



PRSD employees, in the pursuit of their duties, shall treat students, parents, and other members of the community with dignity, respect, and consideration.

PRSD employees shall conduct their employment responsibilities in an honest and diligent manner.

PRSD employees shall adhere to their respective negotiated collective agreements.

PRSD employees shall adhere to the approved PRSD policies and administrative procedures.

PRSD employees shall not engage in any activity of any nature which would conflict with their duty to their employer of which could reasonably be expected to be detrimental to the interest or reputation of PRSD.

PRSD employees shall not engage in private endeavors that provide the appearance of an opportunity for wrongdoing or unethical conduct.

- Private endeavors are all those aspects of an employee's activity outside those connected with official PRSD duties. These include:
 - Financial interest
 - Paid and unpaid activities beyond official duty, and
 - Relationships with third parties who may be:
 - Employed by PRSD
 - Doing business with PRSD
 - Seeking employment or benefits from PRSD

Conflict of Interest

Employees of PRSD shall be deemed to be in conflict of interest if they:

- Are party to a subsisting contract with the Board other than a contract of employment under which money of the Board is payable or may become payable.
- Have a shareholding interest in any private corporation (other than a corporation whose shares are publicly traded) which has a subsisting contract with the Board under which money of the Board if payable or may become payable
- Use information gained through their positions as employees of the Board to gain pecuniary benefit either directly or indirectly
- Disclose information gained through their positions as employees of the Board for the benefit of others

The above section does not apply if employees have the prior approval of the Board, to enter into a contract with the Board or with persons contracting with the Board.

Criminal Conduct

Employees shall be expected to notify the Superintendent/CEO and/or Secretary-Treasurer of all criminal charges at the time the charge is issued, except for minor traffic violations. The Superintendent/CEO and/or Secretary-Treasurer will use their discretion on reporting such incidents to the Board of Trustees.



Employees charged with an offence under the Criminal Code of Canada may be suspended from employment dependent on the nature of the offence and its relationship to their duties. Circumstances will dictate whether the suspension is with or without pay.

Conviction of any criminal offence may result in termination of employment with the Board.

Applicants for employment will be required to submit to a Criminal Records Check.

Gifts and Payments

PRSD employees shall not accept a gift, payment, favour, or service from any individual or organization in the course of performance of their assigned duties if that gift, payment, favour, or service:

- Is other than a normal exchange of hospitality between people doing business, or
- Affects the fair and unbiased reception or the evaluation of the materials or services offered for use by the Board

Misuse of Board Property

Board property, including vehicles, equipment and material, shall be used only in the performance of assigned duties and shall not be used for personal benefit or non-Board use.

Principals or supervisors have the authority to develop procedures relevant to the use of Board-owned property in their particular school or department dependent upon the nature of assigned duties and the equipment or property used to perform same.

Principals or supervisors may authorize the use of supplies or equipment by Board personnel if they feel that such use will assist employees in their assigned work. It may be required that some personnel regularly retain Board-owned supplies or equipment in their possession.

Principals or supervisors releasing such equipment are responsible for maintaining a written record of same indicating the time of release, the signature of the user, and the date on which the item is returned.

Employees are held responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of Board-owned equipment or material entrusted to their care.

Outside Employment

Employees may take supplementary employment, including self-employment, unless such employment:

- Is performed in such a way as to appear to be an official act or represent an opinion of the Board, or
- Interferes with, influences or affects the performance of duties for the Board

Employees who author or create, print, non-print, courseware, software, or other instructional resource materials are deemed to the owners of this material only if such materials are developed on the employees own time.

Nepotism

In the employment and assignment of personnel, employees may not be employed in the school or department where their immediate supervisor is a relative.



Relatives shall be defined as including the spouse, mother, father, grandparents, or grandchildren of the employee or of the spouse, common-in-law of the employee, and the spouse, common-in-law, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.

The provisions of the procedure may be waived by the Board when the assignment or placement of both relatives is of such a nature that no reasonable alternatives are available.

Disciplinary Action

Violations of the expectations of AP #331 may be subject to disciplinary action as per AP #311 – Progressive Discipline.

Right to Appeal

Employees who are not satisfied with action taken with respect to enforcement of this administrative procedure are entitled to pursue the matter in the manner set forth as follows:

- For those matters which are covered by the employee's respective collective agreement or approved PRSD Human Resources employment administrative procedures, the matter may be pursued in accordance with the grievance or appeal outlined in the said collective agreements.
- In those instances where the matter is not covered by the employee's respective collective agreements, the issue may be pursued by the employee's submission of an appeal in writing to the Superintendent/CEO or Secretary-Treasurer within ten working days after the said action has been taken.