



**DISTRICT EDUCATION COUNCIL  
Superintendent's Monitoring Report**

Policy Name	Staff Treatment		
Policy Number	ASD-W-EL - 2	Number of Reports per year	1
Policy	<p><b>Dealings with staff and volunteers shall not be unfair nor undignified.</b></p> <p><b>The Superintendent shall not fail to inform the DEC of recommendation or findings of unfair or undignified dealings with staff or volunteers by internal review, or external review by arms-length organizations such as court, Human Rights Tribunal, Grievance process, Ombudsman, or other administrative review process.</b></p> <p><b>1. Operate with personnel procedures which:</b></p> <ul style="list-style-type: none"> <li>• Clarify personnel rules for staff;</li> <li>• Provide for effective handling of grievances;</li> <li>• Protect against wrongful conditions; and</li> <li>• Follow collective agreement(s).</li> </ul> <p><b>2. Acquaint staff with their rights under this policy.</b></p>		
Date of Report	March 21, 2019		
Date of Previous Report (s) This School Year	N/A		
Date of Future Report (s) This School Year	N/A		
Report Filed by:	Catherine Blaney, Acting Superintendent		
Report Supported by:	Karen Morton, Director of Human Resources		

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<p><b><u>Interpretation:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Policy calls for the Superintendent to ensure that dealings with staff and volunteers are fair and dignified. Procedures are in place to monitor and respond in a timely manner.</b></li> <li>• <b>This is specific to district labour relations and employee relations.</b></li> </ul> <p><b><u>Justification:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Compliance with the NB Education Act:</b> <ul style="list-style-type: none"> <li>• <b>Duties of superintendents - Section 48 (1), specifically (b) coordinating and administering the educational programs and educational services prescribed by the Minister, (f) ensuring the allocation, management and development of all human resources in the school district and (b.2) ensuring that school district and provincial policies are followed by school personnel</b></li> <li>• <b>District staffing – Section 47.1(1) The superintendent of the school district, subject to subsection (2) and on behalf of and subject to any policies or directives of the District Education Council, shall select, appoint and direct, and may suspend, dismiss or otherwise discipline, such school personnel as are required to operate the schools and the school district office in the school district for which the District Education Council is established.</b></li> </ul> </li> <li>• <b>Compliance with provincially negotiated collective agreements in Part II of GNB: School Districts:</b> <ul style="list-style-type: none"> <li>• <b>Canadian Union of Public Employees - CUPE 1253</b></li> <li>• <b>Canadian Union of Public Employees - CUPE 2745</b></li> <li>• <b>New Brunswick Teachers’ Federation – NBTF</b></li> <li>• <b>New Brunswick Union of Professional Public Employees, Professional Support Group – NBUPPE</b></li> <li>• <b>School Business Officials, Public Service Alliance of Canada – PSAC</b></li> </ul> </li> <li>• <b>Compliance with Provincial Administration Manual Policies:</b> <ul style="list-style-type: none"> <li>• <b>The Administrative Directives (ADs) (i.e. policies and procedures) contained in the Administration Manuals apply to all departments and agencies listed in Part I of the First Schedule of the Public Service Labour Relations Act. Certain policies and procedures may also apply to other portions of the public service listed in the First Schedule of the Public Service Labour Relations Act (i.e. <u>Parts II, III and IV</u>). As applicability may vary from area to area, each directive will indicate the departments, agencies or other public sector organizations which are affected by its contents (AD-1100-Introduction to the Administration Manuals).</b></li> </ul> </li> </ul> <p><b><u>Compliance:</u></b></p>	

