribed by the *Employment Standards Act* of New Brunswick (ESA), as may be amended from time to time. Upon satisfaction of the requirements under the ESA, as amended, the Employer shall have satisfied any and all obligations to the employee, whether under the ESA, as amended, or at common law. At the completion of the probation period, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

- i. Probation will end
- ii. Probation may be extended
- iii. Employment will end

Annual Salary, Pay rates and Pay day

Salaries and pay rates are determined by the respective Collective Agreements or the Management and Non-Union Employees Human Resources Policies, as updated from time-to-time, based on budget considerations and commensurate with the experience of the successful candidate. The organization shall pay employees on a bi-weekly basis, less the usual and necessary statutory and other deductions payable in accordance with the Province's standard payroll practices. These payroll practices may be changed from time to time at the Employer's sole discretion. Participation in direct deposit is mandatory. Currently, payday occurs every second Friday and covers the pay period ended the previous Friday. Casual employees, of less than six months, are paid at 80% of the regular rate. Substitute teachers are paid in accordance with the NBTF Collective Agreement.

Performance Appraisals

The performance review document will be a living document for each employee. Each employee will be responsible for developing their respective work plan for the year with their supervisor in conjunction with the District's Vision, Goals, Core Values. This plan will be reviewed by their Supervisor and amended as necessary. At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

Performance reviews, for all employees, will occur in accordance with Policy No. ASD-W-250-15 Employee Performance Evaluation and respective collective agreements. Employees should prepare for this meeting by preparing a draft work plan for the coming year. This meeting is to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day to day work or to grow within the organization. Once complete, both parties shall sign off on the final document and the original is forwarded to the respective human resources officer for inclusion in the employee's personnel file.

Professionalism

Policy No. ASD-W-250-16 Professional Conduct outlines the expectations for professionalism. At all times employees represent Anglophone West School District, and as such staff should dress and behave appropriately, including interactions on social media. Use of profanity is not professional or respectful to co-workers and will not be tolerated.

Discipline

Discipline at Anglophone West School District shall be in accordance with the applicable Collective Agreement, and shall be progressive, depending on the nature of the incident. Its purpose is to identify unsatisfactory performance and/or unacceptable or non-professional behaviour. The stages may be:

- i. Verbal reprimand
- ii. Written reprimand
- iii. Suspension
- iv. Dismissal

Some circumstances may be serious enough that all four steps are not used. Some examples of these types of situations are theft, assault or wilful neglect of duty. In all cases, documentation is included in the employee's personnel file.

Hours of Work

The regular office hours for the Office of the Superintendent and the Education Centre Offices at Fredericton, Oromocto, and Woodstock are 8:15 a.m. to 4:30 p.m. Monday through Friday inclusive (excluding holidays). The regular hours at each school are site-specific – in the morning some staff must be available for early supervision and in the afternoon some staff must be available at the school for at least one hour after the latest afternoon dismissal time. All district office employees are expected to work 7.25 hours per day, exclusive of an unpaid health break of sixty (60) minutes. District office employees may also be expected to work such other hours as may be requested or required, from time to time. Employees hired on a part time basis will have schedules determined on a case by case basis, as per the respective collective agreement.

Employees are required to notify their supervisor, in advance, of planned days away from the office. The web-based Aesop program is used for this. Unplanned absences from the office should be reported to the employee's supervisor as soon as could reasonably be expected. At the discretion of the Superintendent, depending on circumstances, employees may be allowed to work from home for specific periods of time.

Statutory Holidays

The Province of New Brunswick has eight (8) paid statutory public holidays and other days for which staff will be paid. They are:

New Year's Day	New Brunswick Day
Family Day	Labour Day
Good Friday	Remembrance Day
Canada Day	Christmas Day

Other public holidays for which staff may be paid dependent on respective collective agreements and employee status are:

Easter Monday
Victoria Day
Thanksgiving Day
Boxing Day

The Province of New Brunswick typically encourages employees to take time off during the Christmas Holiday season. This time off can be taken in the form of vacation, leave without pay, or pro-rated leave. Please note that taking leave without pay or pro-rated leave may affect seniority. This will be reviewed annually and will depend on operational requirements.

Overtime

All overtime must be authorized by the Superintendent, or designate, in advance of being worked and in accordance with respective collective agreements.

