



**COUNCIL POLICY  
COMPLIANCE MONITORING FORM  
~ EXECUTIVE REPORT ~**

**Policy Type:** Executive Limitations 3.2

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**Policy Title:** Human Resources

**Date: February 5, 2024**

I hereby present my annual monitoring report on Executive Limitations Policy 3.2 Human Resources. I certify that the information contained in this report is true, and represents compliance with all aspect of the policy unless stated otherwise, since the policy was adopted in February 2022.

*Debra O'Brien*

Superintendent  
February 5, 2024

**I. Interpretation:**

There are four separate sections of this policy. Section 1 covers hiring and means that ASD-S must have procedures and practices in place for hiring of all permanent and casual staff, both educators and support staff in schools and offices. The processes ensure confidentiality, transparency, files being retained, references checked, and criminal record/vulnerable sector checks required for those hired. Criminal record checks are also completed for volunteers who have unsupervised access to students.

Section 2 requires that ASD-S have written Human Resources policies/procedures, so employees know what is expected of them, and that these be regularly reviewed and available for all staff to access. These may include job descriptions as staff must be made aware of the job expectations. Most ASD-S employees are unionized, and ASD-S must follow the grievance process as outlined by the individual unions.

Section 3 requires ASD-S to have an evaluation process in place for all employees which links staff performance to their contributions toward the goals of the DEC. We must have a process for documenting unsatisfactory performance.

Section 4 means that all non-bargaining employees are paid in accordance with the pay bands for their positions and the step where they fall on the pay band. All unionized staff must be paid according to their collective agreements. The policy also states that the Superintendent may not change their own compensation and benefits which would include pay and work related expenses.

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There are two components to the Council's assessment of a monitoring report:

- i. Assessment of whether the Superintendent has made a **reasonable interpretation** of the Council's policy; and
- ii. Assessment of whether the Superintendent actually has **demonstrated achievement** of a reasonable interpretation of the policy.

### Section 1 Evidence:

Relevant District Policies:

- ASD-S 225 Recruitment
- ASD-S 226 Staffing of Administrators and Teachers
- ASD-S 231 Approval of Local Permits
- ASD-S 234 Criminal and Vulnerable Sector Checks
- ASD-S 242 Lead / Coach Positions
- ASD-S 728 Volunteers in Schools

The Superintendent reviewed each of these policies with the Director of Human Resources and will continue to monitor the implementation of these practices throughout this year.

### Section 2 Evidence:

Relevant District Policies:

- ASD-S Policy 230 Access to Personal Records
- ASD-S Policy 323 Professional Conduct
- ASD-S 233 Employee Concerns
- ASD-S 235 Allergies Scented Products and Peanuts
- ASD-S 236 Employee Family Assistance Program
- ASD-S 238 Leaves of Absence
- ASD-S 239 Part-Time and Job Sharing Teachers
- ASD-S 240 E-mail use
- ASD-S 241 Out of Province Travel
- ASD-S 242 Lead/Coach Positions
- ASD-S 363 SPR Guidelines
- ASD-S 367 Speakers in Schools
- ASD-S 365 Student Attendance
- ASD-S 732 PLEP (Positive Learning and Environment Policy) and Behavior Policy

The Superintendent reviewed each of these policies with the Director of Human Resources and will continue to monitor the implementation of these practices throughout this year.

All current practices regarding expectations for all employee groups will continue. This includes the orientations for new employees and the appropriate training and dissemination of information regarding changes in policies and procedures for all employees. The Leadership team will annually review these practices and adjust accordingly.

### Section 3 Evidence:

Relevant District Policies:

- ASD-S 229 Growth Process and Appendices

The Superintendent reviewed each of these policies with the Director of Human Resources and will continue to monitor the implementation of these practices throughout this year.

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#### **Section 4 Evidence:**

Relevant District Policies:

ASD-S Policy 227 Vacations

The Superintendent reviewed this policy with the Director of Human Resources and will continue to monitor the implementation of these practices throughout this year for all employee groups.

The Director of Human Resources will work with the DEC around the Superintendent's performance evaluation and salary. The Director of Finance and Administration approves the expense claims of the Superintendent, and the Director of Human Resources approves leave of absence requests for vacation through AESOP. The Superintendent informs the DEC chair of all their vacation requests.

The Superintendent uses a corporate credit card for purchases. It is reconciled by the Executive Assistant, signed by the Superintendent, and approved by the Director of Finance and Administration.

D. O'Brien

February 5, 2024

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