

School District No. 8 (Kootenay Lake)

- Annual training for all staff
 - Legal Duties
 - Compliance

Respectful Workplace/Bullying and Harassment
New Worker Orientation
Covid - 19 Safety

Training overview

- Workers Compensation Act
- Recognizing workplace bullying and harassment
- Employer obligations
- Responding – worker and supervisor obligations
- Reporting procedures
- Investigating incidents or complaints
- What co-workers can do to stop bullying and harassment
- Talking to a bully
- Additional information

Workers Compensation Act

- Duties of employers, workers and supervisors:
 - Ensure or protect health and safety
 - Includes workplace bullying and harassment
- Occupational Health and Safety (OHS) policies on workplace bullying and harassment;
effective November 1, 2013
- Training all employees annually;
effective January 1, 2021

What is workplace bullying and harassment?

- Behaviour that humiliates or intimidates
- Examples might include:
 - Verbal aggression or name-calling
 - Vandalizing personal belongings
 - Sabotaging work
 - Spreading malicious rumours
 - Humiliating initiation practices / hazing
 - Personal attacks
 - Aggressive / threatening gestures
 - Cyber-bullying
- Can come from co-workers, supervisors, employers, external sources

What is not bullying and harassment?

- Expressing differences of opinion
- Offering constructive feedback
- Making a legitimate complaint about another worker's conduct
- Reasonable management action, including decisions about:
 - Job duties and work to be performed
 - Workloads and deadlines
 - Layoffs, transfers, promotions, and reorganizations
 - Work instruction, supervision, or feedback
 - Work evaluation
 - Performance management
 - Discipline, suspensions, or terminations

Effects and potential indicators

Workplace bullying and harassment might result in:

- Health and safety issues
- Distracting someone who is performing dangerous tasks
- Physical and/or psychological injury
- Lower productivity
- Lower morale
- Higher absenteeism
- Staff turnover
- targets of bullying and harassment and their co-workers

Employer obligations

- Prevent or minimize bullying and harassment
- Develop reporting procedures
- Develop procedures for dealing with / investigating incidents or complaints
- Train workers and supervisors - *(August 25, 2020)*

Policy Statement

Policy 580: Respectful Workplace

AP 580.1 Respectful Workplace Program



The Board of Education for School District No. 8 (Kootenay Lake) has “zero tolerance” for any form of racism, violence, discrimination, harassment and bullying on School Board premises, while working for the Board or while involved in Board-sponsored programs and/or activities locally, regionally, in BC, in Canada or internationally, or online.

OTHER RELEVANT DOCUMENTS

- B.C. Human Rights Code
- Workers' Compensation Act Legislation and Regulations
- BCTF Collective Agreements (both provincial and local)
- CUPE Collective Agreement
- SD#8 Policy 580 - Respectful Workplace Policy
- AP 580.01 - Respectful Workplace Program

Prevent or minimize

- If aware of risks, take steps to prevent or minimize bullying and harassment
- Procedure for informal resolution of a complaint
- Complainants are encouraged, but not required, to immediately tell the other person when his/her behaviour is considered inappropriate and unwanted and ask that the unwanted conduct stop.
- Persons should comply immediately with the request without retaliation.
- If the complaint is not resolved the following procedures should be followed:

5.1 Procedures for teachers -

- Complaints involving teachers will be subject to the provisions of the Collective Agreement with the employer.

5.2 Procedures for C.U.P.E. Employees -

- Complaints involving C.U.P.E. members will be subject to the provisions of the Collective Agreement with the employer.

Reporting procedures

- Every employee is required to report incidents of bullying/harassment.
- Report to your direct management supervisor (eg: principal, site supervisor).
- If the employer or supervisor is the alleged bully, then report to the Director of Human Resource Services and to a union representative.
- You should report in writing - you may report by email, by letter, or by other written communique.

EMPLOYEE RIGHTS

All employees have the right to:

- Make complaints (note: Teachers' Code of Ethics does NOT apply in harassment cases)
- Be informed of complaints against them
- A fair hearing
- A full investigation
- Confidentiality
- A representative of their choice

INFORMAL RESOLUTION OF HARASSMENT COMPLAINTS

- Informal resolution of bullying/harassment complaints is subject to
- provisions of relevant Collective Agreements:
 - KLTF:
 - Provincial Article E2
 - CUPE
 - Article 4.04
- As well as School District
 - Policy - 580 - Respectful Workplace
 - AP 580.01 - Respectful Workplace Program

