

## Administrative Procedure 406

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# TERMS AND CONDITIONS OF EMPLOYMENT

## Background

The District recognizes the differences in terms and conditions of employment due to the number of unique employee groups, legislation, and the dynamics of collective bargaining. However, employees are to be treated fairly and as consistently as possible with reference to conditions of employment.

The District recognizes the employee associations certified by the Labour Relations Board as bargaining agents. It will in all instances honour the terms and conditions negotiated in the collective agreements for associated employees.

Employees not covered by a collective agreement shall have their terms and conditions of employment determined in writing by the Assistant Superintendent, Human Resource Services in consultation with the Superintendent.

When any employee thinks a condition affecting them is unjust, inequitable, unsafe, or inefficient, the employee is to follow the proper procedure to make the situation known, seek satisfaction, or correct the problem. To this end, a means shall be available to help resolve or address employee concerns.

Employees covered under the collective agreements will have recourse to the grievance procedures established in the applicable contracts.

## Procedures

### 1. Terms and conditions perceived unjust or inequitable

- 1.1 Employees covered under a collective agreement are to follow the grievance procedure established in the appropriate collective agreement to resolve any difference as to the interpretation, application, operation, contravention or alleged contravention of that agreement. It is in the best interests of the parties involved that such differences be resolved expediently and therefore the timelines must be adhered to unless there is agreement to the contrary.
- 1.2 Employees not covered under a collective agreement are to have recourse to the following procedure.
  - 1.2.1 The employee shall report the concern to their immediate supervisor within ten (10) days of its occurrence. The employee and immediate supervisor shall meet and discuss the concern.
  - 1.2.2 If within three (3) working days the immediate supervisor has neither resolved the concern nor taken steps to satisfy the concern, the employee is to, in written form, report the concern and the desired satisfaction to the Assistant Superintendent, Human Resource Services or equivalent responsible for their

department. The employee, their supervisor, and the Assistant Superintendent, Human Resource Services shall meet forthwith and discuss the concern.

1.2.3 If within five (5) working days there is still no resolution or steps taken to satisfy the concern, the employee may appeal to the Superintendent.

2. Conditions of employment perceived unsafe or inefficient

2.1 Any employee with knowledge of an unsafe or inefficient situation or condition shall report the concern.

2.1.1 They are to report it to their immediate supervisor.

2.1.2 If the concern is a safety concern, the employee is to notify the Director, Human Resource Services using a *Safety Concern Form (Form 161-2)*.

2.2 If no action is taken to correct the situation within a reasonable time frame, it is to be reported in writing along with the particulars to the Assistant Superintendent, Human Resource Services.

2.3 If, within a reasonable time frame, there is still no resolution or steps taken to satisfy the concern, the employee may appeal to the Superintendent.

Adopted: April 3, 2000

Reviewed/Revised: June 12, 2002, November 15, 2002, June 28, 2013, June 30, 2017

Reference: Section 20, 60, 61, 113, 118, 119 School Act  
Alberta Human Rights Act  
Child, Youth and Family Enhancement Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code  
Personal Information Protection Act