



Date: **June 20, 2023**  
Prepared by: **James Duff, Executive Manager – Human Resource Services**  
Subject: **Policy Approval – Human Resource Services**

## **Background**

The following four (4) policies and related administrative procedures have been reviewed and approved by Policy Vetting Committee on May 30, 2023:

*Sec. D Policy – Volunteers*

*Sec. D Policy – Accessibility Standards for Customer Service*

*Sec. D Policy – Employment and Expectations of Academic Staff*

*Sec. D Policy – Employment and Expectations of Non-Academic Staff*

*Volunteers* – considerable changes to this Policy and Procedure have been made. This includes a new definition of volunteer and more expansive and explicit responsibilities and expectations. As well, the revisions include reformatting of existing language.

*Accessibility Standards for Customer Service* – the Policy required significant revisions to ensure Policy Goals are better aligned with language expectations. A new Procedure on *Accessibility Standards for Customer Service* has been added to maintain the legally required language. Additional revisions include reformatting of existing language and creating headings in procedures. The review of this policy included an analysis of policies from other school boards in the province to confirm consistent language.

*Employment and Expectations of Academic Staff and Employment and Expectations of Non-Academic Staff* – review of both policies was conducted, including research from other school boards in the province. This review confirmed that most school boards do not have similar policies. Most school boards have a Code of Conduct Policy which outlines the expectations of staff. Moreover, school boards include applicable recruitment language in policies and procedures specifically related to hiring. As well, the belief statements outlined in both policies are over ten (10) years old and the actual policies do not hold tangible legal weight for addressing employee misconduct. Based on the above, and since the Board already has a Code of Conduct and hiring policies and procedures, we propose rescinding both policies and incorporate relevant language into existing policies and procedures.

## **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 – Volunteers*, effective June 20, 2023.**

**That the St. Clair Catholic District School Board approve *Sec. D Policy – Accessibility Standards for Customer Service*, effective June 20, 2023.**

**That the St. Clair Catholic District School Board rescind *Sec. D Policy – Employment Expectations for Academic Staff*, effective June 20, 2023.**

**That the St. Clair Catholic District School Board rescind *Sec. D Policy – Employment Expectations for Non-Academic Staff*, effective June 20, 2023.**