SOOKE SCHOOLS **62**
SCHOOLS
Shaping Tomorrow Today
Façonner l'avenir, aujourd'hui

Employee Handbook

Updated December 20, 2022

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Welcome

INTRODUCTION

This handbook includes information to help you become familiar with SD62 and navigate into your new role. As a new employee, we encourage you to ask any and all questions. And remember you won't be able to take it all in at once, so give yourself time to assimilate the new information. If you are already an employee at SD62, this handbook provides useful and easy to access information and resources for all employee. And don't forget, even long-term employees can always ask questions!

These documents are supplemental to the resources available to employees at their work locations. New employees or current employees changing positions are encouraged to use all available resources to assist them in their new position(s).

In this handbook you will find several links to the **SD62's website** (https://www.sd62.bc.ca/) and intranet site **Engage** (https://engage.sd62.bc.ca/). If you are a new employee, you should receive Log-in information which is the same for Engage as it is with your SD62 email. Once you get your log-in information, please be sure to log-in and start getting familiar with Engage and don't forget to bookmark it!

Welcome School District #62 (SD62).
Congratulations on your new role!

Be You + Be Here + Belong = Be SD62

To ensure this document stays current, please email hr@SD62.bc.ca
if you notice any changes that need to be made.

TRADITIONAL TERRITORY ACKNOWLEDGEMENT

Territory Acknowledgments honour and show respect to the nations who have lived, worked, and played in a location since time immemorial.

"At SD62 we would like to acknowledge the traditional territories of the Coast Salish, specifically Esquimalt Nation and Songhees Nation on which the school is built; and the nations SD62 works with Beecher Bay, Sc'ianew Nation, T'Sou-ke Nation, and Nuu-chah-nulth Pacheedaht Nation to the west. We recognize the territory and nation. We thank them for sharing this beautiful land."

The above Territory Acknowledgement can be used for the School Board Office and the Belmont and Royal Bay Family of Schools (except for Hans Helgesen. For more information on Traditional Territory Acknowledgements for Hans Helgesen Elementary, Milnes Landing Family of Schools and Port Renfrew Elementary, please refer to the Territory Acknowledgment Information Sheet.

OUR DISTRICT

Vision: *We honour student voice and choice through engaging, purposeful and experiential learning in a safe and respectful community.*

Mission: *Our mission is to help develop informed, literate, and resilient citizens through engagement in a safe, respectful, inclusive and responsive SD62 learning community.*

Values: *Relationships, Choice, Respect, Integrity, Trust, Safety, Diversity, Equity*

Strategic Plan

Learning
Develop and support adaptable learners who are creative, critical and social thinkers with the capacity to be educated citizens

Engagement
Create a culture of belonging

Growth
Pursue organizational excellence to support a vibrant school district
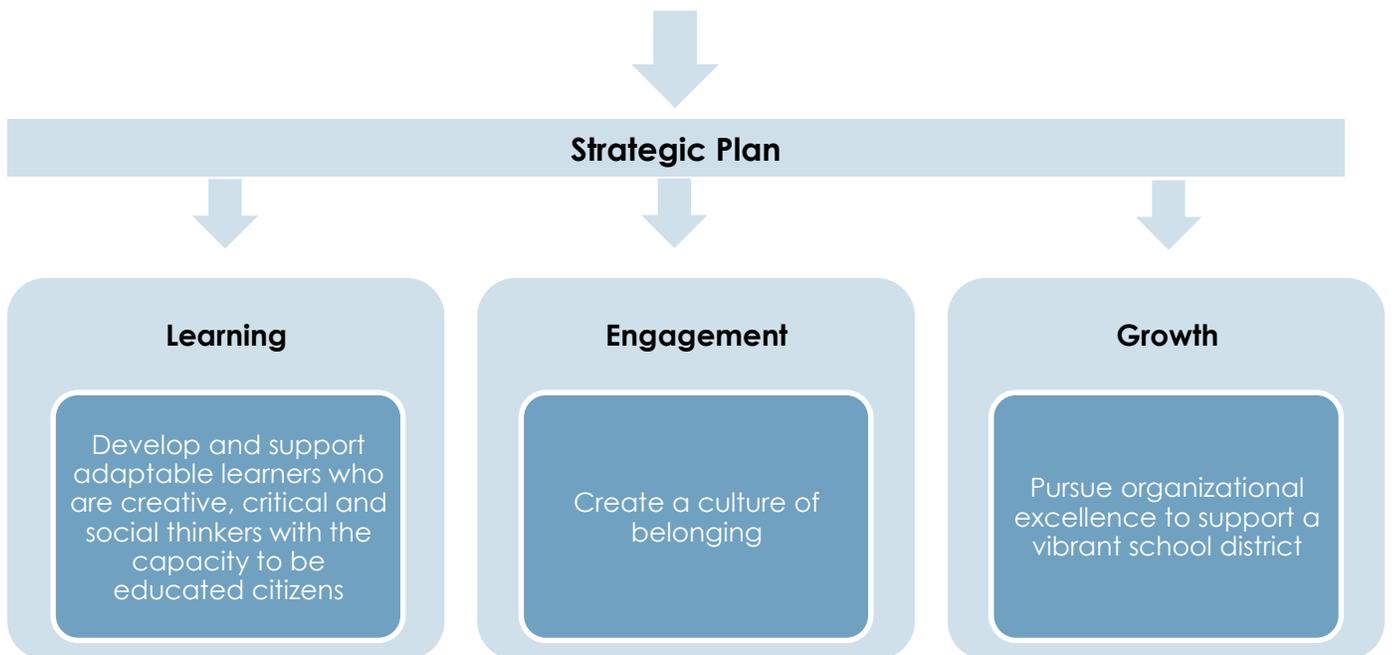
For more information on the **Strategic Plan 2021-2025,** Click Here.

