

**OPERATIONAL EXPECTATIONS**  
**OE-4: Treatment of Employees****Monitoring Method: Internal Report**  
**Monitoring Frequency: Annually**

The Chief Superintendent shall ensure the recruitment, employment, development, evaluation and compensation of the organization's employees in a manner necessary to enable the organization to achieve its *Results* policies.

The Chief Superintendent will:

- 4.1 Maintain an organizational culture that positively impacts the ability of employees to responsibly perform their jobs and work in an environment characterized by safety, professional support and courtesy.
- 4.2 Promote a safe and respectful organizational culture for all staff that respects diversity and fosters a positive and welcoming environment.
- 4.3 Ensure that all paid personnel clear background inquiries and checks prior to their employment.
- 4.4 Select the most highly qualified and best-suited candidates for all positions.
- 4.5 Ensure that all employees are qualified to perform the responsibilities assigned to them.
- 4.6 Administer clear personnel rules and procedures for employees, including processes for suspension, transfer and termination actions.
- 4.7 Effectively handle complaints and concerns.
- 4.8 Maintain adequate job descriptions for all employee positions.
- 4.9 Protect confidential information.

- 4.10 Develop total compensation plans to attract and retain the highest quality “exempt” employees within available resources.
- 4.11 Honour the terms of negotiated agreements.
- 4.12 Receive Board of Trustees’ approval for the bargaining mandate and ratification of all collective agreements for unionized employees.
- 4.13 Receive Board of Trustees’ approval for total compensation packages for all exempt employees.
- 4.14 Reasonably include people in decisions that affect them.

Adopted: March 29, 2016