



SCHOOL DISTRICT NO. 22 (Vernon)
Superintendent's Office

TO: Board of Education

FROM: Dr. Christine Perkins, Superintendent
Malcolm Reid, Director, Human Resources
Anne Cooper, Consultant

DATE: September 20th, 2023

SUBJECT: Policy Renovation Project – Section 500 Human Resources

CONTENT FOR SECTION 500 – HUMAN RESOURCES

A fulsome review of all Board policies has now taken place, with the objective of compiling all that relate to Human Resources within one section of the revised policy manual. The review concluded that policies that essentially impact human resources exist currently in sections 5 and 6 with a small number of policies to receive consideration into the new section from sections 3 and 7.

All potential policies are all accounted for within this memo with appropriate hyperlinks. A number of policies are no longer current and are being recommended for repeal outright. Further, some current policies would be best established as an Administrative Procedure and repealed as Board policy. The approach to documents in this section is detailed below.

CURRENT DOCUMENTS TO BE REPEALED WITH THE CONTENT ESTABLISHED AS AN ADMINISTRATIVE PROCEDURE

The policies below include current Policy or Regulations that seem to fit within this category, and are recommended to be repealed in favour of moving the content to an Administrative Procedure

[5.1.0 Evaluation Management Staff](#)

[6.2.0 Absence of School Principal](#)

POLICIES RECOMMENDED TO BE REPEALED OUTRIGHT

The list below highlights policies that fit within this category, however, subsequent to review are recommended to be repealed outright, as they are no longer current to the *School Act*, *School Act* Regulations, or Ministerial Orders; are redundant due to Ministry of Education and Child Care Policy; or offer no current or substantive guidance to the system.

[3.1.0 Learning Assistance Teacher](#)

[5.7.0 Criminal Records Reviews](#)

[5.9.0 Exempt Comp Management](#)

[6.0.0 District Staff Responsibilities](#)

[6.1.1 Elementary Support Administrative Organization](#)

[6.6.0 School Counsellor](#)

[6.7.0 Job Sharing Teaching Staff](#)

SUGGESTED SECTION 300 ORGANIZATION

A tentative outline is for this section provided below.

Suggestions have been made with respect to the groupings and order of policies within the new section, with new numbering in place. Current policies are reference in red, and are hyperlinked. The revised section is summarized as follows:

Policy 520 Employee Recognition ([5.0.0 Employee Recognition](#))

Policy 560 Criteria for Teacher Evaluation ([6.8.0 District Criteria for Teacher Evaluation](#))

Policy 570 Teacher Deferred Salary Leave ([6.4.0 Deferred Salary Leave Plan](#))

Policy 571 Teacher Exchange ([6.3.0 Teacher Exchange Programmes](#))

Policy 580 – Support Staff Deferred Salary Leave ([7.4.0 Non-Teaching DSLP](#))

Policy 590 – School Bus Driver Medical Examination ([7.2.0 Bus Driver Medical](#))

**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO.22 (VERNON)**

BOARD POLICY NO: 520

Employee Recognition	
Approval Date:	January 26, 1993
Amendment Date(s):	June 2000, November 21, 2006, February 28, 2018
Reference(s):	

The Board recognizes the contribution made by employees to the education of students in the District.

The Board will annually recognize long serving employees.

The Board will recognize retiring employees with the presentation of a gift.

**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO.22 (VERNON)**

BOARD POLICY NO: 5205-0.0

Employee Recognition	
Approval Date:	January 26, 1993
Amendment Date(s):	June -2000, November 21, 2006, February 28, 2018
Reference(s):	

The Board recognizes the contribution made by employees to the education of students in the District.

The Board will annually recognize long serving employees.

The Board will recognize retiring employees with the presentation of a gift.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: 560

Teacher Evaluation Criteria	
Approval Date:	June 13, 1989
Amendment Date(s):	November 2006
Reference(s):	

Following the process of consultation pursuant to Article E.25 of the Collective Agreement between the Board and the Association, the District criteria for evaluation shall be as follows:

1. Knowledge of Content

- 1.1. Maintains knowledge and understanding of the philosophy, specific goals, objectives, learning outcomes, and content of relevant curricula.

2. Planning

- 2.1. Develops long and short-term objectives.
- 2.2. Provides students with an overview of course outlines and objectives.
- 2.3. Ensures that objectives are consistent with provincial curricula.
- 2.4. Devises strategies and utilizes resources and evaluation techniques consistent with the objectives.
- 2.5. Understands and incorporates the principles of lesson design.

