



BOARD DIRECTIONAL POLICY	
<i>DIRECTIONAL POLICY TITLE</i>	<i>Policy Number</i>
EMPLOYEE RELATIONS	500

TITLE OF DIRECTIONAL POLICY:

Employee Relations

DATE APPROVED:

January 24, 2017

PROJECTED REVIEW DATE:

November 2021

POLICY:

The Peterborough Victoria Northumberland and Clarington (PVNC) Catholic District School Board values our partnership with board employees as we strive together to support our Vision for Achieving Excellence in Catholic Education through Learning, Leadership and Service. The Board welcomes and appreciates the engagement, ideas, perspectives and contributions that come from this partnership and its positive impact on student achievement and wellbeing.

The PVNC Catholic District School Board respects its duty to ensure public trust and confidence are maintained and enhanced through the conduct of all its employees. The PVNC Catholic District School Board will ensure that all employees act, and are seen to be acting, in the best interest of the students they serve as they conduct themselves and perform their duties with integrity and professionalism in light of our Catholic faith.

PURPOSE:

The purpose of the *Employee Relations Policy* is to create a shared understanding of the expectations the Board has with respect to employees' conduct in their professional and personal lives as it relates to public trust and confidence. Administrative Procedures that articulate the expectations and requirements the Board has of its employees are intended outcomes of this policy.

The administrative procedures and practices that emerge from this policy will clearly identify the Board's requirements regarding conflicts of interest, election to public office,

criminal offenses, attendance support, reporting absences, disability management, acceptable uses of technology, performance management and other employee relations matters.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The *Employee Relations Policy* supports our Vision for Achieving Excellence in Catholic Education through Learning, Leadership and Service. This Vision calls the Board to these Strategic Priorities:

- Ensure our structures, processes, relationships, and actions reflect our Gospel and Catholic Social Teachings.
- Implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations.
- Embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students.
- Develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments.
- Implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills, and attributes to promote our Vision.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Defining, articulating and directing the PVNC Catholic District School Board mandate to support student achievement and well-being in a Catholic learning community supported by the Multi-Year Strategic Plan.
- Setting direction and policy that governs the PVNC Catholic District School Board.
- Reviewing and considering for approval the *Employee Relations Policy* recommended for consideration by the Policy Development Committee.
- Understanding and communicating with members of the community the content of the *Employee Relations Policy*.
- Assigning responsibility to the Director of Education for operationalizing and managing the *Employee Relations Policy*.
- Monitoring and holding the Director of Education accountable respecting the implementation and operational details of the *Employee Relations Policy*.

The Director of Education is responsible for:

- Providing leadership regarding implementation and operational details in the *Employee Relations Policy*.
- Providing direction to staff in the development of administrative procedures and practices to ensure implementation of the *Employee Relations Policy*.
- Ensuring employees whom he/she supervises meet the requirements of the *Employee Relations Policy* and related administrative procedures.

The Superintendent of Human Resource Services is responsible for:

- Working in collaboration with the senior team, managers, and all employee groups in the development of administrative procedures and practices to support the *Employee Relations Policy*.
- Ensuring all employees of the Board are aware of the *Employee Relations Policy* and where to access it and the relevant administrative procedures.
- Ensuring the Unions and/or Associations that represent employees of the Board understand the expectations outlined in the *Employee Relations Policy* and relevant administrative procedures.

Superintendents of Schools and System Portfolios are responsible for:

- Providing leadership and supports for principals/vice-principals, managers, administrative assistants, and all departmental staff in their knowledge, understanding, and implementation of the *Employee Relations Policy*.
- Working collaboratively with Human Resource Services to develop administrative procedures and practices that align with the *Employee Relations Policy*.
- Ensuring employees whom they supervise meet the requirements of the *Employee Relations Policy* and related administrative procedures.

Managers are responsible for:

- Providing leadership, management and support for the members of their department in their knowledge, understanding, and implementation of the *Employee Relations Policy*.
- Working collaboratively with Human Resource Services to develop administrative procedures that align with the *Employee Relations Policy*.
- Ensuring employees whom they supervise meet the requirements of the *Employee Relations Policy* and related administrative procedures.

Communications Services is responsible for:

- Working collaboratively with Human Resource Services to develop a system-wide communications plan focused on building knowledge and understanding with our various stakeholders on the *Employee Relations Policy* to support its effective implementation.

Principals and Vice-Principals are responsible for:

- Providing leadership, management and support for the members of their school communities in their knowledge, understanding, and implementation of the *Employee Relations Policy*.
- Ensuring employees whom they supervise meet the requirements of the *Employee Relations Policy* and related administrative procedures.

All Employees are responsible for:

- Being proactive and self-directed in building their knowledge and understanding of the *Employee Relations Policy* as it relates to their role with the PVNC Catholic District School Board.
- Adhering to the administrative procedures and practices that support the *Employee Relations Policy*.

PROGRESS INDICATORS:

- All employees are aware of the *Employee Relations Policy* and the requirements of the related administrative procedures.
- Employees of the PVNC Catholic District School Board are following the defined expectations and acting with integrity and professionalism in light of our Catholic faith.
- Public confidence and trust is maintained and enhanced.

REFERENCES:

- [PVNC Catholic District School Board Vision and Strategic Priorities 2014-2017](#)
- [Education Act, RSO 1990, c. E.2](#)