Our Schools

Sooke School District has approximately 12,500 students and serves the communities of Sooke, Port Renfrew, Metchosin, Highlands, Langford and Colwood. We are a busy school district and unlike many other districts in our province, we are increasing in size! In fact, we anticipate growing by more than 400 students per year for the next 15 years. At the moment, we have 28 schools and more are on their way:

Elementary (Kindergarten to Grade 5):
- Colwood Elementary School
- Crystal View Elementary School
- David Cameron Elementary School
- Hans Helgesen Elementary School
- Happy Valley Elementary School
- John Muir Elementary School
- L'Ecole John Stubbs Memorial School (FI*)
- Lakewood Elementary School
- L'Ecole Millstream Elementary School (FI*)
- Pexsis<u>e</u>n Elementary School
- L'Ecole Poirier Elementary School (FI*)
- Port Renfrew Elementary School
- Ruth King Elementary School
- Sangster Elementary School
- Saseenos Elementary School
- Savory Elementary School
- Sooke Elementary School
- Willway Elementary School
- Wishart Elementary School

Middle (Grades 6-8):
- Centre Mountain Lellum Middle School
- Dunsmuir Middle School
- L'Ecole John Stubbs Memorial School (FI*)
- L'Ecole Journey Middle School (FI*)
- Spencer Middle School

Secondary (Grades 9-12):
- Belmont Secondary School
- L'Ecole Edward Milne Community School (FI*)
- L'Ecole Royal Bay Secondary School (FI*)
- Westshore Secondary School
  (Colwood and Sooke Campuses)
- Westshore Centre for Learning & Training
  (Online, Continuing Ed and Academies)

* French Immersion offered

To find a school using the **School Locator Tool** or **School District Map**, Click Here.

Our School Board Office

SD62 is governed by a Board of Education, made up of Trustees, an Executive Team and many departments. Click Here and select Organizational Chart for more information.

Board of Education

The Board of Education has seven (7) elected positions. SD62 Trustees are:

- Cendra Beaton
- Russ Chipps
- Amanda Dowhy
- Ebony Logins
- Ravi Parmar
- Trudy Spiller
- Allison Watson

For more information about our Trustees, Board Policies and Public Meetings, Click Here.

Executive Team

Appointed by the Board of Education, the Superintendent of Schools/CEO is responsible for the administration of all District staff, services and programs as well as supervising the requirements of the School Act. The Executive Team consists of:

- **Scott Stinson**, Superintendent
- **Harold Cull**, Secretary Treasurer
- **Paul Block**, Associate Superintendent
- **Monica Braniff**, Associate Superintendent
- **David Strange**, Associate Superintendent
- **Fred Hibbs**, Executive Director, Human Resources
- **Farzaan Nusserwanji**, Executive Director, IT and Chief Information Officer

To learn more about SD62's Executive Team, Click Here.

Departments and Programs

SD62 is made up of many departments and programs to support our schools and staff:

Academies	The Academy Department offers many Academies open to Middle and Secondary students including Eco, Hockey, Soccer, Dance, Equine Studies, Baseball, Softball, Lacrosse, Climbing, Golf and Pace Musical.
Communications	SD62's Communications Team is responsible for media relations including requests and events, crisis communications, community relations and engagement, brand standards, social media platforms, District messaging, communications materials, updates to Engage and the SD62 website and staff bulletins.
Curriculum	The Curriculum Team provides in-house professional learning opportunities and resources to support teaching, learning, assessment and reporting. In addition, they oversee, Library Learning Commons, French programs, AVID and Early Learning. They also have an amazing District Resource Center to support innovative teaching and learning.
Digital Solutions (IT)	SD62's Digital Solutions (IT) Department oversees the information and technology for staff and students across the district. They provide Digital Services and Solutions including Learning Support, FOIPPA compliance, Cyber Security, Infrastructure and End user Support, Information Systems Integration, Data Analytics, Records Management and Digital Integration. The department is the driving force behind the digital transformation required to keep up with district growth.
English Language Learners (ELL) and International Student Program (ISP)	SD62 welcomes international students to improve their English and prepare for university while experiencing the richness and vibrancy of Canadian culture in SD62. Go to: http://www.sookeschoolsvictoria.com/ for more information. SD62 also has a growing number of resident students who are English Language Learners and/or new to Canada, having immigrated with their family. Students who qualify receive regular supplemental English Language support.
Facilities	The Facilities and Transportation Departments are responsible for the transportation of students and the day to day operations and maintenance of SD62 buildings, portables and sites. The team manages the transportation, custodial and maintenance services, short- and long-range capital planning and minor and major capital projects.

