

## **POLICY # 7200**

### **EMPLOYMENT CONDITIONS (GENERAL)**

---

Subject to the School Act, the provisions of collective agreements, contracts of employment or other relevant statutes, the following personnel practices will govern employment conditions.

#### **1. RECRUITMENT, ASSIGNMENT AND ORIENTATION**

The Surrey Board of Education of School District No. 36 (Surrey) believes that all employees should be recruited on the basis of merit.

All applicants for employment must be prepared to provide a criminal record review. The recruitment of personnel is the responsibility of school district administration; but, except where it is not practicable to do so, personnel with direct supervisory responsibilities will carry out or participate in the selection of their staff.

Personnel are to be recruited to the district within guidelines approved by the board and budget provisions, and then assigned to a position within the district. Subsequent reassignments may be made by administration, as required, in accordance with statute, collective agreement, or policy.

Newly-hired staff are to be provided with information regarding rates of pay, benefits provided, conditions of employment and the nature of their assignment, and the operation of the school district.

#### **2. PERFORMANCE EVALUATIONS**

Employee performance evaluations are to be carried out at regular intervals. The purpose of evaluations is to determine, as objectively as possible, employee ability to meet performance standards for the position held, to identify performance strengths and weaknesses, and to recognize strengths and provide support to assist employees to rectify performance deficiencies.

Where collective agreements, individual contracts of employment, or other district policies specify times and/or procedures for employee evaluations those provisions are to be followed. In the absence of collective agreement or contract of employment, or other district policy direction:

## **POLICY # 7200**

### **EMPLOYMENT CONDITIONS (GENERAL)**

---

- a) Evaluations are to be carried out during probationary periods, every two years during service as a “regular” employee, on re-assignment to a new position, or when directed by the superintendent, deputy superintendent, secretary-treasurer of their designees.
- b) The procedures utilized may be formal and structured, such as those provided in collective agreements or contracts of employment, or less structured informal performance evaluation procedures common to employer/employee relationships may be employed. In the latter case, though the supervisor responsible for conducting the evaluation shall endeavor to obtain the agreement of the employee who is to be evaluated, as to the procedure and criteria to be utilized, and the results are to be written.

### **3. DISCIPLINE**

The board expects personnel in administrative and supervisory positions to be aware of and to employ current and progressive employee relations practices. Prior to any disciplinary action the Human Resources Department should be consulted. Disciplinary action is subject to the provisions of collective agreements or contracts of employment and relevant appeal processes, and must be for just and reasonable cause.

### **4. EMPLOYEE CHARGED WITH AN OFFENCE**

Where the board or management is advised that an employee has been charged with an offence, management should consult with the Human Resources Department forthwith.

Management will work in collaboration with Human Resources to determine whether the nature of the alleged offence and the position held by the employee indicate that some action is advisable pending receipt of additional information.

In any event, management will provide the board, as soon as possible, with a report on the findings of any investigation conducted and of any actions taken.

**POLICY # 7200**  
**EMPLOYMENT CONDITIONS (GENERAL)**

---

**5. RETIREMENT**

Suitable recognition shall be accorded personnel who retire from the service of the board.

**6. RETURN OF DISTRICT ASSETS**

All employees and their supervisors have a joint responsibility to ensure that district assets are returned in a timely manner upon long-term or permanent separation from their employer. This includes, but is not limited to retirement, resignation, termination, or certain long-term leaves of absence.

*Revised: 2017-09-20*  
*Approved: 1990-06-14*