

## **POLICY 170: Human Resources**

The Board believes that an exemplary workforce and strong leadership at the District and school levels are essential for the success of each learner and the successful operation of the district. Employees should reflect the diversity of students and communities in the District, including Indigenous Rightsholders and the First Nations on whose traditional territories our school district operates.

The Board strives to foster the professional growth of all employees.

This policy applies to all persons while on 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. This includes, but is not limited to, Trustees students, employees, parents, guardians, visitors, consultants, contractors and volunteers.

### **1. Recruitment and Selection of Personnel**

1.1 Recruitment and selection of personnel should incorporate an equity lens and these considerations should be applied to the recruitment process. Recruitment and retention should incorporate an awareness of unconscious and systematic biases and/or discrimination that may affect the hiring process.

1.2 Recognizing the significance of a well-organized personnel selection process, the Board specifies that personnel appointments shall be governed by the following guidelines:

1.2.1 The Board has the sole authority to recruit and select an individual for the position of Superintendent of Schools/CEO and will assume the sole responsibility for initiating the recruitment process.

1.2.2 The Superintendent is delegated authority to recruit and select staff for all positions other than their own within the limitations of legislation, budget allocations, contracts and collective agreements.

1.2.3 All offers of employment shall be conditional on the successful applicant providing a criminal record check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General) which is acceptable to the Superintendent.

1.2.4 All principal or management positions shall have a written role description and the person occupying each of these positions shall have a written contract of employment.

1.2.4.1 Compensation will be determined based on BCPSEA compensation guidelines.

1.2.4.2 A reasonable effort will be made to ensure that all current district employees are made aware of managerial vacancies.

1.2.4.3 Vacant positions carrying managerial responsibility shall be advertised

within and outside the District, except where the position is filled by transfer or re-assignment.

- 1.3 The following process will be followed for the appointment of individuals to the position of principal and vice-principal:
  - 1.3.1 Meaningful advisory input and/or representation from trustees, parents, school staff, and high school students where appropriate and possible, shall be included during the hiring process.
  - 1.3.2 Appointment and transfer of principals/vice-principals to specific schools shall be by the Superintendent.
  - 1.3.3 In the event of an unexpected or short-term vacancy, the Superintendent may appoint an “acting” employee without going through a formal selection process.

## 2. Respectful Workplace

- 2.1 The Board of Education for School District No. 8 (Kootenay Lake) recognizes the right of all members of the school community, including employees, students, parents, guardians, visitors, consultants, contractors, and volunteers, to be treated fairly and to learn, work, consult and otherwise associate in a respectful environment free from discrimination, harassment and bullying.
- 2.2 The Board recognizes their role in actively supporting employees’ work to prevent discrimination, harassment and bullying of the school community, including employees, students, parents, guardians, visitors, consultants, contractors and volunteers. The Board will strive to ensure that professional growth and training is provided for staff to develop the awareness, knowledge, skills and attitudes to accomplish this.
- 2.3 To accomplish these goals, the Board will endeavor to promote professional growth opportunities for staff to learn more about social justice issues and different forms of oppression. The Board will encourage staff to build upon their knowledge and to increase their awareness and strategies in these areas.
- 2.4 The Board recognizes that everyone is vulnerable to discrimination, harassment and/or bullying, while recognizing the complexity of individual intersectional identities. Discrimination, harassment and/or bullying can occur, for example, between individuals with different or shared identities and/ or levels of privilege.
- 2.5 The Board also recognizes that a harasser can be a superior (supervisor or teacher) or a peer (fellow student or co-worker) or a subordinate, or anyone coming into contact with another person, regardless of the relationship.
- 2.6 To this extent, the Board will not tolerate any conduct that could be classified as discrimination, harassment, sexual harassment or bullying, and will make every reasonable effort to ensure that no employee, student, parent, guardian, visitor, consultant, contractor, and volunteer is subjected to such behaviours.

Related Legislation:  
Adopted: May 9, 2023  
Amended: n/a

- 2.7 The Board complies with the [BC Human Rights Code](#) and is committed to providing healthful environments in which fairness and respect are both taught and modeled.
- 2.8 The Board of Education for School District No. 8 (Kootenay Lake) does not tolerate any form of racism, violence, discrimination, harassment and bullying on 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.
- 2.9 The District will establish and maintain program(s) to prevent discrimination, harassment and bullying.

### 3. Employee Recognition

- 3.1 The Board of Education of School District No. 8 (Kootenay Lake) recognizes the valuable contributions made by all employees of the District to students and learning. The Board promotes a culture of employee recognition within the District and will formally recognize employees of the District who:
- 3.1.1 have provided long service to the students of the District; and/or
  - 3.1.2 are retiring from the District.

### 4. Public Interest Disclosure

- 4.1 The Board of Education of School District No. 8 (Kootenay Lake) is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency.
- 4.2 The Board of Education of School District No. 8 (Kootenay Lake) encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia Public Interest Disclosure Act (“PIDA”). Employees and trustees shall report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.
- 4.3 The Board of Education is committed to supporting ethical conduct in its operations and seeks to foster a culture in which employees and trustees are encouraged to disclose wrongdoing, including by receiving, investigating, and responding to disclosures and by providing information and training about the PIDA.