

YELLOWKNIFE PLAYSCHOOL ASSOCIATION

POLICY TITLE:

PERSONNEL POLICY

POLICY

Pay

1. Employees shall be paid on a monthly basis over the duration of their contract, and shall receive a mid-month advance.
2. The annual pay grid shall be reviewed by the Board annually and updated as required.
3. Next year's wages will be determined annually by the current inflation rate. An employee shall move up to the next step once determined appropriate by the Board. An Employee, upon hire, can negotiate their position on the pay grid. This must be agreed upon by the selection committee and should be commensurate with experience, education and labor market conditions.
4. Every three years, the Board shall conduct a salary survey to establish appropriateness of the pay grids relative to local labor markets and conditions. The Board shall consult local school boards and similar establishments for rates and annual negotiated increases.

Employment Terms and Conditions

1. The terms and conditions of employment with the Playschool are outlined in the employment contracts signed by each Employee.
2. Any changes to the terms and conditions during the term of the contract can only be made with joint approval of the Employer and Employee.
3. Each Employee is to be provided with an accurate job description when they sign their employment contracts.

Employee Concerns

1. Where an Employee has a concern about the operation of the Playschool or the terms and conditions of their employment, they may raise the concerns with the Parent/Teacher Liaison, who shall relay the concern to the Board.
2. If the concern is not addressed to the Employee's satisfaction, they may write a formal letter indicating their concern to the Employer.

3. The Employer shall provide a written response to the concern and, where possible shall attempt to resolve the issue.

Contracts

1. The terms and conditions of employment are outlined in the Employee's employment contract with the Yellowknife Playschool Association.
2. The Parent/Teacher Liaison shall prepare draft contracts for review at the March or April Board Meeting. After identifying the changes, if any, that should be made to the contract, the Board shall approve the draft contracts in principle.
3. The draft contracts shall be given to the Employees for review. At the request of an Employee, the Parent/Teacher Liaison shall meet with the Employee to negotiate any changes to the contracts.
4. The contracts shall be presented at the April or May Board Meeting. The Board may approve the contracts with the necessary amendments.
5. The approved contracts should be offered to each Employee for signature. Two copies are required.
6. Once Employees have signed, the contracts must come back to the Board for signature. Each party then receives back an original copy of the contract fully signed.

Recruitment

1. A selection committee is formed consisting of the Board Chairperson (or an alternate Board member) and either a second Board member when hiring a teacher, or an existing teacher when recruiting a teacher's assistant.
2. This committee should not consist of more than three members.
3. The position should be advertised locally for two week duration, unless the Board determines that no advertising is required.
4. Interview questions should be reviewed and updated prior to each competition.
5. Recruitment should focus on requirements from the applicable job descriptions. Equivalencies shall be considered by the selection committee. Established qualifications are as follows:

Teacher

- ECE certificate or teaching certificate
- At least two years experience working with preschool children

Teacher's Assistant

- Some experience working with preschool children
 - Interest and knowledge in the activities and interests of preschool children
6. The committee will determine who shall be interviewed and will recommend to the Board who should be offered the position.
 7. The selection committee will also recommend to the Board the step of the pay grid the candidate should be hired at.

Performance Reviews

1. Prior to the start of the school year, each Employee will have received a signed copy of their employment contract with an attached job description.
2. Each Employee shall receive a written performance review in June of each year. This review will cover areas of strengths and areas requiring improvement.
3. An Employee in their first year of employment will receive an additional review after the first 4 months of their employment.
4. Each employee is given a verbal review in either December or January.
5. On-site evaluation is part of this review.

Resignations

1. Employees must provide the Employer with written notice of their resignation. This notice should come as soon as possible but at minimum with four weeks' notice to the Employer.

Dismissal

1. Where the performance of an Employee is not deemed to be acceptable by the Employer, the Employer will meet with the Employee to discuss the concerns and develop a plan to address them.
2. Within 48 hours of the meeting, the Employee will be provided with written documentation outlining what was discussed at the meeting and a copy of the plan for correction. Notice as to the next meeting will also be provided.
3. If performance does not improve in accordance with the established work plan and the permitted timeframe, the Employee can be provided with a one month written notice of dismissal or an immediate dismissal, in writing and salary in lieu of notice.

4. With just cause, the Employer may terminate the contract with no notice.

BOARD APPROVAL DATE: September 1, 2016

CHAIRPERSON'S SIGNATURE: