

## **BACKGROUND**

Colegio Rex Canadian School's mandate is to provide quality educational services to the students of the School is best discharged through knowledgeable and skilled employees.

The school believes that hiring and retaining quality employees with Alberta Certification is enhanced by fair and consistent employment practices.

## **PROCEDURES**

1. The Head of School shall be responsible to the Colegio Rex Board for the development, implementation, administration, and assessment of employment practices.
2. The Head of School shall be responsible for recruiting new employees.
3. The Director of Human Resources shall be responsible for executing contracts and supporting teachers through the visa process.
4. All offers and acceptances of employment shall be in writing.

## **TEACHERS**

1. Must have a Bachelor of Education and meet the requirements of Alberta Teacher Certification.
2. Must have the necessary ability, skills, and knowledge to carry out the work at Colegio Rex.
3. Agrees to complete all tasks requested which may mean after hour events such as academic, collective and civic acts as well as social or sports events, reunions and commemorations.

## **LEAVES**

1. Sick leave will be covered within reason and shall be determined by the Head of School.
2. Unexcused absences may result in deducted pay.
3. Absences after the third day will require a doctor's note.

## STAFF CONFLICT OF INTEREST

### Background

The effective management of Colegio Rex Canadian School is facilitated by employees avoiding situations which could be construed as placing themselves in a conflict of interest. This obligation demands that there not exist, nor seem to exist, conflict between the private interests of employees and their responsibility to Colegio Rex and the Mazatlan community.

### Procedures

1. A conflict of interest arises when an employee, because of knowledge, responsibilities or authority associated with the employee's position with the school is perceived as, directly or indirectly, providing benefit to:
  - a) Themselves personally; or
  - b) A member of the employee's family, or
  - c) A business or an organization in which that employee, or a member of the employee's family, has an interest or holds a position.
  
2. The Head of School is responsible to:
  - a) Ensure that all employees are familiar with and adhere to this policy;
  - b) Review conflict of interest situations and interpret and apply this policy as appropriate; and
  - c) Keep the Colegio Rex Board informed on all conflict of interest situations and their resolution.
  
3. Employees are responsible for exercising reasonable care to ensure that they avoid conflict of interest situations.

4. Where employees find themselves in an actual, perceived or potential conflict of interest, the individual employee must:

- a) Disclose in writing to the Head of School, the nature and extent of the conflict of interest; and
- b) Refrain from acting in connection with the conflict of interest unless, and to the extent that, the Head of School may in writing otherwise permit.

5. An employee who is in breach of this policy may be subject to disciplinary action.

6. Examples of situations that may be construed as a conflict of interest are as follows:

- a) Accepting lavish meals, entertainment, trips, flights, hotel accommodation or car rentals from any individual or organization with which the Colegio Rex does business;
- b) Receiving any gift, prize, donation or sponsorship of any amount from any third party as a participant in, or organizer of, a charitable, recreational, cultural or social activity which is associated with, or uses the name of Colegio Rex;
- c) Using Colegio Rex time, facilities or information for one's personal gain;
- d) Using one's influence or authority as an employee of Colegio Rex to solicit from organizations, with which the Colegio Rex does business, contributions to charitable, recreational, cultural or social associations.

## **PROGRESSIVE STAFF DISCIPLINE**

### **Background**

Most employees want to do what is expected of them and want to perform their duties well. However, as the employer, Colegio Rex Canadian School periodically needs to deal with matters caused by the conduct or performance of an employee. Colegio Rex subscribes to the philosophy of progressive discipline, which is premised on the hope that the employee will correct any conduct or performance problems that may arise so as to avert having disciplinary measures escalate to subsequent steps. The goal of progressive discipline is to correct poor behavior or performance so as to create a better and more productive employee. Colegio Rex has established a set of reasonable procedures for Principals/ Head of School to follow.

### **Procedures**

1. These procedures apply to all employees that work for Colegio Rex.
2. In the event that an employee violates Colegio Rex policy or procedures or exhibits problematic behavior, in most circumstances Colegio Rex will consider progressive discipline.
3. Letters of Concern and Expectation or Reprimand issued to the employee will:
  - a) State the type of letter being issued,
  - b) Alert the employee to the problem and specify the problem behavior,
  - c) Remind the employee of any previous verbal or written admonitions provided relating to the issue,
  - d) Reiterate the expectations,
  - e) Advise the employee of the consequences associated with further disciplinary infractions,
  - f) Contain other information deemed pertinent.

4. All concerns will be investigated by appropriate personnel before determining if discipline will result. Letters of Concern and Expectation are not deemed disciplinary letters.
5. Any letter issued shall be discussed with the employee by the head of school upon issuance.
6. Suspensions and terminations shall be carried out in accordance with this policy by the Head of School and the Colegio Rex Board.