Finance and Payroll	The Finance and Payroll Services Department is responsible for preparing the budget, financial statements, controlling the collection and disbursement of funds, forecasts, providing accounting guidance and ensuring that all employees are paid accurately and on time. Payroll also assists with benefits related questions and enrollment.
Human Resources (HR)	The HR Department is responsible for recruiting and retaining talented employees. The team's goal is to keep employees engaged and safe while providing opportunities for growth. Of course, in order to do this, the team manages employee data, ensures staffing needs are met, processes requests for leaves and administers salary. HR is also responsible for worker health and safety including, but not limited to WorkSafeBC compliance, safe work procedures, claims management and Health and Safety training. In addition, HR oversees labour relations and the bargaining and application of our Collective Agreements.
Inclusive Education Services	SD62's Inclusive Education Support Team is responsible for Inclusion support with respect to diversity within the student population. They support meaningful, measurable and evidence-based learning outcomes for all students. The team includes Inclusion Support Teachers (ISTs), Educational Assistance staff (EAs), Inclusion Coaches and itinerant staff, School Psychologists, Speech Language Pathologists, Alternative-Augmentative Communications Team, Occupational Therapists, Physiotherapists and the Choices Elementary support team.
Na'tsa'maht Indigenous Education	SD62's has a five-year working agreement made by our District, all local Aboriginal communities and the Ministry of Education, to maintain the ongoing collective ownership to improve the success of Aboriginal students while providing learning opportunities to all students, staff and community. The Na'tsa'maht Indigenous Education Department includes Classroom Program Assistants, Na'tas'maht Education Teachers, English Skills Development (ESD) Teachers and Elders in Residence.
Pathways and Choice	SD62's Pathways and Choice Team is responsible for programming and resources to support student "voice and choice" in their education. They promote alternative pathways to success and graduation for all students, K-12 which includes alternate secondary programs (individual learning program, Take a Hike, cohort), online and blended learning and continuing education for adults at our Westshore Secondary School campuses in Colwood and Sooke. In addition, the department oversees career education K-12 which includes our South Island Partnerships with Camosun College as well as our ITA/Skilled Trades BC supported Youth Work and Youth Train in Trades opportunities.
Safe and Healthy Schools	SD62's Safe and Healthy Schools Team supports student health and wellness and school gardens and food programs. They also provide critical incident support and violent threat risk assessments. SD62 is also a proud participant in the BC SOGI Educator Network with each school having a Lead Educator to raise awareness of SOGI.
Transportation	As a growing District, we are committed to providing students with safe school bus transportation to and from school. The transportation department is responsible for planning bus routes, bus registration and safe paths to schools.

To find out more about SD62's Departments and Programs, go to Engage, then click on Departments and Programs: https://engage.sd62.bc.ca/departments-programs

CORPORATE PROCEDURES, POLICIES AND REGULATIONS

Employees are responsible for making themselves aware of all of District Policies, Regulations and Procedures, which are available on our website or Engage. If you have any questions about an Administrative Procedure or Board policy, it is your responsibility to consult with your immediate Supervisor for clarification.

Administrative Procedures

The **Administrative Procedures** are intended to guide employees in their conduct and in identifying and resolving issues of ethical conduct and conflict of interest that may arise during the course of their employment. All employees are required to read and understand the Administrative Procedures. Please click the link above or go to *Engage*, then click *Help & How-tos*, then click *Forms and Document Directory,* then click *Document Directory* and search for Administrative Procedures.

Policies and Regulations

All employees are required to read and understand the following policies and regulations. Based on specific positions, acknowledgement of other policies and regulations may be required. To read and acknowledge the following Policies and Regulations, click the links below. You are able to view all Sooke School District policies and regulations at our website (www.sd62.bc.ca) under *Board of Education*, then click *Policies and Procedures*.

1. B-117   **Acceptable Use of Technology** Policy and Regulations
2. B-118   **Social Media** Policy and Regulations
3. C-221   **Audio/Visual Recording** Policy and Regulations
4. C-340   **Sexual Orientation, Gender Identify and Gender Expression** Policy and Regulations
5. C-410   **Child Abuse** Policy, Regulations and Procedural Regulations
6. D-121   **Animals on District Property and In Classrooms** Policy and Regulations
7. D-122   **Awareness of Scents/Chemical Sensitivities** Policy and Regulations
8. E-101   **Personal Safety and Security** Policy
9. E-118   **Criminal Records Review** Policy and Regulations
10. E-140   **Absenteeism** Policy and Regulations
11. E-154   **Personal Harassment** Policy and Regulations
12. E-155   **Sexual Harassment** Policy and Regulations
13. E-520   **Health and Safety** Policy and Regulations
14. E-530   **Use of Tobacco, Vapour Products and Cannabis on School Board Premises** Policy and Regulations
15. E-532   **Impairing Substances in the Workplace** Policy and Regulations
16. F-325   **Cyber Risk and Security** Policy
17. F-501   **Emergency Preparedness** Policy and Regulations

