

EDMONTON PUBLIC SCHOOLS

November 24, 2009

TO: Board of Trustees

FROM: Trustee K. Shipka, Planning and Policy Committee Chair
Trustee S. Huff, Planning and Policy Committee
Trustee C. Ripley, Planning and Policy Committee

SUBJECT: Policy Review - GAA.BP Personnel Policies Priority Objectives

RESOURCE
STAFF: David Fraser; Mark Liguori, Ellen Ogilvy, Betty Tams

RECOMMENDATION

1. That revised and renamed board policy GAA.BP Human Resources Framework (APPENDIX I) be considered for the first time.
2. That revised and renamed board policy GAA.BP Human Resources Framework (APPENDIX I) be considered for the second time.

* * * * *

The existing policy was last reviewed in May 2001. The revisions to this policy have been made in order to align with the 2008-2011 District Priorities and the Superintendent's Area DU310 Plan. The title also reflects the change in department name from Personnel Services to Human Resources.

Extensive consultation with our stakeholders occurred in the review and revision of this policy. Representatives of the Edmonton Public Teachers' Local 37 of the ATA, CUPE Local 474 (Custodial Staff), CUPE Local 3550 (Support Staff), CUPE Local 784 (Maintenance Staff), the Exempt Staff Liaison Committee, and the Personnel Principals Committee provided feedback on a draft revision of the policy. The staff group representatives were very positive about the tone and content of the draft. The principal committee made suggestions for minor additions and changes in wording, and were also supportive.

The policy was available for feedback from the public on the District Web Survey for four weeks from May 29 until June 26, 2009. Seventy-nine individuals responded to the survey, including four parents, three community members, two community/professional organizations, 17 principals/decision unit administrators and 53 staff members. Sixty-five of the respondents (83%) indicated that they had no concerns with the revised policy. Ninety percent stated that no additional elements needed to be considered. Fifteen

percent of the respondents indicated there were aspects of the policy which required clarification. Twenty one stakeholders made comments. Five stakeholders expressed support for the changes and the balance of the comments was quite varied in nature. For example, four comments related to the connection between the policy and accountability of staff for their performance. Two individuals noted a need for explanation of the processes and an appeal mechanism (usually found in the administrative regulation). Another person felt the policy could be more succinct. A Community/Professional Organization and a Principal/DU Administrator queried the use of the word ‘satisfaction’ as applied to staff. One staff member suggested that staff should be recognized by the district every five years. Minor revisions were made as the result of the web survey.

The revised policy (Appendix I) incorporates the beliefs and commitments of the board and describes the kind of employment practices necessary for the district to be an employer of choice. Appendix II provides the draft revision of the policy that was posted on the Web survey.

BT:DF:eo/mel

APPENDIX I - Recommended Revision to Board Policy GAA.BP – Human Resources Framework (pages 3 – 4)

APPENDIX II - Draft Revision Posted to the Web Survey – Proposed Revised board Policy GAA.BP – Human Resources Framework (pages 5 – 7)

Edmonton Public Schools

Board Policies and Regulations

CODE: GAA.BP

TOPIC: **Human Resources Framework**

EFFECTIVE DATE: 08-05-2001

ISSUE DATE: 09-05-2001

REVIEW DATE: 11-03-2009

The board believes that:

- its most important resources are its people;
- our values of respect, integrity, transparency, excellence, and resilience form the foundation of our organizational capability;
- each staff member's performance contributes to the improvement of student learning.

The board is committed to:

- a) being a learning organization in which:
 - people are treated with respect and supported;
 - diversity is valued, embraced and promoted;
 - workplaces are safe, functional and well-kept;
 - staff are recognized for their contributions;
 - innovation and collaboration are encouraged;
 - opportunities for growth and professional development are provided;
 - resources are treated with care;
- b) having staff who:
 - are engaged in their work and committed to excellence;
 - provide exemplary service and leadership;
 - are respectful, satisfied, healthy and trustworthy;
 - are innovative, effective and committed to professional growth;
 - feel they are valued, respected, supported and trusted by the district and who will communicate this feeling to students, colleagues and the community;
- c) engaging in employment practices which:
 - are free of bias resulting from any prejudice, particularly prejudice related to race, colour, religious beliefs, gender, physical or mental disability, sexual orientation, marital status, family status, age, ancestry, place of origin or source of income;
 - promote the attraction, development, engagement and retention of qualified, high-performing staff to support the district's mission, achieve the district

- priorities, and meet the diverse needs of our students;
- build organizational and employee capacity;
 - provide positive growth in organizational health;
 - foster involvement of staff in decision making which affects their work;
 - ensure equal opportunity for employment and advancement;
 - ensure due process and fairness.