3. Classroom Management

- 3.1. Develops positive rapport with students.
- 3.2. Provides situations and develops strategies for students to assume responsibility for their own actions and to practice self-discipline.
- 3.3. Develops a positive self-concept in students.
- 3.4. Promotes positive relationships with and among students.
- 3.5. Demonstrates consistency, respect and fairness in dealing with students.
- 3.6. Establishes consistent routines and clear expectations for student conduct appropriate to the activity.
- 3.7. Maintains an orderly environment.
- 3.8. Maximizes student on-task behaviour.
- 3.9. Encourages all students to achieve to their fullest potential.

4. Instructional Process

- 4.1. Makes students aware of the objectives of the lesson and teaches to the objectives.
- 4.2. Motivates students to achieve their potential.
- 4.3. Employs a variety and balance of teaching skills and strategies.
- 4.4. Provides for individual student's differences.
- 4.5. Uses various resources to promote learning.
- 4.6. Presents content clearly and cogently.

- 4.7. Monitors individual student understanding and adjusts when necessary.
- 4.8. Involves students in experiences and activities designed to develop and stimulate thought.
- 4.9. Paces lessons appropriately.
- 4.10. Actively involves students in the learning process throughout the lessons.
- 4.11. Devises strategies which promote a higher order of thinking skills.
- 4.12. Attempts to provide enrichment activities for students.
- 4.13. Provides feedback and reinforcement to students.
- 4.14. Creates assignments which utilize, reinforce or expand upon the content of the lesson.

5. Assessment and Reporting

- 5.1. Uses a variety of evaluation techniques appropriate to the learning outcomes of the course.
- 5.2. Informs students and parents of the bases on which students are evaluated and the procedures which will be used.
- 5.3. Utilizes the results of student performance assessments to plan for future instruction.
- 5.4. Interprets the results of student assessment.
- 5.5. Maintains appropriate, accurate records of student achievement, attendance, and other necessary data.

6. Professional Qualities

- 6.1. Uses student support services.
- 6.2. Interacts with other professional staff to cooperatively plan for successful learning experiences.
- 6.3. Demonstrates an awareness and understanding of effective instructional practices appropriate to grade and/or subject area.
- 6.4. Communicates with parents regarding students' progress.
- 6.5. Exercises individual professional autonomy in the pursuit of specific goals for professional growth.
- 6.6. Complies with the philosophy, goals and objectives of the school, consistent with the exercise of professional-autonomy.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: ~~6-8-0~~560

~~District Criteria for Teacher Evaluation~~Teacher Evaluation Criteria

Approval Date:	June 13, 1989
Amendment Date(s):	November 2006
Reference(s):	

Following the process of consultation pursuant to Article ~~47.15~~E.25 of the Collective Agreement between the Board and the Association, the District criteria for evaluation shall be as follows:

1. Knowledge of Content

- 1.1. Maintains knowledge and understanding of the philosophy, specific goals, objectives, learning outcomes, and content of relevant curricula.

2. Planning

- 2.1. Develops long and short-term objectives.
- 2.2. Provides students with an overview of course outlines and objectives.
- 2.3. Ensures that objectives are consistent with provincial curricula.
- 2.4. Devises strategies and utilizes resources and evaluation techniques consistent with the objectives.
- 2.5. Understands and incorporates the principles of lesson design.

3. Classroom Management

- 3.1. Develops positive rapport with students.
- 3.2. Provides situations and develops strategies for students to assume responsibility for their own actions and to practice self-discipline.
- 3.3. Develops a positive self-concept in students.
- 3.4. Promotes positive relationships with and among students.
- 3.5. Demonstrates consistency, respect and fairness in dealing with students.
- 3.6. Establishes consistent routines and clear expectations for student conduct appropriate to the activity.
- 3.7. Maintains an orderly environment.
- 3.8. Maximizes student on-task behaviour.
- 3.9. Encourages all students to achieve to their fullest potential.

4. Instructional Process

- 4.1. Makes students aware of the objectives of the lesson and teaches to the objectives.
- 4.2. Motivates students to achieve their potential.
- 4.3. Employs a variety and balance of teaching skills and strategies.
- 4.4. Provides for individual student's differences.
- 4.5. Uses various resources to promote learning.
- 4.6. Presents content clearly and cogently.