> *Please check with your Supervisor to learn about any other policies that are applicable to your specific position.*

DISTRICT COMPETENCIES

SD62 has District Competencies that apply to all staff and leaders. These competencies represent the skills we need to deploy and leverage in our roles at SD62 and reflect the competencies we all share and are not intended to represent the competencies unique to each position. The following SD62 competencies define who we are as a District and who we want to attract.
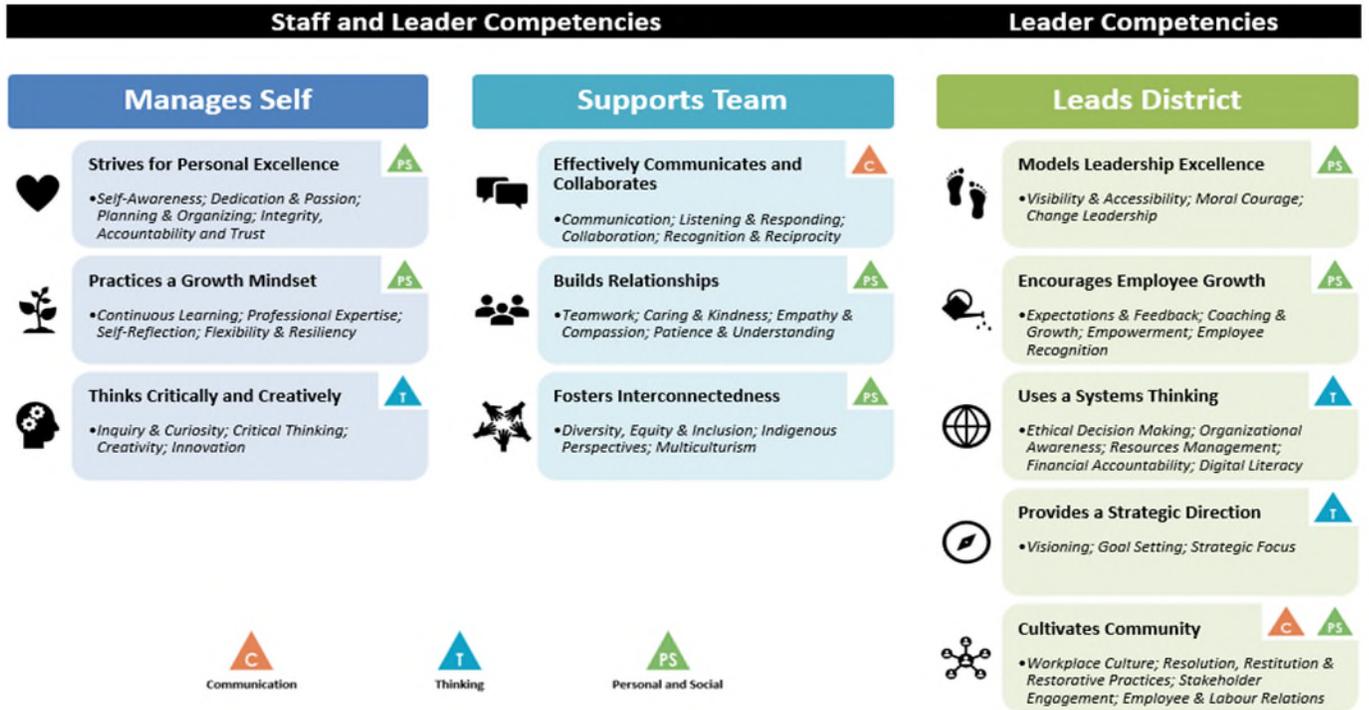
For more information on competencies, Click Here.

OCCUPATIONAL HEALTH AND SAFETY

SD62 employees all play a role in workplace safety and health. Prevention is the key and each employee must work cooperatively with their Site-Based Manager or Principal/Vice-Principal and co-workers to create a safe and healthy workplace. For information on OHS related topics please see the links below:

- Health and Safety Policy and Health and Safety Administrative Regulation
- Emergency Preparedness Policy and Emergency Preparedness Administrative Regulation
- SD62 Bullying and Harassment
    - Personal Harassment Policy and Personal Harassment Regulation
    - Sexual Harassment Policy and Sexual Harassment Regulation
- Workplace Hazardous Materials Information System (WHMIS)
- Violence Prevention Protocol (VPP)
- SD62 Communicable Disease Prevention Plan (Covid-19)
- Asbestos Exposure Control Plan
- Confined Space Entry Program
- WorkSafeBC Website

Workplace Incidents, Injuries and Reporting

SD62 utilizes an **On-line Safety Platform (Prismatic)** for reporting incidents, injuries or near misses. If you are injured at work, involved in a near miss, violent incident or observe a hazard you must first report to your Site-Based Manager or Principal/Vice-Principal. If you are injured at work or involved in a near miss, please complete the on-line form on the On-line Safety Platform using the link above.