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	<ul style="list-style-type: none"> <li>• <b>Expectations are established and communicated through ASD-W policies and <a href="#">ASD-W Vision Mission and Core Values</a>.</b></li> <li>• <b>In addition to the <a href="#">GNB Public Service Values and Conduct Guide</a>, ASD-W has a district operational policy <a href="#">ASD-W-250-16 Professional Conduct</a> that is posted to the district website. This policy guides any employee with the standards of professional behavior and sign-off acknowledging review of this policy is required during the application process for casual employees or upon hire for employees coming into the district from other jurisdictions.</b></li> <li>• <b>ASD-W has a district operational policy <a href="#">ASD-W-250-13 Employee Concerns</a>, that is posted to the district website. This policy guides any employee with the channels to address concerns and references staff to DEC Policy <a href="#">ASD-W-EL-2 Staff Treatment</a>.</b></li> <li>• <b>To further acquaint staff with their rights under DEC Policy ASD-W-EL2, the Director of Human Resources has provided a reminder to all staff within the district (Appendix A – ASD-W Memo – Reminder Staff Treatment).</b></li> <li>• <b>In addition, this DEC policy and corresponding Superintendent reports are accessible on the ASD-W website. <a href="#">ASD-W-EL-2 Staff Treatment 2017-2018</a></b></li> <li>• <b>In the event the union feels the collective agreement has not been followed, a formal process for grievance handling is established in each of five (5) Collective Agreements. Attempts are often made to resolve issues prior to following the formal grievance process through informal discussion, but, if a grievance is launched, it is handled with respect and professionally.</b></li> </ul>

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**Evidence of Compliance:**

- Provincial adjudication activity for 2017-2018 for Part I: GNB Departments (Civil Service), II: School Districts and III: Health Authorities provides the following comparison as outlined in the [Treasury Board Annual Report 2017-2018, Page 18](#):

	Part 1	Part 2	Part 3	Total
Referrals to adjudication carried from previous years	163	73	349	585
New referrals to adjudication	89	47	122	258
Grievances withdrawn or settled	86	61	168	315
Adjudication decisions rendered	5	3	7	15

- ASD-W adjudication activity for 2017-2018 provides the following comparison:

	CUPE 1253	CUPE 2745	NBTF	NBUPPE	PSAC	ASD-W
ASD-W New referrals to adjudication	2	1	2	0	0	5
ASD-W Grievances withdrawn or settled	0	1	1	0	0	2
Remaining from 2017-2018	2	0	1	0	0	3

- **Links:**

[ASD-W Vision Mission and Core Values](#)

[GNB Public Service Values and Conduct Guide](#)

[ASD-W-250-16 Professional Conduct](#)

[ASD-W-250-13 Employee Concerns](#)

[ASD-W-EL-2 Staff Treatment](#)

[Treasury Board Annual Report 2017-2018, Grievances Page 18](#)

- Appendix A - ASD-W Memo – Reminder Staff Treatment – November 2018

**Compliance: I report compliance with this policy.**

**Superintendent's Signature:** \_\_\_\_\_

**DEC Chair Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT  
1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca)

<b>To:</b>	All Staff
<b>From:</b>	Karen Morton, Director of Human Resources
<b>Date:</b>	November 2018
<b>Re:</b>	Staff Treatment

In the organizational structure of a school district, a Superintendent reports to a District Education Council (DEC). The DEC is an elected body that follows a “policy governance” model of leadership for the school district. As their only employee, the Superintendent is accountable to the DEC and reports monthly following an annual planning cycle. If you would like to review ASD-W Superintendent reports, they are posted regularly on our district website under the DEC section and Superintendents Reports:

<http://web1.nbed.nb.ca/sites/asd-w/Pages/default.aspx>

The DEC is not responsible for the day-to-day operations as the Council relies on the Superintendent to move the district forward as the Chief Executive Officer and link to the district’s achievement and conduct. DEC policies, which differs from operational policies, which you may be familiar with, is also posted on our website.

One DEC policy specific to staff is in the “Executive Limitations” section - *ASD-W-EL2: Staff Treatment*. The corresponding district operational policy, *ASD-W-250-13: Employee Concerns* serves as a reminder of the process to follow when staff has concerns.

ASD-W DEC Governance Policies:

<http://web1.nbed.nb.ca/sites/ASD-W/DEC/Policies/Forms/AllItems.aspx>

ASD-W Human Resources Policies:

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