



Date: **May 31, 2022**  
Prepared by: **James Duff, Executive Manager – Human Resource Services**  
Subject: **Policy Approval – Human Resource Services**

**BACKGROUND:**

Sec. D Policy – Attendance Support was reviewed and approved by the Policy Vetting Committee on April 19, 2022. The Policy goals have been updated to include language that is more consistent with the Board’s policy goal language expectations. It is being brought forward to the Board of Trustees for approval.

Sec. D Policy – Criminal Background Check for Employees and Volunteers was reviewed and approved by the Policy Vetting Committee on April 19, 2022. The Policy was updated to confirm that vulnerable sectors checks is only required for employees and volunteers in a position of trust or authority over vulnerable persons. It is being brought forward to the Board of Trustees for approval.

Sec. D Policy – Tobacco, Cannabis, and Smoke-Free Environment (previously titled “Smoking”) was reviewed and approved by the Policy Vetting Committee on April 19, 2022. The Policy has been expanded to the Board is an environment free from tobacco, cannabis, smoke and vapour. A corresponding Procedure has also been created to support the Policy. The Policy is being brought forward to the Board of Trustees for approval.

Sec. D Policy – Assaults Against Board Employees was reviewed and approved by the Policy Vetting Committee on May 20, 2022. This Policy is no longer required. The Board’s Workplace Violence Prevention Policy and Procedure addresses all matters of violence in the workplace and the procedure has been updated to include expectations previously described in the Assaults Against Board Employees Procedures.

Sec. D Policy – Disconnecting from Work was reviewed and approved by the Policy Vetting Committee on May 20, 2022. This is a new Policy as required by the Ontario *Employment Standards Act, 2000*. It is being brought forward to the Board of Trustees for approval.

**RECOMMENDATIONS:**

**That the St. Clair Catholic District School Board receive the report: *Policy Approval – Human Resource Services*, for information.**



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**That the St. Clair Catholic District School Board approve *Sec. D Policy – Attendance Support*, effective May 31, 2022.**

**That the St. Clair Catholic District School Board approve *Sec. D Policy – Criminal Background Check for Employees and Volunteers*, effective May 31, 2022.**

**That the St. Clair Catholic District School Board approve *Sec. D Policy – Tobacco, Cannabis, and Smoke-Free Environment*, effective May 31, 2022.**

**That the St. Clair Catholic District School Board rescind *Sec. D Policy and Procedure – Assaults Against Board Employees*, effective May 31, 2022.**

**That the St. Clair Catholic District School Board approve *Sec. D Policy – Disconnecting from Work*, effective May 31, 2022.**