Reference(s):

ACA.BP Respectful Learning and Working Environments

[AD.BP](#) - District Priorities

GB.BP – Authority for Personnel Decisions

GBA.AR – Designations, Appointment and Assignment to Leadership Positions

GB.BP – District Staff Code of Conduct

GB.AR – District Staff Code of Conduct

GBE.BP – Health and Wellness of Staff and Students

GBE.AR – Health and Wellness of Staff and Students

GBEA.BP – Occupational Health and Safety

GC.BP – Recruitment, Employment, Qualifications and Deployment of Staff

GDB.BP – Terms and Conditions of Employment for Exempt Staff

GFA.BP - Reduction of Staff

GGB.BP – Evaluation of Superintendent of Schools

GGC.BP – Staff Performance

GIC.BP - Employee Assistance

GJD.BP – Administrative Recognition

Edmonton Public Schools Board Policies and Regulations

CODE: GAA.BP

EFFECTIVE DATE: 08-05-2001

TOPIC: Personnel Policies Priority

ISSUE DATE: 09-05-2001

Objectives **Human Resources Framework**

REVIEW DATE: 05-2006

The board believes that:

- ~~Edmonton Public Schools is committed to excellence, hires based on merit and welcomes applications from all qualified individuals.~~
- ~~The most valued resources within the district are people and an appreciation of the value and importance of each staff member is vital to the success of the district.~~
- ~~The primary function of school administrators is educational leadership.~~
- ~~Enhancement of the performance of each individual staff member within the district contributes to the improvement of student learning.~~
- ~~Development, training, motivation and understanding of individual staff members leads to increased effectiveness in achieving district priorities.~~
- ~~Staff members, who feel they are valued and supported by the district, will communicate this feeling to students, colleagues and the community.~~
- **its most important resources are its people;**
- **our values of respect, integrity, transparency, excellence, and resilience form the foundation of our organizational capability;**
- **each staff member's performance contributes to the improvement of student learning.**

The board is committed to: ~~district procedures and practices which ensure for each individual staff member:~~

- ~~a climate that enhances the "quality of work life".~~
- ~~a respect for self-worth and dignity.~~
- ~~career development plans and opportunities.~~
- ~~enrichment and renewal opportunities—opportunities for staff members to contribute existing skills, opportunities to acquire new skills and opportunities to improve the staff member's ability to perform.~~
- ~~equal opportunity for employment and advancement.~~
- ~~an opportunity to participate in determining expectations and performance results.~~
- ~~involvement in decisions which affect performance.~~

- ~~due process and natural justice.~~

d) being a learning organization in which:

- **people are treated with respect and supported;**
- **diversity is valued, embraced and promoted;**
- **workplaces are safe, functional and well-kept;**
- **staff are recognized for their contributions;**
- **innovation and collaboration are encouraged;**
- **opportunities for growth and professional development are provided;**
- **resources are treated with care;**

e) having staff who:

- **are engaged in their work and committed to excellence;**
- **provide exemplary service and leadership;**
- **are respectful, satisfied, healthy and trustworthy;**
- **are innovative, effective and committed to professional growth;**
- **feel they are valued, respected, supported and trusted by the district and who will communicate this feeling to students, colleagues and the community;**

f) engaging in employment practices which:

- **are free of bias resulting from any prejudice, particularly prejudice related to race, colour, religious beliefs, gender, physical or mental disability, sexual orientation, marital status, family status, age, ancestry, place of origin or source of income;**
- **promote the attraction, development, engagement and retention of qualified, high-performing staff to support the district's mission, achieve the district priorities, and meet the diverse needs of our students;**
- **build organizational and employee capacity;**
- **provide positive growth in organizational health;**
- **foster involvement of staff in decision making which affects their work;**
- **ensure equal opportunity for employment and advancement;**
- **ensure due process and fairness.**

Reference(s):

ACA.BP Respectful Learning and Working Environments

[AD.BP](#) - District Priorities

GB.BP – Authority for Personnel Decisions

GBA.AR – Designations, Appointment and Assignment to Leadership Positions

GB.BP – District Staff Code of Conduct

GB.AR – District Staff Code of Conduct

GBE.BP – Health and Wellness of Staff and Students
GBE.AR – Health and Wellness of Staff and Students
GBEA.BP – Occupational Health and Safety
GC.BP – Recruitment, Employment, Qualifications and Deployment of Staff
GDB.BP – Terms and Conditions of Employment for Exempt Staff
GFA.BP - Reduction of Staff
GGB.BP – Evaluation of Superintendent of Schools
GGC.BP – Staff Performance
GIC.BP - Employee Assistance
GJD.BP – Administrative Recognition

