



Date: **May 30, 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 April 25, 2023:

- *Sec. D Policy – Criminal Background Checks for Service Providers*
- *Sec. D Policy – Staff Supervision and Performance Appraisal*
- *Sec. D Policy – Workplace Health and Safety*
- *Sec. D Policy – Use of Mobile Wireless Communication Device While Driving for Work Purposes*

Sec. D Policy - Criminal Background Checks for Service Providers – minor changes have been made to the definition of Criminal Background Checks. The Department of Facilities Services confirmed existing procedures are working and properly reflected in the Policy and Procedure.

Sec. D Policy - Staff Supervision and Performance Appraisal – change Policy title to “*Employee Development and Performance Appraisal*” to better align with purpose of Policy. Minor changes have been made to Policy language to better describe purpose and goals. Minor changes have been made to the Procedure to better outline expectations.

Sec. D Policy - Workplace Health and Safety – minor change has been made in responsibilities. This Policy and Procedure is reviewed by the Board’s Joint Health and Safety Committee annually.

Sec. D Policy - Use of Mobile Wireless Communication Device While Driving for Work Purposes – the Policy Vetting Committee approved this Policy and Procedure to be rescinded as these expectations are governed by existing legislation, and therefore, fall under the Board’s Workplace Health and Safety Policy and Procedure which addresses matters related to occupational health and safety legislation.

Recommendations

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

That the St. Clair Catholic District School Board approve *Sec. D Policy – Criminal Background Checks for Service Providers*, effective May 30, 2023.

That the St. Clair Catholic District School Board approve *Sec. D Policy – Staff Supervision and Performance Appraisal*, effective May 30, 2023.



That the St. Clair Catholic District School Board approve *Sec. D Policy – Workplace Health and Safety*, effective May 30, 2023.

That the St. Clair Catholic District School Board rescind *Sec. D Policy – Use of Mobile Wireless Communication Device While Driving for Work Purposes*, effective May 30, 2023.