Formal Resolution Procedures

- Formal resolution of bullying/harassment complaints is also subject to provisions of relevant Collective Agreements:
- KLTF:
 - Provincial Article E2
- CUPE
 - Article 4.04
- As well as School District Policy AP - 580/580.01

TIPS

- If you feel you are being subject to harassment, or if harassment is reported to you, **DOCUMENT** with specific information.
- Ask for help - talk to an administrator, senior leadership person,
- Superintendent, your union representative, an identified harassment investigator, etc.
- Do not ignore the complaint & ask for help if you are unsure if it is bullying/harassment.
- Read the relevant sections of the Collective Agreements and SD8 Policy - Administrative Procedures.
- You may also ask for advice from one of the District's Harassment Investigators - please contact **Chandra Singh - Director of HR**

Dealing with incidents or complaints



- Investigations are conducted as soon as possible but they may take a long time to finish, depending on the circumstances.
- If an external investigator needs to be contracted, investigations may take longer to initiate.
- Employers are responsible to investigate complaints, follow proper procedures, keep the investigation confidential, report to the complainant and respondent after the investigation is complete, determine actions, and keep records confidential.

What must workers do?

- Report if they observe or experience bullying and harassment.
- Not engage in workplace bullying and harassment.
- Apply and comply with workplace policies and procedures on bullying and harassment.

What must supervisors do?

- Not engage in bullying and harassment.
- Apply and comply with workplace policies and procedures on bullying and harassment

What can co-workers do to stop workplace bullying and harassment?

- Listen to the target
- Don't gossip
- Offer support (e.g., employee assistance program, counsellor)
- Document details of what you see to share in an investigation
 - Dates
 - Details
 - Witnesses
- Tell the bully to stop

Talking to an alleged bully

If you are the target of, or witness to, bullying and harassment:

- Tell the bully what behaviour was inappropriate
- Make it clear the behaviour is unwanted and unacceptable
- Stay calm
- Don't retaliate
- **Report it**

For more information

- School District #8 policies and procedures can be found at <http://www.sd8.bc.ca/Policy/>
- For more information, contact our workplace bullying and harassment representative at Chandra.singh@sd8.bc.ca
- For more tips, resources and information, visit:

<https://www.worksafebc.com/en/health-safety/hazards-exposures/bullying-harassment>

Health, Wellness and Safety Officer



Russell Warwick

New & Young Worker Orientation

<https://www.youtube.com/watch?v=LCW9J5pfoP4&feature=youtu.be>

Asbestos Training

Covid-19 information

Superintendent/CEO Trish Smillie

Has gone to great lengths to ensure we are all safe and comfortable working each day at all of our sites/locations.

If you have any concerns, please reach out to your supervisor for clarification and support.

Payroll Information

Shauna Martens - Manager of Finance

TTOC'S receive an advance (no deductions) based on dates worked from the 1st to the 15th monthly (calculated at an estimated 40% of net at month end), paid five *business* days after the 15th. Month end pay is issued five *business* days after the last day of the month. Payslips are emailed to district accounts for review and we are happy to assist with enquiries.

Rosanne Winter (TTOC Payroll):
ttoc.payroll@sd8.bc.ca

Teacher's are paid a fixed advance (estimated at 40% of month end) on the 13th monthly. Month end deposit is two business days *before* month end.

Term and Continuing Teachers have the option to enroll for the Teacher Savings Plan annually. **The form must be returned to payroll by mid-September.** Estimated at 1/6th of monthly net pay, withheld after deductions, and included on the final June pay or can be issued for deposit on July 15th and August 15th.

Shauna Martens (Teacher/Admin Payroll/Benefits):
payroll@sd8.bc.ca

CUPE Payroll is bi-weekly, cut off is Saturday with deposit the following Friday. Hours are submitted to payroll through eServe timesheets (electronic) for regular and temporary employees and paper timesheets for casuals (available at all sites and on the District website).

The current bi-weekly pay schedule:

<https://www.sd8.bc.ca/sites/default/files/CUPE%20Pay%20Cycle%202021-%202022.pdf>

Michele Laurin (CUPE Payroll/Benefits):
cupepayroll@sd8.bc.ca

Benefit Information

Teachers with a .5 FTE or higher are eligible for benefit coverage at a shared cost, details under Article B.11 in the KLTF Collective Agreement.

TTOC's can access benefit plans (Dental & Extended Health) at 100% employee cost, details under Article B.2. Please enquire if interested.

CUPE benefits are available for permanent positions over 17.5 hours/week at 100% employer cost, details under Article 15 in the CUPE Collective Agreement.

Welcome (back) to School District #8
and thank you for your commitment in
working with our students!

<https://www.sd8.bc.ca>