



## 402BP Employee Relations

**APPROVED:** 2025.05.29 (2023.01.17) (2012.09.19)  
**ADOPTED:** 2012.11.28  
**AMENDED:** 2013.04.17  
**REVIEWED:** 2025.05.29 (2023.01.10)

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### LEGAL REFERENCE:

- *Education Act*
- *Alberta Human Rights Act*
- *Criminal Code of Canada*
- *Canadian Charter of Rights and Freedoms*

### CROSS REFERENCE:

- [402.1AP Staff Conflict of Interest](#)
- [402.1AP Exhibit 1 Respectful Conduct Reporting Form](#)
- [402.2AP BTPS Staff Code of Conduct](#)
- [402.3AP Personnel Records](#)
- [402.4AP Employee Discipline](#)
- [402.5AP Teacher Professional Growth, Supervision and Evaluation](#)
- [402.6AP Leadership Growth, Supervision and Evaluation](#)
- [402.7AP Transfer of Professional Staff](#)
- [402.8AP Teacher Preparation Time](#)
- [402.9AP Staff Professional Learning](#)
- [402.11AP Staff Evaluation](#)
- [402.12AP Staff Remediation](#)
- [402.13AP Professional Staff Reduction](#)
- [402.14AP Professional Improvement Leave](#)
- [402.15AP Non-certificated Trained Status](#)
- [402.16AP Professional Staff Deployment](#)
- [402.17AP Criminal Record with Vulnerable Sector Check](#)

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### POLICY STATEMENT:

The Board believes that the recruitment, selection, placement and retention of effective staff is essential to creating environments that maximize student learning.

**GUIDING PRINCIPLES:**

1. Cooperation, collaboration and team work are valued in the system.
2. We value all staff and support lifelong learning through appropriate professional development.
3. Where student learning can be enhanced, and opportunities exist, employee requests for teacher exchange or professional improvement leave may be considered.
4. The most suitable candidates will be hired through an open and transparent process.
5. All employees are subject to an appropriate performance evaluation.
6. The well-being of all staff will be promoted in a safe and caring work environment.
7. All staff are responsible for compliance with standard practices and ethical conduct towards students, colleagues, school officials, parents, and members of the community that are consistent with their professional code of conduct the expectations of BTPS, and all legislation.
8. Employee disciplinary procedures that are fair, transparent and progressive will be followed to protect the rights of the employee and the division.
9. Administration will deploy staff in a manner that maximizes student learning.
10. All information collected on employees shall be retained/disposed of based on a standard set of guidelines and procedures ensuring that federal and provincial requirements are met
11. Teachers require time away from instruction to plan for lesson delivery and classroom administration.