Time in lieu of overtime pay, and excess time, must be taken in the twelve (12) months (or as per applicable Collective Agreement) following it being earned and it must be scheduled with the agreement of the Employer based on its operational requirements. Pursuant to Management and Non-Union Employee policies, employees in this group are exempt from the overtime provisions of the Employment Standards Act.

DEPARTURE

Termination for Cause

Employment may be terminated by the Employer in writing, setting out the reasons for the dismissal, in accordance with provisions of the respective collective agreement, and without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime, vacation pay and any other monies owed to the date of termination. Cause may include, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, carelessness, negligence, or documented poor work performance.

Resignation

After completion of the first ninety (90) days of the probationary period, employees must give the Employer notice of resignation in accordance with the respective collective agreement or applicable policies.

Layoff

Operational requirements are subject to change based on workload and the funding levels received on an annual basis. The lay-off provisions of the respective agreement will be followed.

Employer Property

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to keys, access cards, computers, reports, files, USB's, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to the Superintendent, in good condition, promptly and without being requested to do so. Any employer email account is discontinued immediately.

TIME AWAY FROM WORK

Vacation Time and Vacation Pay

For eligible employees, vacation will accumulate in accordance with applicable Collective Agreements or Management and Non-Union Employee policies. Typically accumulation is on the basis of 1.25 days per month to a maximum of fifteen (15) days per calendar year and will be paid on the basis of six percent (6%) of gross wages earned in the previous twelve (12) month period during which vacation time is earned. After completion of eight (8) years of service, employees shall be entitled to twenty (20) days per calendar year and will be paid on the basis of eight (8%) percent. After completion of twenty (20) years of service, employees shall be entitled to twenty-five (25) days per calendar year and will be paid on the basis of ten (10%) percent. These figures will be pro-rated for part time staff.

Vacation is designed to give employees a chance to rest and rejuvenate therefore taking vacation is encouraged by the Employer. Carry-over of vacation credits will be in accordance with respective collective agreements.

For casual employees of less than six months, 4% vacation pay is included in the applicable wages. For those entitled, an additional 4% is included in the applicable wages for holiday pay. Entitlement for holiday pay is in accordance with the NB Employment Standards Act.

Attendance at Work

The New Brunswick government recognizes the value of its employees and the need to manage and support regular attendance through recognition and appreciation of employee efforts.

On a day-to-day basis, employees are responsible to maintain regular attendance as follows:

- Report to work regularly and on-time;
- Take unscheduled leave only when unavoidable;
- Report absence in keeping with leave policy procedures (Aesop);
- Make every effort to work safely;
- Facilitate a return to work from illness/injury absence by following appropriate treatment/assistance programs; and
- Accepting alternate work arrangements.

The current EECD attendance at work program is *In Education, Every Day Counts*. Monitoring of employee absences is done at 5 days consecutive or cumulative absence with a conversation with your supervisor, and referrals to Manulife Case Management Services are done after 10 days of consecutive or cumulative absence.

Employee & Family Assistance Program

The EFAP service provider is *inConfidence* in conjunction with Medavie Blue Cross. The contact number is 1-866-721-1738. The website is www.myinconfidence.ca; user name: GNB; Password: inconfidence. This confidential service for employees and their family members is available at no cost, 24/7. Information available on the website pertains to different aspects of life both at home and at work.

Sick Leave

Sick leave is an insurance benefit to be used only when your health prevents you from reporting for work. Sick leave credit is accumulated in accordance with the applicable Collective Agreement or Management and Non-Union Employee policies, to a maximum of 240 days. Regardless of the amount of sick leave accumulated, sick leave will not be paid out upon resignation, retirement, or termination of employment for any reason. Furthermore, since Sick Leave has no cash value, employees may not use more than they have accumulated, unless otherwise permitted by a Collective Agreement, or without the express written permission of the Superintendent. Employees working less than full time will have their rate of accumulation adjusted accordingly.

Sick leave can only be used for personal illness, personal medical appointments, and personal visits to specialists. It is expected that whenever practicable, appointments will be made so as not to interfere with the employee's regular work schedule.

The Employer reserves the right to request information with respect to limitations, restrictions, and prognosis in such a manner as it deems necessary in the circumstances with respect to any request for paid or unpaid sick leave. The employer also reserves the right to request a doctor's note for absences of four (4) days or longer, in accordance with the NB Employment Standards Act, or as stipulated in the applicable Collective Agreement.

