



**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>Dealings with staff and volunteers shall not be unfair nor undignified.</p> <p>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.</p> <p>1. Operate with personnel procedures which:</p> <ul style="list-style-type: none"> • Clarify personnel rules for staff; • Provide for effective handling of grievances; • Protect against wrongful conditions; and • Follow collective agreements. <p>2. Acquaint staff with their rights under this policy.</p>		
Date of Report	March 25, 2021		
Date of Previous Report (s) This School Year	N/A		
Date of Future Report (s) This School Year	N/A		
Report Filed by:	David McTimoney, Superintendent		
Report Supported by:	Karen Morton, Director of Human Resources		

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<p><u>Interpretation:</u></p> <ul style="list-style-type: none"> • The policy calls for the Superintendent to ensure that dealings by the Employer with staff and volunteers is fair, dignified and respectful. • The Superintendent, upon request and in confidence, will share with the Council any recommendations or findings of significant incidents of unfair or undignified employer dealings with staff or volunteers as found through internal or external reviews. • Procedures are in place to monitor and respond in a timely manner. • The Superintendent will ensure that personnel rules are clarified and communicated with staff so that they understand their rights. • The Superintendent and designates will follow negotiated collective agreements in good faith and work towards finding resolution informally or formally through a grievance process. 	
<p><u>Justification:</u></p> <ul style="list-style-type: none"> • Compliance with the <u><i>New Brunswick Education Act</i></u>: <ul style="list-style-type: none"> • Duties of superintendents - Section 48(2), 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 • 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. • Compliance with provincially negotiated collective agreements in Part II of the Government of New Brunswick, School Districts: <ul style="list-style-type: none"> • Canadian Union of Public Employees - CUPE 1253 • Canadian Union of Public Employees - CUPE 2745 • New Brunswick Teachers' Federation – NBTF • New Brunswick Union of Professional Public Employees, Professional Support Group – NBUPPE • School Business Officials, Public Service Alliance of Canada – PSAC 	

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<ul style="list-style-type: none"> • Compliance with Provincial Administration Manual Policies: <ul style="list-style-type: none"> • The Administrative Directives (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 <i>Public Service Labour Relations Act</i>. Certain policies and procedures may also apply to other portions of the public service listed in the First Schedule of the <i>Public Service Labour Relations Act</i> (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). • Compliance with <u>Provincial Department of Education and Early Childhood Education Policies</u> and <u>ASD-W Policies</u>. 	
<p><u>Compliance:</u></p>	
<ul style="list-style-type: none"> • Expectations are established and communicated through <u>ASD-W Policies</u> and <u>ASD-W Vision Mission and Core Values</u>. • In addition to the <u>GNB Public Service Values and Conduct Guide</u>, ASD-W has a district operational policy <u>ASD-W-250-16 Professional Conduct</u> 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. • ASD-W has a district operational policy <u>ASD-W-250-13 Employee Concerns</u>, that is posted to the district website. This policy guides any employee with the channels to address concerns and references staff to DEC Policy <u>ASD-W-EL-2 Staff Treatment</u>. • 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). • In addition, this DEC policy and corresponding Superintendent reports are accessible on the ASD-W website. <u>ASD-W-EL2 Staff Treatment 2018-2019</u> • 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. 	

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Evidence of Compliance:																																		
<ul style="list-style-type: none"> Provincial adjudication activity for 2018-2019 for Part I: GNB Departments (Civil Service), II: School Districts and III: Health Authorities provides the following comparison as outlined in the Finance and Treasury Board Annual Report 2018-2019, Page 14: 																																		
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- **GNB Workforce Profile:**

Dec. 31, 2015 -Dec. 31, 2019						
Employment Type		2015	2016	2017	2018	2019
Permanent	Part 1	8,389	8,172	8,155	8,419	8,339
	Part 2	13,333	13,630	13,845	14,288	14,445
	Part 3	16,514	16,249	16,446	15,901	16,071
	Total permanent	38,236	38,051	38,446	38,608	38,855
Temporary	Part 1	1,677	1,785	2,016	2,124	1,953
	Part 2	3,260	3,124	3,640	3,517	3,749
	Part 3	2,295	2,493	2,406	2,353	2,302
	Total temporary	7,232	7,402	8,062	7,994	8,004
Total		45,468	45,453	46,508	46,602	46,859

- **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](#)

[Finance and Treasury Board Annual Report 2018-2019, Page 14](#)

[Finance and Treasury Board Workforce Profile 2019, Page 2](#)

[New Brunswick Education Act](#)

[Provincial Department of Education and Early Childhood Education Policies](#)

[ASD-W Policies](#)

- **Appendix A - ASD-W Memo – Reminder Staff Treatment – January 2020.**
- **Appendix B - ASD-W Memo – Reminder Staff Treatment – November 2020.**

Compliance: I report compliance with this policy.

Superintendent's Signature: _____

DEC Chair Signature: _____

Date: _____