- 4.7. Monitors individual student understanding and adjusts when necessary.
- 4.8. Involves students in experiences and activities designed to develop and stimulate thought.
- 4.9. Paces lessons appropriately.
- 4.10. Actively involves students in the learning process throughout the lessons.
- 4.11. Devises strategies which promote a higher order of thinking skills.
- 4.12. Attempts to provide enrichment activities for students.
- 4.13. Provides feedback and reinforcement to students.
- 4.14. Creates assignments which utilize, reinforce or expand upon the content of the lesson.

5. Assessment and Reporting

- 5.1. Uses a variety of evaluation techniques appropriate to the learning outcomes of the course.
- 5.2. Informs students and parents of the bases on which students are evaluated and the procedures which will be used.
- 5.3. Utilizes the results of student performance assessments to plan for future instruction.
- 5.4. Interprets the results of student assessment.
- 5.5. Maintains appropriate, accurate records of student achievement, attendance, and other necessary data.

6. Professional Qualities

- 6.1. Uses student support services.
- 6.2. Interacts with other professional staff to cooperatively plan for successful learning experiences.
- 6.3. Demonstrates an awareness and understanding of effective instructional practices appropriate to grade and/or subject area.
- 6.4. Communicates with parents regarding students' progress.
- 6.5. Exercises individual professional autonomy in the pursuit of specific goals for professional growth.
- 6.6. Complies with the philosophy, goals and objectives of the school, consistent with the exercise of professional-autonomy.

**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO.22 (VERNON)**

BOARD POLICY NO: 570

Teacher Deferred Salary Leave	
Approval Date:	July 10, 1979
Amendment Date(s):	December 4, 2001
Reference(s):	<i>Income Tax Act</i>

The Board recognizes the need to create flexibility for the District's teaching staff and consequently will offer a voluntary leave of absence /deferred salary leave (3-4-5) plan with modified pay.

An agreement consistent with the requirements of the *Income Tax Act* be undertaken with the Vernon Teacher's Association, to implement the plan and provide the necessary procedures for its successful operation.

The Secretary-Treasurer or their designate will facilitate the administration of the deferred salary leave (3-4-5) plan.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: ~~6.4.0~~570

Teacher s Leave of Absence [Deferred Salary Leave (3-4-5) Plan]	
Approval Date:	July 10, 1979
Amendment Date(s):	December 4, 2001
Reference(s):	<i>Income Tax Act</i>

The Board ~~of School Trustees~~ recognizes the need to create flexibility for the ~~School~~ District's teaching staff and consequently ~~wishes to will~~ offer a voluntary leave of absence ~~plan~~ ~~(/deferred salary leave (3-4-5) plan)~~ with modified pay.

~~The Board directs that an~~An agreement consistent with the requirements of the *Income Tax Act* be undertaken with the Vernon Teacher's Association, to implement the plan and provide the necessary procedures for its successful operation.

The ~~Board directs that the~~ Secretary-Treasurer or ~~his~~ ~~their~~ designate ~~represent the Board~~ ~~will facilitate in~~ the administration of the deferred salary leave (3-4-5) plan.

~~(See Procedure PR 6.4.0 which includes the Revised Agreement between the School Board and the Vernon Teachers Association, the Memorandum of Agreement to be signed by each teacher enrolling in the plan (Appendix 1), and a summary of the relevant Income Tax Regulations (Appendix 2))~~

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: 571

Teacher Exchange	
Approval Date:	December 9, 1980
Amendment Date(s):	February 20, 2007, February 2009
Reference(s):	

The Board recognizes the value of expanded educational work experiences. To facilitate this, the Board encourages the concept of teacher exchanges in approved programs.

The Board delegates to the Superintendent, or designate, the responsibility to approve a limited number of applications each year from its teaching ranks for exchange positions.

Teachers on continuing appointment may apply to the Superintendent to participate in Teacher Exchange Programs and will have their application considered subject to the following conditions being met:

- the teacher exchange program has been recognized and approved;
- normally exchanges will be effective for a period of one year and to begin and end during a natural break, as approved by the Superintendent, or designate;
- the teacher has received prior approval of the Principal of the school involved;
- the incoming teacher has the approval of the school Principal or District staff;
- the duration of the exchange does not exceed one year; and
- there will be no cost to the Board whatsoever, related to this program.