Bereavement Leave

Bereavement Leave is as per the respective Collective Agreement or Management and Non-Union Employee policies. Typically, up to 5 days with pay for death in the employee's immediate family:

- Husband/wife/common law
- Father/mother/stepfather/stepmother
- Son/daughter (including stepson, stepdaughter)
- Son-in-law/daughter-in-law
- Brother/sister/stepmother/stepbrother
- Grandmother/grandfather
- Grandson/granddaughter
- Father-in-law/mother-in-law
- Brother-in-law/sister-in-law
- Other persons living in the household of the employee

Additional leave, with or without pay, may be granted at the discretion of the Superintendent for reasons not covered elsewhere in this manual or respective Collective Agreement. These requests should be discussed in person and followed by a written submission.

Please refer to the appropriate collective agreement, management non-union policies, or NB Employment Standards Act for provisions of other leaves, if applicable, such as: http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/People/content/EmploymentStandards.html

- **Compassionate Care Leave**
- **Family Responsibility Leave**

- **Emergency Leave**
- **Jury Duty**
- **Disability Leave**
- **Maternity, Parental and Adoptive Leave**

Unpaid Leave

Employees may take unpaid leave with the written consent of the Superintendent or designate in accordance with their respective Collective Agreement.

BENEFITS

Medical, Dental, Life and AD&D

ASD-W offers its employees group benefits provided by Medavie Blue Cross. These benefits are cost-shared with the Employer. All forms are to be returned to payroll within the 31 days from the date of hire or change in status. Forms are then submitted to Blue Cross. Currently, coverage is paid for by way of payroll deduction. Group Life Insurance is also offered, Basic Life is mandatory and covered by the employer, and Dependant life, Supplementary Life, Accidental Death and Dismemberment (AD&D) as well as Voluntary AD&D.

Benefits for contract teachers are provided and managed through Johnson Insurance.

Pension Plan

Upon hire to a permanent position, employees begin participation in the respective pension plan in accordance with provisions of the applicable Collective Agreement or Management Non-Union policies. Casual and/or part-time employees may be eligible to participate in a Part-Time and Seasonal pension plan – check your eligibility with your payroll officer.

PROFESSIONAL DEVELOPMENT

At the discretion of the Superintendent, employees may be able to attend conferences, courses, seminars and meetings, identified through annual work plans and performance reviews, which may be beneficial to the employee's professional development. If these opportunities are directly related to the employee's position, or are suggested by the Superintendent, ASD-W may cover the cost of registration, course materials and some travel expenses.

CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

See also ASD-W-250-16 Professional Conduct Policy, EECD Policy 311 Information & Communication Technologies, provincial Conflict of Interest policy

http://www2.gnb.ca/content/gnb/en/departments/human_resources/about_us/policies_and_guidelines/conflict_interest_policy.html

Confidential Information

From time to time, employees of ASD-W may be exposed to confidential information, including but not limited to information about ASD-W's students, staff, suppliers, finances and business plans. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential. Failure to do so may result in disciplinary action up to and including termination.

Furthermore, any such confidential information, obtained through employment with ASD-W, must not be used by an employee for personal gain or to further an outside enterprise.

Intellectual Property

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at ASD-W shall be the property of ASD-W and the employee is deemed to have waived all rights in favour of the School District. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

IT Information Storage and Security

Any storage devices (CD's, USB's) used by employees at ASD-W, located at the Office of the Superintendent, district education centre, or school address, acknowledges that these devices and their contents are the property of ASD-W. Furthermore, it should be understood by employees, that school district equipment should be used for school district business only during normal working hours. Downloading of personal materials on district equipment can be harmful to the equipment and should not be done.

HEALTH AND SAFETY

ASD-W, along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organization complies with all requirements for creating a healthy and safe workplace in accordance with the New Brunswick Occupational Health and Safety Act. <http://www.worksafenb.ca/acts-and-regulations>

Employees who have health and safety concerns or identify potential hazards should contact the Health & Safety representative, or Joint Health & Safety Committee at their work location. http://www.worksafenb.ca/docs/JHS_booklet_eng.pdf

Impairment by any means (e.g. alcohol consumption, drug use, fatigue) is not permitted on or in any provincial government premises or vehicle.