Report a New Incident (Injury or Near Miss)
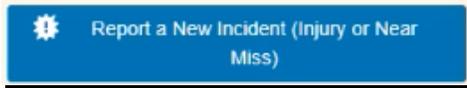
← When you arrive at the site you will be automatically logged in using your SD62 credentials. Once at the main page, click on the tab below to *Report a New Incident*

Incident Report Form
Form Not Started
(Due in 1 days)
Incomplete
Start Form

← Then click on *Start Form*

Watch and Learn: Incident Details

← If you are unsure on how to use the system, there are videos on the main page and videos on each page of the form, top left corner, explaining how to complete that section. You just need to click *Watch and Learn*.

For more information, please refer to the Workplace Injury Flow Chart or the Violence Prevention Protocol (VPP) Incident Process. If you have any questions, please reach out to District OHS staff Christine Merner, Manager, Occupational Health and Safety at cmerner@sd62.bc.ca or Tamara McNay, Occupational Health and Safety Claims Coordinator at tmcnay@sd62.bc.ca.

Ergonomics

If you have any specific ergonomic requests/concerns, please reach out to your Site-Based Manager or Principal/Vice-Principal to discuss.

DIGITAL SOLUTIONS

Infrastructure and End User Support - IT Service Desk (JIRA)

If you need any support with systems/software, computer or VOIP telephones and mobile devices, you can request support by clicking the IT Service Desk icon on Engage for the following:

- Request IT Service
- Report an application or website issue
- Grandstream Phone Support
- Teacher Laptop issues
- Software catalogue
- Equipment price guide
- JIRA reports
- Access to Systems
- Data and Analytics requests

IT Service Desk
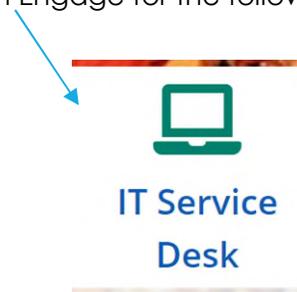
Once you click on the icon, proceed with your login using the same District credentials.

Security and Privacy

In addition to the *SD62 Security and Privacy Awareness Training*, here are some reminders.

Password Security

- Do not share your password with anybody including IT, your supervisor or other employees.
- Do not write your password down and store it at your workstation, or in a book.
- Use a strong password. The current best practice is to use long passwords that are easy for you to remember, but is extremely hard for attackers to guess (i.e. 'ILikeChocolateIceCream').

Safe Web Browsing

- Always be cautious when entering a username and password into any web site. Look at the address bar of the web site you are on. If it is not an *sd62.bc.ca* address, you should not be entering your school District credentials on that web site. There are rare exceptions to this rule, such as atrieve which is linked to our District credentials.
- Be extra careful when an e-mail message sends you to a website requiring you to login.

Protection of Privacy

BC's Freedom of Information and Protection of Privacy Act (FIPPA) sets out the access and privacy rights of individuals. FIPPA also establishes an individual's right to access records in the custody or control of a "public body", including access to one's own "personal information". In addition, FIPPA sets out the terms under which a public body can collect, use and disclose the personal information of individuals. Public bodies are held accountable for their information practices and FIPPA requires that public bodies protect personal information by making reasonable security arrangements against unauthorized access, collection, use, disclosure or disposal.

As a public body we have many responsibilities to protect the privacy of our staff and students. Any information that is a Personally Identifiable Information (PII) record must be secured. Under FIPPA, a "record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means. Records also include email and information stored electronically. Please note:

- Private/personal emails cannot be used to email anyone while representing SD62
- Name, Address, Phone Number, Class information, PEN/Pupil#, SIN should not be shared
- Health records must be treated very confidentially
- All records and emails can be requested at any time
- All financial records and purchases can be asked for disclosure
- Any software that is used must have the data stored in Canada

If you have questions or would like to learn more about FIPPA and our obligations, please email foippa@sd62.bc.ca

Please refer to B-117 Acceptable Use of Technology Policy and Regulations and Internet and Communications Technology Consent and Acknowledgment of the Terms of Use.

Telephones and Mobile Devices

When you answer a phone, please identify yourself as well as your work location. If you have your own telephone line or mobile device, remember to record a voicemail message indicating your name and work location. If you are going to be away for a day or more, please record an extended absence message. Please note, voice mail messages are sent to your District email from District telephones (not including mobile devices).

If your work requires a computing or a mobile device, please review the IT Administration Procedure for Mobile Device.

Email

You will need to set up your email and update your email signature within Outlook. Please check with your supervisor to find out if there is a templated email signature that you should use. If you are going to be away for a day or more, please set up an out off office message.

Please note all District communication will go to your District email address. Please be sure to check your email often. You can also access you District Email through Engage by clicking *Outlook Email*. Please note, you are not able to forward your SD62 email to a personal account.

OneDrive and Shared Drives

Your supervisor will advise you about which OneDrive or MS Teams group shared folders to use. Please do not delete any documents on the shared drive that are not yours and check with your supervisor about any protocols around creating new folders or naming documents. Note that documents in your personal folder and on the shared folder are still subject to FIPPA.

Data and Records Management

Check with your supervisor to find out how data analytics, student success metrics and records management works in your department/school.   Please refer to Information & Data Dashboards | Staff Intranet (sd62.bc.ca) for more information.