Guiding Principles:

1. Teachers wishing to apply for an exchange must have Superintendent approval in principle. The approval should be received from the Superintendent at least six months prior to the anticipated exchange.
2. Teachers participating in an exchange program must have a minimum of five years teaching experience with the Vernon School District.
3. Persons participating in an exchange program are subject to the prevailing terms and conditions of the current collective agreement. Special requests concerning position's available upon the applicant's return may be included in the application.
4. Applications will be approved at the discretion of the Superintendent.
5. Teachers who wish to participate in a Teacher Exchange Program, which does not meet this criteria, may request special consideration by the Board through the Superintendent or designate.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: ~~6-3-0~~571

~~Teacher Exchange Programmes~~Teacher Exchange

Approval Date:	December 9, 1980
Amendment Date(s):	February 20, 2007, February 2009
Reference(s):	

The Board ~~of Education (Board)~~ recognizes the value of expanded educational work experiences. To facilitate this, the Board encourages the concept of teacher exchanges in approved programs.

The Board delegates to the Superintendent ~~of Schools~~, or designate, the responsibility to approve a limited number of applications each year from its teaching ranks for exchange positions.

Teachers on continuing appointment may apply to the Superintendent to participate in Teacher Exchange Programs and will have their application considered subject to the following conditions being met:

- ~~t~~The teacher exchange program has been recognized and approved;
- ~~n~~Normally exchanges will be effective for a period of one year and to begin and end during a natural break, as approved by the Superintendent, or designate);-;
- ~~t~~The teacher has received prior approval of the Principal of the school involved;
- ~~t~~The incoming teacher has the approval of the school Principal or District ~~s~~Staff;
- ~~t~~The duration of the exchange does not exceed one year; and
- ~~t~~There will be no cost to the Board whatsoever, related to this program.

Guiding Principles:

1. Teachers wishing to apply for an exchange must have Superintendent approval in principle. The approval should be received from the Superintendent at least six months prior to the anticipated exchange.
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3. Persons participating in an exchange program are subject to the prevailing terms and conditions of the current collective agreement. Special requests concerning position's available upon the applicant's return may be included in the application.
4. Applications will be approved at the discretion of the Superintendent.
5. Teachers who wish to participate in a Teacher Exchange Program, which does not meet this criteria, may request special consideration by the Board through the Superintendent or designate ~~of Schools~~.

**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO.22 (VERNON)**

BOARD POLICY NO: 580

Support Staff Deferred Salary Leave	
Approval Date:	November 12, 1985
Amendment Date(s):	December 4, 2001
Reference(s):	

The Board recognizes the need to create flexibility for the District's non-teaching staff and will offer a voluntary leave of absence plan/deferred salary leave plan with modified pay.

An agreement consistent with the requirements of the *Income Tax Act* be undertaken with the CUPE Local 5523, to implement the plan and provide the necessary procedures for its successful operation.

The Secretary-Treasurer or their designate will facilitate the deferred salary leave plan.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: ~~7.4.0~~580

Support Staff Deferred Salary Leave ~~Plan [Non-Teaching Staff (CUPE)]~~

Approval Date: November 12, 1985

Amendment Date(s): December 4, 2001

Reference(s):

The Board ~~of School Trustees~~ recognizes the need to create flexibility for the ~~School~~ District's non-teaching staff and ~~consequently wishes to~~will offer a voluntary leave of absence plan ~~(deferred salary leave plan)~~ with modified pay.

~~The Board directs that an~~An agreement consistent with the requirements of the *Income Tax Act* be undertaken with the CUPE Local 5523, to implement the plan and provide the necessary procedures for its successful operation.

The ~~Board directs that the~~ Secretary-Treasurer or ~~his~~their designate ~~represent the Board in the administration of~~will facilitate the deferred salary leave plan.

~~(See Procedure PR 7.4.0 which includes the Revised Agreement between the School Board and CUPE Local 5523, the Memorandum of Agreement to be signed by each employee enrolling in the plan (Appendix 1), and a summary of the relevant Income Tax Regulations (Appendix 2))~~

**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO.22 (VERNON)**

BOARD POLICY NO: 590

School Bus Driver Medical Examination	
Approval Date:	December 1, 1975
Amendment Date(s):	November 13, 1990
Reference(s):	<i>Motor Vehicle Act</i>

School bus drivers are required to have an annual driver's medical examination.

The driver's medical examination report, duly completed by a medical practitioner, will be filed with the School Board Office before 1st September in each school year.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: **530590**

School Bus Drivers s Annual Medical Examination s	
Approval Date:	December 1, 1975
Amendment Date(s):	November 13, 1990
Reference(s):	<i>Motor Vehicle Act</i>

~~Pertaining to Class 2 classification of the Motor Vehicle Act of the Province of British Columbia,~~
~~school~~ **School** bus drivers are required to have an annual driver's medical examination.

The driver's medical examination report, duly completed by a medical practitioner, will be filed with the School Board Office before 1st September in each school year.