Air Quality

Indoor air quality can lead to many health issues. ASD-W recognizes this and attempts to minimize the risks associated with indoor air quality and the effects on its employees. Issues pertaining to air quality should be reported to the Facilities Assistant Manager for your respective Education Centre, through the indoor air quality protocols found on the portal. <https://portal.nbed.nb.ca/Teacher/Default.aspx>

Smoke Free Environment

In addition to the provincial policy about no smoking on school property, the provincial Smoke-free Places Act provides for no smoking or vaping in public places, indoor workplaces, within 3 m of an outdoor eating or drinking area, within 9 m of a door, air intake or window of a public place or indoor workplace, in a provincial park, in a group living facility, in a public vehicle, in a vehicle when another person in the vehicle is under the age of 16 years, in a vehicle used for employment, on the grounds of a school, in an playground or outdoor sports area, or on a trail, or within 9 m of a trail, of an outdoor public space.

Scents

ASD-W is aware that some persons may have allergies or sensitivities to perfumes, lotions, colognes and/or chemical smells. As a result, we discourage the use of these products. You may be asked to return home to change if you come to work with scents that cause a health problem for another employee at same work location.

HARASSMENT IN THE WORKPLACE

https://www2.gnb.ca/content/gnb/en/departments/treasury_board/human_resources/content/about_us/policies_and_guidelines/harassment_policy.html

As an employer, the Government of New Brunswick is committed to providing a work environment in which all individuals are treated with respect and dignity. It is the employer's responsibility to prevent and eliminate harassment in the workplace.

Harassment in the workplace is a form of discrimination. It is unwelcome and unwanted. It affects the individual's ability to learn and work. It can also be an expression of abuse of power, authority, or control and is coercive in nature.

Administrators, Managers and Supervisors are responsible to take appropriate preventive or corrective action and to put a stop to any harassment they are aware of, whether or not a complaint is filed. Failure to take appropriate action may result in disciplinary measures being imposed on the Administrator, Manager or Supervisor as well as the offending person.

Harassment in the workplace will not be tolerated and managers must take appropriate action to protect their employees and others in the workplace. Harassment in the workplace constitutes a disciplinary infraction and shall be dealt with appropriately.

The abuse of one's authority or position, to intimidate, coerce, or harass is forbidden. All managers and supervisors are responsible for their employees' work environment.

This policy is not intended to limit or constrain the employer's right to manage. Performance reviews, work evaluation and disciplinary measures taken by the employer for any valid reason do not constitute harassment in the workplace.

Please refer to the policy for definitions and procedures.

POLICY 701 – PROTECTION OF PUPILS

<https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/701A.pdf>

As part of the selection process employees undertake on-line training with regard to this policy. <http://701.nbed.nb.ca/questionnaire-e.asp>

Policy 701 is intended to:

- protect pupils from non-professional conduct by adults to which pupils may be exposed by virtue of being pupils, including physical, sexual, and emotional abuse and discrimination;
- ensure that adults in the public education system understand the magnitude of the responsibility conferred upon them when parents and communities entrust their children to the public education system; and
- eliminate non-professional conduct through the defining of acceptable standards of behaviour, prevention and effective intervention.

DISPUTE RESOLUTION

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient and fair manner, ASD-W recommends the following process for conflict or dispute resolution.

- Speak to the person you are having the dispute with. Many times, disputes arise due to misunderstandings and miscommunications.
- If speaking to the individual does not work, speak to your supervising Director. The Director will arrange a meeting between those involved in the dispute, to determine a resolution.
- If the Director is unable to resolve a workplace dispute, the parties may be referred to mediation by an outside third party. The resolution of the mediator is binding on both parties of the dispute.

See also Policy No. ASD-W 250-13 Employee Concerns

ASD-W HUMAN RESOURCES CONTACT INFORMATION

Education Centre Human Resources Officers:

Fredericton – Tammy Johnston 453-6575

Oromocto – Karen Kozak 357-4222

Woodstock – Rosanne Purinton 325-3999

Office of the Superintendent:

Director of Human Resources – Karen Morton 444-2151

Occupational Health & Wellness Coordinator – Susan Haanstra 453-8343

Project Officer – District Safety Program – Danny Lawson 453-5454

Human Resources Officer – Shelley McLeod – 440-6333

Human Resources Officer – Tammy King 453-2772