Digital Integration

Prior to procuring any new hardware or software, please contact the Digital Solutions team for review and integration guidance.

For more IT support and useful links go to:
Information Technology | Staff Intranet (sd62.bc.ca) and
https://engage.sd62.bc.ca/help-how-tos/it-support-links.

EMPLOYEE SELF SERVICE

At SD62, we use a system called AtrieveERP (**Atrieve**) for Employee Self Service, Automated Dispatch and Time and Attendance. The Atrieve portal can be accessed directly at: https://sookesd62.atrieveerp.com
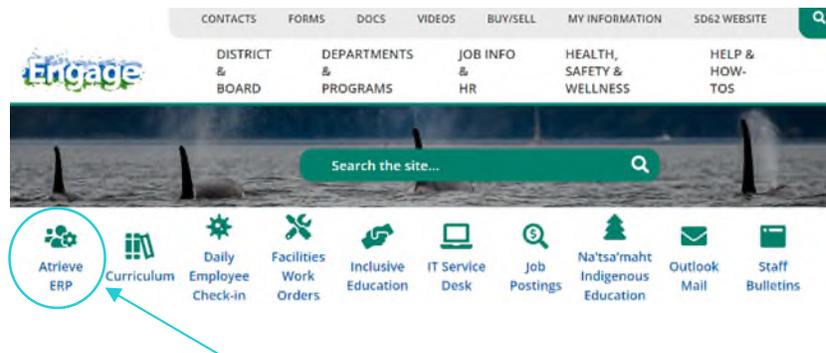
- Atrieve can be accessed via **Engage** at: https://engage.sd62.bc.ca/
- Engage can be accessed via the **SD62 website** at: https://www.sd62.bc.ca/ Click STAFF INTRANET at the bottom of the page

You will be asked to provide your username and password (the same as for your SD62 email (without @sd62.bc.ca) to login.

Once you are in atrieve, you will see a menu. Much of the information you will access will be under **My Info** (or the person icon).

Dashboard

All employees have access to an Employee Dashboard by clicking My Info, then going to **Dashboard.** Within the Dashboard, you will see your address and phone number, current position, certificates and absences for the year. Depending on your position, you may be able to see other Dashboards.

Time and Attendance

Covering absences is critical to the operations of the District to ensure the continuity of services and learning for our students. The District requires all employees (with the exception of Custodians and On-Call employees) to enter their absences as soon as possible. **For staff that work at school sites, your absence must be entered one hour prior to the school's first morning bell.** Please note, some leaves require prior approval and need to be entered in advance. Please refer to Collective Agreements or your supervisor for more information.

The way you use Time and Attendance features will depend on if you are affiliated with CUPE, are a Teacher, TTOC, Admin (PVP) or Excluded Staff. There are a number of resources on Engage on how to enter/log absences. Click Here or go to Engage, click on "Docs" at the top and then do a search for "atrieve" and click on Atrieve Training Documents.

Documents and eForms

Here is where you will be able to view your pay/earnings statements as well as T4s. Here's how:

1. Go to https://bc03.atrieveerp.com/sooke/Home.aspx and enter your username and password
2. Click **My Info**
3. Click **Documents & eForms**
4. Click **Employee Statements**
5. Select Statement Type and the Year to View and Click **Submit**
6. Select the statement you wish to view; you will then be prompted to enter your six-digit Payroll Personal Identification Number (PIN), which you will receive from payroll by email.

Change Phone Number

All employees are able to change their phone number on atrieve by:

1. Go to https://bc03.atrieveerp.com/sooke/Home.aspx and enter your username and password
2. Click **My Info**
3. Go to **Phone and Email**
4. Go to **Change Telephone** and enter your new phone number and click submit

PAY, BENEFITS AND LEAVES

Pay

Direct Deposit

Your pay will be deposited in your bank account (as per the Bank Authorization Form you completed as part of onboarding). You may complete a new Bank Authorization Form at any time throughout the year if you need to change your bank account deposit details. Please note, you must allow five working days before the pay date to make a change. Bank Authorization Forms can be found under Finance and Payroll Services Forms on Engage and are submitted to the Payroll Department at payroll@sd62.bc.ca

Pay Statements

Pay statements are emailed to your District email account one day prior to the pay date as a .pdf file. The Payroll Department will provide you with a six-digit Personal Identification Number (PIN) to open the .pdf file. Once received, please securely retain your PIN for future use. Pay statements can also be accessed at any time through Employee Self-Serve (please refer to the Employee Self Service E-Service section for more information). Should any discrepancy occur, please contact the Payroll Department.

