

## CALGARY SCIENCE SCHOOL SOCIETY

Policy Title: **Personnel and Employee Relations**

Policy No. **4.01**

As a charter school, we are required to implement innovative practices in teaching and learning. The board recognizes the need to hire the best staff available and to provide a school environment in which staff feel supported and encouraged to place themselves on the leading edge of educational practice.

**POLICY:** The Board of the Calgary Science School believes that highly qualified, competent, and motivated personnel are essential to the success of all aspects of the school.

### **PRINCIPLES:**

1. Employee Code of Conduct: Calgary Science School expects that its employees will meet ethical and professional standards for personal conduct and work performance. All students and employees have the right to learn and work in a positive learning environment that is free of harassment, threats, intimidation, violence or any other misconduct. Any violent, intimidating, threatening or harassing behavior, or other misconduct, in any form, will not be tolerated in the classroom, workplace, or in any Calgary Science School sponsored activity.

These standards include but are not limited to the following:

- a. Adhere to all applicable laws and regulations
  - b. Adhere to school policies and procedures
  - c. Adhere to ethical standards
  - d. Adhere to job requirements in a professional and competent manner
  - e. Provide competent and efficient service to the school
  - f. Avoid real or apparent conflict of interest between responsibilities as an employee and any outside interests
  - g. Maintain confidentiality of student, employee and school records.
2. The maintenance of continuity of instruction is a primary consideration with respect to personnel administration.
  3. The board supports granting temporary leaves of absences to its employees.

4. Salaries and increments for teaching staff will be based on the current collective agreement between the Calgary Board of Education and its teachers.
5. Salaries and increments for staff members, other than teaching staff, will be determined on an annual basis by the board.
6. Vacation accrual for staff members, other than teaching staff, will be 4% (two weeks) for less than 3 years of employment and 6% (three weeks) after 3 years of employment.
7. Participation in the employee benefits plan is mandatory for all qualifying staff members.
8. All teaching staff, support staff, caretaking staff, and administrative staff are required to supply a Security Clearance and Child Welfare Information System Checks upon signing a contract.
9. Substitute teachers must provide current Security Clearance and Child Welfare Information System Checks prior to their name being registered on the substitute roster, and every three years thereafter.
10. Every employee is expected to pursue professional development opportunities aligned with the mandate of the Calgary Science School.

First Reading	<u>April 15, 2004</u>
Adopted	<u>May 13, 2004</u>
Amended	<u>June 7, 2005</u>
Amended	<u>October 17, 2006</u>
Amended	<u>September 11, 2007</u>
Amended	<u>November 4, 2008</u>

## PROCEDURES

### 1. Sick Leave

Staff may access up to 20 days per school year with no loss of salary. Staff members will notify the school office of an absence prior to 8:00 a.m. or the beginning of their scheduled shift.

### 2. Personal Leave

Staff may access up to 3 days of **specified personal leave** per school year with no loss of salary for extenuating circumstances. Examples of extenuating circumstances are given below. Except in cases of emergency, arrangements must be made in advance with the Principal.

Extenuating circumstances include, but are not necessarily limited to:

- family emergency (for example sudden illness of spouse or dependent children),
- personal court appearances (does not include instances where the teacher is a party),
- attendance at a funeral of someone other than those specified under “compassionate leave” below,
- marriage of the teacher,
- attendance at a wedding of a family member,
- being a member of a wedding party,
- significant family celebrations,
- religious holy days that would preclude the teacher from working,
- participation in significant events of national service or religious organizations (for example, being a member of the executive of Cancer Society, Red Cross, or a political party),
- participation in national and/or international events that required qualifying (for example, national sports events or performing arts events) where the teacher is not a paid performer.

Teachers have access to an additional 2 days of **unspecified personal leave**, with full pay less the deduction of substitute teacher pay. The Principal must be informed of the intent to use unspecified personal leave as early as possible.

The Superintendent will use his or her discretion in granting extended leaves of absence, with the primary consideration being continuity of instruction.

### 3. Compassionate Leave

Staff may access up to 5 days leave with no loss of salary in the case of a death or critical illness of a close family member. A close family member

includes spouse, common law spouse, or adult interdependent partner, or any of the following relations of an employee or their spouse, common law spouse, or adult interdependent partner: parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister, and the spouse, common law spouse, or adult interdependent partner of any of them. Staff may apply to the superintendent(s) for additional days if required. Staff may access up to 1 day leave to attend the funeral of a person, other than family.

#### **4. Maternity and Parental Leave**

Maternity and parental leave will be consistent with provincial labor laws.

##### Benefits

During the health-related portion of maternity leave (normally 6-8 weeks after the baby is born) the Calgary Science School will cover the employer-related costs of the Sun Life benefits. The employee will remain responsible for their employee portion of the Sun Life premiums.

After this health-related period and during parental leave the employee can elect to continue Sun Life benefits at their own expense (for both the employer and employee costs) or they may choose to discontinue coverage for all benefits after signing a waiver form.

#### **5. Leave of Absence**

A request for a leave of absence shall be presented to the principal and upon recommendation by the principal, approved by the superintendent.

##### Benefits

During a leave of absence the employee can elect to continue Sun Life benefits at their own expense for a period of three months (for both the employer and employee costs) or they may choose to discontinue coverage for all benefits after signing a waiver form.

#### **6. Professional Development**

The school budget includes an annual allotment of professional development money for each staff member in accordance with the individuals' professional development growth plan and/or the school based professional development plan. Funds may be used to cover conference registration, tuition, travel and subsistence, and substitute teaching costs

#### **7. Professional Improvement Leave**

The Board will budget a minimum of \$10 000 each year to help its teachers with their graduate studies. This money is available to help offset the tuition costs of graduate work and, in special circumstances, to provide paid leave to allow participation at seminars, lectures and unique learning opportunities. Teachers may apply for assistance to a maximum of \$5000.00 over the course of their graduate program. Application will have to be made only once

per degree with tuition receipts submitted yearly. Remuneration for tuition will be contingent upon proof of successful completion of course requirements and submission of appropriate receipts.

Applications must meet certain requirements in order to be considered for approval:

- The teacher must be enrolled in a recognized graduate level program,
- It is recommended that the teacher have a minimum of 5 years teaching experience with at least one year at CSS, AND
- The teacher must submit their application for professional improvement assistance to the professional improvement assistance committee (comprised of a minimum of one Board member, the superintendent(s), principal, assistant principal(s), and vice principal(s)) by April 30<sup>th</sup>.
- The written application must address the following criteria:
  - Alignment with Teacher Professional Growth Plan (TPGP) – How does the program align with the teacher’s TPGP?
  - Teacher qualification upgrading – is the program recognized by the Teacher Qualification Service?
  - Primacy of Instruction – what impact will the program have on the students?
  - Meeting school needs – how will the program enhance the learning environment of CSS and align with the school’s goals and Charter goals?
  - Service to the school – In what ways will the teacher share their learning with other teachers?