Tax Forms

TD1 forms are completed as part of the onboarding paperwork. If you require changes to your exemption amount(s) or wish to have extra tax deducted, please complete the appropriate section on the TD1 forms. Extra tax can only be deducted as a set dollar amount taken from each pay. TD1 forms can be found under Finance & Payroll Services Forms on Engage or you can email Payroll at the email below. Employment Insurance (EI) premiums will be deducted according to EI rates. For more information on pay including how to access pay statements and T4s, EI infosheets, pay periods and forms, Click Here or contact the Payroll Department at payroll@SD62.bc.ca

Benefits

Eligibility for benefits will vary depending upon your employment circumstances. Please refer to your Collective Agreement, Employment Agreement or Handbook for more information. If you are an employee with benefits you have access to the Pacific Blue Cross secure 24/7 online service which provides benefit and claims information for members. You can:

- Find out what you are covered for – how much and how often!
- Track the status of a current claim
- See how much of a benefit is remaining
- Submit claims on-line or download forms
- Sign up for direct deposit

Go to the website at: www.pac.bluecross.ca to register. You will need your Policy Number and Identification Number which both can be found on your Membership Card. If you have any questions about benefits, Click Here or contact the Payroll Department at payroll@sd62.bc.ca

Employee and Family Assistance Program

SD62 has partnered with LifeWorks to provide expert help with life, work and everything in between for teachers in contracts, permanent CUPE support staff and excluded employees (and their families). LifeWorks is an Employee and Family Assistance Program (EFAP) can help with almost anything. Whether you have questions about handling stress, maintaining relationships, challenges at work, parenting and childcare, managing money, caring for an older relative or health issues, you can turn to LifeWorks for confidential information and support. For more information click here.

You can access EFAP at by phone at: 1-888-307-0590 or TTY: 1-800-855-0511 or through their website at: **login.lifeworks.com**

- Your User ID is **sd62**
- Your password is **healthy**

Leaves

Vacation

Depending on your status or affiliation, employees may be entitled to paid vacation leave that increases with the length of employment in the District. During your first partial year of service, you will earn vacation based on the amount of time you work in that year. Speak to your supervisor about the process to request vacation approval.

If you are unsure of your vacation entitlement, check your Collective Agreement, Employment Contract or pay statement.

Sick and Other Leaves

Whatever the reason, it's understood that time away from work is sometimes necessary. There are a number of different types of leave offered by the District such as sick leave and maternity/parental leave. When taking any type of leave please ensure:

- Leave is authorized before it is taken
- Leave taken is recorded on a timely basis
- Leave balance records are accurate
- Leave banks are not exceeded

If you are unable to attend work at the scheduled time for any reason, please provide as much notice as possible to your supervisor and, if applicable, update atrieve. Check with your supervisor on the particular reporting procedures within your team for when you may need to be absent from work. For more information on vacation, please check with your Collective Agreement or Employment Contract.

Graduated Returns to Work

If you are not able to return to full hours and full duties after a WorkSafe claim or medical leave, the District will work with you, WorkSafeBC (if applicable) and your medical practitioner(s) to provide modified duties or reduced hours, gradually increasing to your regular work load. If you have any questions contact Human Resources at: hr@sd62.bc.ca

EMPLOYEE RECORDS

Change of Personal Information

Please keep your personal information up-to-date with the School Board Office. This includes if you change your address or your name. Please fill in a Change of Personal Information Request - Online or print and fill out the Change of Personal Information Form and return it to payroll@sd62.bc.ca. Please note, if you are changing your name, you will need to include your former name and send a copy of SIN name change confirmation letter.

Requests for Employment Verification

To request a Verification of Employment Letter (for your mortgage, etc.) please email payroll@sd62.ca.

EXPENSE CLAIMS, INVOICES AND CHEQUE VOUCHERS

Employee Expense Claims

Employee expense claims are processed by Finance and are paid by direct deposit to the bank account we have on file for you. For expedited processing, please ensure that your expense claim is signed by the budget approver and has the correct GL account code. Claims received by 4:00 pm Friday each week are processed the following week for payment.

Invoices

Do you have an invoice you want to have paid from operating funds? For expedited processing, please ensure that your invoice is signed by the budget approver and has the correct GL account code. Do not fill out a Miscellaneous Cheque Voucher if you have an invoice.

Miscellaneous Cheque Vouchers

Miscellaneous Cheque Vouchers are required only when there is no invoice that has been provided. For expedited processing, please ensure that your voucher is signed by the budget approver and has the correct GL account code. For vouchers received by 4:00 pm Friday each week are processed the following week for payment.

WORK ENVIRONMENT SURVEY

Engagement is one of the goals in SD62's Strategic Plan and it is important for the District to understand your experiences working for SD62, including how you feel about your job, your workplace and the District as a whole, so the District can continue to foster a collaborative and healthy environment that we all can enjoy.

SD62 conducts an Employee Engagement Surveys with all employees to gauge how the District is doing as an employer. While participation is voluntary, all employees are encouraged to complete the survey. The purpose of these surveys is to gain feedback on. Go to *Engage* under *Job Info & HR*, then click *Employee Engagement* or Click Here for more information on employee engagement and survey results. Ask your supervisor for the latest Engagement Survey results for your work area.

RECOGNITION

SD62 employees are recognized for 10 years, 20 years and 30 years of service. The calculation for years of service is based on seniority dates for CUPE and Teachers, and on work start date for excluded staff. Retirees and long service employees are invited to an annual Retirement and Long Service social at the end of the school year, where they are presented with an SD62 pin.

SD62 also promotes that recognition is not just a top-down process. It is equally important that peers recognize one another for the work they do. Appreciation shows us that our work and contributions are valued. We encourage you to acknowledge the efforts and accomplishments of your peers.

JOB POSTINGS

All job postings are emailed to your SD62 email and posted on Make a Future (MAF). To apply for a posting, go to the **SD62 Website** under *Careers* or **Engage** under "*Job Info and HR*" then "*Job Postings*". You can also go directly to Make a Future to apply for a posting, by going to https://www.makeafuture.ca/bc-schools-and-districts/sooke-school-district-no-62/

Don't forget to save the link as a bookmark!

Please make sure you are registered as an internal applicant and be sure to include (and keep updated) all pertinent information such as your phone number, resume and any applicable certificates or transcripts to confirm your qualifications for the position you are applying for.

For assistance on applying for job postings, go to Engage "*Job Info and HR*" then "*Job Postings*:"

- Click on the **How to Apply to Job Postings** instructions, and/or
- Click on the **Make a Future – Training for Employees** video

> **Tip:** *Ensure the "Display internal/occasional postings" toggle is shows green and* ***on***.
> *If it is off, you will only see external postings.*

COMMUNICATIONS

During the school year, every Wednesday a Staff Bulletin is shared with all staff and published on Engage. To view all Staff Bulletins, go to Engage and click on *Staff Bulletins* or Click Here.

If you are dealing with a communication situation and need advice on how to navigate or just have a question, suggestion or update, please contact our Manager, Strategic Communications, Kristen McGillivray at kmcgillivray@sd62.bc.ca or 250-474-9836.

YOUR WORKPLACE

Workplace Etiquette

Being considerate of your coworkers makes the workplace a more enjoyable space to share. Since there are many common areas and open spaces in the worksites, here are some basic courtesies:

- Leave the kitchen and other common areas clean and tidy
- Before playing music at work, ask your colleagues if they mind
- While at work, keep your personal cell phone on silent, low or vibrate
- When talking on the phone, keep your voice down or move to a private room

Scents in the Workplace

With environmental chemical sensitivities on the rise, the District requests that you please refrain from wearing scented products to work (perfume, cologne, shampoo, deodorant, creams etc.). Please refer to D-122 Awareness of Scents/Chemical Sensitivities Policy and Regulations.

Allergies Alerts

Please be aware that your coworkers or students may have allergies, ranging from mild to life-threatening, including such things as gluten, nuts or various types of fruit. In some instances, signs have been placed warning of a particular allergy experienced by a staff member(s) or student at that work site. Please be careful and clean up after yourself as seemingly minor instances such as crumbs from a sandwich could have severe consequences for someone who is allergic.

Smoke-free Workplace

All District sites (including District vehicles) are smoke-free by law. Please refer to E-530 Use of Tobacco, Vapour Products and Cannabis on School Board Premises Policy and Regulations.

After-Hours Building Access

In the course of your job, you may need access to your worksite after standard operating hours. Your supervisor or PVP will arrange for after-hours building access, if required. Please review the working along procedures for your site.

Parking and Bike Lock-Up

Parking and bike lock up facilities vary based on the worksite you are at. Please check in with your supervisor or at the school office to find out more.

SOCIAL MEDIA

Social media is quickly becoming part of the everyday work of the District. Find and follow SD62 on:

Facebook: https://www.facebook.com/sookeschooldistrict
LinkedIn: https://www.linkedin.com/company/sooke-school-district-62/
Twitter: https://twitter.com/SD62_Sooke

Please refer to B-118 Social Media Policy and Regulations.

USEFUL CONTACTS AND LINKS

General HR Inquiries	hr@sd62.bc.ca
General Payroll and Benefits Inquires	payroll@sd62.bc.ca
General IT Support	https://servicedesk.sd62.bc.ca/ Login with your school district credentials
Engage (District Intranet Site)	https://engage.sd62.bc.ca/
District Website	https://www.sd62.bc.ca/
SD62 Strategic Plan	https://www.sd62.bc.ca/board-education/strategic-plan-2021-2025
District Policies and Procedures	https://www.sd62.bc.ca/board-education/policies-and-procedures
Na'tsa'maht Enhancement Agreement and Traditional Territory Acknowledgement	https://engage.sd62.bc.ca/departments-programs/natsamaht-indigenous-education
Collective Agreements	https://engage.sd62.bc.ca/job-info-hr/collective-agreements
Atrieve Website and Support	https://bc03.atrieveerp.com/sooke/Home.aspx 250-474-9859 or amakkinga@sd62.bc.ca
Make a Future Website and Support	www.MakeaFuture.ca 1.866.806.6851or https://www.makeafuture.ca/contact-us/
On-line Safety Platform (Prismatic)	https://safety.sd62.bc.ca/dashboard
Occupational Health, Safety and Wellness	https://engage.sd62.bc.ca/health-safety-wellness
District Calendars and School Hours	https://engage.sd62.bc.ca/district-board/district-calendars
Staff and School Contact Lists	https://engage.sd62.bc.ca/help-how-tos/forms-document-directory/staff-contact-lists
School Locator Tool	https://www.sd62.bc.ca/schools
School Board Office	https://engage.sd62.bc.ca/district-board/school-board-office